City of St. Helena
City Council Regular Meeting
Tuesday, August 11, 2026 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena CA

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Public Forum" portion of the agenda may do so, but please observe the time limit of four minutes.

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website.

Public comment for City Council meetings will be accepted via email via to publiccomment@cityofsthelena.gov. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the online City Council agenda.

To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelena.gov.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at cityofsthelena.gov.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelena.gov.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en cityofsthelena.gov

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1. CALL TO ORDER
2. ROLL CALL
   Mayor: Paul Dohring, City Council Members: Aaron Barak, Michelle Deasy, Kate Spadarotto, Scott Diaz
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. APPROVAL OF THE MINUTES
   5.1. Regular City Council Minutes of July 28, 2026

6. PUBLIC FORUM

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.
Estimated start time: 6:05 p.m.

6.1. Public Comment

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS

Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

9. STAFF BRIEFING AND PRESENTATIONS

10. CONSENT ITEMS

Members of the Council or the public (present at the meeting) may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
Estimated start time: 6:20 p.m.

10.1. Consideration and Proposed Approval of a Resolution Authorizing a Professional Services Agreement with GEI Consultants, Inc. for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W109.

CEQA Determination: Mitigated Negative Declaration (MND)
Prepared By: Bruce Zaeni, Project Manager
Recommendation: Staff recommend authorization

10.2. Consideration and proposed adoption of a Resolution authorizing the Interim City Manager to Execute Amendment No. 3 to Professional Services Agreement STH Contract FY2024-093 with Mead & Hunt, Inc. for the Bell Canyon Reservoir Intake Tower and Valve House Project in the amount of $793,756 for Fixed Cone Valve procurement and Factory Acceptance Testing services, for a revised not-to-exceed contract total of $2,257,196.

CEQA Determination: Mitigated Negative Declaration (MND)
Prepared By: Bruce Zaeni, Project Manager
Recommendation: Staff recommends approval of the attached Resolution.

10.3. Consideration and proposed adoption of a resolution (1) Approving temporary street closures; and (2) Authorizing possession of open alcoholic beverages on public streets and parking lots for the 2026 Harvest Festival

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Ashley Sylvester, Director of Community Services Department
Recommendation: Staff recommends City Council review and adopt the attached resolution.

10.4. Consideration and proposed approval of a resolution amending the City of St. Helena Conflict of Interest Code pursuant to the Political Reform Act of 1974.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Andrew Bradley, Program Manager (City Clerk)
Recommendation: It is recommended that the City Council adopt a Resolution approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974, and rescind the previous Conflict of Interest, Resolution 2025-91.

10.5. Consideration and Adoption of a Resolution Authorizing Amendment No. 2 to St. Helena Contract FY2025-019 with West Yost & Associates, Inc for the Preparation of a Water Management Plan, Increasing the Contract Amount by $99,924 for a Total Contract Amount Not-To-Exceed $311,552 and increase the total project budget to $323,552 to include $12,000 for staff time.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Joseph Leach, Director of Public Works
Recommendation: Authorize the contract increase, the budget amendment and approve the attached resolution.

10.6. Proposed Approval of a Resolution:

(1) Approving the Memorandum of Understanding Between the City of St. Helena and the Police Officers' Association (POA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and

(2) Approving the Memorandum of Understanding Between the City of St. Helena and the St. Helena Employees Association (SHEA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and

(3) Approving Amendment #2 to the Memorandum of Understanding Between the City of St. Helena and the St. Helena Professional Firefighters Association (SHPFA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and

(4) Adopting and Approving the Publicly Available Pay Schedules in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for members covered under the Police Officers' Association (POA), St. Helena Employees Association (SHEA), and St. Helena Professional Firefighters Association (SHPFA).

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Mandy Kellogg, Director of Administrative Services
Recommendation: Staff recomends approval of the attached resolution.

10.7. Proposed Approval of a Resolution:
(1) Approving an Amendment to the Unrepresented Compensation Program for a One-year period Commencing on July 1, 2026 and expiring on June 30, 2027; and
(2) Adopting and Approving the Publicly Available Pay Schedules in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for classifications covered under the Unrepresented Compensation Program and certain Part-time classifications.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Mandy Kellogg, Director of Administrative Services
Recommendation: Staff recommends approval of the attached resolution.

10.8. Adopt the Napa Countywide Active Transportation Plan

CEQA Determination: Exempt pursuant to Public Resources Code (PRC) §21080.20
Prepared By: Eric Janzen, Asst. PW Director
Recommendation: Staff recommends City Council approve the attached Resolution and adopt the Napa Countywide Active Transportation Plan.

10.9. Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for CIP Project W24-04 SMART Meter Deployment

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Rebecca White, Administrative Assistant
Recommendation: Staff recommends approval of the attached Resolution

11. PUBLIC HEARINGS

Estimated start time: 6:30 p.m.

11.1. Introduction and First Reading of an Ordinance Clarifying the Regulation of On-Site Storage

CEQA Determination: Common Sense Exemption (§15061(b)(3))
Prepared By: Jackie Oneal, Senior Planner
Recommendation:

Staff recommends that the City Council:

1. Find that the proposed ordinance is exempt from environmental review pursuant to California Environmental Quality Act Guidelines Section 15061(b)(3); and

2. Introduce and waive the first reading of an ordinance amending Section 17.33.010 (Definitions of Uses), Table 17.17.020(A) (Use Regulations—Commercial and Mixed-Use Zoning Districts), and Table 17.18.020(A) (Use Regulations—Business and Industrial Zoning Districts) of the St. Helena Municipal Code to clarify the regulation of on-site storage and distinguish storage that is incidental and subordinate to a lawfully established primary use from storage regulated as a separate use.

12. OLD BUSINESS

13. NEW BUSINESS

Estimated start time: 6:45 p.m.

13.1. Consideration of a Resolution Allowing a Current Member of the Active Transportation and Sustainability Committee (ATSC) to Continue Serving After Moving Outside City Limits.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Andrew Bradley, Program Manager (City Clerk)
Recommendation: Approve Resolution to allow Emma Leggat to continue serving on the committee after relocating outside St. Helena city limits.

13.2. Lewis Station Park, St Helena, Restoration, and Donation

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Ashley Sylvester, Director of Community Services Department
Recommendation: Authorize acceptance of donations and pursuit of the renovations proposal.

13.3. Receive Draft Response to the 2025–2026 Napa County Civil Grand Jury Report and Provide Direction to Staff

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Joseph Leach, Director of Public Works
Recommendation: Review the attached draft response to the 2025–2026 Napa County Civil Grand Jury Report dated June 24, 2026, provide comments and direction to staff, and direct staff to return with a final proposed response for City Council consideration and adoption on August 25, 2026.

14. CITY COUNCIL REPORTS

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for August 25, 2026.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on August 7, 2026

Andrew Bradley, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CHALLENGING DECISIONS OF CITY ENTITIES
The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA
Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the

City Clerk's Office located at 1088 College Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's website at cityofsthelena.gov and will be available for public review at the respective meeting.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, July 28, 2026 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena CA

A complete video recording of this meeting, except for closed session, can be found at https://sthelenaca.portal.civicclerk.com/ or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
Absent: None

1. CALL TO ORDER
   Mayor Dohring called the meeting to order at 6:01 p.m.

2. ROLL CALL
   Mayor: Paul Dohring, City Council Members: Aaron Barak, Michelle Deasy, Scott Diaz, Kate Spadarotto

3. PLEDGE OF ALLEGIANCE
   Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA
   Interim City Manager Jim McCann noted that item 11.1 would not be heard.

   City Council Member Kate Spadarotto moved to adopt the agenda, removing item 11.1. The motion was seconded by City Council Member Aaron Barak and on voice vote carried by the following vote:

   AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
   NOES: None
   ABSENT:
   ABSTAIN: None
   RECUSE: None

5. APPROVAL OF THE MINUTES

5.1 Approval of the Minutes

Prior to the approval of the minutes, Vice Mayor Deasy requested that staff begin including resolution numbers in the meeting minutes. Staff confirmed that this practice will be implemented going forward.

Vice Mayor Michelle Deasy moved to approve the minutes. The motion was seconded by City Council Member Scott Diaz and on voice call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

6. PUBLIC FORUM

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.
Estimated start time: 6:10 p.m.

6.1 Public Comment

Public comment was received by Matthew Heil

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS

Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

City Attorney Ethan Walsh reported on the Special Closed Session meeting of the City Council on July 28, 2026, reporting that there was no reportable action.

Interim City Manager Jim McCann reported that staff had received notification from

Congressman Mike Thompson's office advising the City that the request for funding the Congressional Community Project Funding Program was awarded $1 million to the Native Sons project. He noted that funding still requires approval through the federal legislative process, including passage by both the House of Representatives and the Senate.

Mr. McCann also announced an update on the recommended implementation of the Blackberg report that will be presented at the August 25 City Council meeting and will be advertised on the City's website.

Additionally, he reminded the public that a Fire Safety and Preparedness Meeting will be held on Thursday, July 30, beginning at 4:00 p.m. in the Fire Station Training room.

City Clerk Andrew Bradley reviewed a new way for residents to stay informed called Civic Send. Residents can sign up to receive email notifications on a variety of topics, including planning projects, public notices, noise permits, and more. To subscribe, visit the City's website, click the "Stay Informed" button, then select the topics you would like to receive under "Notify Me".

The City is currently accepting applications for the following Boards and Commissions:

- Active Transportation and Sustainability Committee
- Library Board of Trustees
- Parks and Recreation Commission
- Planning Commission

Positions are open until filled and potential applicants can learn more and apply at cityofsthelena.gov/cityboards.

Finally, the nomination period is still open for individuals interested in running for City Council or Mayor. Interested individuals should email the City Clerk to begin the candidate filing process. The deadline for submitting candidate paperwork is August 7 at 4:00 p.m. If an incumbent does not file, the filing period will be extended to August 12 at 4:00 p.m. City Clerk Bradley reminded residents that are not running for office that they can sign up to two nominations papers for City Council candidates (1 for each available position) and one nomination paper for a Mayor candidate.

7.1 Street Saver Report Update

Assistant City Manager/Director of Public Works, Joe Leach made brief presentation on the Street Saver report.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

9. STAFF BRIEFING AND PRESENTATIONS

9.1 Water Service and Quality Discussion following event of July 18, 2026

Interim City Manager McCann introduced the item, and Assistant City Manager/Director of Public Works Leach presented a report regarding the July 18, 2026, incident in which a van struck a fire hydrant, resulting in a temporary loss of water service and discolored water for many residents. The City's response to the incident was reviewed along with outlined actions that day and identified opportunities to improve emergency response communication for the future.

10. CONSENT ITEMS

Members of the Council or the public (present at the meeting) may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
Estimated start time: 6:40 p.m.

10.1 Adoption of a Resolution authorizing a new Professional Services Agreement with North Coast Community Planning for an amount not to exceed $97,300.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Jackie Oneal, Senior Planner
Recommendation: Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a new Professional Services Agreement with North Coast Community Planning for continued planning support services in an amount not to exceed $97,300.

Adopted Resolution 2026-071

10.2 Sesquicentennial "Cheers to 150 Years" Celebration Road Closure

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Ashley Sylvester, Director of Community Services Department
Recommendation: Staff recommends City Council review and adopts the attached resolution.

Adopted resolution 2026-072

10.3 Waiver of second reading and adoption of an ordinance, amending Chapter 3.04 of the Municipal Code Purchasing of Supplies, Equipment and Services, and Procedures for Public Works Projects to update the City Manager's signing authority to add a new section providing Authority to

Adopt Implementing Regulations and Administrative Policies

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Mandy Kellogg, Director of Administrative Services
Recommendation: Waiver of second reading and adoption of an Ordinance, amending Chapter of Purchasing Municipal Code of 3.04 the Supplies, Equipment and Services, and Procedures for Public City Works Projects to update the Manager's signing authority and add a new section providing Authority to Adopt Implementing Regulations and Administrative Policies.

The item was pulled for further discussion by Vice Mayor Deasy.

Interim City Manager Jim McCann gave a brief overview of the item. Mayor Dohring opened the public comment. No public comment was received.

Discussion was turned back over to the Council, where Vice Mayor Deasy asked if staff could provide a quarterly summary of expenditures by vendor in the future. Interim City Manager McCann confirmed that it was something staff could provide.

City Council Member Aaron Barak moved to approve item 10.3 - Adopting Ordinance 2026-06. The motion was seconded by City Council Member Scott Diaz and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Adopted Ordinance 2026-06

10.4 June 2026 Review and Forecasting of City Water Supply Availability

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Ian Dale, Environmental Serv Tech
Recommendation: Receive and File.

10.5. Approving the R24-02 Oak Avenue Surface Restoration Project Plans; Authorizing the Bid Request; Finding the Oak Avenue Surface Restoration Project Exempt from CEQA.

CEQA Determination: Categorical Exemption
Prepared By: Mario Traverso, Project Manager
Recommendation: Approve the Resolution

Adopted Resolution 2026-073

10.6. Resolution Authorizing (1) a Temporary Closure of Tainter Street between Kearney Street and Oak Avenue on Sunday, August 23, 2026, from 6:00a.m. to 8:00p.m.; and (2) Authorizing Possession of Open Alcoholic Beverages and the Operation of Mobile Food Vendors on this Public Street for the Guelaguetza St. Helena 2026 Event Scheduled for Sunday, August 23, 2026, from Approximately 11a.m. to 7:00p.m.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Rebecca White, Administrative Assistant
Recommendation: Staff recommends City Council approve the attached resolution.

Adopted Resolution 2026-074

10.7. Authorizing the City Manager to execute a construction contract with Ron's Quality Construction in the amount of $114,020 for the installation of the manufactured house at the water treatment plant, Authorizing the Director of Public Works to approve change orders up to $28,407.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Mario Traverso, Project Manager
Recommendation: Approve the Resolution

This item was pulled for further discussion by Council Member Diaz.

Interim City Manager McCann gave brief comments about the item.

Mayor Dohring opened the public comment. No public comment was made.

Discussion was brought back to the Council where questions were made to staff.

City Council Member Scott Diaz moved to approve the resolution. The motion was seconded by Vice Mayor Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz

NOES: None
ABSENT:
ABSTAIN: None
RECUSE: None

Adopted Resolution 2026-075

10.8. Consideration and proposed adoption of a Resolution authorizing a FY2026-2027 budget amendment to increase appropriation within CIP R18-81 Downtown Sidewalk Improvement Project budget to $73,698 for additional construction management, funded by Measure U, and the corresponding contract amendment with Coastland/DCCM.

CEQA Determination: Addendum to Previously Certified EIR or Adopted MND
Prepared By: Eric Janzen, Asst. PW Director
Recommendation: Adopt associated Resolution.

Adopted resolution 2026-076

City Council Member Aaron Barak moved to approve consent items with the exception items 10.3 and 10.7. The motion was seconded by City Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11. PUBLIC HEARINGS

Estimated start time: 6:50 p.m.

11.1. This item was not heard.

~~Introduction and First Reading of an Ordinance Clarifying the Regulation of On-Site Storage~~

CEQA Determination: Common Sense Exemption (§15061(b)(3))
Prepared By: Jackie Oneal, Senior Planner
Recommendation:

12. OLD BUSINESS

Estimated start time: 7:05 p.m.

12.1. Consideration and proposed approval of a resolution approving a facility use agreement between the City of St. Helena and St. Helena Little League for the use of baseball facilities located at Crane Park.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Ashley Sylvester, Director of Community Services Department
Recommendation: City Staff recommend approving the proposed resolution approving the facility use agreement between the City of St. Helena and St. Helena Little League.

Interim City Manager McCann introduced the item. Director of Community Services Ashley Sylvester reported on the item.

Mayor Dohring asked for brief clarifying questions from the Council before opening public comment. No public comment was made.

The discussion was turned back over to the Council where questions and comments were made.

City Council Member Aaron Barak moved to approve the resolution with the addition of a 20-year renewal unless either party gives notice one year prior, along with adding inclusive language for softball. The motion was seconded by City Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
NOES: None
ABSENT:
ABSTAIN: None
RECUSE: None

Adopted Resolution 2026-077

13. NEW BUSINESS

Estimated start time: 7:15 p.m.

13.1 Consideration of a Resolution to appoint an applicant to the Active Transportation and Sustainability Committee for a term expiring June

2027.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Andrew Bradley, Program Manager (City Clerk)
Recommendation: Appoint Antionette Freeman to the Active Transportation and Sustainability Committee (ATSC) as member to fill a term that is now vacant, expiring June 30, 2027.

City Clerk Andrew Bradley reported on the item.

Mayor Dohring opened the public comment. No public comment was made.

Discussion was brought back to the Council where questions and comments were made.

Mayor Paul Dohring moved to approve the resolution approving the application and the exception to the policy living outside of jurisdiction. The motion was seconded by City Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Adopted Resolution 2026-078

13.2. Fiscal Year 2024-25 Annual Comprehensive Financial Report and Independent Auditor's Report on Internal Control Over Financial Reporting.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Mandy Kellogg, Director of Administrative Services
Recommendation: Staff recommends the City Council receive and accept the Comprehensive Annual Financial Report of the City of St. Helena for Fiscal Year Ended June 30, 2025.

Interim City Manager McCann introduced the item and gave a brief overview. Administrative Services Director Mandy Kellogg introduced Adi Harshwall with Harshwall and Associates who was the City’s new auditor for Fiscal Year 2025. Adi Harshwall gave presentation on the audit.

Mayor Dohring opened up the Public Comment. Public Comment was received by Garry Rose.

Discussion was turned over to the Council where questions and comments were made. Mayor Dohring asked if staff could provide a late summer/early fall report of the budget dependent on staff capacity.

No motion was needed, report was received and filed.

Mayor Dohring called for a 5-minute break at 7:10 p.m. Council resumed at 7:19 p.m.

13.3. Approval of a resolution authorizing the Interim City Manager to Execute a Professional Services Agreement with Bob Murray & Associates in the amount of $36,500 for recruitment services related to the City Manager vacancy.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: James McCann, Interim City Manager
Recommendation: Staff recommends approving the attached resolution and requests the City Council provide direction on the next steps.

Interim City Manager McCann introduced the item, provided a brief report, and introduced Gary Phillips with Bob Murray and Associates to answer any questions regarding the recruitment process.

Mayor Dohring opened the public comment period. No public comments were received.

The discussion then returned to the City Council. Mayor Dohring invited the City Manager Recruitment subcommittee, consisting of Vice Mayor Deasy and Council Member Barak, to provide any additional comments regarding the recruitment.

Vice Mayor Deasy requested that the proposal be revised to include a broader recruitment effort extending beyond the traditional candidate pool and geographic area. Additionally, she requested that the proposal provide the City Council with the opportunity to review all submitted applications. Mr. Phillips confirmed that the proposal could be revised to incorporate the language.

City Council Member Aaron Barak moved to approve contract with recommended clarifying changes to the scope. The motion was seconded by City Council Member Scott Diaz and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto, City Council Member Scott Diaz
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Adopted Resolution 2026-079

14. CITY COUNCIL REPORTS

Mayor Dohring informed the Council that he would be forwarding informational materials from the NVTA

Council Member Barak gave brief report on the Finance Committee meeting.

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 7:35 p.m.

The next Regular City Council meeting is scheduled for August 11, 2026.

APPROVED:	**ATTEST:**
_____	_____
Paul Jamison Dohring, Mayor	Andrew Bradley, City Clerk

Outlook

Public Forum Comments - Agenda Item 6 - City Council Meeting August 11, 2026

From Christopher J Warner <chrisjwarner52@gmail.com>
Date Mon 8/10/2026 11:33 AM
To Public Comment <publiccomment@cityofsthelena.gov>
Cc James McCann <jmccann@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Leza Mikhail <lmikhail@cityofsthelena.gov>

2 attachments (4 MB)

Appendix H Full Implementation Measures Matrix - Mandates and Ordinances Only.pdf; Warner RCAAP Comments 9.23.25 St Helena City Council Meeting.pdf;

Please include the following comments for the Public Forum agenda item, plus the attachments to this email. Thank you!

Christopher J. Warner
415-309-9572

PROPOSED NAPA CLIMATE ACTION PLAN - UNFUNDED MANDATES AND COSTS TO ST HELENA

My comments are personal only, not in any official capacity on the Planning Commission or Finance Committee.

In the next month, the City of St. Helena and you as the City Council are likely to be asked to approve the final Napa Climate Action Plan—without any prior effective notification to St. Helena residents and businesses; without any prior City Council hearing, public meeting, or town hall; and without any formal review, resolution or approval by the City Council of the millions of dollars of unfunded mandates and new regulatory prohibitions imposed by the Plan on St. Helena homeowners, residents, businesses and the City government.

You will be asked to approve the Climate Action Plan as a member of the Napa Climate Action Committee joint powers authority through your representative on the Committee, Councilmember Deasy.

Before you determine whether to approve the Climate Action Plan, you should know and consider the details of the Plan and provide guidance to your representative on the Climate Action Committee. The Plan would:

- **Impose new unfunded mandates, legal prohibitions and implementation and compliance costs on St. Helena and Napa citizens, homeowners and businesses beginning in 2027 costing several billion dollars, including unfunded mandates and regulations forcing all St. Helena homeowners, hotels, restaurants, stores and businesses to remove all their natural gas appliances from their homes and buildings, buy new all-electric appliances, and open up the walls, floors and ceilings of their homes and buildings to re-wire the entire buildings as well pay for any requirements for PG&E to upgrade its equipment and power lines to serve the additional electric loads. For homeowners and building owners alone, the retrofits would**

cost an estimated $30,000 to $100,000 per home and building apiece, based on cost estimates provided in comments on the Climate Action Plan.

- **These building retrofits also could expose older homes and buildings to asbestos, lead paint and mold in the walls, ceilings and foundations, requiring homeowners as well as commercial building owners and tenants on Main Street in St. Helena to be vacated indefinitely during remediation of these environmental hazards as well as potentially require digging up the streets and sidewalks if PG&E needs to upgrade its electric lines and equipment to provide the new electric service.**

- **To make things worse, the draft Climate Action Plan includes no guaranteed funding plan for either implementation costs to the City or compliance costs by St. Helena residents and businesses, and no analysis whatsoever of whether the various unfunded mandates and new regulations have benefits that exceed their costs and are cost-effective.**

- **The Plan's CEQA documentation would impose brand new "Climate Action Plan compliance" requirements for ALL new housing and other economic development projects in St. Helena and throughout Napa.**

- **Beyond these building retrofit mandates, the Plan also proposes to require imposition of new punitive water rates on all water users, new costly regulations and restrictions on all new housing, retail, hotel and other economic development projects, and new prohibitions on vineyard and other agriculture operations and winery renovations.**

- **The Plan rejects numerous comments by interested parties requesting that the unfunded mandates and new regulations be removed and replaced with voluntary incentives and promotion of voluntary climate-friendly projects and programs that are cost effective and affordable.**

- **Based on these unfunded mandates and excessive costs of compliance in the proposed final Climate Action Plan, I recommend that the City ask for a delay in adoption of the Plan until the City Council and the St. Helena community can understand and fully comment and amend the Plan, or otherwise vote to reject the Plan until it is amended to remove the excessively costly and unjustified and unfunded mandates, regulations and legal prohibitions.**

Christopher J. Warner

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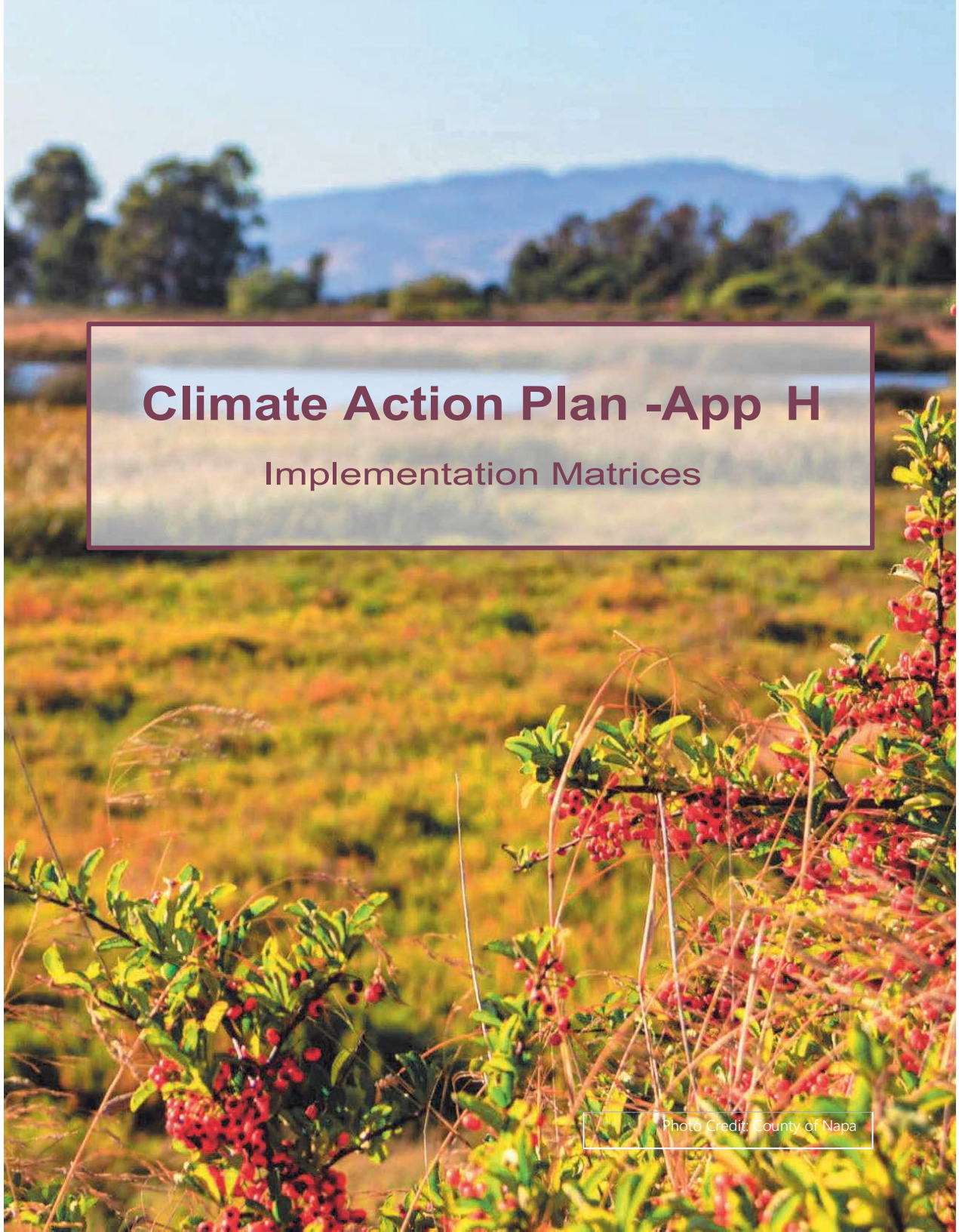
Attachments: (1) List of all unfunded mandates and regulatory prohibitions in draft Final Climate Action Plan, Appendix H; (2) Previous comments on draft Napa Climate Action Plan, September 23, 2025 St. Helena City Council Meeting


Climate Action Plan -App H
Implementation Matrices
Photo Credit: County of Napa

Greenhouse Gas Reduction Actions Implementation Matrix

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
BE-1-C	Work with the CECSP to develop reach codes and associated cost effectiveness studies.	► All	► BayREN Codes & Standards ► CECSP	Reach Code/ Ordinance	2026	2045
BE-1-D	Determine reach code compliance triggers for retrofits.	► All	► N/A	Reach Code/ Ordinance	2026	2027
BE-1-F	Adopt ordinance(s) to implement and enforce new reach code(s) for existing buildings. Pursuant to new statewide residential building code update limitations in Assembly Bill (AB) 130 (signed into law on June 30, 2025), a residential reach code may not be adopted and enforced until in 2031; however, nonresidential reach code adoption and enforcement may proceed starting in 2026.	► All	► N/A	Reach Code/ Ordinance	2026	2031

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
BE-1-Q	Review existing building reach codes at the release of each triennial building code cycle to ensure they do not conflict with updates.	► All	► BayREN Codes & Standards ► CECSP	Reach Code	TBD	Ongoing
BE-2-A	Require that at least 90 percent of municipal buildings undergo energy audits that meet industry-accepted reporting standards.	► All	► N/A	Reach Code/ Ordinance	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
BE-2-D	Require energy audits for municipal buildings every five years.	► All	► N/A	Reach Code/ Ordinance	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
BE-4-B	Require new wineries, winery retrofits, and additions greater than 10 percent of existing square footage to attain sustainability certification.	► All	► Napa Green ► CA Sustainable Winegrowing Alliance ► Sustainability in Practice (SIP) Certified	Ordinance	2026	2045
BE-5-A	Adopt a regionally consistent energy efficiency and renewable energy building reach code for new construction of residential and non-residential buildings, including major additions. Pursuant to new statewide residential building code update limitations in AB 130 (signed into law on June 30, 2025), a residential reach code may not be adopted and enforced until 2031; however, nonresidential reach code adoption and enforcement may proceed starting in 2026.	► All	► Bay Area Air District ► BayREN ► MCE	Ordinance	2026	2031

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
BE-5-C	Develop reach codes requiring low carbon concrete and materials with low embodied carbon. Pursuant to new statewide residential building code update limitations in AB 130 (signed into law on June 30, 2025), a residential reach code may not be adopted and enforced until 2031; however, nonresidential reach code adoption and enforcement may proceed starting in 2026.	► All	► N/A	Ordinance	2027	2028
BE-5-D	Regularly update the reach code in accordance with the State's building energy code cycles and legislation.	► All	► Bay Area Air District ► BayREN ► MCE	Monitoring and Updating	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-1-8	Work with NVTA to implement VMT reduction strategies as part of the development review process.	► All	► NVTA	Partnership	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-2-C	Coordinate across jurisdictions to consider implementation options and/or seek funding for the solution(s) recommended by the study.	► All	► Bay Area Air District ► California Sustainable Winegrowing Alliance ► Napa Green ► SIP Certified	Evaluate Options / Secure Funding	TBD	Ongoing
TR-3-B	Analyze existing private parking lots and educate/incentivize owners to take advantage of funding opportunities such that at least 10 percent of their spaces have EVSE and at least an additional 10 percent are EV-ready.	► All	► NVTA	Research	2026	2027
TR-3-D	Review requirements every 5 years and update the requirements to increase the percentage of parking lots with EV chargers.	► All	► NVTA	Research	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-4-D	Adopt an ordinance that expedites scaled permitting of fuel stations that offer renewable fuels.	► All	► Hydrogen Fuel Cell Partnership ► NVTA	Ordinance	2029	2030
TR-4-E	Require expedited EV charging permitting in all jurisdictions.	► All	► BayREN	Ordinance	2026	2027
TR-4-F	Require 50 percent of parking spaces in new development to be EV-capable by 2030.	► All	► BayREN	Ordinance	2026	2030
TR-4-G	Adopt an EV charging station reach code that establishes minimum EV charging standards for all new residential and non-residential development.	► All	► BayREN	Ordinance	2026	2027
TR-4-1	Evaluate the feasibility of the ordinance at least once every five years and update, as necessary.	► All	► Hydrogen Fuel Cell Partnership ► NVTA	Monitoring and Updating	TBD	Ongoing
TR-4-J	Review the requirements at least once every five years and make requirements more stringent, as feasible, in accordance with CALGreen voluntary recommendations.	► All	► Hydrogen Fuel Cell Partnership ► NVTA	Monitoring and Updating	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-8-A	Adopt an ordinance in all jurisdictions that permanently bans or phases out the development of new and existing fossil fuel pumps.	► All	► N/A	Ordinance	2034	2035
TR-8-B	Evaluate the feasibility of the ordinance at least once every five years and update, as needed.	► All	► N/A	Monitoring and Updating	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-10-D	Update municipal codes to incorporate comprehensive bicycle, e-bike, and micromobility parking and charging standards.	► All	► NVTA ► Napa County Bicycle Coalition	Ordinance	2027	Ongoing
TR-10-E	Establish (and/or update) and implement policies addressing active transportation facility maintenance and access.	► All	► NVTA	Ordinance	2027	2028

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-11-C	Develop and adopt local TDM ordinances in all jurisdictions by 2028.	► All	► Bay Area Air District ► NVTA	Ordinance	2028	2030
TR-13-A	Consider the feasibility of reducing minimum parking standards or establishing maximum parking standards, along with complementary strategies. If feasible and appropriate, develop and adopt ordinances amending parking standards in local zoning codes.	► All	► NVTA	Ordinance	2033	2035

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
TR-13-B	Consider modifying zoning codes to unbundle parking from rent for all new multi-family residential developments with 16 or more units located within ¼ mile of arterials or collectors with fixed route service.	► All	► NVTA	Ordinance	TBD	Ongoing
TR-13-C	Implement parking supply-related measures.	► All	► NVTA	Ordinance	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
OF-1-8	Implement a countywide ban on fossil fuel-powered landscape equipment under 25 horsepower by 2030.	► All	► N/A	Ordinance	2029	2033
OF-2-A	Electrify 33 percent of existing commercial loading docks to include electric charging ports for trucks and TRUs by 2030.	► All	► Napa Green ► NVTA	Ordinance	2029	Ongoing
OF-2-C	Electrify 100 percent of existing commercial loading docks to include electric charging ports for trucks and TRUs.	► All	► Napa Green ► NVTA	Ordinance	TBD	Ongoing
OF-2-D	Evaluate progress and effectiveness of requirements and modify as necessary to meet policy goals and priorities.	► All	► Napa Green	Partnership	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
SW-1-8	Adopt and implement the draft Reusable Food Ware and Waste Reduction Ordinance.	► All	► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency	Ordinance	2025	2026

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
SW-1-D	Implement a Mandatory Commercial Food Waste Diversion Program.	► All	► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency ► Upper Valley Disposal Services ► Berryessa Garbage Service	Ordinance	2025	2026
SW-1-E	Conduct random annual waste bin audits with local waste collection operators to check compliance.	► All	► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency ► Upper Valley Disposal Services ► Berryessa Garbage Service	New Program	2025	2026
SW-1-F	Continue to implement the program and support backyard composting.	► All	► Napa County School Districts ► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency ► Upper Valley Disposal Services ► Berryessa Garbage Service	Modified Program	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
SW-1-G	Monitor progress of ordinance implementation and enforcement.	► All	► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency ► Upper Valley Disposal Services ► Berryessa Garbage Service	Monitoring and Updating	TBD	Ongoing
SW-1-H	Evaluate progress and effectiveness of requirements and modify, as needed.	► All	► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency ► Upper Valley Disposal Services ► Berryessa Garbage Service	Monitoring and Updating	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
SW-3-D	Evaluate progress and effectiveness of requirements and modify, as needed.	► All	► Napa County School Districts ► Napa County Recycling and Waste Services ► Recology American Canyon ► Upper Valley Waste Management Agency ► Upper Valley Disposal Services ► Berryessa Garbage Service	Monitoring and Updating	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
SW-4-C	Establish requirements that both landfills provide evidence to substantiate their collection efficiency improvements are being achieved.	► Unincorporated County	► Recology American Canyon ► Upper Valley Disposal Services ►	Ordinance	2026	2028
SW-4-D	Require that both landfills provide evidence to substantiate their collection efficiency in a report by the end of 2046.	► Unincorporated County	► American Canyon Landfill ► Clover Flat Landfill ► Recology American Canyon ► Upper Valley Disposal Services	Monitoring and Updating	TBD	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
WW-1-A	Require public and private wastewater treatment plants to conduct a full evaluation and report on proposed solutions to reduce CH_4 emissions not captured by existing waste-to-energy systems.	► All	► Local wastewater agencies	Ordinance	2032	Ongoing
WW-1-B	Evaluate progress and effectiveness of requirements and modify, as needed.	► All	► Local wastewater agencies	Monitoring and Updating	TBD	Ongoing
WW-3-A	Target average indoor residential water use of 47 gallons per capita per day or less for 2025-2029.	► All	► Napa RCD ► California Water Efficiency Partnership	Incentives	2029	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
WW-3-F	Target average indoor residential water use of 42 gallons per capita per day or less for 2030 and beyond.	► All	► Napa RCD ► California Water Efficiency Partnership	Monitoring and Updating	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
WW-4-E	Adopt regionally consistent ordinances to implement and enforce AB 1572.	► All	► Napa RCD ► UCCE Master Gardeners ► Napa County Green Business ► California Water Efficiency Partnership	Ordinance	2034	2037
WW-4-F	Study the feasibility of applying tiered water rates to non-residential customers for agencies that currently apply uniform volumetric rates for non-residential water consumption.	► All	► Napa RCD ► UCCE Master Gardeners ► Napa County Green Business ► California Water Efficiency Partnership	Research	2034	2035
WW-4-G	Rank non-residential customers by annual water use and require top users to undergo periodic water audits to identify areas for improvement.	► All	► N/A	New Program	2033	2034

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
WW-4-H	Enforce WELO for covered projects, ensuring the installation of climate-appropriate plants and efficient irrigation systems.	► All	► Napa RCD ► UCCE Master Gardeners ► Napa County Green Business ► California Water Efficiency Partnership	Ordinance	2034	Ongoing
WW-4-1	Adopt regionally consistent local amendments that include more stringent water efficiency and conservation measures. Pursuant to new statewide residential building code update limitations in AB 130 (signed into law on June 30, 2025), a residential reach code may not be adopted and enforced until 2031; however, nonresidential reach code adoption and enforcement may proceed starting in 2026.	► All	► Napa RCD ► UCCE Master Gardeners ► Napa County Green Business ► California Water Efficiency Partnership	Ordinance	2034	Ongoing
WW-4-0	Continue local enforcement of AB 1572 non-functional turf irrigation ban and encourage affected non-residential entities to certify their compliance with the State Water Board every three years.	► All	► N/A	Local Enforcement	TBD	Ongoing

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
WW-4-P	Adopt tiered water rates for non-residential customers, if feasible.	► All	► N/A	Ordinance	TBD	Ongoing
WW-4-R	Implement a formal water conservation program for the top 20 percent of non-residential water users.	► All	► N/A	New Program	TBD	Ongoing
WW-4-T	Consider establishing a Water Building Performance Standard.	► All	► N/A	Ordinance	TBD	Ongoing
WW-5-A	Establish and enforce local regulations that prohibit certain wasteful uses of potable water permanently.	► All	► N/A	Ordinance	2030	2031
WW-5-B	Adopt at minimum a core set of permanent water waste prohibitions with an aim to reduce the use of potable water for outdoor activities.	► All	► N/A	Ordinance	2030	2031
WW-5-C	Expand core set of permanent water waste prohibitions, as needed.	► All	► **N/A**	Ordinance	TBD	Ongoing
WW-6-A	Ensure Napa and American Canyon's compliance with SB 555 Maximum Real Loss Standards of 26.8 and 16.4 gallons per service connection per day, respectively, by January 1, 2028.	► American Canyon ► Napa	► American Water Works Association (CA-NV Section)	Ordinance	2031	2033
WW-6-C	Evaluate progress and effectiveness of requirements and modify, as needed.	► All	► American Water Works Association (CA-NV Section)	Monitoring and Updating	TBD	Ongoing
		►	►			

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
AG-5-C	Consider having consistent replacement requirements for tree removals across all jurisdictions.	► American Canyon ► Calistoga ► Napa ► St. Helena ► Yountville	► Napa RCD	Ordinance	2030	2032
AG-6-A	Develop a dedicated countywide watershed management and habitat restoration program that coordinates with relevant stakeholders and departments to accelerate habitat restoration.	► Unincorporated County	► Napa RCD	New Program	2025	2027
AG-7-B	Support sustainability certification of vineyards to reach a target of 75 percent of vineyards certified by 2030.	► All	► Napa Green	Partnership	2026	2030

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
AG-7-F	Certify all new vineyards by 2030. Target 90 percent of vineyards, countywide, to become certified in sustainability by 2045.	► All	► Napa Green ► Wine Institute	Partnership	TBD	Ongoing
AG-8-B	Adopt ordinances that discourage or prohibit anaerobic manure management in favor of pasture-managed or composted manure.	► Unincorporated County	► Napa RCD	Ordinance	2029	2030
AG-8-C	Review and update ordinances every five years to apply more stringent regulations.	► Unincorporated County	► Napa RCD ► Local chapter of California Cattleman's Association ► UCANR	Monitoring and Updating	TBD	Ongoing
AG-9-A	The County will explore the potential benefits of establishing a mitigation program and update the Conservation Regulations in Chapter 18 of the County Code, if needed.	► Unincorporated County	► Developers ► Land owners/managers	Ordinance	2026	2026

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Start	End
AG-9-B	The County will apply the mitigation program to proposed land development projects subject to County review and approval.	► Unincorporated County	► Developers ► Land owners/managers	Development Review	2026	Ongoing
AG-9-D	The County will monitor replanting projects required as mitigation for proposed projects on an ongoing basis to ensure that carbon sequestration and storage benefits under this program are achieved over the long-term.	► Unincorporated County	► Developers ► Land owners/managers	Monitoring and Reporting	2026	Ongoing

Notes: AB = Assembly Bill; ABAG = Association of Bay Area Governments; BayREN = Bay Area Regional Energy Network; C&D = construction and demolition; CAC = Napa County Climate Action Committee; CARB = California Air Resources Board; CBO = community-based organization; CECSP = Certified Electric Safety Compliance Professional; CH_4 = methane; EV = electric vehicle; EVSE = electric vehicle supply equipment; MAAS = mobility as a service; MTC = Metropolitan Transportation Commission; N/A = not applicable; Napa RCD = Napa County Resource Conservation District; NRCS = Natural Resource Conservation Service; NVTA = Napa Valley Transportation Authority; PG&E= Pacific Gas & Electric Company; SB= Senate Bill; SIP= Sustainability in Practice; TBD = to be determined; TDM = transportation demand management; TRU = transport refrigeration unit; UC ANR = University of California Department of Agriculture and Natural Resources; UCCE = University of California Cooperative Extension; VMT = vehicle miles traveled; WELO = water efficient landscape ordinance; ZEV = zero-emission vehicle.

[1] The measure associated with each Action ID in this table can be found in Chapter 3 of the RCAAP.

[2] For sake of brevity, each Action Description included in this table may be a shortened or abbreviated version of the full action language found in Chapter 3 of the RCAAP.

Source: **Compiled by Ascent in 2025.**

Adaptation Actions Implementation Matrix

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
ALL-3.1	Require owners/developers to waterproof structures and foundations in 100- and 500-year floodplains.	► All	► N/A	Capital Improvement/ Infrastructure Project	Ongoing
ALL-3.2	Establish wildfire risk reduction requirements for new and existing residential and commercial developments.	► All	► CAL FIRE ► NCFF	Capital Improvement/ Infrastructure Project	Ongoing
ALL-5.1	Revise maintenance protocols for transportation systems to integrate climate vulnerability considerations.	► All	► Caltrans	Modified Program	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
ALL-6.1	Develop locally tailored agricultural heat resilience guidelines and other safety standards that consider enhancements beyond Cal/OSHA requirements.	► All	► N/A	Policy/ Ordinance Adoption	1-5 Years (Near-Term) & Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
ALL-7.1	Implement nature-based solutions, green infrastructure, and best management practices.	► All	► CDFW ► DOC ► NCGSA ► Napa Green ► Napa RCD ► Local Tribes	Capital Improvement/ Infrastructure Project	Ongoing
ALL-7.2	Coordinate with NCGSA to fully implement the ISW/GDE Workplan.	► All	► NCGSA	Partnership	1-5 Years (Near-Term)
ALL-7.3	Consider expanding the scope of the ISW/GDE Workplan to areas outside the Napa Valley Subbasin.	► All	► NCGSA	Partnership	1-5 Years (Near-Term)

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
FIRE-2.1	Establish post-fire ecological recovery programs to support ecological restoration efforts.	► All	► CAL FIRE ► CDFW ► NCFF ► USDA Natural Resources Conservation Service ► USFWS ► Napa RCD	New Program	Ongoing
FIRE-3.1	Ensure wildfire mitigation best practices are planned and implemented regularly across the county.	► All	► CAL FIRE ► Napa RCD ► NCFF	Planning	Ongoing
FIRE-4.1	Plan and design new development strategically to avoid or minimize risk in High or Very High FHSZs.	► All	► CAL FIRE ► NCFF	Project Reviews & Development Planning	Ongoing
FIRE-4.2	Consider projections of future climate change when planning future land uses.	► All	► CAL FIRE ► NCFF	Project Reviews & Development Planning	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
FIRE-5.3	Plan and implement forest management projects following best practices, considering future climate conditions, and aligning with natural fire regimes.	► All	► USFS ► BLM ► CAL FIRE ► Napa RCD ► Napa Firewise Foundation	New Program	Ongoing
FIRE-6.3	Protect outdoor workers from wildfire smoke by establishing policies that limit outdoor work during periods of poor air quality.	► All	► Businesses that employ outdoor workers	New Program	Ongoing
TEMP-1.1	Share resources, update protocols, and coordinate efforts to regulate outdoor workers' activities during extreme heat events.	► All	► Cal/OSHA	Policy/ Ordinance Adoption	1-5 Years (Near-Term)
TEMP-2.4	Revise parking lot shade standards to provide larger minimum sizes.	► All	► CaUFC	Policy/ Ordinance Adoption	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
TEMP-2.5	Consider adopting a mandatory green building code that requires installation of cool roof technologies for new development.	► All	► N/A	Policy/ Ordinance Adoption	1-5 Years (Near-Term)

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
FLOOD-11.2	Design and locate critical infrastructure projects away from potential inundation areas.	► American Canyon ► Napa ► Unincorporated County	► California Coastal Commission ► California Ocean Protection Council ► Local Tribes	Capital Improvement/ Infrastructure Project	Ongoing

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
FLOOD-11.3	Require all new development applications to consider sea level rise and implement sufficient protective measures.	► American Canyon ► Napa ► Unincorporated County	► California Coastal Commission ► California Ocean Protection Council	Policy/ Ordinance Adoption	Ongoing
DROUGHT -1.2	Implement regional and local water conservation opportunities.	► All	► N/A	Policy/ Ordinance Adoption	Ongoing
DROUGHT -1.3	Increase on-site greywater use, rainwater reuse, stormwater reuse, managed aquifer recharge, and recycled water use.	► All	► N/A	Policy/ Ordinance Adoption	1-5 Years (Near-Term)
DROUGHT -1.4	Determine feasibility of incentive programs that promote rainwater catchment systems.	► All	► N/A	Incentives	1-5 Years (Near-Term)

Action ID[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
DROUGHT-3.2	Adopt and enforce water infrastructure resilience standards for all future development.	► All	► Cities and towns ► Napa County Flood Control and Water Conservation District	Policy/ Ordinance Adoption	1-5 Years (Near-Term)
DROUGHT-3.4	Implement feasible drought mitigation measures proposed in the 2022 Napa Valley Drought Contingency Plan and the Drought Resilience Plan currently under development in response to SB 552.	► All	► NapaSan	Adopt and Implement Plans	1-5 Years (Near-Term)

Action 1D[1]	Action Description[2]	Applicable Jurisdiction(s)	Potential Partner(s)	Implementation Mechanism	Timeframe
ENERGY-3.2	Expand the use of home batteries, vehicle-to-grid integration technology, and other energy storage technologies in residential and non-residential buildings to improve backup power supply availability.	► All	► **N/A**	Policy/ Ordinance Adoption	5-10 Years (Mid-Term)
Notes: BCDC = San Francisco Bay Conservation and Development Commission; CAL FIRE = California Department of Forestry and Fire Protection; Cal/OSHA = California Division of Occupational Safety and Health; Caltrans = California Department of Transportation; CaUFC = California Urban Forests Council; CDFA = California Department of Food and Agriculture; CDFW = California Department of Fish and Wildlife; CDPH = California Department of Public Health; DOC = California Department of Conservation; DWR = California Department of Water Resources; FEMA = Federal Emergency		►	►		

Management Agency; **N/A** = not applicable; Napa RCD = Napa County Resource Conservation District; NapaSan = Napa Sanitation District; NCFF = Napa Communities Firewise Foundation; NCGSA = Napa County Groundwater Sustainability Agency; NVTA = Napa Valley Transportation Authority; NWS = National Weather Service; OEHHA = California Office of Environmental Health Hazard Assessment; PG&E = Pacific Gas and Electric Company; USACE = United States Army Corps of Engineers; USBR = United States Bureau of Reclamation; USFS = United States Forest Service; USFWS = United States Fish and Wildlife Service; Water Board = California State Water Resources Control Board;

[1] The measure associated with each Action ID in this table can be

found in Chapter 5 of the RCAAP.

[2] For sake of brevity, each Action Description included in this table may be a shortened or abbreviated version of the full action language found in Chapter 5 of the RCAAP.

Source: **Compiled by Ascent in 2025.**

From:	Christopher J Warner
To:	Public Comment; Erika Opp
Cc:	Paul Dohring; Michelle Deasy; Andrew Bradley; Maya DeRosa
Subject:	Preliminary Comments - Draft Regional Climate Action and Adaptation Plan - Agenda Item 13.1 - St. Helena City Council Meeting, Sept. 23, 2025
Date:	Friday, September 19, 2025 3:08:17 PM
Attachments:	Draft RCAAP Comments St. Helena and CAC Summary of Recommendations.pdf Draft RCAAP Comments St. Helena and CAC.pdf

Attached are preliminary comments on Agenda Item 13.1, the Draft Regional Climate Action and Adaptation Plan (RCAAP). Also attached is a summary of recommendations included in the preliminary comments. These comments also will be shared with the Napa Climate Action Committee. These comments are solely personal and not in any official capacity or representing any third party or entity.

Thank you for your consideration of these comments.

Christopher J. Warner
1434 Grayson Avenue
St. Helena, CA 94574
(415) 309-9572

Christopher J. Warner
Preliminary Comments on
Draft Napa Regional Climate Action and Adaptation Plan
September 19, 2025[1]

Summary of Recommendations

The Draft RCAAP's voluntary measures and programs are worthy of consideration and potential funding by the Climate Action Committee, participating jurisdictions and the public. **However, the mandatory greenhouse gas reduction and climate adaptation measures recommended by the Draft RCAAP are not supported by environmental analysis, quantitative benefit-cost evaluations, consideration of impacts on vulnerable and disadvantaged communities, or feasible funding to pay for the government costs of implementation.** These proposed mandatory measures and programs should not be considered or adopted until the missing analyses, evaluations and assured sources of funding are completed and available for review and public consideration.[2]

1. **RECOMMENDATION: Public comments and final adoption of the Draft Plan by participating jurisdictions should not be scheduled until the required environmental and legal reviews and modifications to the RCAAP in response to the environmental and legal reviews are completed and available to the public.**

2. **RECOMMENDATION: The Draft RCAAP should not be considered and adopted until realistic sources of funding and budgets for the $1.1 billion in governmental costs of implementing the plan are identified and assured, particularly in light of severe current reductions in available state and federal funding.**

3. **RECOMMENDATION: The Draft RCAAP should include benefit-cost evaluations for each proposed measure and program, consistent with benefit-cost methods for government programs and regulations, before the Draft RCAAP is submitted to the Napa jurisdictions and the public for consideration. Specific benefit-cost evaluations are required for the mandatory building electrification measures that would force Napa homeowners, schools, hospitals, offices, restaurants, stores, hotels, wineries, government buildings and other property and building owners to stop using their gas appliances and retrofit and rewire all**

[1] These comments are solely personal and individual, and not provided in any official capacity and not on behalf of any third party or entity.
[2] These comments do not address the potential changes in assumptions in the Napa greenhouse gas inventory used in the draft RCAAP, which appear to assume that any changes in greenhouse gas emissions since the 2019 data used in the inventory, such as changes in vehicle miles traveled (VMTs) or water consumption due to COVID, water rate increases, or other factors, should be excluded from the GHG inventory. See draft RCAAP, Appendix B, Greenhouse Gas Inventory Memorandum, November 29, 2022, p. 1 ("The update year of 2019 was selected because this was the latest year in which data were most complete and excludes data anomalies due to the COVID-19 pandemic starting in 2020, such as reduced transportation emissions from increase telecommuting.")

their existing residential and non-residential buildings at an average cost of $30,000-$100,000 per home and building, and require electrification of all new housing and buildings. Other potentially costly mandatory measures would be imposed on municipal water and waste disposal systems; existing wineries, vineyards and agriculture; residential water uses and rates; home hardening; vehicle use by commuters, visitors and residents; availability of public parking, etc. None of the mandatory measures and programs should be adopted until specific cost estimates and benefit-cost evaluations are completed for each measure and program.

4. **RECOMMENDATION: The procedural schedule should be modified to consider and complete the changes to General Plans, Housing Elements, zoning and building codes and local climate plans that would be required prior to adoption and implementation of the Draft RCAAP.**

5. **RECOMMENDATION: The confusion as to whether the Draft RCAAP is intended to require new, mandatory measures unanimously agreed to by all participating jurisdictions and/or enforceable by an independent new "joint powers authority" should be resolved before any further public, stakeholder or local government consideration of the Draft RCAAP.**

6. **RECOMMENDATION: The equity and affordability analysis of the Draft RCAAP and its impacts on vulnerable and disadvantaged communities should be developed and included prior to any consideration of the Draft RCAAP by participating jurisdictions and the public.**

7. **RECOMMENDATION: The Draft RCAAP should not be considered by the participating jurisdictions and the public until the estimated compliance costs to the public and all affected stakeholders are included in the Draft RCAAP.**

8. **RECOMMENDATION: The Draft RCAAP's proposed mandatory residential and non-residential building electrification measures should not be adopted unless the quantitative benefits to Napa residents and businesses significantly exceed the costs of compliance and the impacts on real estate market values and appraisals that impact property tax revenues.**

9. **RECOMMENDATION: Similar to the existing building electrification mandate, the Draft RCAAP's proposed new building electrification mandate should not be adopted unless the direct benefits and costs to new housing and buildings are evaluated and the benefits significantly exceed the costs to new and affordable housing, economic development and the local Napa economy.**

Christopher J. Warner
Preliminary Comments on
Draft Napa Regional Climate Action and Adaptation Plan
Submitted to
St. Helena City Council, September 23, 2025 Meeting, Agenda Item 13.1
And to Napa Climate Action Committee
September 19, 2025[1]

Summary.

The Draft RCAAP's **voluntary measures and programs are worthy of consideration and potential funding** by the Climate Action Committee, participating jurisdictions and the public. However, the **mandatory greenhouse gas reduction and climate adaptation measures** recommended by the Draft RCAAP **are not supported by environmental analysis, quantitative benefit-cost evaluation, impacts on vulnerable and disadvantaged communities, or feasible funding to pay for the government costs of implementation.** These proposed mandatory measures and programs should not be considered or adopted until the missing analyses, evaluations and assured sources of funding are completed and available for review and public consideration.[2]

Discussion.

As a threshold matter, the Climate Action Committee staff should be commended for providing a draft regional climate action plan for initial public consideration. The work put into the Draft RCAAP so far is extraordinary, particularly for its recommendation of voluntary actions that members of the public can take themselves to address climate change.

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[1] The following are preliminary comments on the Draft Napa Regional Climate Action and Adaptation Plan (Draft RCAAP). These comments are personal, and not in any official capacity or representing any third party or entity. These preliminary comments will be supplemented as more information and content are added to the Draft RCAAP.

[2] These comments do not address the potential changes in assumptions in the Napa greenhouse gas inventory used in the draft RCAAP, which appear to assume that any changes in greenhouse gas emissions since the 2019 data used in the inventory, such as changes in vehicle miles traveled (VMTs) or water consumption due to COVID, water rate increases, or other factors, should be excluded from the GHG inventory. See draft RCAAP, Appendix B, Greenhouse Gas Inventory Memorandum, November 29, 2022, p. 1 ("The update year of 2019 was selected because this was the latest year in which data were most complete and excludes data anomalies due to the COVID-19 pandemic starting in 2020, such as reduced transportation emissions from increase telecommuting.")

However, as discussed below, the Draft RCAAP fails to include essential information and benefit-cost analyses on its proposed mandatory measures. These analyses are essential for consideration by the Napa Climate Action Committee, elected leaders, communities, and members of the public. The Draft RCAAP is not ready for consideration or adoption until this missing information and analysis is included and the Draft RCAAP complies with environmental and other legal requirements.

The Draft Plan must be modified to answer the following three basic questions, before it can be considered by the public and participating jurisdictions:

- ***How much will it cost Napa residents, businesses, schools, hospitals and local governments to comply with the Draft Plan?***
- ***Where will Napa local governments get the $1.1 billion in funding required just to implement and enforce the Draft Plan?***
- ***How will the Draft Plan impact workers and other vulnerable and disadvantaged community members in Napa, including impacts on affordable housing, living and commuting expenses, jobs and small businesses?***

Comments on RCAAP Procedural and Legal Status, and Schedule for Adoption

1. **Lack of Required Environmental and Legal Reviews.**

The Draft RCAAP has not completed required environmental review. The Climate Action Committee staff has recommended seeking to avoid full environmental review, contrary to the Committee consultant's recommendations on CEQA.[3] Even if limited, the initial environmental review will not be available for 6- 9 months, and a full environmental review including a program environmental impact report will take more than a year.

[3] February 20, 2025 CEQA Approach Memorandum submitted to the Climate Action Committee, pp. 5- 6, 11 ("Due to the deferential standard of review and high degree of legal defensibility, as well as the anticipated potential for significant (and perhaps unavoidable at the program-level) impacts, Ascend encourages the preparation of a PEIR for the RCAAP").

Additionally, municipal and state regulations that prohibit the distribution of natural gas to existing building and property owners have been declared unlawful by the Ninth Circuit, United States Court of Appeal.[4] The Draft RCAAP's proposal to ban the use of natural gas by mandating that existing residential and non-residential buildings be retrofitted to eliminate the use of gas and gas appliances will not only be significantly costly to the public, but also may be unlawful and barred by the federal courts.

RECOMMENDATION: Public comments and final adoption of the Draft Plan by participating jurisdictions should not be scheduled until the required environmental and legal reviews and modifications to the Draft RCAAP in response to the environmental and legal reviews are completed and available to the public.

2. **Lack of Funding for Local Government Costs of Implementing the Draft RCAAP.**

The Draft RCAAP includes no assured funding to cover the $1.1 billion-$1.4 billion estimated government implementation costs required by the Draft RCAAP's measures and programs.[5] Unless funding for government implementation costs is assured, it is not feasible for affected Napa governments to evaluate the cost-effectiveness and fiscal feasibility of the proposed measures and programs in the Draft RCAAP.

RECOMMENDATION: The Draft RCAAP should not be considered and adopted until realistic sources of funding and budgets for the governmental costs of implementing the plan are identified and assured, particularly in light of severe current reductions in available state and federal funding.

3. **Lack of Modifications and Consistency Reviews of Jurisdictions' General Plans, Housing Elements, Hazard Mitigation Plans, Local Climate Plans, Zoning Codes, Building Codes, Etc.**

The Draft RCAAP's procedural schedule includes no schedule for the required modifications to the participating jurisdictions' General Plans,

[4] *Cal. Rest. Ass'n v. City of Berkeley*, 89 F.4th 1094 (9th Cir. 2024).
[5] Appendix I, "Cost and Funding Analyses" of the RCAAP indicates that the "implementation" point-cost estimate of $1.1 billion may range 30% higher, i.e. to as high as $1.4 billion. Appendix I, p. I-2.

Housing Elements, Hazard Mitigation Plans, local climate plans, zoning and building codes, and potential CEQA mitigation measures. These modifications and reviews must be considered and completed prior to approving and implementing the recommended mandatory individual greenhouse gas reduction and climate adaptation measures in the Draft RCAAP.

RECOMMENDATION: The procedural schedule should be modified to require consideration and completion of required changes to General Plans, Housing Elements, Hazard Mitigation Plans, zoning and building codes and local climate plans prior to adoption and implementation of the Draft RCAAP.

4. **Lack of Clarity Regarding Whether the Draft RCAAP's Measures and Programs Are Voluntary or Mandatory When Adopted by the Local Governments, or Will Be Enforced by an Independent "Joint Powers Authority".**

The Draft RCAAP as written provides for adoption of numerous legally binding greenhouse gas reduction measures and unbudgeted programs that each Napa local government would be required to enforce against residents, businesses, agricultural entities, housing developers, retailers, workers, visitors and the local governments themselves. The Draft RCAAP also as written appears to be intended to be adopted as a single "regional climate plan" with no separate modifications or changes by individual Napa jurisdictions, but including a yet undetermined sharing and allocation among the individual participating jurisdictions of the $1.1 billion in government implementation costs and yet undetermined costs of compliance to the public, residents and businesses in each of the jurisdictions.

Contrary to these provisions of the Draft RCAAP as written, initial comments by elected leaders of the various local governments during presentations by Committee staff appeared to be confused as to whether the individual measures and programs in the Draft RCAAP are intended to be voluntary, or whether the plan is intended to be adopted by each jurisdiction "up or down" without separate changes.

Additionally, Committee staff are considering whether enforcement of the Draft RCAAP should be delegated to a new "joint powers authority" instead of to each individual Napa jurisdiction.

RECOMMENDATION: This confusion as to whether the Draft RCAAP is intended to require new, mandatory measures unanimously agreed to by all participating jurisdictions or enforceable by an independent new "joint powers authority" should be resolved before any further public, stakeholder or local government consideration of the Draft RCAAP.

Comments on Substantive Omissions in the Draft RCAAP

1. **Lack of Benefit-Cost and Equity Evaluations for Each of the Mandatory Greenhouse Gas Reduction and Climate Adaptation Measures, and Lack of Cost Estimates for the Compliance Costs of Each.**

Contrary to California and federal standards on new government regulations and projects,[6] the Draft RCAAP has no benefit-cost evaluations or cost effectiveness evaluations for each of its 47 targeted and mandatory greenhouse gas reduction measures and programs that Napa governments including St. Helena would be required to adopt and begin implementing in 2026. 30 of the greenhouse gas reduction measures have no quantification of greenhouse gas reductions at all.[7]

RECOMMENDATION: The Draft RCAAP should include benefit-cost evaluations for each proposed measure and program, consistent with benefit-cost methods for government programs and regulations, before the Draft

[6] See. e.g., OMB Circular No. A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs; Transportation Economics | Caltrans; Benefit-Cost Analysis | Organizing and Planning for Operations - FHWA Office of Operations; Benefit Cost Analysis (BCA) | Mass.gov Benefit Cost Analysis (BCA) | Mass.gov ; the social cost of carbon used in GHG-related benefit-cost evaluations is a monetary estimate of the damage caused by emitting one ton of carbon dioxide. The monetary value used by the federal government has ranged between $51-$255 per ton, with discount rates of 3% and 7%. The lack of benefit-cost evaluations in the draft RCAAP is not a new issue for Napa climate planning. See Napa Register article, August 17, 2018 at Napa County's draft climate action plan has its critics | News | napavalleyregister.com.

[7] Draft RCAAP, p. 3-3; pp.3-4- 3-6, Table 3-1. Inexplicably, Table 3-1 at pp. 3-4- 3-6 lists ***47*** targeted measures with ***30*** lacking any quantification of greenhouse gas reductions, while p. 3-3 lists ***46*** targeted measures.

RCAAP is submitted to the Napa jurisdictions and the public for consideration.

The Draft RCAAP has no "affordability" analysis, and no "equity" evaluation of the impact of the Draft RCAAP on low-income, disadvantaged and vulnerable communities, particularly regarding availability of affordable housing and convenient transportation.

RECOMMENDATION: The equity and affordability analysis of the Draft RCAAP should be developed and included prior to any consideration of the Draft RCAAP by participating jurisdictions and the public.

The "cost estimates" provided in the Draft RCAAP only cover government implementation costs, not the costs to the general public, households, residents, workers or businesses to comply with the Draft RCAAP. Even as so limited, the Draft RCAAP estimates that the costs to Napa governments to implement the Draft RCAAP for 19 of the proposed greenhouse gas reduction measures and "climate adaptation" measures would be from $1.1 billion to as much as $1.4 billion.[8]

Divided up by the population of each of the participating Napa jurisdictions, **St. Helena's governmental costs of implementation alone could be 4% or $44-$56 million or higher.**

The Draft RCAAP provides no estimates of the costs of compliance by residents, homeowners, wineries, hotels, retailers, and other members of the public and businesses *et al*. However, it is reasonable to expect that the **compliance costs overall could be as much as an *order of magnitude higher* than $1.1- 1.4 billion estimates of governmental implementation costs.**

[8] Appendix I, "Cost and Funding Analyses" of the RCAAP indicates that the "implementation" point cost estimate of $1.1 billion may range 30% higher, i.e. to as high as $1.4 billion. Appendix I, pp. I-2, I-4. The "implementation cost" estimates for each mandatory measure include some nominal estimates of rebates to offset compliance costs, but none of the rebates would offset actual compliance costs. For example, the "rebates" estimated for building electrification retrofits of all existing buildings would be limited to $2,000 per residential building and $3,500 per non-residential building, far less than the current market costs for such retrofits. Appendix I, Attachment I-1, Estimate 1, Sheet 2, lines 7 and 8.

RECOMMENDATION: The Draft RCAAP should not be considered by the participating jurisdictions and the public until the estimated costs to the public and all affected stakeholders are included in the Draft RCAAP.

2. The Costs of the Mandatory Greenhouse Gas Reduction Measures and Climate Adaptation Measures Are Likely Significant and Potentially Unlawful.

Existing Building Electrification Mandate. The most costly greenhouse gas reduction measure recommended by the Draft RCAAP is to mandate that all 56,000 residential homes and buildings and all 35,000 non-residential restaurants, retail stores, wineries and other buildings be "retrofit" to be "zero-carbon" and "electrified," which means prohibiting use of gas appliances and converting all the buildings to electricity.[9]

Non-residential buildings including schools, hospitals, stores, restaurants, hotels, offices, wineries and public buildings would need to begin to be retrofitted, converted to electrification and stop using natural gas beginning **as early as 2026**. **Residential buildings and homes** would need to be retrofitted and stop using natural gas **beginning in 2031** (only because the California Legislature has prohibited adoption of stricter local building codes before 2031, in order to make housing more affordable.) Even if the effective date for the residential building mandatory retrofits were delayed until 2031, adoption of the building electrification standards beginning in 2026 would likely have an immediate, significant impact on the market value of all residential real estate properties and residential real estate sales, as well as on appraisals for calculating property taxes and revenues. Potential buyers would adjust their purchase offers downward to reflect the $30,000 to $100,000 in retrofit costs that each property owner would incur to comply with the new building electrification standards beginning in 2031.

The governmental cost of implementing and enforcing these new "building electrification" mandates is estimated to be $448 million.[10] **The cost of the actual retrofits and conversion to electrification would be from $30,000 to as much as $100,000 per residential home and building alone**, based on PG&E cost

[9] Draft RCAAP, "Measure BE-1: Retrofit Existing Buildings to Zero Carbon, pp. 3-10- 3-12; Appendix H, Implementation Matrices, Action BE-1-F, p. H-1.
[10] Appendix I, p. I-4.

estimates for building electrification and "de-carbonization," as well as the recent per-unit costs for electrification of Laurel Manor multi-family housing in the City of Napa.[11]

This means the **total compliance and implementation costs for all 56,000 residential homes and buildings in the County could be over $2 billion (residential buildings alone**; costs for non-residential buildings would likely be similar on a per unit basis.)

RECOMMENDATION: The Draft RCAAP's proposed mandatory residential and non-residential building electrification mandate should not be adopted unless the quantitative benefits to Napa residents and businesses significantly exceed the costs of compliance and the impacts on real estate market values and the appraisals that impact property tax revenues.

New Building Electrification Mandate. New housing and buildings—including affordable housing, rental housing, retail stores, restaurants, government buildings, schools, hospitals, hotels, office buildings, wineries, etc.—would be required to be fully "zero carbon" and not use natural gas beginning in 2026, resulting in immediate, significant additional costs for new and affordable housing in Napa.[12] The Draft RCAAP provides no estimates for the additional costs or the impact of this new government mandate on affordable and new housing.

RECOMMENDATION: Similar to the existing building electrification mandate, the Draft RCAAP's proposed new building electrification mandate should not be adopted unless the direct benefits and costs to new housing and buildings are evaluated and the benefits significantly exceed the costs to new and affordable housing, economic development and the local Napa economy.

Other costly measures recommended by the Draft RCAAP include:

a. **Green Certification of All Wineries**. Require all new wineries, winery retrofits, and additions greater than 10 percent to comply

[11] City of Napa Housing Authority, Resolution approving Laurel Manor building electrification project, September 2, 2025 ($2.5 million total estimated costs for 50 housing units= $50,000 per unit; PG&E Supplemental Testimony, California State University- Monterey Bay zonal electrification project, Table 1-3, p. 1-13, November 15, 2024 ($30,499 per unit cost for electrification); PG&E 2027 General Rate Case, Alternative Energy Program workpapers, May 15, 2025 ($100,000 per unit costs of electrification).
[12] Draft RCAAP, "Decarbonize New Buildings," pp. 3-16- 3-17; Appendix H, Action No. BE-5-A, p. H-4.

with "sustainability certification" standards, targeting 75 percent of all existing vineyard acreage to be certified by 2030.[13] No cost estimates are provided.

b. **Restrict fossil fuel use by agricultural field equipment** and irrigation pumps, replace with renewable electricity only.[14] No cost estimates are provided.
c. **Implement "transportation demand management" ordinances and measures to reduce "vehicle miles traveled" by residents, workers and visitors**, and **reduce existing public and off-street parking** in existing and new housing and building developments.[15] No cost estimates are provided.
d. **Require and mandate reusable food ware and waste reduction**, and commercial food waste diversion.[16] No cost estimates are provided.
e. **Restore and re-forest 20% of all areas affected by wildfire** since 2017.[17] No cost estimates are provided.
f. **Require all existing and new residential and commercial structures to implement "home hardening"** to protect against wildfires.[18] No costs estimates are provided.
g. Reduce indoor residential water use and **impose new water conservation standards and tiered water rates, including prohibition on "wasteful" water uses such as use of potable water for irrigation, even during non-drought conditions**.[19] No cost estimates are provided.
h. **Multiple mandatory measures requiring municipal infrastructure, equipment and vehicles to be retrofitted or**

[13] Draft RCAAP, "Measure BE-4: Increase Sustainable Wine Certification;" p. 3-15; "Measure AG-7: Increase Sustainable Vineyard Certification;" pp. 3-67- 3-68; Appendix H, Action No's BE-4-B, 4-E, AG-7-F, pp H-4, H-27.
[14] Draft RCAAP, Appendix H, Action No's AG-1-A- AG-9-C generally, pp. H-24- 28.
[15] Draft RCAAP, Appendix H, Action No's TR-1-C- TR-14-C, OF-2-A, OF-2-C, generally, pp. H-6- - H-14.
[16] Draft RCAAP, Appendix H, Action No's SW-1-B, SW-1-D, SW-1-E, pp. H-14- H-15.
[17] Draft RCAAP, "Measure AG-6: Restore Woodland and Forest Habitat," pp.3-65- 3-66.
[18] Draft RCAAP, Appendix H, Action No's ALL-3.2, p. H-29.
[19] Draft RCAAP, Appendix H, Action No's WW-3-A, 3-F, 4-C, 4-E, 5-A, 5-B, 5-C, 7-E-7-I, 7-V, 7-X, 7-Y, 7-Z, pp. H-19- H-24.

replaced to achieve greenhouse gas reduction and climate adaptation standards.[20] No cost estimates are provided.

RECOMMENDATION: These additional measures and programs should not adopted until specific cost estimates and benefit-cost evaluations are completed.

Respectfully submitted,
Christopher J. Warner
1434 Grayson Avenue
St. Helena, CA 94574
chrisjwarner52@gmail.com

[20] Draft RCAAP, Greenhouse Gas Reduction and Climate Adaptation Measures, generally as applicable to municipal and governmental buildings, facilities, utility infrastructure, equipment and vehicles.

Outlook

Public Comment, City Council Meeting, August 11, 2026

From Elaine de Man <elainede@sbcglobal.net>
Date Tue 8/11/2026 11:44 AM
To Public Comment <publiccomment@cityofsthelena.gov>
Cc James McCann <jmccann@cityofsthelena.gov>

Strengthening Arboricultural Expertise Within the City of St. Helena

Please note: *I am writing as a resident and my comments do not reflect the opinion of the Parks & Rec Commission.*

Dear Mayor Dohring and Members of the City Council:

I hope I can encourage the City to take a thoughtful look at the professional qualifications and continuing education of the staff responsible for St. Helena's public trees, which were once our pride and joy. And I think they can be again, but in order for that to happen, we should take a closer look at the qualifications required for our City's arborists.

Based on publicly available records, St. Helena has a Parks & Trees Superintendent—a broad Public Works management position. The City's 2023 job description for that position describes responsibility for planning, supervising and directing the Parks & Trees Division; providing technical guidance; conducting research; participating in long-range planning; inspecting work; coordinating with contractors; developing budgets; and responding to difficult questions from the public and outside agencies. The listed minimum qualifications are five years of maintenance experience, including two years in a supervisory or lead capacity, and a high school diploma or equivalent.

An Arborist Certificate is listed as desired, rather than as a minimum qualification. And it is my understanding that we have two staff members who hold the ISA Certified Arborist credential.

St. Helena's public trees include mature Valley Oaks, recently planted elms in the iconic Elm Tunnel, street trees and other significant trees that provide shade, habitat, beauty, carbon storage and other benefits to the community…including a former tourist attraction. We are also inundated with the invasive Tree of Heaven. The management of all of our city's trees requires knowledge that goes beyond routine pruning and maintenance.

While the ISA (International Society of Arboriculture) Certified Arborist credential establishes a professional foundation in arboriculture, I think we would be better served

if at least one of our City's arborists held the ISA Certified Urban Forest Professional credential, formerly known as the Municipal Specialist credential. That credential is specifically designed around the management of trees in an urban-forest context and includes knowledge of policy and planning, administration, communication, risk management and arboricultural practices.

ISA also offers the Tree Risk Assessment Qualification (TRAQ), a specialized qualification involving systematic assessment of tree risk, information gathering, diagnostic techniques and development of reasoned recommendations for mitigating identified risks. ISA specifically makes Certified Arborists eligible to pursue TRAQ.

Consequently, I am asking the City to consider establishing a higher standard for the professional development of the staff responsible for St. Helena's urban forest. Rather than assuming that additional expertise requires hiring someone new, I would encourage the City to invest in the professional development of the experienced employees it already has.

Specifically, I would encourage the City to:

1. Recognize the ISA Certified Urban Forest Professional credential and ISA Tree Risk Assessment Qualification as valuable professional-development goals for the Parks & Trees leadership responsible for the City's urban forest.
2. Provide the time and financial support necessary for qualified Parks & Trees staff to pursue those credentials, including appropriate coursework, examinations, continuing education, conferences and other relevant training.
3. Consider incorporating an appropriate higher-level urban-forestry credential into the City's future job specifications for positions with responsibility for managing the City's urban forest. This need not mean requiring an advanced credential immediately of an existing employee; rather, it would establish a professional-development standard for the future.
4. Evaluate whether one of the City's existing Parks & Trees professionals could develop into the City's recognized urban-forestry specialist, rather than assuming that a new position or outside hire is necessarily required.

I believe this approach would be both fiscally responsible and respectful of the City's existing employees. It would build upon the skills and experience of people already working for St. Helena while strengthening the City's internal capacity to make sound, science-based decisions about its trees. I think this would be a sound investment in our City's trees and our urban forest.

I do realize that the City is operating under significant financial constraints. However, the City's own budget materials identify employee recruitment, retention and professional development as important organizational considerations. The City's financial documents also identify a Training and Development fund, which indicates that employee development is a recognized benefit to St. Helena and an established component of the its financial structure.

So, the question is not whether the City should spend money indiscriminately on additional credentials. It is whether a modest investment in specialized training could improve the City's ability to protect and manage a very valuable public asset.

St. Helena has a significant investment in its public trees, and decisions made today can affect those trees for decades. Ensuring our Parks & Trees professionals take advantage of the opportunities to deepen their expertise in urban forestry, tree risk assessment, tree health, disease and pest management, preservation and other current arboricultural practices is a relatively small investment compared with the value of the resource they are entrusted to manage.

Therefore, I respectfully ask the City Manager and the City Council to review the City's current arboricultural staffing, job classifications, professional-development resources and training budget, and to consider establishing a clear pathway for advanced urban-forestry expertise within the Parks & Trees Division.

I also request that this item be placed on a future City Council agenda for discussion and direction to staff.

Thank you,

Elaine de Man

Resident, St. Helena

Outlook

Public Comment - City Council Meeting Aug. 11, 2026

From Elaine de Man <elainede@sbcglobal.net>
Date Tue 8/11/2026 12:13 PM
To Public Comment <publiccomment@cityofsthelena.gov>
Cc James McCann <jmccann@cityofsthelena.gov>

Implementation of the City's Integrated Pest Management Policy and Tree of Heaven Management

Please note: I am submitting these comments on behalf of Sustainable St. Helena. I am also a member of the St. Helena Parks & Recreation Commission; however, these comments are made solely in my capacity as a representative of Sustainable St. Helena and do not represent the views or position of the Parks & Recreation Commission.

Dear Mayor Dohring and Members of the City Council,

Sustainable St. Helena played a key role in developing and promoting St. Helena's **Integrated Pest Management (IPM) Policy**, adopted by the City Council in 2021. The policy was intended to provide a thoughtful framework for managing pests such as Tree of Heaven while reducing unnecessary pesticide use. It recognized that non-chemical methods should be used whenever practical, but also that carefully selected chemical treatments may sometimes be necessary.

The policy called for the designation of an Integrated Pest Management Coordinator, the maintenance and updating of Approved Use, Limited Use, and Banned Use Products lists, and procedures governing the selection and use of pesticides.

A recent Public Records Act request has revealed something deeply troubling: **the City has no records showing that these fundamental elements of the policy have been implemented.**

Rather than formally designating an IPM Coordinator as stipulated in the policy, the City says that a member of the Public Works staff has been "filling in." Nor has the City developed written procedures or criteria governing how products are classified as approved, limited-use, or banned, how those lists are revised, or how exceptions or emergency approvals are handled.

Consequently:

There is no current Approved Use Products List.

There is no current Limited Use Products List.

There is no current Banned Use Products List.

Nor are there any previous versions of those lists dating back to adoption of the policy in 2021.

And, perhaps most significantly in light of recent Tree of Heaven discussions, the City has no records identifying whether imazapyr—an active ingredient identified by the Napa County Resource Conservation District as one treatment option for Tree of Heaven—is approved, limited use, or banned under the City's own IPM policy.

This appears to be more than an administrative oversight. It is a failure to follow through on a policy adopted by the City Council five years ago. It may also help explain why meaningful action on Tree of Heaven has been so limited. City staff should not have to determine on an ad hoc basis whether a particular treatment is permitted when the City Council specifically directed that a system be established for making those decisions years ago.

Adopting the policy was only the first step. Now it needs to be implemented so that the policy can actually be put into practice and the staff responsible for implementing it have the information, procedures, and professional expertise they need.

Tree of Heaven provides a very visible example of why this matters. When an invasive species requires timely action, City staff should not have to guess whether a particular treatment is permitted. They should have a clear, current system for making that determination.

It is past time for the City to do what it committed to do in 2021: establish the framework called for by its IPM policy and ensure that its staff have the appropriate expertise and tools to manage invasive species responsibly.

If the City doesn't act soon, we'll lose another year in dealing effectively with what is a significant environmental threat.

Therefore, we respectfully ask the City Council to direct staff to fully implement the City's 2021 Integrated Pest Management Policy, including:

1. **Formally designating an Integrated Pest Management Coordinator;**
2. **Establishing and maintaining the Approved Use, Limited Use, and Banned Use Products lists required by the policy;**
3. **Developing the written procedures and criteria necessary to administer the program;**
4. **Determining and documenting the City's classification of imazapyr under the IPM policy; and**
5. **Reviewing the City's current minimum qualifications for arborists and determining whether additional certification, training, or professional qualifications are warranted for the specialized arboricultural and invasive-species work they perform.**

These are reasonable steps toward ensuring that a policy adopted by this Council in 2021 is finally put into practice.

Elaine de Man
Board Member, Sustainable St. Helena

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Public Works Department

DATE:	August 11, 2026
FROM:	Bruce Zaeni, Project Manager
SUBJECT:	Consideration and Proposed Approval of a Resolution Authorizing a Professional Services Agreement with GEI Consultants, Inc. for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W109.
RECOMMENDED ACTION:	Staff recommend authorization
PREVIOUS COUNCIL ACTION:	6/27/17 - Reso 2017-090 authorizing Professional Services Agreement (PSA) with GEI for CIP No. W-109. 8/14/18 - Reso 2018-107 authorizing Amendment 1 to the PSA with GEI to add CIP No. W-85 to the project. 6/13/23 - CIP Project No. W-109 and W-85 are included in the adopted 5-Year Capital Improvement Program (FY2023-24 to FY 2027-28). 6/11/24 - Reso 2024-089 authorizing PSA with Mead & Hunt to provide engineering design needed to complete Bell Canyon Reservoir Intake Tower and Valve House Replacement. Reso 2026-55 approving the project plans and specifications for capital improvement project CIP No. W-109 and authorizing staff to advertise for bids. . 6/09/26 - By the city council minute action, authorized issuance of a Request for Proposals for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project.
STATEMENT OF THE PURPOSE:	Authorize execution of a Professional Agreement with GEI Consultants, Inc. for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation

	Project, CIP No. W109.
FINANCIAL IMPACT:	Funding for this proposed agreement is available within the FY2026-27 Capital Improvement Program for Project CIP No. W109 and funded by the water bond.
CEQA DETERMINATION:	Mitigated Negative Declaration (MND)

BACKGROUND:

Bell Canyon Reservoir is a man-made water supply reservoir serving the City of St. Helena. The reservoir, which was constructed during 1958 and 1959, has a storage capacity of approximately 2,500 acre-feet and serves as one of the City's main sources of potable water. The reservoir is impounded by a 500-foot long, 95-foot-high embankment dam with a crest width of 20 feet and a crest elevation of 430 feet. A spillway with a crest elevation of 422 feet is located approximately one-quarter mile west of the embankment dam and discharges into the west fork of Bell Creek.

The freestanding intake tower is located at the upstream toe of the embankment to service two parallel outlet pipes in a common concrete encasement. One pipe is a 42-inch-diameter low-level outlet sluice pipe that passes through the base of the dam to a valve house, where it discharges into Bell Creek. The other pipe is a 24-inch-diameter water supply intake for the nearby Louis Stralla Water Treatment Plant (LSWTP); this pipe also passes through the base of the dam parallel to the 42-inch outlet. The 24-inch pipeline bifurcates at the downstream valve control house to provide minimum bypass flows into Bell Creek.

The intake tower has been in service for over 65 years and has reached the end of its service life. The intake tower as originally designed and constructed does not meet current seismic requirements. The City was directed on February 1, 2016, by the California Department of Water Resources (DWR), the California Division of Safety of Dams (DSOD) to evaluate the adequacy of the outlet tower for static and seismic loads by October 1, 2016. As a result of further review during 2016, the City stated in their January 17, 2017, Request for Proposals that the tower had deteriorated and did not meet current seismic standards.

Constructed along with the Bell Canyon Dam intake tower, the main outlets through the dam have also been in service for over 65 years and the downstream outlet system now requires an updated analysis and modifications due to corrosion and pitting of the downstream outlet piping. Based on past assessments, the existing outlet system no longer has an adequate factor of safety. In addition, the emergency reservoir discharge cone valve (Rotovalve) and foundation require replacement due to vibration issues during discharge. The Rotovalve is not recommended for high flow releases during emergency releases and does not dissipate the hydraulic energy required. The preparation of construction documents has been advanced to a 90% design by Mead and Hunt and is being reviewed by the DSOD. The consultants will finalize plans after receiving comments and will prepare the construction bid set for a potential public bid in mid to late summer.

DISCUSSION:

This construction project includes a very complex scope of work that will require the expertise of various technical disciplines including civil, structural, hydraulic, mechanical, and electrical engineering, as well as working with DSOD for compliance, and providing construction management and inspection. The city does not have the specialized resources and personnel in-house to take on these services during the construction phase of the project and therefore, the staff requested and received approval to engage a professional construction management firm to conduct the day-to-day operational needs of this critical and complex project. Under the proposed scope of work, the consultants will be asked to provide Constructibility Review and Analysis, Construction Cost Estimate Review, Construction Schedule Review, Construction Management, Construction Inspection and other related services to serve the project.

After approval by the city council minute action on June 9, 2026, city staff issued a Request for Proposals on June 10, 2026, which was posted on the city website and emailed to firms that had shown interest in the project and received two proposals by the submittal date of July 6th, 2026. Both proposals were reviewed and evaluated by city staff and both firms were interviewed. Based on their proposal and the subsequent interview, the staff selected GEI Consultants, Inc. for the project and contract negotiation.

GEI Consultants, Inc., has an extensive background in providing water agencies and municipalities with construction and inspection services for reservoirs and dams. They have an experienced team of professionals who have successfully completed similar types of projects.

City staff negotiated a professional services agreement with total compensation not to exceed $1,246,298.

ENVIRONMENTAL REVIEW:

CEQA to Be Completed Prior to Project Approval

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:

1. Resolution - Award PSA for CM services
2. Professional Services Agreement_GEI_CM_Services
3. Public Comment - Joshua Parke

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GEI CONSULTANTS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES RELATED TO BELL CANYON INTAKE TOWER AND VALVE HOUSE REHABILITATION PROJECT, CIP NO. W109 IN AN AMOUNT NOT-TO-EXCEED $1,246,298.

RECITALS

A. The City requires upgrade to its Bell Canyon Reservoir water infrastructure since the existing outlet system no longer has an adequate factor of safety; and

B. This project supports the City's ongoing efforts to modernize its water infrastructure, and improve operational safety; and

C. This construction project includes a very complex scope of work that will require the expertise of various technical disciplines including civil, structural, hydraulic, mechanical, and electrical engineering, as well as working with the California Division of Safety of Dams (DSOD) for compliance and providing construction management and inspection.; and

D. GEI Consultants, Inc., has extensive background in providing water agencies and municipalities with construction management and inspection services for reservoirs and dams and underwater construction monitoring and have the experienced staff to oversee the construction process; and

E. The funding for this phase of the project is available to cover the consultant fees and expenses and city's staffing support.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute a Professional Services Agreement with GEI Consultants, Inc. for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W109 in an amount not-to-exceed $1,246,298.

2. Funding for this proposed agreement is available within the FY2026-27 Capital Improvement Program for Project CIP No. W109 and funded by the water bond.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Diaz:

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk

CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
Construction Management Services related to Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W109

This Agreement is made and entered into as of August 12th, 2026, by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and **GEI Consultants, Inc.** a CORPORATION, with its principal place of business at 180 Grand Avenue, Suite 950, Oakland, CA 94612 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W109 (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of **$1,246,298**. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from August 12, 2026 to August 11,2028 unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

(1) Bodily Injury and Property Damage
(2) Personal Injury/Advertising Injury
(3) Premises/Operations Liability
(4) Products/Completed Operations Liability
(5) Aggregate Limits that Apply per Project
(6) Explosion, Collapse and Underground (UCX) exclusion deleted
(7) Contractual Liability with respect to this Agreement
(8) Property Damage
(9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

	Combined Single Limit
Commercial General Liability	$1,000,000 per occurrence/ $2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	$1,000,000 combined single limit
Employer's Liability	$1,000,000 per accident or disease
Professional Liability	$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in

excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses,

liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that

affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED

17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be

entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Gary Olvera, CCM as Construction Manager. The Construction Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:	CONSULTANT:
City of St. Helena	GEI Consultants, Inc.
1088 College Ave., St. Helena, CA 94574	180 Grand Avenue, Suite 950
Attn: Joseph Leach, P.E. PW Director	Oakland, CA 94612 Attn: Violetta Mc Daniel

and shall be effective upon receipt thereof.

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF ST. HELENA AND GEI CONSULTANTS, INC.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

By: _____
James McCaan
Acting City Manager

GEI Consultants, Inc.

By: Violletta McDaniel
Its: Vice President

Printed Name: Violletta McDaniel

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A

Scope of Services

GEI Consultants

Bell Canyon Intake Tower and Valve House Construction Management and Inspection Services

City of St. Helena

JULY 6, 2026

Submitted by:
GEI Consultants, inc.
180 Grand Avenue
Suite 950
Oakland, CA 94612
ph: 925.788.8308

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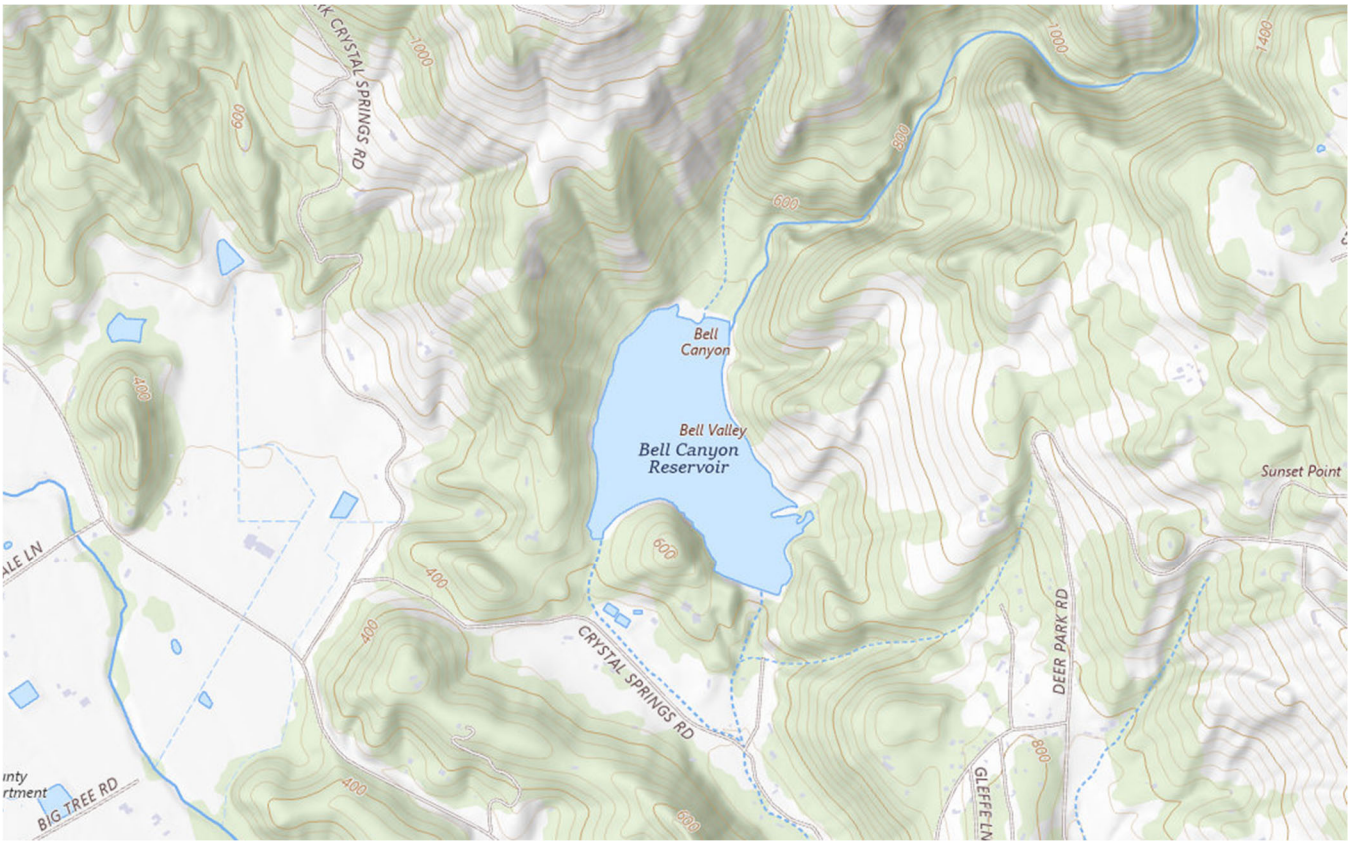


Bell Canyon Reservoir and Project Vicinity, the Primary Water Supply Source for the City of St. Helena

July 6, 2026

City of St. Helena
Bruce Zaeni, P.E.

Via: email to bzaeni@cityofsthelena.gov

Re: Bell Canyon Intake Tower and Valve House CM&I Services

Cover Letter

GEI Consultants, Inc.
180 Grand Ave., Suite 950
Oakland, CA 94612
chockett@geiconsultants.com
D: 925.788.8308

Dear Bruce,

GEI Consultants, Inc. (GEI) understands the importance of the Bell Canyon Intake Tower and Valve House Project (Project) to the City of St. Helena's (City's) water supply system and the need for experienced, proactive construction management (CM) support to maintain operational continuity, manage construction risk, and deliver the project safely, efficiently, and in compliance with regulatory requirements.

Bell Canyon presents unique construction challenges, including underwater intake tower replacement, commercial diving operations, long-lead equipment procurement, and coordination with the California Division of Safety of Dams (DSOD) requirements. GEI's approach is built around early risk identification, constructability review, disciplined schedule and cost management, rigorous quality oversight, and timely coordination among the City, Contractor, Mead & Hunt, specialty inspectors, and regulatory stakeholders.

Our proposed team combines directly relevant dam, reservoir, water conveyance, underwater construction, CM, inspection, and regulatory coordination experience. GEI also brings valuable project-specific knowledge through team members who supported earlier phases of project development. We will serve as the City's trusted owner's representative, providing owner representation, contract administration, field oversight, schedule monitoring, document control, materials testing, special inspection coordination, and closeout support. This combination of prior Bell Canyon involvement and extensive California dam construction experience enables our team to proactively identify risks, support informed decision-making, and help the City successfully deliver this critical project. Our team will focus on commercial diving operations, fixed cone valve procurement and fabrication oversight, reservoir operations, and DSOD compliance.

We appreciate the opportunity to support the City on this important dam safety and water supply improvement project. GEI is committed to providing experienced leadership, practical field oversight, and proactive owner representation to help the City successfully deliver the Project while maintaining schedule, quality, regulatory compliance, and operational continuity.

GEI has reviewed the City's standard contract and, if selected, respectfully requests the opportunity to discuss specific terms and conditions to reach mutual agreement.

Sincerely,

GEI Consultants, Inc.

Chris Hockett, PE
Senior Civil Engineer/Project Manager

Gary Olvera, CCM
Senior Construction Manager

Project Team

GEI Consultants

GEI brings a uniquely qualified team to support the City of St. Helena's Bell Canyon Intake Tower and Valve House Project (Project). Our team combines CM leadership, dam and reservoir expertise, underwater construction oversight, specialty inspection services, and extensive experience working with DSOD and Department of Water Resources (DWR).

Existing corrugated steel intake tower riser exhibiting advanced corrosion and deterioration after more than 60 years of service.

Bell Canyon presents several unique construction challenges, including replacement of an intake tower within an active reservoir, extensive commercial diving operations, installation of critical water conveyance infrastructure, procurement and commissioning of a long-lead fixed cone valve, and maintaining reliable water service throughout construction. GEI's team includes professionals with direct experience managing dam, reservoir, water conveyance, and underwater construction projects throughout California, allowing us to provide experienced leadership from pre-construction through project closeout.

GEI also brings valuable project-specific knowledge to Bell Canyon. Members of our team supported earlier phases of project development, including preliminary intake tower replacement evaluations, seismic hazard analyses, and geotechnical recommendations that informed subsequent design development. This familiarity with the facility, project history, site constraints, and regulatory considerations allows our team to quickly identify risks, understand design intent, and provide informed construction management support throughout the project lifecycle.

Established in 1970, GEI provides construction management and inspection (CM&I), engineering, environmental, and water resources services nationwide. Our team, which includes over 1,800 highly skilled professionals across 60+ offices, delivers practical, cost-effective solutions for complex infrastructure projects while maintaining a strong focus on safety, quality, schedule, budget, and regulatory compliance. For Bell Canyon, these national resources are complemented by a team with direct experience in California dam rehabilitation, underwater construction, DSOD coordination, and previous Bell Canyon investigations.

Existing Bell Canyon valve house, where deteriorated outlet piping and valves will be replaced to improve reliability, operational flexibility, and compliance with DSOD emergency drawdown requirements.

Recognized nationally and across California for our expertise in engineering and CM&I, GEI provides comprehensive services across the full project lifecycle, from pre-construction constructability reviews and risk management to construction quality assurance (QA) and post-construction support. We offer flexible delivery models, including full service, as needed, and staff augmentation support, with strengths in CM, resident engineering, construction inspection, contract administration, change management, environmental coordination and monitoring, document control, and project controls.

For Bell Canyon, our team will augment the City's staff with experienced construction management leadership, providing disciplined contract administration, timely coordination among the City, Contractor, Mead & Hunt, DSOD, and specialty inspectors, rigorous quality oversight, and responsive owner representation to help successfully deliver this critical dam safety and water supply improvement project.

GEI provides a wide range of CM services to municipal, state, and federal agencies, water resources districts, developers, and contractors, including:

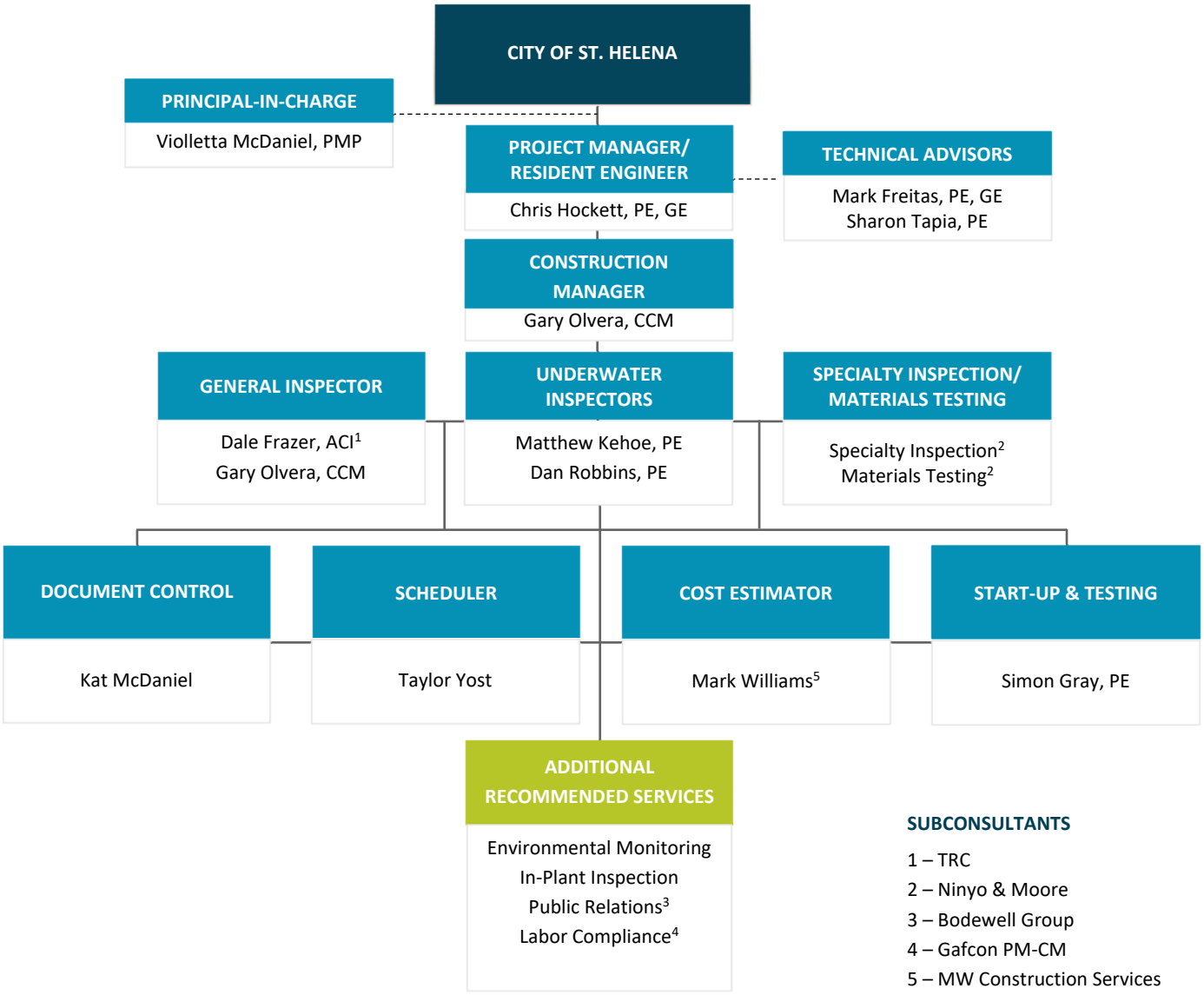
- Construction Management
- Contract Administration
- Change Management
- Resident Engineering
- Office Engineering
- Construction Inspections
- Schedule Management
- Cost Estimating
- Project Controls
- Document Control
- Constructability Reviews
- Dispute Resolution
- Claims Mitigation
- Safety Management
- Risk Management
- Pre-Qualification and Bid Support
- Regulatory Coordination
- Environmental Monitoring
- Public Outreach
- Start-Up and Commissioning Coordination

Construction of the original Bell Canyon outlet works in 1959, including installation of the downstream control structure and 36-inch hydraulically operated slide gate.

Existing outlet piping and control valves within the Bell Canyon valve house. The project will replace aging outlet works components to improve reliability, operability, and long-term service life.

TEAM ORGANIZATION

GEI has assembled a multidisciplinary team with the experience and technical expertise necessary to successfully deliver CM, inspection, and support services for the Project. The organizational structure shown below establishes clear lines of communication, responsibility, and decision-making while providing the City with direct access to key project leadership and specialized technical resources. Led by the project manager/resident engineer and supported by dedicated CM, inspection, scheduling, cost estimating, materials testing, and startup/testing personnel, the team is structured to provide comprehensive oversight throughout construction. Additional subject matter experts and specialty inspectors will be available as needed to address project-specific challenges and support successful project delivery. Staff resumes can be found in Appendix A.



SUBCONSULTANTS

1 – TRC
2 – Ninyo & Moore
3 – Bodewell Group
4 – Gafcon PM-CM
5 – MW Construction Services

Violletta McDaniel PMP | GEI Consultants, Inc.

Principal-in-Charge

Violletta is a certified Project Management Professional (PMP) and GEI's West Region Construction Management Practice Leader with more than 20 years of experience managing large, multifaceted project teams across complex construction projects. She has a proven ability to lead diverse teams in addressing changing project needs and delivering successful outcomes for a variety of water resource projects. This includes pipeline replacements, water treatment facilities, wastewater treatment expansions/upgrades, pump stations, and the Lake Hodges Hypolimnetic Oxygenation System Project, which involved extensive underwater construction and coordination with multiple stakeholders. She will be responsible for ensuring that resources are available for the CM team and will serve as an additional line of communication for the City.

Chris Hockett PE, GE | GEI Consultants, Inc.

Project Manager/Resident Engineer

Chris is a Civil and Geotechnical Engineer with more than 22 years of experience delivering complex public infrastructure projects for municipal, regional, and state agencies throughout California. His experience includes dams and reservoirs, flood control facilities, water conveyance systems, outlet works improvements, levees, stormwater infrastructure, and emergency infrastructure rehabilitation. He has successfully led multidisciplinary teams through planning, design, permitting, procurement, and construction support.

Chris has supported numerous dam and reservoir infrastructure projects involving outlet works improvements, dam safety upgrades, instrumentation improvements, spillway evaluations, reservoir restoration, and flood protection facilities. His background provides a strong understanding of the technical, operational, and regulatory considerations associated with critical water infrastructure.

For this Project, Chris will serve as project manager/resident engineer and primary point of contact for the City, providing overall project leadership, quality oversight, resource management, and coordination among the City, GEI, and project stakeholders.

Gary Olvera CCM | GEI Consultants, Inc.

Construction Manager

Gary is a senior construction manager with over 40 years of experience in the construction industry; 31 years of hands-on experience in the water industry providing CM&I management on heavy civil water infrastructure projects. During his 29-year career at the San Diego County Water Authority, Gary was involved in the execution of over $3B of capital improvement program projects from 1994 through 2023 that included a new RCC dam and a RCC dam raise.

Gary will lead the CM team throughout this project. This includes support for constructability reviews, contract site administration, management of the inspection team, liaison and coordination with the special inspection subconsultants, and oversight of factory inspections, as needed. Among other duties, Gary will run weekly progress meetings and serve as the field point of contact. He will also be responsible for verification of progress for measurement and payment, review and recommendation of the Contractor's Requests for Payment each month, and initial change and risk management.

Mark Freitas PE, GE | GEI Consultants, Inc.

Technical Advisor

Mark is a geotechnical engineer with more than 45 years of experience directing geotechnical studies for water infrastructure projects in California. He is highly experienced in field exploration, data interpretation and site characterization, foundation analysis and design, seepage and stability analyses, pavement design, site grading, report preparation, and construction inspection. Mark previously led the team that provided the geotechnical scope for evaluation of the existing Bell Canyon Dam intake tower, outlet valve house, and outlet creek channel, including review of existing information and previously compiled 65% design plans and reporting, limited site exploration including Multichannel Analysis of Surface Waves (MASW) geologic and geotechnical reconnaissance within the dam site and vicinity, seismic site response evaluation of MASW results, and geotechnical recommendations.

Sharon Tapia PE, PMP | GEI Consultants, Inc.

Technical Advisor

Sharon is a recognized leader in dam safety, regulatory compliance, and infrastructure risk management, with deep expertise in overseeing dam evaluations, inspections, rehabilitations, and emergency response planning. Prior to joining GEI Consultants, Sharon was the former Division Manager of DSOD where she directed the state's Dam Safety Program, regulating over 1,200 dams, while leading statewide policy implementation and enforcing critical dam safety legislation. Sharon has led technical reviews for major dam improvement projects and implemented grant funding programs for dams, while strategically shaping California's regulatory approach to risk-informed decision-making and long-term dam safety planning.

Matthew Kehoe PE | GEI Consultants, Inc.

Underwater Inspector

Matthew is a waterfront practice leader with over 18 years of practical leadership, management, and engineering experience specializing in projects relating to waterfront facilities. Matt is a professional engineer and ADCI certified commercial diver with expertise in waterfront structure condition assessment and construction support. His experience includes the design of repairs for deteriorated structures, including the development of mooring and fender systems. His keen communication skills focus on developing positive relationships with clients, architects/engineers, local authorities, and contractors while delivering cost-effective results.

Dan Robbins PE | GEI Consultants, Inc.

Underwater Inspector

Dan is a civil engineer with 16 years of experience in waterfront engineering, including above and underwater inspections, design, analysis, and construction administration services on a variety of waterfront structures. He has played an integral role in specialized waterfront design projects, including state-of-the art concrete research. Dan has acted as a resident engineer/construction inspector for multiple pier and bulkhead repair and rehabilitation projects throughout the world.

Dale Frazer [ACI] | TRC

General Civil Inspector

Dale has more than 34 years of construction engineering and inspection experience supporting major civil, flood control, transportation, and water infrastructure projects throughout California. His background includes extensive inspection and quality assurance services on levee improvement, seepage mitigation, embankment construction, cutoff walls, deep foundations, structural concrete, and earthwork projects that are highly relevant to dam and dam safety-related infrastructure. He has served in lead inspection, quality assurance, and materials testing roles on several large-scale projects. In addition, his broad civil inspection experience includes roadway, bridge, storm drain, sewer, water utility, and public works projects for Caltrans and other public agencies. His strengths include construction documentation, materials testing oversight, quality control verification, contractor compliance monitoring, and coordination of complex construction activities on critical public infrastructure projects.

Mark Williams | MW Construction Services, Inc.

Cost Estimator

Mark has 35 years of experience providing cost estimating and constructability reviews for heavy civil water infrastructure projects, including dams, reservoirs, pipelines, pump stations, treatment facilities, tunnels, and flow control structures. He has developed estimates for projects ranging from pipeline rehabilitations to major water conveyance and treatment facilities valued at over $850 million. His dam experience includes preparing the cost estimate and constructability review for the $89 million Trampas Canyon Dam and Reservoir Project, which included dam construction, reservoir facilities, dewatering, earthwork, pump stations, and inlet/outlet structures. His expertise combines detailed estimating, risk identification, scheduling, and construction means-and-methods analysis to develop accurate and defensible project budgets for complex water infrastructure projects.

Simon Gray [PE, CEng, FIEC] | GEI Consultants, Inc.

Start-up and Testing

Simon brings more than 43 years of experience delivering complex water, wastewater, dam, levee, and heavy civil infrastructure projects worldwide. He is a recognized startup, commissioning, and testing expert, having led construction, startup, and operational readiness activities for major pump stations, wastewater treatment facilities, desalination plants, water systems, and process facilities valued up to hundreds of millions of dollars. His experience includes directing performance testing, condition assessments, hydraulic evaluations, system commissioning, and operational troubleshooting for treatment plants, conveyance systems, and pumping facilities. His technical expertise spans hydraulic systems, pipelines, pump stations, treatment processes, controls integration, and operational optimization, enabling smooth transitions from construction to full facility operation.

SUBCONSULTANTS

GEI has carefully assembled a skilled team of subconsultants to enhance our in-house capabilities and provide a comprehensive approach to project execution. Together, this team offers the depth of resources and wealth of expertise needed to efficiently meet the needs and achieve the goals of this project. The subconsultants have also been chosen for their history of working together on relevant projects.

General Inspection

TRC Companies brings experience in construction inspection services offering end-to-end support that spans engineering, quality assurance, and field monitoring. Their multidisciplinary teams—comprising construction inspectors and QA specialists—are equipped to oversee complex infrastructure projects, ensuring compliance with industry standards and regulatory requirements. TRC integrates their proprietary Integra Link™ platform to deliver real-time data and enhance project transparency. Their comprehensive approach includes earthwork, structural concrete, mechanical systems, and soil/material testing, all underpinned by a formal QA/QC program and certified laboratories adhering to ASTM, USACOE, EPA, and AASHTO standards. This integrated methodology ensures that projects are executed efficiently, safely, and in full compliance with technical and environmental regulations.

Specialty Inspection & Materials Testing

Ninyo & Moore, a SOCOTEC Company, an ENR Top 500 Design Firm, is a professional geotechnical and environmental sciences consulting firm providing services in geotechnical engineering, engineering geology, geophysics, hydrogeology, soil and materials testing, special inspection, soil and groundwater contamination assessment, site remediation, hazardous building materials, industrial and occupational safety.

Public Relations

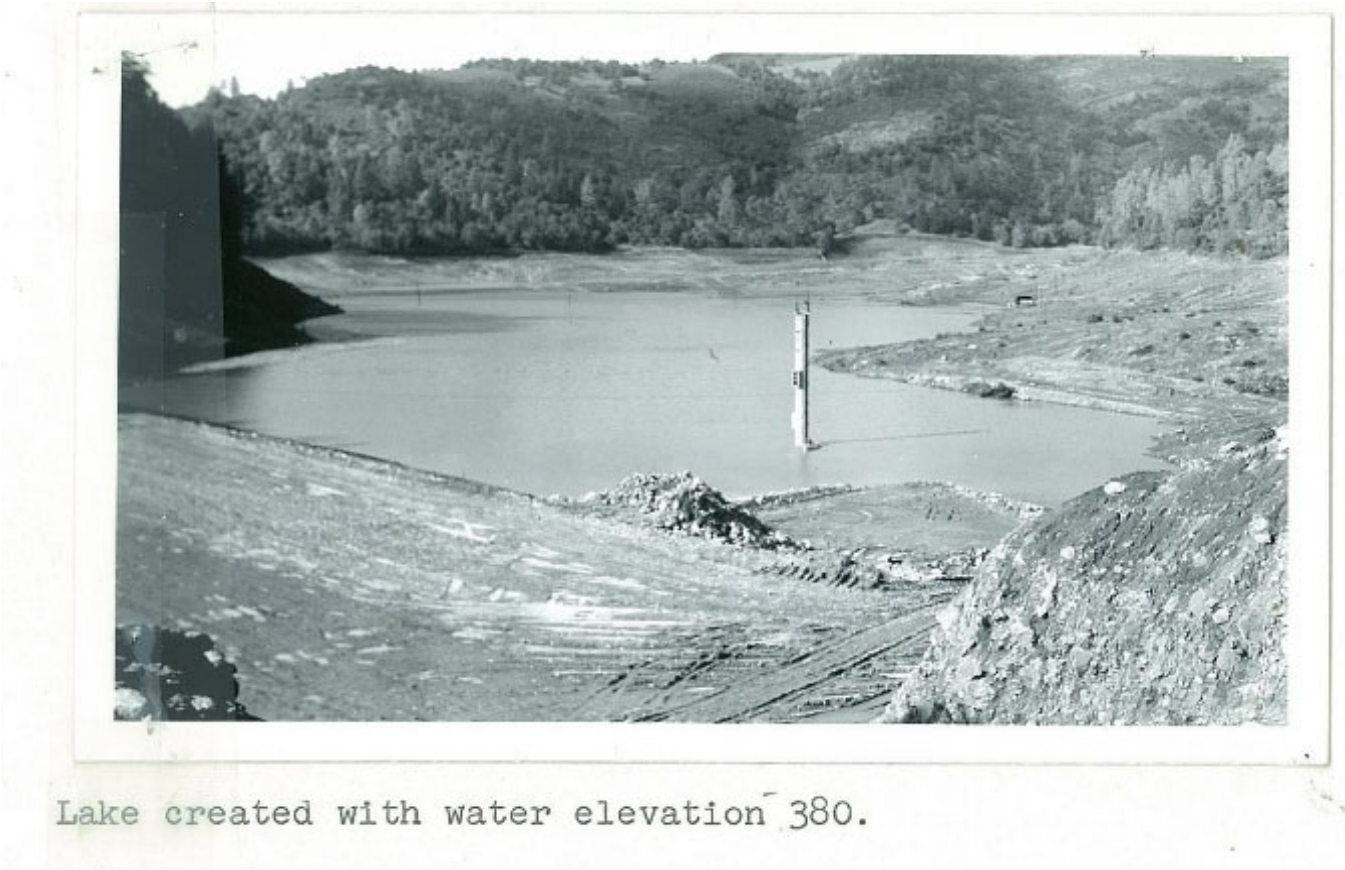
GEI's subconsultant Bodewell Group (formerly Katz & Associates) has vast experience working with cities, public agencies, and stakeholders on water infrastructure projects. They can provide a variety of services including preparing a strategic public outreach plan, public and stakeholder outreach assistance, presentation materials for local public meetings, preparing social media content, language translation signs and messaging as needed, and assist with phone line inquiries (City will use their own phone lines and forward inquiries via an email).

Labor Compliance

Over the past 37 years, Gafcon PM-CM LLC (Gafcon) has contributed labor compliance expertise for more than $10B in construction projects. Their in-depth knowledge of the labor compliance industry and its business issues gives them a unique combination of practical experience and intellectual acumen that they deliver to every project. Gafcon has a deep understanding of the nuances of labor compliance monitoring, project labor agreement, and prevailing wage enforcement, including federal, state, and local requirements to help you navigate a constantly evolving field. First-hand knowledge and experience enable them to craft and implement a proactive approach to meeting your compliance needs. Gafcon mitigates risk by ensuring contractors know the rules and regulations before starting work on any project. GEI and Gafcon are both part of the family of employee-owned companies organized under our umbrella company, Global Infrastructure Solutions, Inc (GISI).

Project Approach

Bell Canyon Reservoir is a critical component of the City of St. Helena's water supply system, making operational continuity, public safety, construction quality, and regulatory compliance essential project drivers. The project includes replacement of the intake tower within an active reservoir, reconstruction of the valve house and associated piping systems, installation of a new fixed cone valve, improvements to the outlet channel, and access route upgrades. Successful delivery will require careful coordination of commercial diving operations, long-lead equipment procurement, reservoir operations, and DSOD requirements.



Bell Canyon Reservoir shortly after initial impoundment in 1959, showing the original intake tower that continues to serve the City's water supply system today.

GEI's approach is proactive, field-focused, and centered on protecting the City's operational, regulatory, and community interests while managing project risks, controlling costs, and verifying construction quality . We will begin with a detailed preconstruction review of the plans, specifications, schedule, and other project requirements to identify risks, constructability concerns, operational constraints, required submittals, and inspection requirements before construction begins.

PROJECT UNDERSTANDING AND DELIVERY STRATEGY

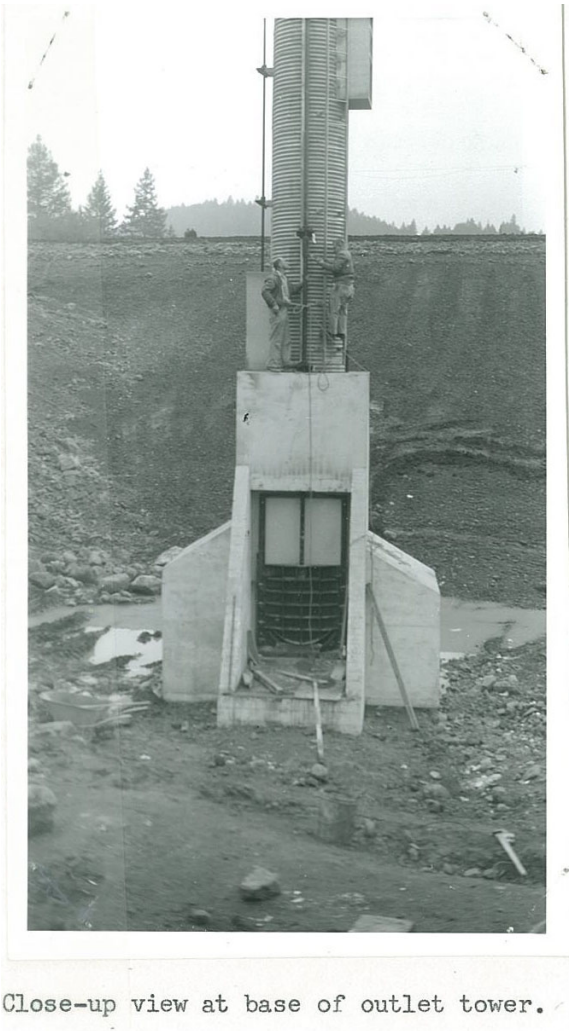
GEI understands that Bell Canyon presents several unique construction challenges that distinguish it from a typical water infrastructure project. The intake tower replacement will be performed largely underwater using commercial diving crews, requiring oversight, detailed planning, and rigorous quality control. At the same time, the City must maintain reliable water service throughout construction while coordinating procurement and installation of critical equipment with fabrication lead times. These constraints require disciplined construction management with particular emphasis on underwater construction, long-lead equipment procurement, reservoir operations, and DSOD coordination. GEI's team brings specialized dam, reservoir, diving oversight, and water infrastructure experience to successfully manage these project-specific challenges. Throughout construction, we will represent the City's interests by providing experienced leadership, independent quality oversight, timely coordination, and decision support while protecting project quality, schedule, cost, regulatory compliance, and operational continuity from pre-construction through project closeout.

EARLY ENGAGEMENT AND RISK MITIGATION

GEI appreciates the value of proactive pre-construction planning in strengthening contract documents, reducing risk, supporting efficient delivery, and creating opportunities for cost and schedule savings. For Bell Canyon, particular attention will be given to underwater construction activities, long-lead equipment procurement, operational constraints, and DSOD compliance requirements.

To support successful delivery, our team will:

- Perform a constructability review and prepare a technical memorandum identifying design coordination issues, operational conflicts, and opportunities to reduce construction risk before the project is advertised.
- Review the Engineer's Opinion of Probable Construction Cost and evaluate major cost drivers, bid risks, and market conditions to confirm alignment with the City's budget and project objectives before bidding.
- Perform an independent cost estimate to confirm the proposed construction cost is in line with the City's expectations and identify potential cost risks before construction begins.
- Identify and document gaps, bid risks, and coordination issues, particularly related to combining current designs into a single bid package.
- Provide bid-phase support, including input to contractor questions, addenda development to improve clarity and reduce change orders, and facilitation of pre-bid and pre-construction conferences.
- Evaluate procurement strategies for the fixed cone valve and other specialty equipment to help minimize schedule risk.
- Develop and implement recommended contract administration, document control, and record-keeping procedures for the City's review and approval before construction begins.



Original Bell Canyon intake tower under construction in 1959. The reinforced concrete base and corrugated steel riser shown here remain the foundation of the current intake tower replacement project.

Our proposed construction manager, Gary Olvera, has recently completed constructability reviews for projects including Oroville Dam, Anderson Dam, Lake Wohlford Dam, and Vail Dam, bringing direct relevant experience to Bell Canyon and providing the City with proven approaches for reducing construction risk before work begins.

DIVING OPERATIONS OVERSIGHT

Because replacement of the intake tower will require extensive commercial diving operations within an active reservoir, GEI's approach is designed to maintain strong oversight while helping the City minimize underwater inspection costs. Rather than duplicating the Contractor's dive effort, our team will provide experienced CM staff to evaluate dive operations, review dive plans and safety procedures, coordinate closely with the Contractor, and if available perform real-time observation of underwater activities using the Contractor's remote video monitoring system stationed on the dive vessel to verify progress, quality, and compliance at key stages of the work.

Existing outlet works discharge from the Bell Canyon valve house. The project will modernize critical flow control infrastructure while maintaining the reservoir's operational and emergency drawdown capabilities.

To support safe, efficient, and compliant execution of underwater construction activities, GEI will:

- Provide CM staff experienced in diving operations, safety requirements, and Contractor oversight.
- Review dive plans, means and methods, and safety procedures to support safe and efficient execution.
- If available, monitor underwater work through live video feeds and project documentation to verify installation progress, workmanship, and compliance with contract requirements while minimizing inspection costs.
- Coordinate closely with the Contractor and diving crews to reduce risk during installation of critical infrastructure.
- Document key underwater construction activities and maintain inspection records to support quality assurance, regulatory compliance, and project closeout.

Underwater condition of the existing corrugated steel intake tower riser. GEI's dive inspections documented significant corrosion and deterioration, ultimately leading to development of the riser replacement project.

GEI's proposed team includes personnel that have supported underwater inspection and reservoir infrastructure projects for a variety of projects and clients such as the Lower Guadalupe Dam and various DWR facilities, providing practical experience with diving operations, underwater observation techniques, and quality oversight of in-water construction activities.

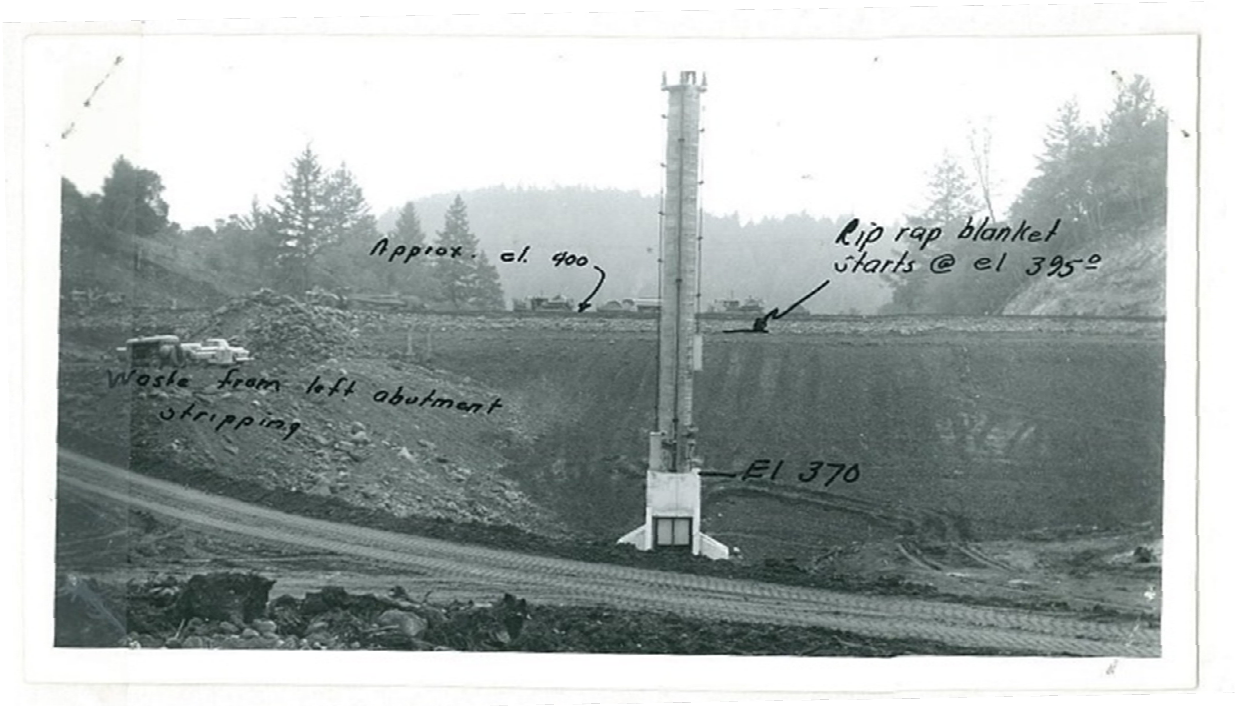
CONSTRUCTION MANAGEMENT AND FIELD OVERSIGHT

During construction, GEI will deliver field observation, including inspection of concrete, masonry, structural steel, and welding, supported by disciplined QA/QC processes to meet regulatory and DSOD requirements. We recommend particular emphasis be placed on fabrication oversight for critical long-lead components, including shop inspections, testing verification, and coordination with construction sequencing to manage schedule constraints driven by extended fabrication durations.

GEI will coordinate closely with the Contractor, design engineer, specialty inspectors, and City staff to verify that construction activities are completed in accordance with the contract documents, approved submittals, and project requirements.

GEI will also actively manage operational and scheduling constraints associated with maintaining continuous reservoir service, including coordination of temporary bypass systems and phased construction activities. Recognizing the City's limited internal resources, GEI will provide day-to-day construction management support on the City's behalf including contract administration, schedule monitoring, progress reporting, and coordination among project stakeholders. This integrated approach, centered on quality control, fabrication oversight, and specialized expertise, positions GEI to successfully mitigate risks and deliver a high-quality project outcome.

Gary Olvera brings more than 30 years of water infrastructure CM experience, including oversight of major dams, reservoirs, pipelines, flow control facilities, and treatment facility projects throughout California. He will provide experienced field leadership, practical decision-making, and proven construction management practices developed through decades of delivering complex California water infrastructure projects. Gary spent 25 years at the San Diego County Water Authority (SDCWA) where he utilized consultant CM and inspection teams as staff augmentation, integrating them into capital improvement projects. With this owner-side experience, he understands how to represent the City's interests while leading an integrated team to successfully complete a project from design through construction.



Original Bell Canyon intake tower following installation. GEI's design evaluations determined that the concrete substructure remains suitable for continued service, allowing replacement of the deteriorated riser without complete tower reconstruction.

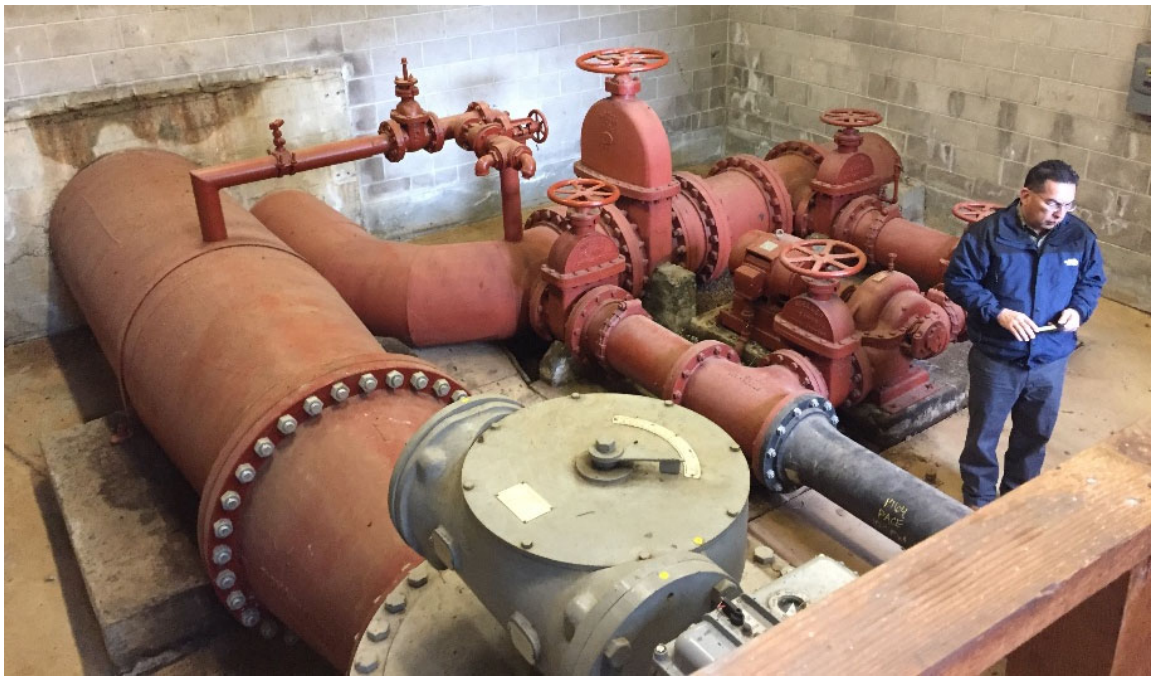
MATERIALS TESTING AND SPECIAL INSPECTIONS

GEI will coordinate and manage all required materials testing and special inspections to document compliance with the contract documents, applicable codes, and DSOD requirements. Our team will serve as the City's quality assurance representative, coordinating testing activities, reviewing results, documenting compliance, and promptly identifying and resolving deficiencies.

Testing and special inspection services will be provided as required by the project and may include:

- Concrete sampling, testing, and placement observation
- Reinforcing steel inspection
- Structural steel inspection
- Welding inspection and nondestructive testing (NDT), as required
- Protective coatings inspection
- Mechanical equipment inspection and testing
- Masonry inspection
- Factory acceptance testing support for critical fabricated components
- Review and documentation of Contractor quality control testing
- Coordination and tracking of all testing and special inspection records

Gary Olvera will coordinate testing and special inspections and coordinate with our specialty subconsultants to manage scheduling, reporting, and resolution of testing issues. He will maintain a comprehensive testing and inspection log, review test reports for compliance with project requirements, and coordinate corrective actions when deficiencies are identified. Testing and inspection results will be incorporated into the project's quality documentation and provided to the City as part of regular project reporting and final closeout documentation. This is standard operational procedures for Gary; from 2005-2023 at the San Diego County Water Authority, while being the construction manager, he also managed the as-needed construction and in-plant inspection programs which utilized consultant engineering and inspection firms to augment SDCWA staff.



Existing outlet works within the Bell Canyon valve house. Previous evaluations identified deterioration of the outlet piping and deficiencies with the emergency discharge system, leading to development of the current valve house improvement project.

REGULATORY COORDINATION AND DSOD COMPLIANCE

Bell Canyon will be constructed under the oversight of DSOD, requiring careful coordination, documentation, inspection, testing, and communication throughout the construction process. GEI understands the unique regulatory requirements associated with DSOD-regulated facilities.

A distinguishing strength of GEI is its extensive experience coordinating with DSOD. Several key GEI staff are former DSOD leaders, including former DSOD Division Manager Sharon Tapia, bringing unique insight into agency requirements and processes. This depth of regulatory knowledge and established relationships with DSOD staff enable GEI to anticipate regulatory expectations, facilitate timely reviews, and support successful project approvals.

Our GEI team will work closely with the City, Mead & Hunt, DSOD, specialty inspectors, and the Contractor to support timely review of submittals, testing documentation, inspection records, and construction activities requiring regulatory coordination. Our team will maintain complete project records and assist the City in tracking compliance with permit conditions, testing requirements, inspection documentation, and other regulatory obligations throughout construction.

Gary Olvera has supported numerous dam and water infrastructure projects throughout California. He has personal experience with DSOD, from preconstruction to startup and commissioning. This experience provides the Bell Canyon team with a practical understanding of dam safety requirements, construction quality expectations, and the level of documentation necessary to support successful project delivery. Most recently acting as the City of Escondido's owner's agent, Gary facilitated discussions with DSOD, and the City's Designer on inspection and testing requirements for Lake Wohlford Dam. Drawing on this experience, GEI will help the City maintain compliance through proactive communication, thorough documentation, and disciplined quality management, GEI will help the City maintain compliance, reduce regulatory risk, and support successful completion of this important dam safety improvement project.

Construction of the Bell Canyon intake tower and outlet conduits during original dam construction in 1959. Much of this infrastructure has remained in service for more than six decades.

OWNER REPRESENTATION AND DECISION SUPPORT

GEI recognizes the demands this project will place on the City's limited staff to support day-to-day construction activities. As a result, our team will provide dedicated owner's representation, proactive construction management, contract administration, technical coordination, and timely decision support throughout the project.

GEI will provide the City with the technical recommendations and the information necessary to make informed decisions while maintaining control of project scope, budget, quality, and risk. GEI will serve as the primary point of coordination among the Contractor, the design engineer Mead & Hunt, specialty inspectors, testing laboratories, DSOD, and other project stakeholders, ensuring clear communication and timely resolution of issues.

To support effective project delivery, GEI will:

- Review and process Contractor submittals, RFIs, change order requests, and payment applications.
- Provide recommendations regarding contract requirements, cost implications, and issue resolution strategies.
- Coordinate technical reviews and facilitate timely resolution of construction issues and field conflicts.
- Prepare meeting agendas, facilitate project meetings, document action items, and track issue resolution.
- Maintain regular communication with City staff through structured reporting on project status, budget, quality, and safety.
- Support negotiation and resolution of construction issues while protecting the City's interests.

Through proactive leadership, transparent communication, and disciplined contract administration, GEI will help the City maintain visibility into project performance and make informed decisions throughout construction.

Bell Canyon Reservoir and existing intake tower. The project will replace the deteriorated intake tower riser while preserving the existing concrete substructure identified during GEI's evaluations as suitable for continued service.

PROJECT CONTROLS AND OPERATIONS COORDINATION

GEI will support the project beginning in pre-construction, with effort ramping down following bid-phase services until construction activities increase. Early efforts will focus on reviewing the Contractor's baseline schedule, evaluating critical path activities, assessing procurement durations, and identifying potential risks to key project milestones.

Particular attention will be given to procurement and installation of the fixed cone valve and other specialty equipment. Based on the current project schedule, the fixed cone valve is expected to require a 12- to 18-month procurement period, creating a unique project delivery sequence that includes periods of limited field activity followed by increased construction activity once critical equipment is available. During this period, GEI will monitor procurement progress, review submittals and fabrication schedules, coordinate factory inspections, and track activities necessary to maintain schedule readiness for construction restart.

Existing emergency discharge valve within the Bell Canyon valve house.

Because Bell Canyon Reservoir serves as a critical component of the City's water supply system, construction activities must be carefully coordinated with ongoing operations. GEI will work closely with City staff, the Contractor, and Mead & Hunt to support temporary bypass planning, phased construction activities, equipment startup, and commissioning while maintaining continuity of service and minimizing operational risk.

To support successful project delivery, GEI will:

- Review and monitor the Contractor's baseline and updated schedules.
- Track critical path activities and identify potential schedule risks early.
- Monitor procurement, fabrication, delivery, and installation of long-lead equipment.
- Evaluate schedule and cost impacts associated with RFIs, change orders, weather delays, and unforeseen conditions.
- Monitor construction progress and identify emerging schedule, procurement, and operational risks before they affect project milestones.
- Coordinate construction activities with reservoir operations and temporary bypass requirements.
- Provide regular schedule updates and recommendations to support informed decision-making.

Through proactive project controls, procurement oversight, and close coordination with City operations staff, GEI will help maintain project momentum, minimize disruptions, and support successful delivery of this critical water supply improvement project.

CONTRACT ADMINISTRATION AND DOCUMENT MANAGEMENT

GEI will implement a disciplined approach to contract administration and document management to support timely decision-making, clear communication, and effective control of project records throughout construction.

Acting on the City's behalf, our team will manage and track submittals, RFIs, change orders, payment applications, meeting action items, contract correspondence, schedule updates, and other project documentation to support efficient project delivery and maintain accountability among project participants. GEI will coordinate the review and distribution of submittals and RFIs, maintain logs to track status and response times, provide recommendations regarding contract changes, schedule impacts, and payment requests, and facilitate regular progress meetings, including preparation of agendas, meeting minutes, and action item tracking.

Project records will be maintained using the construction management platform Procore, and established project procedures to provide accurate, accessible, and well-organized documentation throughout construction. GEI will track contract document revisions, shop drawings, field memoranda, contract clarifications, testing and inspection records, change orders, purchase orders, and Contractor schedules to support transparency, regulatory compliance, and efficient project administration.

Through disciplined contract administration and document control, GEI will help reduce project risk, improve communication, and provide the City with timely access to the information necessary to make informed decisions throughout the construction process.

Existing Bell Canyon spillway, part of the original reservoir infrastructure constructed in 1958–1959.

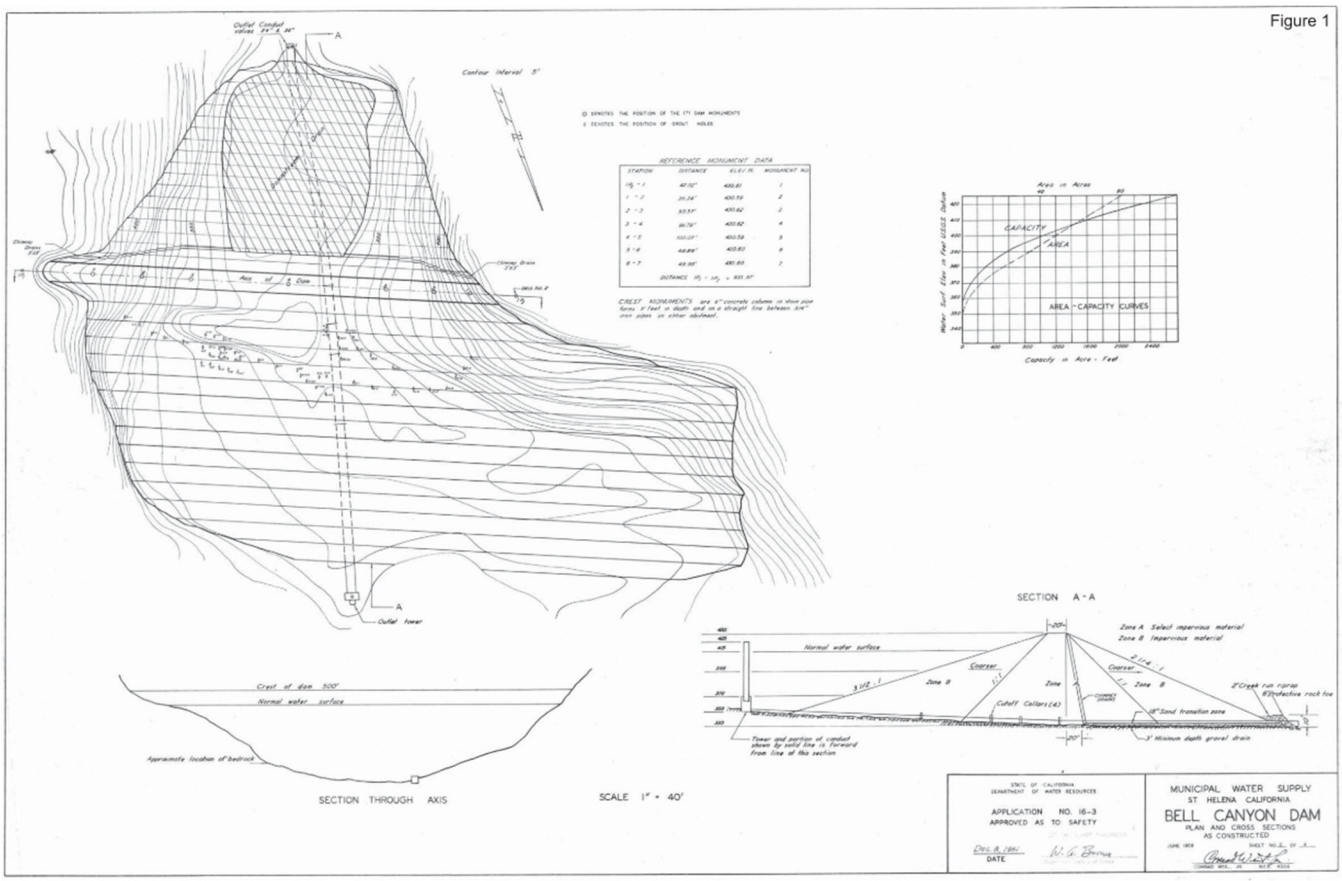
PROJECT CLOSEOUT

At project closeout, GEI will coordinate final inspections, completion of punch list items, equipment startup and commissioning activities, and preparation of documentation required for project acceptance. Our team will confirm receipt of required operations & maintenance manuals, special tools, warranties, test results, certifications, training documentation, and record drawings.

GEI will work closely with the Contractor, City staff, Mead & Hunt, specialty inspectors, and other project participants to efficiently resolve remaining issues and support an orderly transition from construction to operations.

Using Procore and established closeout procedures, GEI will compile, organize, and transfer complete electronic project files, testing records, inspection documentation, meeting records, change order logs, and other project deliverables to the City for its official records and long-term use.

GEI will also assist the City with final acceptance documentation and project closeout activities required by DSOD and other regulatory agencies, as applicable. This structured closeout process will help ensure the City receives accurate, accessible documentation, a complete project record, and a smooth handover for long-term operation and maintenance of the Bell Canyon facilities.



Original Bell Canyon Dam plan and section drawings prepared during design and construction of the reservoir in the late 1950s.

Additional Recommended Services

The following services are recommended but have not been included in the cost estimate at this time. We can provide estimated costs for these additional recommended services upon the City's request.

IN-PLANT FACTORY INSPECTION AND ACCEPTANCE TESTING

GEI will coordinate and perform factory acceptance inspections for critical fabricated components, including the fixed cone valve and other specialty mechanical equipment as appropriate. These inspections will verify fabrication quality, welding, coatings, dimensional tolerances, testing procedures, and conformance with contract requirements prior to shipment.

Because the fixed cone valve represents a critical long-lead component for the project, early identification and resolution of fabrication issues is essential to maintaining the construction schedule and reducing installation risk. GEI will review fabrication schedules, witness factory testing as appropriate, document inspection results, and coordinate resolution of deficiencies before equipment is released for shipment.

Gary Olvera has performed fabrication and factory acceptance inspections for large-diameter pipelines, valves, pumps, and other critical water infrastructure components across the USA, Germany, Italy, Mexico and South Korea, providing practical experience evaluating equipment quality prior to shipment.

By identifying issues at the fabrication stage rather than after delivery to the site, GEI helps reduce costly field modifications, minimize schedule impacts, and improve overall project reliability and quality.

ENVIRONMENTAL COMPLIANCE MONITORING

GEI has dedicated California staff experienced in environmental compliance monitoring and biological/botanical inspections, including pre-construction nest and other wildlife surveys, as required by Federal and State agencies. Our team recognizes the importance of integrating environmental compliance into construction activities early and consistently to help avoid schedule delays, minimize impacts to sensitive resources, and support successful project delivery. During construction, GEI can provide qualified monitors to observe field activities, document compliance with applicable permit conditions and mitigation measures, coordinate with project stakeholders, and identify potential issues before they affect construction progress. If permitting issues arise, GEI can also assist with permit applications, agency coordination, compliance documentation, and ongoing permit compliance monitoring to help the City maintain regulatory compliance throughout the project.

Project Schedule and Work Plan

GEI will support pre-construction with early schedule review, risk identification, and coordination, then maintain a reduced level of effort before active construction while monitoring key procurement, submittal, and readiness activities. During construction, GEI will provide an efficient team to manage stakeholder coordination and CM activities, including a part-time construction manager and full-time inspection to maintain field oversight, align resources with project needs, and support timely coordination. If additional stakeholder coordination or CM support is needed, GEI can accommodate those needs.

GEI's project schedule work plan will begin during pre-construction with a detailed review of the Contractor's baseline schedule to confirm that it reflects the full scope of work, logical construction sequencing, required submittals, procurement durations, environmental restrictions, reservoir operational constraints, DSOD coordination, inspection and testing requirements, and the resources needed to achieve key milestones. Our team will evaluate the critical path, identify activities that could affect construction progress, and provide the City with clear recommendations to reduce schedule risk before field activities begin. Particular attention will be given to long-lead procurement items, including the fixed cone valve and specialty fabricated components, because timely submittal review, fabrication, factory testing, delivery, and installation will be essential to maintaining project momentum.

During construction, GEI will actively monitor the Contractor's progress against the approved schedule, review monthly schedule updates, verify reported progress in the field, and evaluate potential impacts from RFIs, submittals, change orders, weather, access constraints, unforeseen conditions, and coordination with City operations. We will work closely with the Contractor, the design engineer Mead & Hunt, City staff, specialty inspectors, and regulatory stakeholders to identify schedule concerns early and support timely corrective action. This includes reviewing recovery schedules when needed, documenting schedule-related issues in progress meetings and monthly reports and providing the City with practical recommendations to support informed decision-making.

Because Bell Canyon Reservoir is an active and critical water supply facility, GEI's schedule oversight will also be closely coordinated with operational needs. Our team will track work associated with temporary bypass systems, reservoir access, underwater construction activities, valve house improvements, equipment startup, commissioning, and closeout so that construction activities are properly sequenced and do not compromise continuity of service. By maintaining regular communication, disciplined schedule tracking, and proactive issue resolution, GEI will help the City maintain visibility into project performance and support timely completion while preserving quality, safety, and regulatory compliance.

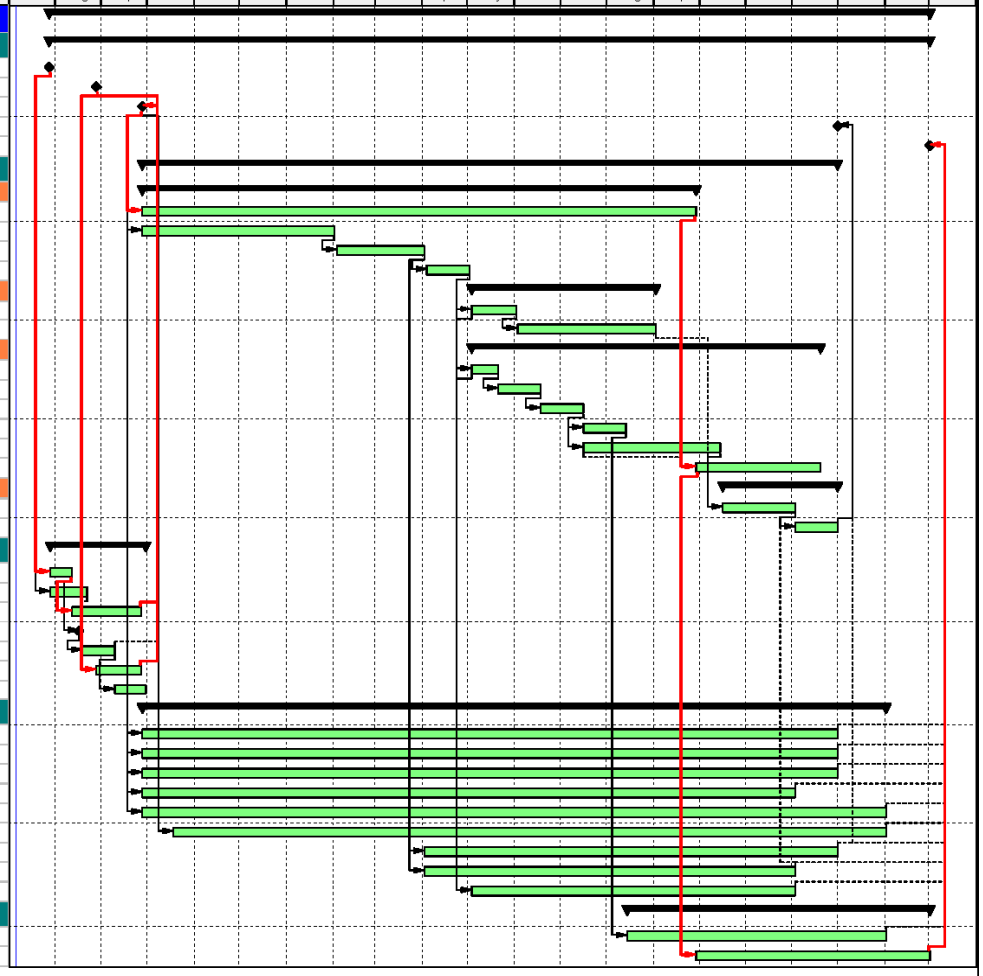
- Review the Contractor's baseline and updated schedules for logic, sequencing, critical path, resource loading, procurement durations, and consistency with contract requirements.
- Track long-lead equipment procurement, fabrication, recommended factory acceptance testing, delivery, and installation to identify risks early and maintain readiness for field work.
- Coordinate schedule activities with reservoir operations, environmental restrictions, DSOD requirements, specialty inspections, testing, startup, commissioning, and project closeout.
- Monitor construction progress through field observation, progress meetings, schedule updates, and monthly reporting to keep the City informed of status, risks, and recommended actions.

We have developed the following anticipated schedule that shows project milestones and overall expected duration.

PROJECT SCHEDULE

City of St. Helena - Bell Canyon Intake Tower and Valve House — 23-Jun-26 08:31

Activity ID	Activity Name	Start	Finish
City of St. Helena - Bell Canyon Intake Tower and Valve House		28-Jul-26	01-Mar-28
Project Milestones		28-Jul-26	01-Mar-28
BCML001	Construction Management Contract Award (July 28, 2026)	28-Jul-26*	
BCML002	Construction Contract Advertisement (August 2026)	28-Aug-26*	
BCML003	Construction Contract Award (September 2026)		27-Sep-26
BCML004	Construction Contract Complete (December 2027)		31-Dec-27
BCML005	Construction Management Contract Complete (February 2028)		01-Mar-28
Construction Activities (Assumptions based on RFP Documents)		28-Sep-26	31-Dec-27
Submittals / Site Preparation		28-Sep-26	29-Sep-27
BCCA001	Long Lead Item Procurement (24" Fixed Cone Valve w/Hood) - 12-months	28-Sep-26	29-Sep-27
BCCA002	Early Work Submittal Approvals & Material/Equipment Procurement	28-Sep-26	02-Feb-27
BCCA003	Mobilization / Site Preparation / Establishment of Staging Areas	03-Feb-27	02-Apr-27
BCCA004	Install Temp. Bypass Pipes (w/WTP connection and dissipation at Bell Creek)	03-Apr-27	02-May-27
Intake Tower		03-May-27	02-Sep-27
BCCA005	Intake Tower Demolition	03-May-27	02-Jun-27
BCCA006	New Intake Tower Construction (Riser/operating platform/gate)	03-Jun-27	02-Sep-27
Valve House		03-May-27	20-Dec-27
BCCA007	Valve House Demolition	03-May-27	21-May-27
BCCA008	Shoring / Excavation at Valve House	21-May-27	18-Jun-27
BCCA009	New Valve House Concrete Slabs/Foundation/supports (w/Cure time)	18-Jun-27	16-Jul-27
BCCA010	Downstream Channel Improvements	16-Jul-27	13-Aug-27
BCCA011	Installation of new Valve House Mechanical Items (piping/valves/appurtenances)	16-Jul-27	15-Oct-27
BCCA012	Erect CMU Walls and Roof (Architectural Items)	29-Sep-27	20-Dec-27
Testing / Closeout		16-Oct-27	31-Dec-27
BCCA013	Testing/Startup of Equipment/Valves (Punchlist items)	16-Oct-27	03-Dec-27
BCCA014	Remove Temp. Bypass Pipes and restore site (Demobilization)	03-Dec-27	31-Dec-27
Task 1 - Pre-Construction Services		29-Jul-26	30-Sep-26
BCT1001	Review Contract Documents and Provide Recommendations	29-Jul-26	12-Aug-26
BCT1002	Perform Analysis of the Proposed Design and Provide Written Report	29-Jul-26	22-Aug-26
BCT1003	Establish Project Coordination and Document Control	12-Aug-26	27-Sep-26
BCT1004	Attend Meeting with City and Design Consultant to Discuss Design Features	17-Aug-26	
BCT1005	Prepare for and Conduct pre-bid meeting	19-Aug-26	09-Sep-26
BCT1006	Provide bid support throuh advertisement period (as-needed)	28-Aug-26	27-Sep-26
BCT1007	Prepare for and Conduct pre-construction conference	09-Sep-26	30-Sep-26
Task 2 - Construction Management and Inspection Services		28-Sep-26	01-Feb-28
BCT2001	Project Coordination and Correspondence	28-Sep-26	31-Dec-27
BCT2002	Schedule Management, Progress Meetings, and Reports	28-Sep-26	31-Dec-27
BCT2003	Submittals Management	28-Sep-26	31-Dec-27
BCT2004	Requests for Information (RFI) Management	28-Sep-26	03-Dec-27
BCT2005	Changes and Claims Management (As-Needed)	28-Sep-26	01-Feb-28
BCT2006	Monthly Progress Payment Reviews	18-Oct-26	01-Feb-28
BCT2007	Construction Inspection Services	02-Apr-27	31-Dec-27
BCT2008	Quality Assurance Testing and Indepenent Assurance Testing	02-Apr-27	03-Dec-27
BCT2009	Coordinate DSOD Inspections	03-May-27	03-Dec-27
Task 3 - Post Construction Services		14-Aug-27	01-Mar-28
BCT3001	Manage/coordinate punch list items and obtain records drawing information	14-Aug-27	01-Feb-28
BCT3002	General Closeout Support	29-Sep-27	01-Mar-28



Remaining Level of Effort — Actual Work — Critical Remaining Work
Actual Level of Effort — Remaining Work — Milestone

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GEI Consultants

Relevant Experience

GEI specializes in delivering California water infrastructure projects through design and construction, with advanced expertise in dams, reservoirs, groundwater wells, canals, flood control structures, pipelines, and pump stations. We serve over 100 public water agencies throughout California and bring that statewide experience, technical strength, and commitment to client service to the City.

GEI's experience supporting relevant types of projects is highlighted in the matrix below and provides just a sample of GEI's breadth of relevant experience in CM of water infrastructure projects. Select detailed project examples are also provided in this section.

Project Name	Owner and Location	DSOD	Intake Structure	Valve House	Underwater Work
El Dorado Forebay Dam Modifications	El Dorado Irrigation District; Pollock Pines, CA	●	●	●	
San Vicente Dam Raise	San Diego County Water Authority; San Diego, CA	●	●		●
Sweetwater Dam	Sweetwater Authority; San Diego County, CA		●		
Anderson Dam Seismic Retrofit Project	Valley Water; Morgan Hill, CA	●	●		
Oroville Spillways Recovery Project	California Department of Water Resources; Butte County, CA	●			
Lake Wohlford Dam	City of Escondido; Escondido, CA	●	●		
Vail Dam Rehabilitation	Rancho California Water District; Temecula, CA	●			
Guadalupe Dam Existing Intake Structure Survey	Valley Water; Santa Clara County, CA	●	●	●	●
Mallard Outlet Gate Improvements	Contra Costa Water District; Concord, CA		●		●
Chenery Intake Tower Demolition	Contra Costa Water District;	●	●		●

El Dorado Forebay Dam Modifications

El Dorado Irrigation District | El Dorado County, CA

The El Dorado Forebay Dam modifications project increased the storage capacity of the reservoir and improved the dam's seismic stability. The project involved raising the height of the dam with a downstream stability buttress and replacing the existing spillway channel, water outlet works, and weir structure.

Key project elements included:

- A new pre-cast concrete outlet control valve house with 36-inch steel piping, gate valves with controls, and monitoring systems
- Federal Energy Regulatory Commission (FERC) and DSOD coordination
- New 96-inch isolation gates and trash racks on the existing penstock intake structure, requiring widening the existing structural concrete piers and slab
- Extension of the existing 54-inch outlet piping through the downstream buttress
- Installation of dam monitoring instrumentation and SCADA system
- A new weir structure for the emergency spillway, comprised of a U-shaped concrete channel with a 20-feet-wide and 2.5-feet-thick horizontal invert slab, and 18-feet-high vertical side walls
- A new downstream earthen stability buttress over 100 feet in height
- New gravel and sand filter and drain layers along the base of the downstream buttress and the dam abutments, groins and toe
- A new seepage pump-back system to return seepage flows from the drain collection system to the reservoir

During constructability review the GEI CM team advised that the contract documents should include the requirement for an extensive array of groundwater wells and significant pumping capacity. This proved crucial to the contractor successfully bidding and then managing groundwater dewatering below the level of the impounded reservoir for the project duration, for no additional impacts to project cost or duration.

Construction of the buttress fill and sand and gravel chimney and blanket drain system required stockpiling, handling, and placement of several on-site and imported materials, while avoiding cross-contamination and degradation. This was achieved through clear and concise specifications and working proactively with the contractor to develop and implement successful work approaches.

San Vicente Dam Raise

San Diego County Water Authority | Lakeside, CA

The San Vicente Dam Raise project was the final phase of construction for SDCWA's $1.5 billion Emergency & Carryover Storage Project to create additional water storage and conveyance capabilities to enhance the resiliency of San Diego's regional water supply in the event of an interruption in imported water. The project raised the crest of the dam 117 feet, making it the tallest dam raise in the U.S. and the world's largest RCC dam, more than doubling the reservoir's original capacity to 242,000-acre feet. The project also constructed a new spillway, outlet tower, and inlet structures to accommodate the higher reservoir levels.

While at SDCWA Gary Olvera, as the construction manager during the preconstruction phase, was responsible for the constructability review of the plans and specifications, performing risk management assessments, facilitating the construction contractor prequalification process, coordination of consultants, and attending and presenting at Board and stakeholder meetings. During construction he was responsible for all aspects of CM of the construction contract and the consultant construction manager and in-plant inspection support contracts. He also served as the primary operations & maintenance contact for construction and shutdowns items.

GEI provided engineering services to SDCWA to support the successful permitting of the project, and provided technical support services for the design, construction, and operation phases, including constructability analysis, cost estimating, development of reservoir operations plans for construction and post construction.

Santa Felicia Dam Outlet Works Improvement Project

United Water Conservation District | Ventura County, CA

Owned and operated by United Water Conservation District, Santa Felicia Dam is an earth embankment dam that impounds Lake Piru Reservoir and is under the jurisdiction of FERC and DSOD. The purpose of the outlet works improvement project was to replace the existing outlet works system located on the west side of the dam to address dam safety and operational concerns. The proposed outlet works water conveyance system consists of two outlet conduit systems (high-flow and low-flow).

The project included:

- A sloping intake structure for 5 intakes (4 high flow, 1 low flow),
- Downstream control facility (valves, controls, hoists, backup power, step aerator)
- Moveable fish screen system, including screens, winches, trolleys
- Tunneling through the left abutment
- Hydropower system, grid connection, SCADA

GEI served as constructability expert for the project, including leading the development of construction specifications and performed a constructability review, assisting in the preparation of a constructability analysis, and providing equipment, manpower, and scheduling projections for the Project. Analyses included the assessment of both sloping intake and intake tower options. GEI also prepared a Site Development Evaluation for the selected sloping intake option.

Hell Hole Dam Core Raise Project

Placer County Water Agency | Placer County, CA

Hell Hole Dam, which is under the regulatory jurisdiction of DSOD and FERC, is located on the Rubicon River at high elevation within El Dorado National Forest. After an initial attempt at design and construction that faced significant problems with differing site conditions, Placer County Water Agency contracted with GEI to redesign and complete the project, including:

- Value engineering the previous design to realize efficiencies with respect to reservoir levels, material reuse, and excavation sequencing
- Finalizing project construction documents and fast-tracking DSOD and FERC approvals
- Negotiating a major change order for completion of the project
- Providing full-service construction management for the project

Key project elements included:

- FERC and DSOD coordination during construction to discuss and approve necessary design deviations in the field
- High altitude site with constrained site access and short construction seasons required careful sequencing, and flexibility in adapting to changing weather conditions to maintain construction progress and avoid delays
- Excavation of the top 15 feet of the 1,550-foot-long existing dam embankment to expose the top of the existing clay core
- Test fills to verify contractor means and methods for placement and compaction to meet performance requirements
- Placement of new clay core, sand filters and gravel drain to build the dam back up to its original height.
- Quarrying of rock on-site for rip-rap material to place on the downstream face
- Blending on-site of excavated materials with imported materials to make up shortage of available imported material

The GEI CM team worked closely with the GEI design team to promptly identify acceptable alternatives and gain expedited approval of the updated design from DSOD and FERC, while quickly and effectively negotiating a major change order with the contractor, minimizing any impacts from differing site conditions under a prior initial contract by others.

During construction the CM team's construction manager coordinated with DSOD and FERC and managed construction to successfully complete the project early and under budget.

The project received both a 2020 American Society of Civil Engineers Outstanding Construction Project Award and ENR's 2021 Regional Best Project Award.

Guadalupe Dam Existing Intake Structure Survey

Valley Water | Santa Clara County, CA

Completed in 1935, Guadalupe Dam is an earth-fill dam located on Guadalupe Creek approximately 10 miles south of downtown San Jose. Following a seismic stability evaluation that identified deficiencies under the Maximum Credible Earthquake (MCE), Valley Water initiated a comprehensive seismic retrofit program to restore the reservoir to its full operating capacity while upgrading the dam, spillway, outlet works, and associated facilities.

As part of the Guadalupe Dam Seismic Retrofit Project, GEI performed a detailed investigation of the existing submerged intake structure to support the design of interim strengthening modifications that would allow construction to proceed while maintaining downstream releases, avoiding the need for complete reservoir dewatering.

A key component of the effort was the planning, coordination, and oversight of specialized underwater inspection and commercial diving operations. GEI directed field activities performed by commercial dive contractors and underwater survey specialists, coordinating diver-assisted inspections, underwater measurements, and remotely operated vehicle (ROV) investigations to safely evaluate critical submerged infrastructure. During the 2024 investigation, GEI engineers observed live video transmitted from the ROV and worked directly with the dive team to guide additional measurements, observations, and inspection activities needed to support engineering evaluations. Earlier investigations also included diver entry through the intake structure and valve vault to perform detailed condition assessments of the submerged outlet works, supplemented by inspections within dewatered sections of the outlet system where access was possible.

The investigation collected high-resolution three-dimensional sonar data of the intake tower interior together with visual observations and targeted measurements of the intake riser, trash rack, valve vault, and other critical features. By combining commercial diving, ROV technology, and advanced sonar mapping, GEI accurately documented existing geometry and structural conditions in low-visibility underwater environments while minimizing risk and maximizing data quality.

GEI synthesized the survey results into a comprehensive technical memorandum that included processed 3D models, cross-sections, condition assessments, and supporting imagery. The findings were compared with available as-built information and previous inspections to identify discrepancies, reduce design uncertainty, and support development of the intake modification design. The investigation provided the engineering team with reliable existing-condition data that reduced construction risk and served as the foundation for the ongoing design of submerged intake improvements.

Fee Proposal

Per the requirements of the RFP, our fee proposal is submitted as a separate PDF file.

GEI Consultants

FEE PROPOSAL:
Bell Canyon Intake Tower and Valve House Construction Management and Inspection Services

City of St. Helena

JULY 6, 2026

Submitted by:
GEI Consultants, inc.
180 Grand Avenue
Suite 950
Oakland, CA 94612
ph: 925.788.8308

Fee Estimate for Bell Canyon Intake Tower and Valve House CM&I Project

			2026							2027												2028								
Name	Contract No.	Title	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2026 Hours	2026 Rate	2027 Hours	2027 Rate	2028 Hours	2028 Rate	Total Hours	Total
Violletta McDaniel	G8	PIC		2	2	2																			6	$285	0	$293.55	0	$302.36	6	$ 1,710.00
Sharon Tapia	G8	Tech Advisor			4	4																			8	$285	0	$293.55	0	$302.36	8	$ 2,280.00
Chris Hockett	G7	PM/RE		2	32	32	10	10	10	10	32	32	32	32	32	32	32	32	32	32	32	32	32		96	$226	362	$232.99	64	$239.98	522	$ 121,414.57
Gary Olvera	G8	Construction Manager		2	80	80	32	32	32	32	80	80	100	80	80	80	80	80	100	80	80	80	80		258	$285	952	$293.55	160	$302.36	1370	$ 401,366.64
Dan Robbins	G7	Dive Inspector														80									0	$226	80	$232.99	0	$239.98	80	$ 18,638.88
Kat McDaniel	Admin	Document Control			16	16	8	8	8	8	12	12	12	12	12	12	12	12	12	12	12	12	12		56	$89	140	$92.12	24	$94.89	220	$ 20,183.17
Taylor Yost	G5	Scheduler			8	8	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		22	$146	24	$150.37	4	$154.88	50	$ 7,440.18
Simon Gray	G8	Start-up/Commissioning																			10	10	10		0	$285	10	$293.55	20	$302.36	30	$ 8,982.63
Mark Williams		Estimating			20																				20	$300	0		0		20	$ 6,000.00
SI/Materials Testing		Ninyo & Moore																														$ 115,980.00
Dale Frazer		TRC Inspector				40	40	40	40	40	160	160	200	160	160	160	160	160	200	160	160	160	160		160	$193	1880	$198.79	320	$204.75	2360	$ 470,126.38
		Procore																														$ 2,100.00
		Travel																							0.0	$2,000	0.0	$22,000	28000	$4,000		$ 28,000.00
		Vehicle/Mileage			320	320	400	320	400	320	1120	1120	1400	1120	1120	1120	1120	1120	1400	1120	1120	1120	1120		1760	$0.7250	13200	$0.7250	2240	$0.7250	17200	$ 12,470.00
		Subconsultant Markup 5%																														$ 29,605.32
																																$ 1,246,297.77

Assumptions:

1 Contract Award July 28, 2026
2 CM&I Firm NTP August 15, 2026
3 Construction Contract Bid August 27, 2026
4 General Schedule of Construction; Preconstruction Aug 2026 - Feb 2027; Construction Jan 2027 - Feb 2028
5 CM at part-time and Inspection at full-time coverages
6 Contractor to privide office space for CM firm
7 Mileage to be charged at approved IRS rates
8 Fee includes 3% yearly escalation
9 Fee includes 5% subconsultant markup
10 Fee does not include factory inspections or additional recommended services. Can be provided at the City's request.

Table 1 - Breakdown of Estimated Fee | Bell Canyon Intake Tower & Valve House - Dry-Land Scope								
Geotechnical Observation and Compaction Testing								
Senior Staff Engineer	Foundation Observation	60	hours	@	$	180.00	/hour	$ 10,800.00
Senior Technician	Sampling and Compaction Testing of Subgrade and Aggregate Base	94	hours	@	$	115.00	/hour	$ 10,810.00
Laboratory Testing	Proctor Density Test , Subgrade and Aggregate Base Material	4	tests	@	$	350.00	/test	$ 1,400.00
						Subtotal		**$ 23,010.00**
Reinforced Concrete								
Special Inspector	Reinforcing Steel Placement Inspection	28	hours	@	$	115.00	/hour	$ 3,220.00
Special Inspector	Concrete Placement Inspection, Sampling & Testing (Slump & Temperature)	50	hours	@	$	115.00	/hour	$ 5,750.00
Laboratory Testing	Compression Tests, 5 Concrete Cylinders / 150 Cubic Yards (4"x 8" Cylinders)	20	tests	@	$	35.00	/test	$ 700.00
						Subtotal		**$ 9,670.00**
Structural Masonry								
Special Inspector	Reinforcing Steel Placement Inspection	20	hours	@	$	115.00	/hour	$ 2,300.00
Special Inspector	Masonry Block, Grout and Mortar Placement Inspection, Sampling & Testing	64	hours	@	$	115.00	/hour	$ 7,360.00
Senior Technician	Coring of CMU Wall, Including the Equipment	16	hours	@	$	250.00	/hour	$ 4,000.00
Laboratory Testing	Compression Tests; Masonry Grout	8	tests	@	$	45.00	/test	$ 360.00
Laboratory Testing	Compression Tests; Masonry Mortar	12	tests	@	$	35.00	/test	$ 420.00
						Subtotal		**$ 14,440.00**
Post-Installed Anchors								
Special Inspector	Post-Installed Anchors Installation Inspection	26	hours	@	$	115.00	/hour	$ 2,990.00
Senior Technician	Load Testing of Post-Installed Anchors (Torque & Pull Testing)	8	hours	@	$	115.00	/hour	$ 920.00
						Subtotal		**$ 3,910.00**
Structural Steel Welding								
Special Inspector	Material Identification and Structural Steel Welding Inspection in the Shop	100	hours	@	$	115.00	/hour	$ 11,500.00
Special Inspector	Structural Steel Welding Inspection in the Field	32	hours	@	$	115.00	/hour	$ 3,680.00
Special Inspector	Non Destructive Testing (UT/MT)	16	hours	@	$	125.00	/hour	$ 2,000.00
Special Inspector	Non-Shrink Grout Placement Inspection	16	hours	@	$	115.00	/hour	$ 1,840.00
Laboratory Testing	Compression Tests, Non-Shrink Grout (2" x 2" x 2" Cube Specimens)	6	tests	@	$	55.00	/test	$ 330.00
						Subtotal		**$ 19,350.00**
NACE								
Special Inspector	Coating Inspection	40	hours	@	$	180.00	/hour	$ 7,200.00
						Subtotal		**$ 7,200.00**
Reimbursables								
Equipment/Vehicle		570	hours	@	$	15.00	/hour	$ 8,550.00
CA PW Surcharge		470	hours	@	$	30.00	/hour	$ 14,100.00
						Subtotal		**$22,650.00**
Project Management								
Geo Assistant	Data Compilation, Distribution and Dispatch	20	hours	@	$	100.00	/hour	$ 2,000.00
Senior Project Engineer	Meetings, Mix Design and WPS/WQ Review, Project Coordination and Progress Reports	55	hours	@	$	210.00	/hour	$ 11,550.00
Principal Engineer	Project Oversight, Consultation and Final Affidavit Letter	10	hours	@	$	220.00	/hour	$ 2,200.00
						Subtotal		**$ 15,750.00**
TOTAL ESTIMATED FEE								**$ 115,980.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 220
Senior Engineer/Geologist/Environmental Scientist	$ 210
Senior Project Engineer/Geologist/Environmental Scientist	$ 200
Project Engineer/Geologist/Environmental Scientist	$ 195
Senior Staff Engineer/Geologist/Environmental Scientist	$ 180
Staff Engineer/Geologist/Environmental Scientist	$ 165
GIS Analyst	$ 145
Technical Illustrator/CAD Operator	$ 120

Field Staff

Certified Asbestos/Lead Technician	$ 200
Field Operations Manager	$ 130
Nondestructive Examination Technician (UT, MT, LP)	$ 125
Supervisory Technician	$ 120
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 115
Senior Technician	$ 115
Technician	$ 110

Administrative Staff

Information Specialist	$ 100
Geotechnical/Environmental/Laboratory Assistant	$ 100
Data Processor	$ 80

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Nuclear Density Gauge	$ 15/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Equipment	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

Technicians and special inspectors, are charged at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours. Overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

The terms and conditions are included in Ninyo & Moore's Work Authorization and Agreement form.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 170
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 220
Proctor Density with Rock Correction D 1557	$ 340
R-value, D 2844, CT 301	$ 375
Sand Equivalent, D 2419, CT 217	$ 125
Sieve Analysis, D 6913, CT 202	$ 145
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 100
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x2 cube compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 150
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 225
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

8.11.26

Members of St Helena City Council,

In general terms we have a recurring issue with water derived from Bell Canyon containing sediment. As a point of discussion, why are we entertaining spending millions of dollars repairing an intake tower from the 1950's that utilizes technology from the 1950's and pulls water from fixed points and the bottom of the reservoir where, logically, the most sediment is located?

At a minimum ask staff to provide a cost benefit analysis of utilizing a floating pump station instead of executing a retrofit of 1950's technology. A floating pump station would consistently pull clean water from shallower depths of the reservoir, and would be easier to maintain. A floating intake pump station would be largely prefabricated and could be constructed whilst the old system is still operating, eliminating down time.

To date we do not have an estimate of cost to execute the full scope needed to repair/replace the existing concrete and steel intake tower. The staff supplied project sheets attached to this agenda are off by millions of dollars as well as a number of years. With history as a guide it is safe to say the actual cost of construction for the complicated project as currently proposed certainly will far exceed the eventual bids received.

We currently have contracts for professional services that have increased exponentially over the years and we do not have an estimate for actual cost of construction.

Consultants will execute the work that is asked of them. I would encourage you to ask yourselves as council members if anyone has asked if this is the best solution to the problem. An active underwater retrofit of a 1950's steel and concrete intake tower that was originally constructed on dry land, is found to be structurally unsound, and pulls water from the bottom of the reservoir.

From my perspective it is most certainly worth asking:

-Is there a better contemporary solution we should consider?

-Why are the numbers in the project sheets outdated and not inline with the current asks for contract amendments?

Yes there are oversight hurdles but those hurdles exist no matter the approach. They are not excuses for pursuing approaches to problems that are not cost effective and remain ambiguous.

Sincerely,

Joshua Parke

Back to Projects

Water | Pump Stations

OCWD Santiago Basin Floating Pump Station

OWNER
Orange County Water District

LOCATION
Orange, California

COST
$3.6 million

COMPLETION
2012

CONTRACTOR
RSH Construction (General Contractor) and American Fiberglass (Fabricator)

PROJECT GALLERY 3 photos

See the Project
View all 3 photos below

Project Overview

Butier Engineering, Inc. provided construction management and inspection services for the construction of a floating pump station that allows for the transfer of stored water from OCWD's Santiago Basins to other OCWD facilities. On-Site Technical Services performed as a subconsultant to Butier and provided the following services: witness pump performance testing; in-process fabrication inspection of the barge; review of electrical submittals; erection support; start-up support; and testing the PLC control system.

The Santiago Basins are comprised of three basins: Bond, Blue Diamond, and Smith. The project was constructed in Bond Basin. The pump station has increased groundwater recharge for OCWD and allowed the maximization of storage capacity in the Basins during storm events. The floating pump station replaced an existing submersible pump station that was found to be unreliable.

The pump station was constructed on a floating platform, connected to a 1,400-foot long, 32-inch floating discharge pipeline that is mostly submersed and slightly below the water surface. The discharge pipeline connects to the existing pipeline that conveys flows out of the Basins. An area of 1,300 square ft. on the Bond Basin slope was excavated to connect the floating pipeline to the existing pipeline. Riparian vegetation was cleared to create a lay down area for the floating pipeline during periods when the basins are dewatered. The cleared lay down area allows the floating pipeline to be inspected and maintained.

Related Projects 3

City of Tustin PFAS Treatment System and Influent...
Tustin

Trampas Canyon Dam and Reservoir
Rancho Mission Viejo

Edward C. Little Water Recycling Facility Phase V...
El Segundo

View All Water

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Got it

Morse Lake Floating Pump Station

LOCATION | **North Bend, WA**
OWNER | **Seattle Public Utilities**

SHARE

Pump It Up

Able to maintain pipeline connection despite 40-foot water level change.

Rapid Response

SPU is able to quickly deploy the pump station with minimal effort.

Don't take your tapwater for granted. Seattle Public Utilities (SPU) has a major responsibility of providing nearly two million Seattle area customers with clean drinking water. Located in the Cascade Mountains, Chester Morse Lake (CML) is a major water reservoir, providing up to two thirds of the region's drinking water on an average annual basis. The project replaced two, 120-million gallon per day (MGD) floating barge-mounted pump stations, with a new 240 MGD floating pump station to improve the reliability of water supply from the CML reservoir, meet municipal demands, and manage flows for instream resources in the Cedar River during dry weather conditions. Reid Middleton engineers designed the floating structure, which consists of modular steel pontoons that form the 80-foot by 40-foot barge, with two 20-foot by 20-foot openings. The floating pump station is usually stored in a protected cove of the CML reservoir, but is transported across the lake to an operating position in order to dock with submerged pipelines and pump water into the outlet channel. The pump station can maintain pipeline connection despite a 40-foot lake level change throughout the seasons. The pump station can also move and dock onto four, 48-inch-diameter pipelines with limited diver involvement. The system can operate even in harsh storms with 4-6 foot waves or ice buildup in the winter. Supplying drinking water is no easy feat, and Seattle Public Utilities now has a better, more reliable pump station to provide this valuable resource.

$19M
construction cost

1.8M
customers relying on clean water

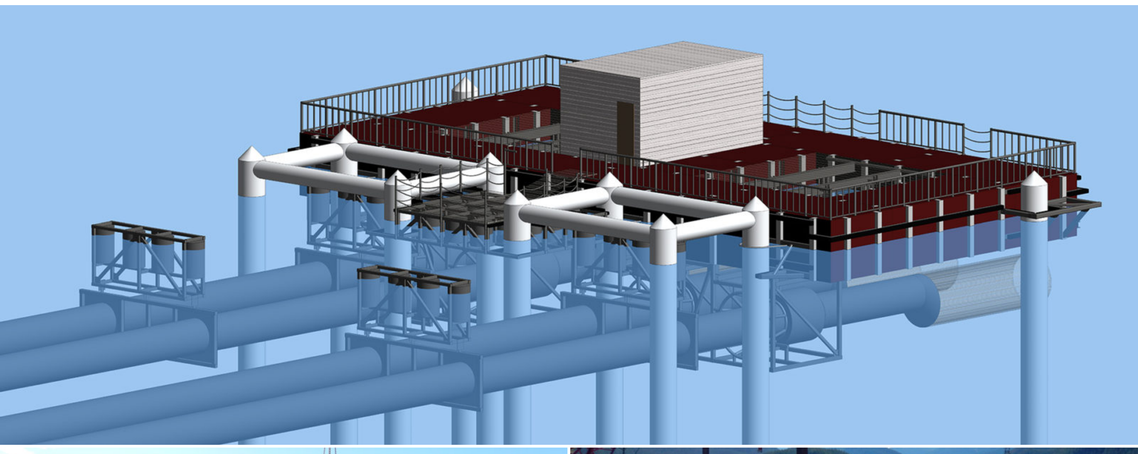
48
inch diameter pipelines

4
year project duration

award winning

AWARDS

2018 ACEC Best in State Bronze Award – Future Value to the Engineering Profession
2017 Honors Award in the Water Resources Category
2017 Best Projects Award in Water/Environment Category
2017 WATERS Award
2016 Excellence in Engineering Award – Large Project



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Services
Marine Structures
Structural Engineering
Waterfront Engineering

Markets
Civic & Municipal
Waterfront

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Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Public Works Department

DATE:	August 11, 2026
FROM:	Bruce Zaeni, Project Manager
SUBJECT:	Consideration and proposed adoption of a Resolution authorizing the Interim City Manager to Execute Amendment No. 3 to Professional Services Agreement STH Contract FY2024-093 with Mead & Hunt, Inc. for the Bell Canyon Reservoir Intake Tower and Valve House Project in the amount of $793,756 for Fixed Cone Valve procurement and Factory Acceptance Testing services, for a revised not-to-exceed contract total of $2,257,196.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	• June 27, 2017 – Resolution 2017-090 authorizing Professional Services Agreement with GEI Consultants for CIP W-109 Bell Canyon Reservoir Intake Tower Replacement. • August 14, 2018 – Resolution 2018-107 authorizing Amendment No. 1 to the GEI Agreement to add CIP W-85 Bell Valve House Replacement Project. • June 11, 2024 – Resolution 2024-089 authorizing Professional Services Agreement with Mead & Hunt, Inc. for CIP W-109 & W-85 in the not-to-exceed amount of $1,043,211 and 10% contingency for a total consultant budget of $1,147,532. • July 30, 2025 – Amendment No. 1 to the Agreement with Mead & Hunt was completed under the 10% contingency in the amount of $53,572 to support expanded environmental planning, biological and cultural resources investigations, and revisions to Valve House lighting design. • September 9, 2025 – Resolution 2025-107 authorizing Amendment No. 2 to the Agreement with Mead & Hunt in the amount of $366,657 for a revised contract total of $1,463,440 and a 10% contingency of $146,344 for a total consultant budget of $1,609,784.

STATEMENT OF THE PURPOSE:	To obtain City Council approval for Amendment No. 3 to the Professional Services Agreement with Mead & Hunt, Inc. authorizing the design engineer to solicit bids, procure, and provide procurement support services for the 24-inch and 10-inch Fixed Cone Valves (FCVs) — the critical-path long-lead equipment for the Bell Canyon Reservoir Intake Tower and Valve House Project — and to conduct Factory Acceptance Testing prior to valve shipment.
FINANCIAL IMPACT:	Funding for this amendment will come from General Obligation (GO) Bond funding previously authorized for the Bell Canyon Reservoir Intake Tower and Valve House Project (CIP W-109 and CIP W-85).
CEQA DETERMINATION:	Mitigated Negative Declaration (MND)

BACKGROUND:
Bell Canyon Reservoir is a man-made water supply reservoir serving the City of St. Helena. The reservoir, constructed during 1958 and 1959, has a storage capacity of approximately 2,500 acre-feet and serves as one of the City's main sources of potable water. The Bell Canyon Dam is impounded by a 500-foot long, 95-foot high embankment dam with a crest width of 20 feet and a crest elevation of 430 feet.

The intake tower, in service for over 65 years, has reached the end of its service life and does not meet current seismic requirements. The California Department of Water Resources (DWR) / Division of Safety of Dams (DSOD) directed the City to evaluate and replace the intake tower structure. The emergency reservoir discharge cone valve (Rotovalve) and its foundation also require replacement due to vibration issues during high-flow discharge and inadequate factor of safety. The downstream outlet piping has experienced corrosion and pitting requiring analysis and modification.

On June 11, 2024, the City entered into a Professional Services Agreement (STH Contract FY2024-093) with Mead & Hunt, Inc. for engineering, modeling, and constructibility services to complete the Bell Canyon Reservoir Intake Tower Replacement (CIP W-109) and the Bell Valve House Replacement (CIP W-85). The contract has been amended twice as follows:

- Original Contract (June 2024): $1,043,211 with 10% contingency for a total of $1,147,532
- Amendment No. 1 (July 30, 2025): Added $53,572 for expanded environmental planning, biological/cultural investigations, and lighting design revisions, for a revised contract total of $1,096,783 utilizing contingency.
- Amendment No. 2 (September 9, 2025): Added $366,657 for additional Valve House structural, architectural, electrical, and HVAC design services, seismic bracing, guardrail reconstruction, and preparation of 38 additional drawings and 7 specifications, for a revised contract total of $1,463,440 and a 10% contingency of $146,344.

DISCUSSION:
Amendment No. 3 addresses the critical-path Fixed Cone Valve (FCV) procurement, which has been identified as the longest-lead item in the project construction schedule. The delivery time for the FCVs is approximately 52 weeks following full submittal approval, making early procurement initiation essential to maintaining the overall project schedule and targeted construction start in late 2026 / early 2027.

The scope of services for Amendment No. 3 includes:

- Mead & Hunt will solicit and evaluate bids from up to three (3) manufacturers for both the 24-inch and 10-inch Fixed Cone Valves for the project.
- Mead & Hunt will review bids with the City and procure one (1) 24-inch Fixed Cone Valve and one (1) 10-inch Fixed Cone Valve as selected by the City.
- Mead & Hunt will review up to six (6) submittals associated with the Fixed Cone Valves.
- Mead & Hunt will send one (1) mechanical engineer and one (1) electrical engineer to attend one (1) Factory Acceptance Test (FAT) at the manufacturer's facility to observe functionality and craftsmanship prior to shipment.

The proposed amendment schedule is as follows:

- Evaluation and review of valve quotations will be complete within three (3) weeks of NTP.
- Submittal reviews will occur twelve (12) to sixteen (16) weeks after order with the manufacturer.
- Submittals will be returned to the manufacturer within two (2) weeks.
- Delivery will be within fifty-two (52) weeks of full submittal approval.

ENVIRONMENTAL REVIEW:
This action does not constitute a project under CEQA. The scope of services involves professional engineering procurement support services only.

GOAL:
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:
1. Resolution - Mead & Hunt Amendment_No3a
2. Mead+Hunt_Contract Amendment No. 3_signed
3. Cost Proposals
4. W-85_W-109 Project Sheets_051425

CITY OF ST. HELENA

RESOLUTION NO. 2026-___

AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC. (STH CONTRACT FY2024-093) FOR FIXED CONE VALVE PROCUREMENT AND FACTORY ACCEPTANCE TESTING SERVICES FOR THE BELL CANYON RESERVOIR INTAKE TOWER AND VALVE HOUSE PROJECT (CIP W-109 AND CIP W-85)

RECITALS

WHEREAS, Bell Canyon Reservoir is a critical potable water supply facility serving the City of St. Helena, constructed in 1958–1959, with a storage capacity of approximately 2,500 acre-feet, impounded by a 500-foot long, 95-foot high embankment dam; and

WHEREAS, the existing intake tower has been in service for over 65 years, has reached the end of its service life, and does not meet current seismic requirements as directed for evaluation and replacement by the California Department of Water Resources (DWR) Division of Safety of Dams (DSOD); and

WHEREAS, the emergency reservoir discharge cone valve (Rotovalve), its foundation, and the downstream outlet piping require replacement and modification due to corrosion, vibration issues, and inadequate factor of safety; and

WHEREAS, on June 27, 2017, the City Council adopted Resolution No. 2017-090 authorizing a Professional Services Agreement with GEI Consultants for CIP W-109 Bell Canyon Reservoir Intake Tower Replacement; and

WHEREAS, on August 14, 2018, the City Council adopted Resolution No. 2018-107 authorizing Amendment No. 1 to the GEI Agreement to add CIP W-85 Bell Valve House Replacement Project; and

WHEREAS, on June 11, 2024, the City Council adopted Resolution No. 2024-089 authorizing a Professional Services Agreement (STH Contract FY2024-093) with Mead & Hunt, Inc. for engineering, modeling, and constructability services for CIP W-109 and CIP W-85 in the not-to-exceed amount of $1,043,211 with a 10% contingency for a total consultant budget of $1,147,532; and

WHEREAS, on July 30, 2025, Amendment No. 1 to the Agreement with Mead & Hunt was completed under the 10% contingency in the amount of $53,572 for expanded environmental planning, biological and cultural resources investigations, and Valve House lighting design revisions, resulting in a revised contract total of $1,096,783; and

WHEREAS, on September 9, 2025, the City Council adopted Resolution No. 2025-107 authorizing Amendment No. 2 to the Agreement with Mead & Hunt in the amount of $366,657 for additional Valve House structural, architectural, electrical, and HVAC design services, seismic bracing, CMU reinforcement, guardrail reconstruction, equipment anchorage improvements, pest exclusion measures, and preparation of 38 additional drawings and 7 specifications, resulting in a revised contract total of $1,463,440 and a 10% contingency of $146,344, for a total consultant budget of $1,609,784; and

WHEREAS, the 24-inch and 10-inch Fixed Cone Valves (FCVs) have been identified as the critical-path long-lead equipment for the Bell Canyon Reservoir Intake Tower and Valve House

Project, with an estimated delivery time of approximately 52 weeks following full submittal approval; and

WHEREAS, early initiation of the FCV procurement process is essential to maintaining the overall project schedule and the targeted construction start in late 2026 / early 2027; and

WHEREAS, Mead & Hunt, Inc. has submitted a proposal for Amendment No. 3 to provide the following additional professional services:

- Solicit and evaluate bids from up to three (3) manufacturers for both the 24-inch and 10-inch Fixed Cone Valves;
- Review bids with the City and procure one (1) 24-inch Fixed Cone Valve and one (1) 10-inch Fixed Cone Valve as selected by the City;
- Review up to six (6) submittals associated with the Fixed Cone Valves;
- Provide one (1) mechanical engineer and one (1) electrical engineer to attend one (1) Factory Acceptance Test (FAT) at the manufacturer's facility to observe functionality and craftsmanship of the valves prior to shipment; and

WHEREAS, the Amendment No. 3 services are proposed in the amount of $793,756, resulting in a revised contract not-to-exceed total of $2,257,196, to be funded from General Obligation Bond funds previously authorized for CIP W-109 and CIP W-85; and

WHEREAS, City staff have reviewed the proposal submitted by Mead & Hunt, Inc. for Amendment No. 3 and determined it to be fair, reasonable, and in the best interests of the City.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

Authorize the Interim City Manager, or designee, to execute Amendment No. 3 to Professional Services Agreement STH Contract FY2024-093 with Mead & Hunt, Inc. for Fixed Cone Valve procurement and Factory Acceptance Testing services for the Bell Canyon Reservoir Intake Tower and Valve House Project in the amount of $793,756, for a revised contract not-to-exceed total of $2,257,196.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Diaz:

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk

AMENDMENT NO. 3

TO PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT; STH CONTRACT NO: FY2024-093 FOR BELL CANYON RESERVOIR INTAKE TOWER AND VALVE HOUSE PROJECT FOR AN ADDDITIONAL $793,756 FOR TOTAL CONTRACT AMOUNT NOT-TO-EXCEED $2,257,196.

This third Amendment to Professional Services Agreement STH Contract: FY2024-093 dated June 11th, 2024 ("Agreement") is made as of this 12th Day of August 2026 by and between the City of St. Helena, a municipal corporation ("City"), and Mead & Hunt ("Consultant").

RECITALS

On June 11, 2024, the City of St. Helena ("City") entered into a Professional Services Agreement, Contract No. 2024-093. with Mead & Hunt ("Consultant") to provide engineering design and environmental services for the Bell Canyon Reservoir Intake Tower and Valve House Project ('Project"); and

On July 30th, 2025, Amendment No. 1 to the Agreement with Mead & Hunt. Inc. was completed under the 10% contingency in the amount of $53,572 to support expanded environmental planning, biological and cultural resources investigations. and revisions to Valve House lighting design; and

On September 9th, 2025, Amendment No. 2 to the Agreement with Mead & Hunt. Inc. was completed in the amount of $366,657 to support the services needed for the valve house including seismic bracing, CMU reinforcement, guardrail reconstruction, anchorage improvements and structural, architectural, electrical, and HVAC upgrades; and

The City has determined that additional procurement services are required to support the project schedule. The fixed cone valves have been identified as critical path for the project schedule due to lead time for delivery. Mead & Hunt has the capability and resources to obtain a minimum of three bids for the two fixed cone valves and upon selection of the best value bid, purchase the valves, and coordinate the design, fabrication and delivery of them to the project site in a timely matter.

Mead & Hunt, Inc. has submitted a proposal for Amendment No. 3 in the amount of $793,756 resulting in a new contract not-to-exceed total of $2,257,196.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and Agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. The Scope of Work as attached to the Agreement is hereby amended to include the Additional Scope of Work, attached hereto and incorporated herein as Exhibit A.

2. Section 4. A Compensation and Method of Payment, is amended to read as follows:

   "Total compensation shall not exceed $2,257,196…."

3. Section 5. Term, is amended to read as follows:

   "The term of this Agreement shall be from June 11, 2024, to July 31, 2028, unless earlier terminated as provided herein."

All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

CONSULTANT:
Signatures of Authorized Persons:

By: Warren S. Hayden 2026.07.29 12:15:54-05'00'

Print Name: Warren S. Hayden

Title: Vice President

CITY OF ST. HELENA
a Municipal Corporation

By: _____

Name: James McCann
Title: Interim City Manager

APPROVED AS TO FORM:

_____
Ethan Walsh, City Attorney

Exhibit A – Additional Scope of Work

FORM AMD 01-2025

CLIENT CONTRACT AMENDMENT

July 27, 2026

Bruce Zaeni, PE
City of St. Helena Public Works
1088 College Avenue
St. Helena, CA 94574

Project Name: Bell Canyon Intake Tower and Valve House Project
Project Location: Bell Canyon Reservoir
Project Number: 1950000-240266.01
Mead & Hunt Manager: Chris Hirschmann, PE

Subject: Amendment No. 03

Dear Bruce:

The above-referenced PROJECT requires an Amendment. The work in this Amendment is in addition to the Scope of Services stated in the contract between the City of St. Helena Public Works (the "CLIENT") and Mead and Hunt, Inc. (the "CONSULTANT") dated June 11, 2024 (as previously amended, the "CONTRACT").

The CLIENT agrees that the CONSULTANT shall provide professional consulting services for the PROJECT as set forth in this Amendment and the CLIENT shall provide payment for those services as provided for in this Amendment.

A detailed description of our understanding of the Amended PROJECT Scope of Services, Schedule, and Compensation is provided below.

Reason for Amendment
The CLIENT has requested the CONSULTANT provide additional services and procurement to support the project schedule. Procurement of the fixed cone valves has been identified as the critical path for the project schedule due to the lead time for manufacture and delivery of the valves. The CLIENT has decided to procure the fixed cone valves outside of the scope of work for the general contractor that will construct the intake tower rehabilitation and new valve house. The CLIENT has requested the CONSULTANT provide engineering support for procurement of the fixed cone valves.

Amended Scope of Services
The Scope of Services for the PROJECT is amended as follows:

- Solicit and evaluate bids from up to three (3) manufacturers for both the 24-inch and 10-inch fixed cone valves
- Review manufacturer's bids with the CLIENT
- Review up to six (6) submittals associated with the fixed cone valves

- Send one (1) mechanical engineer to attend one (1) Factory Acceptance Test (FAT) in the manufacturer's shop to observe functionality and craftsmanship of the valves prior to shipment.
  - Travel expenses assume the FAT will take place within the continental United States of America.

Amended Schedule

CONSULTANT proposes the following revised dates to complete the work for this PROJECT:

Solicit, evaluate, and review valve bids .....within three weeks of notice to proceed
Review valve manufacturer’s submittals..... within 12 to 16 weeks following valve order
Submittal reply to valve manufacturer.....within two weeks of submittal receipt

Amended Compensation

Form of compensation for work in this Amendment will be in accordance with the CONTRACT. The CLIENT will pay the CONSULTANT an increase of **$39,472** for the work performed under this Amendment.

Amended Responsibilities of the CLIENT

In addition to those responsibilities listed in the original CONTRACT and previous amendments (if applicable), this Amendment is based on the CLIENT performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions
- Evaluation criteria for selecting the manufacturer of the fixed cone valves.
- Receipt of fixed cone valves upon shipment.

Mead & Hunt

FORM AMD 01-2025

Authorization for Amendment

The Amended Scope of Services, Schedule, and Compensation stated in this amendment are valid for a period of thirty (30) days from date of issuance. If authorization to proceed is not received during this period, this amendment may be reviewed and modified by CONSULTANT. Provided, however, if a signed copy of this Authorization is not received by CONSULTANT within seven (7) days from the date of issuance, CONSULTANT. may stop work on the above services until receipt of the signed Amendment.

Signatures of authorized representatives of CLIENT and CONSULTANT shall amend the CONTRACT, and receipt of one signed copy shall be considered authorization to proceed with the work described in this Amendment. All services will be performed in accordance with the CONTRACT and amendments, if applicable.

Respectfully submitted,
MEAD AND HUNT, INC.

By: _____
Author

Name: Chris Hirschmann, PE

Title: Project Manager

Date: July 27, 2026

Approved by: MEAD AND HUNT, INC.

By: _____
Authorized Signer Review

Name: Warren S. Hayden, PE

Title: Vice President

Date: July 27, 2026

Attachment

Accepted by: CITY OF ST. HELENA PUBLIC WORKS

By: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Name: _____

Title: _____

Date: _____

Exhibit A. Amendment Cost Spreadsheet

Task	Description			Personnel	Mead & Hunt - Prime				Task Total Hours Total Cost
					Senior Project Engineer	Senior Mechanical Engineer	Senior Electrical Engineer	Project Assistant	
				$/hr	$ 301	$ 301	$ 261	$ 170	
1.0	Project Management and Coordination				20			5	25
					$6,020			$850	$6,870
5.0	Construction Administration								
	Bid Evaluation				4	16	8	2	30
					$1,204	$4,816	$2,088	$340	$8,448
	Submittal Review				2	24	24	2	52
					$602	$7,224	$6,264	$340	$14,430
	Factory Acceptance Test					24			24
						$7,224			$7,224
	Expenses							$2,500	$2,500
	TOTAL HOURS BY PERSON				26	64	32	9	131
	TOTAL AMOUNT BY PERSON				$7,826	$14,616	$8,352	$1,530	$39,472

Mead & Hunt
2440 Deming Way
Middleton, WI 53562-1562
1-877-537-4NH3
parts@meadhunt.com

Quote

Order #	Date
S8668	07/24/2026

Bill To:
City of St. Helena, CA 1088 College Avenue St. Helena, CA 94574

Ship To:
St. Helena Water Treatment Plant 410 Crystal Springs Road St. Helena, CA 94574

Contact: Bruce Zaeni, PE

Notes: Bell Canyon Fixed Cone Valve Procurement

Estimated Lead Time: 12-16 weeks for submittal drawings after receipt of order, estimated 52 weeks after full submittal approval plus transit time.

Item #	Number	Description	Unit Price	Qty Ordered	Total Price
1	FCV-24	Fixed Cone Valve 24"	$451,910.00	1 each	$ 451,910.00
2	Estimated Freight	Estimated Freight	$20,000.00	1 each	$ 20,000.00
3	Warranty	Additional Warranty Period	$22,595.50	1 each	$ 22,595.50
4	FAT	Factory Acceptance Test	$15,000.00	1 each	$ 15,000.00
5	FCV-10	Fixed Cone Valve 10"	$121,907.00	1 each	$ 121,907.00
6	Estimated Freight	Estimated Freight	$15,000.00	1 each	$ 15,000.00
7	Warranty	Additional Warranty Period	$6,095.35	1 each	$ 6,095.35
8	FAT	Factory Acceptance Test	$15,000.00	1 each	$ 15,000.00
9	13%	13% Markup	$86,776.05	1 each	$ 86,776.05

Subtotal:	**$754,283.90**
Sales Tax:	**$0.00**
Total:	**$754,283.90**

Approval:_____ Date:_____

Mead & Hunt, Inc.
Standard Terms & Conditions of Sale

1. Applicability. Mead and Hunt, Inc.'s (Seller) sale of products and services is expressly conditioned upon the terms and conditions contained herein. All quotations, offers to sell, proposals, acknowledgements and acceptances of orders by Seller are subject to these Terms and Conditions of Sale, and acceptance by Purchaser is expressly limited to them. Any conflicting terms and conditions set forth in any purchase order or similar communication submitted to Seller by Purchaser are objected to and are deemed proposals for addition to the contract of sale, and do not become part of the contract of sale between Seller and Purchaser unless expressly and separately agreed to in writing by Seller. Authorization by Purchaser, whether written or oral, for Seller to supply the products and services will constitute acceptance of these Terms and Conditions of Sale.

2. Prices. Prices quoted by Seller are valid for the period stated in the Quotation. If no period is stated, then any proposal shall expire without notice thirty (30) days after issuance, unless terminated earlier by prior written notice. Prices stated are firm provided that Purchaser provides Seller with written notification of release for immediate production and shipment of equipment and materials not later than sixty (60) days from date of written acceptance. If Seller receives such written release later than sixty (60) days from date of written acceptance, prices may be increased as a result of such delay in which case a change order shall be issued to reflect such price increase, or at Seller's option, the order may be cancelled.

3. Payment. Payment terms are 100% net 30 days of shipment unless otherwise expressly agreed to in writing by Seller. Amounts that remain outstanding for more than 30 days after date due shall bear interest at the rate of eighteen percent per annum. Further, Seller reserves the right to suspend or terminate performance in the event of Purchaser's failure to pay in a timely fashion. Purchaser shall be liable to Seller for all collection expenses, including reasonable attorney's fees and court costs, incurred by Seller in attempting to collect any amounts due from Purchaser. Seller, upon request from Purchaser, shall provide appropriate and reasonable lien waivers upon receipt of payment.

4. Specifications. Specifications are as stated in Seller's written quotation. No other specifications may be deemed part of the contract between Seller and Purchaser unless specifically identified as such in a writing made part of the contract and signed by the Seller. After the contract of the sale becomes effective, specification changes requested by Purchaser and agreed to by Seller may become part of the contract only by separate written agreement signed by Seller, in which event the prices quoted in connection with the original specifications will be subject to change. Seller reserves the right, without obtaining Purchaser's approval, to make changes in the design and specifications of the products sold hereunder, or of any component part, which changes do not affect the performance of the goods sold.

5. Shipment. Shipments are F.O.B. Seller's warehouse or another named shipping point in the Quotation with title and risk of loss passing to Buyer upon delivery to the carrier. Any shipment dates quoted by Seller are approximate. Purchaser shall select the mode of shipment and carrier. All shipping costs shall be borne by Purchaser. Seller shall exercise reasonable care in preparing items for shipment. Purchaser agrees to advise Seller and pay for any additional packaging and crating requirements. Purchaser shall insure the products against all risks, including damage and shipment, until final payment is made, with policies payable to Seller's benefit as a loss payable under the policy. Purchaser shall furnish a certificate of insurance with loss payable to Seller. Purchaser shall be responsible for filing any claims with its insurer for damages to the product during shipment. Purchaser shall be liable to Seller for any storage, warehouse or demurrage charges and any extra cartage and handling charges caused by Purchaser's failure or refusal to accept delivery of the products when tendered. If shipment is delayed at Purchaser's request, then any payments otherwise due from Purchaser to Seller upon delivery shall immediately become due and payable, and Purchaser shall pay, prior to shipment, any costs of handling, storage and insurance of the products incurred prior to delivery of the products.

6. Force Majeure; Purchaser's Rights in the Event of Delays. Project completion and equipment shipment dates are estimates only. Seller shall not be held responsible for any delay or failure in performance of any part of its obligations to Purchaser, to the extent that such delay or failure is caused by fire, flood, explosion, war, strike, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the parties' control. Upon occurrence of any of the foregoing events, Seller may elect to delay performance or to renegotiate with Purchaser. If after any force majeure event which has delayed Seller's performance, Seller and Purchaser are unable to agree on revised prices or terms, Seller may cancel the order. Seller shall not be liable to Purchaser for any damages purported to be due to delays in shipment, regardless of the causes of the delays. Purchaser may cancel the contract due to delays only if (a) shipment is delayed for more than 120 days by delays caused by Seller, (b) after any such 120 day delay period, Purchaser gives Seller notice in writing of Purchaser's intent to cancel the contract unless shipment is made within 30 days of Purchaser's written notice, (c) Seller fails to ship within 30 days after Purchaser's written notice, and (d) Purchaser provides Seller with written notice canceling the contract in accordance with the foregoing, then Seller shall refund to Purchaser all funds paid by Purchaser for the products, and shall have no further liability of any kind to Purchaser.

7. Installation. Installation is by Purchaser unless specifically described in the Quotation as being within Seller's scope of work. **8. Cancellation.** Purchaser may only cancel the contract by giving notice in writing to Seller of the cancellation and subject to the payment of such cancellation costs as set forth in these Terms and Conditions of Sale. Purchaser may cancel the contract for delay only in accordance with the provisions stated above. If purchaser cancels the contract for any reason other than delay in shipment, then Seller shall retain all payments made by Purchaser prior to the cancellation, regardless of Seller's costs prior to the cancellation. If Seller's costs at the time of cancellation, plus 15 percent of the costs, collectively exceed the amount of any payments made by

Purchaser prior to the cancellation, then Purchaser shall be liable to Seller for such increment in excess of the amount of Purchaser's payments. Products may be returned only with permission of Seller and may be subject to discount in Seller's discretion.

9. Warranty. The products sold are pursuant to the manufacturer's warranty and are not separately warrantied by Seller but by only such warranties as are given by the manufacturers to Seller. To qualify for warranty consideration at the earlier of Purchaser's discovery of the defect or the time at which the Purchaser should have discovered the defect, Buyer must immediately notify Seller and must promptly thereafter return to Seller (freight prepaid) all defect parts. THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY DISCLAIMED. THE OBLIGATION OF SELLER UNDER THE EXPRESS WARRANTY SHALL NOT INCLUDE LIABILITY FOR LOSS OF USE, LOSS OF PROFITS OR ANY OTHER DIRECT OR INDIRECT INCIDENTIAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE FAILURE OF ITS PRODUCT OR ANY DEFECT IN THAT PRODUCT OR DELAY IN REMEDYING THE SAME.

10. Partial Invalidity. If any provision or portion of a provision of these Terms and Conditions of Sale is determined to be invalid under any applicable law, it shall be deemed omitted, and the remaining provisions and partial provisions hereof shall continue in full force and effect.

11. Governing Law and Venue for Legal Actions. The contract between Seller and Purchaser, including these Terms and Conditions of Sale, shall be interpreted and construed in accordance with the laws of the State of Wisconsin. The exclusive jurisdiction for any legal proceedings involving the contract between Seller and Purchaser, including these Terms and Conditions of Sale, shall be the State or Federal Courts of Wisconsin. Purchaser expressly consents to the jurisdiction and venue of such court.

12. Changes. No changes of the contract between the parties or to these Terms and Conditions of Sale shall be binding without the written consent of both parties.

13. LIMITATION ON DAMAGES. SELLER SHALL NOT BE LIABILE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES OF ANY KIND. THIS LIMITATION ON DAMAGES IS INTENDED TO HAVE THE BROADEST POSSIBLE APPLICATION AND IS INTENDED TO APPLY TO ALL DISPUTES BETWEEN PURCHASER AND SELLER THAT ARE DIRECTLY OR INDIRECTLY RELATED TO THE CONTRACT BETWEEN THE PARTIES AND/OR THE PRODUCTS TO BE SUPPLIED TO PURCHASER BY SELLER, REGARDLESS OF WHETHER OR NOT THE PRODUCTS ARE ACTUALLY MANUFACTURED AND/OR SHIPPED TO THE PURCHASER. EXCEPT AS OTHERWISE PROVIDED HEREIN, PURCHASER'S EXCLUSIVE REMEDY FOR ALL CLAIMS ARISING OUT OF THE CONTRACT OF SALE SHALL BE THE RIGHT TO REPAIR OR REPLACEMENT OF NON-CONFORMING PRODUCTS, OR AT SELLER'S OPTION, REPAYMENT OF THE PURCHASE PRICE. SELLER'S LIABILITY TO PURCHASER FOR DAMAGES, REGARDLESS OF WHETHER SUCH DAMAGES ARE DISCLAIMED HEREIN, SHALL IN NO EVENT EXCEED THE CONTRACT PRICE.

14. Assignment. This agreement benefits Seller, its successors and assigns. Seller may assign its rights under the contract, and the assignee and any subsequent assignee shall have all the rights and remedies of Seller under the contract of sale. Neither the contract of sale nor the obligations thereunder may be assigned or transferred by Purchaser unless separately agreed to by Seller, in writing. Any purported assignment by Purchaser in violation of this provision shall be void as against Seller.

15. Security Interest. Seller reserves a purchase money security interest in all products delivered until Seller receives the full purchase price. Purchaser agrees to execute any documents at Seller's request with respect to creation and perfection of a security interest in the products sold.

16. Copying. Purchaser agrees not to make drawings of the products or any portions thereof, or permit others to do so, and will not duplicate or conspire in the duplication of the products.

17. Software. The products purchased include all hardware, software, and services set out in the contract documents. Software for the equipment is licensed, not sold, to Purchaser. Seller hereby grants and Purchaser accepts a license to use the software in connection with other equipment and for the purposes set out in the contract documents. Purchaser shall not copy, download, disassemble, decompile, or modify software in any fashion.

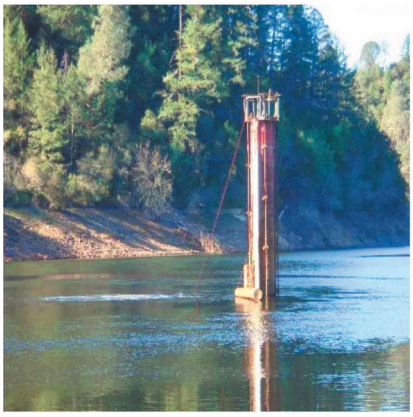
Bell Canyon Intake Tower Replacement

Project No: W-109

Category Water

Project Location: Bell Canyon Reservoir (APN 021-420-019)

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Intake Tower Replacement Program is a critical infrastructure initiative to address compliance requirements issued by the California Department of Water Resources Division of Safety of Dams (DSOD). The existing intake tower at Bell Canyon Reservoir is non-compliant and poses a risk of enforcement action, including permit suspension or revocation. Key components of the project include: -Design and construction of a new intake tower. -Environmental review and permitting. -Construction management and contingency planning to support delivery of a complex, regulatory-driven capital improvement.
Failure to complete the project would jeopardize the City's permitted use of Bell Canyon Reservoir.

PROJECT NOTES:
PW has designated this project as high priority due to the significant regulatory risk.
Debt financing is anticipated, and the project was included in the Utility Rate Study for long-term funding planning.
•FY24 - Project added to CIP and delivery timeline established in the proposed Rate Study.
•FY25 - Resolution 2024-089 (Adopted June 11, 2024) - Added funding to the project scope. Authorized execution of the Professional Services Agreement (PSA) for design. Increased the total project budget from $3.3 million to $6.0 million (pre-06/30/2024 expenses excluded).
-Project is being coordinated with W-85 (Bell House Valve Replacement) for shared construction planning.
•FY26 - Design completion anticipated in FY26 Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	1,317,142							1,317,142
3120 - Environmental/Planning	200,000							200,000
3150 - Construction Management				509,145				509,145
3160 - Construction Contract				4,000,000				4,000,000
3170 - Contingency		18,289		490,855				509,144
EXPENDITURE TOTALS	1,517,142	18,289		5,000,000				6,535,431
FUNDING SOURCES								
561-Water Rate Revenues	290,168							290,168
763-Water Capital Improvement - Bond	1,226,974	18,289		5,000,000				6,245,263
FUNDING TOTALS	1,517,142	18,289		5,000,000				6,535,431

Bell Canyon Valve House Replacement

Project No: W-85

Category Water

Project Location: APN 021-420-019

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell House Valve Replacement Project is a critical safety and infrastructure upgrade mandated by the California Division of Safety of Dams (DSOD). The project involves the replacement of the existing valve at the Bell Canyon Reservoir to ensure the City can safely and effectively control water releases during an emergency. Key elements of the project include: replacing the aging valve system to ensure reliable operation during DSOD-mandated drawdowns, preventing the uncontrolled draining of Bell Canyon Reservoir, which could occur if the existing valved failed to close, and supporting emergency preparedness and compliance with DSOD safety standards.

PROJECT NOTES:
•Project to be bid concurrently with the Intake Tower Improvements project CIP No. W-109.
•Originally estimated for construction in FY22; later identified as a high-priority project per Public Works update on May 17, 2022.
•$49,029.88 in prior recorded labor (pre-FY13) is tracked in Springbrook and excluded from the current budget.
•FY24 -Project included in the GO Bond allocation ($620,000 total across multiple water projects):
- W-85 Bell House Valve Replacement - $470,000 (Tranche 2, FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring - $100,000 (Tranche 1, FY24)
- W-108 Lower Reservoir Rehab - $50,000 (Tranche 2, FY27)
•FY25 - Project advanced to FY26 (from FY27) to address regulatory urgency.
- Funding increases and PSA executed per Resolution 2024-089 adopted June 11, 2024.
•FY26 - anticipate completion of design FY26Q2. Moved funding from FY27 to FY26.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	99,907		25,703					125,610
3150 - Construction Management			30,000					30,000
3160 - Construction Contract			390,000					390,000
3170 - Contingency			30,000					30,000
EXPENDITURE TOTALS	99,907		475,703					575,610
FUNDING SOURCES								
421-Go Bonds			470,000					470,000
763-Water Capital Improvement - Bond	99,907		5,703					105,610
FUNDING TOTALS	99,907		475,703					575,610

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Community Services Department - Parks and Recreation Division

DATE:	August 11, 2026
FROM:	Ashley Sylvester, Director of Community Services Department
SUBJECT:	Consideration and proposed adoption of a resolution (1) Approving temporary street closures; and (2) Authorizing possession of open alcoholic beverages on public streets and parking lots for the 2026 Harvest Festival.
RECOMMENDED ACTION:	Staff recommends City Council review and adopt the attached resolution.
PREVIOUS COUNCIL ACTION:	City Council has adopted several resolutions of similar nature with the most recent taking place at the August 26, 2025 City Council meeting. Resolution No. 2025-103.
STATEMENT OF THE PURPOSE:	Staff is seeking City Council's approval to temporarily close several streets and allow the possession of alcoholic beverages on specific public streets to support the implementation of the 2026 Hometown Harvest Festival.
FINANCIAL IMPACT:	All staff time and associated event costs will be funded from approved FY 26-27 departmental budgets.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
The Harvest Festival is an annual event implemented by the St. Helena Community Services Department, in partnership with various community-based organizations and local vendors. The event has historically taken place on the third Saturday of October on Oak Avenue and surrounding streets and parking lots. In 2025, staff decided to move the Harvest Festival to the streets of Library Lane and Adams Street, including surrounding lots. Based on staff and community feedback, the Community Services Department is looking to returning to this location. The event is free to attend, and all community members and visitors are welcome.

DISCUSSION:
This year's annual Harvest Festival celebration is scheduled to take place on Saturday, October 17, 2026. With City Council's approval of the proposed resolution, the event will include an all-day street fair, pet parade, food and beverages, and other various community

activities.

(1) Street Closures
In order to safely accommodate these activities, staff is requesting the following street closures:

- Adams Street, between Oak Avenue and Kearney Street, from 6:00am- 12:00pm
- Adams Street, between Railroad Avenue and 899 Adams Street, from 5:00am – 7:00pm
- Library Lane, the entirety of Library Lane, from 5:00am – 7:00pm

Staff will implement the following precautionary traffic control measures to ensure a safe event for attendees and limit the impact the proposed road closures have on the community:

- Electronic sign boards will be placed around the proposed street closures to notify the community in advance of the event.
- No parking signage will be placed within the proposed street closure area 72-hours in advance of the event.
- City staff will directly notify and provide details of potential impacts on the businesses and residents in the adjacent event area in advance of the event.
- City staff in the Fire, Parks & Recreation, Public Works, and Police Departments will be working the day of the event.
- City staff will supply, set-up, and remove traffic control items (signage, barricades, traffic cones, vehicle blockades) to limit any potentially dangerous vehicle/pedestrian interface.
- Event staff will abide by all conditions of the encroachment permit and traffic safety as stipulated by the Public Works and Police Departments.

(2) Open Alcohol Possession
Historically, local non-profit organizations have sold alcoholic beverages at this event, including St. Helena Kiwanis Foundation, St. Helena Rotary Club, and St. Helena Oddfellows. Staff will once again work in partnership with these local non-profits to provide the same service at this year's event. The organizations will be responsible for securing a permit from the Department of Alcoholic Beverage Control (ABC) and will meet all insurance and security requirements as stipulated by City staff, St. Helena Police Department, and ABC.

ENVIRONMENTAL REVIEW:
Staff will coordinate with the City's Environmental Service technician and ensure event activities and associated amenities are implemented in accordance with all applicable environmental management practices.

GOAL:
Goal 5: Enhance Quality of Life

ATTACHMENTS:

1. Resolution - 2026 Harvest Festival v1

CITY OF ST. HELENA

RESOLUTION NO. 2026 -

RESOLUTION (1) APPROVING TEMPORARY STREET CLOSURES; AND (2) AUTHORIZING POSSESSION OF OPEN ALCOHOLIC BEVERAGES ON PUBLIC STREETS FOR THE HOMETOWN HARVEST FESTIVAL FESTIVITIES ON OCTOBER 17, 2026

WHEREAS, the City's Parks and Recreation Department, in partnership with community organizations and local vendors, has traditionally hosted an annual community event the third Saturday in October, known as the Hometown Harvest Festival; and

WHEREAS, Temporary closure of City streets and lots within the event area will provide adequate space for Harvest Festival activities to take place and create a safe environment for event attendees, staff, and vendors; and

WHEREAS, The St. Helena Recreation Department is requesting temporary closures of portions of Adams Street and Library Lane for the Hometown Harvest Festival on October 17, 2026; and

WHEREAS, The St. Helena Municipal Code Section 9.04.010 authorizes the City Council to allow possession of open alcoholic beverages on public streets or any private or public off-street parking lot: and

WHEREAS, Parks and Recreation Department is requesting City Council allow possession of alcohol on specific public streets during the duration of the Harvest Festival and will work in partnership with local non-profit organizations to sell beer and wine at the event; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of St. Helena hereby approves the following:

1. Temporary closures of the following streets on October 17, 2026:

- Adams Street, between Oak Avenue and Kearney Street, from 6:00am-11:00am
- Adams Street, between Railroad Avenue and 899 Adams Street, from 5:00am – 7:00pm
- Library Lane, entirety of Library Lane, from 5:00am – 7:00pm
- Possession of open alcoholic beverages on public streets and parking lots encompassed by the Harvest Festival event footprint on October 17, 2026.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring: ___

Vice Mayor Deasy: ___

Councilmember Barak: ___

Councilmember Spadarotto: ___

Councilmember Diaz: ___

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: City Clerk

DATE:	August 11, 2026
FROM:	Andrew Bradley, Program Manager (City Clerk)
SUBJECT:	Consideration and proposed approval of a resolution amending the City of St. Helena Conflict of Interest Code pursuant to the Political Reform Act of 1974.
RECOMMENDED ACTION:	It is recommended that the City Council adopt a Resolution approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974, and rescind the previous Conflict of Interest, Resolution 2025-91.
PREVIOUS COUNCIL ACTION:	The City last updated the Conflict of Interest pursuant to the Political Reform Act of 1974 on August 12, 2025. Prior to that, it was completed on September 27, 2022, September 8, 2020, and April 11, 2017.
STATEMENT OF THE PURPOSE:	Update the Conflict of Interest Code, as required by the Political Reform Act of 1974 (Government Code Section 81000 et seq.).
FINANCIAL IMPACT:	There is no financial impact.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
The Political Reform Act requires each city to review its conflict of interest code biennially and notify the City Council whether the code needs to be amended. The completed biennial notice must be submitted to the City Council no later than October 1, 2026.

The Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), requires all public agencies to adopt and maintain a conflict of interest code. The Act mandates that all public agencies adopt and maintain a Conflict of Interest Code to identify designated positions that make or participate in making governmental decisions and to establish appropriate disclosure requirements for those positions. In accordance with Government Code Sections 87306 and 87306.5, the City is required to conduct a biennial review of its Code and update it as necessary to reflect organizational or staffing changes.

The Act further requires that agencies, including cities, regularly review and update their codes as necessary as directed by their code-reviewing bodies or when change is necessitated by

changed circumstances. (Gov. Code §§ 87306, 87306.5.)

The Act provides that no later than July 1 of each even-numbered year, code-reviewing bodies shall direct the review of all agency codes under their jurisdiction and requires that the agency head, no later than October 1, shall file a statement regarding the results of that review. The City Council is the code-reviewing body for the City's Code and on or below July 1 it must direct the biennial review of the City's Conflict of Interest Code ("Code"). (Gov. Code §§ 87306, 87306.5.).

The Act also requires that the City Manager file a statement regarding the results of the review no later than October 1 of the same year. If a change in the Code is necessitated by this review, it must be submitted to the City Council for approval within ninety (90) days of the filing of the Local Agency Biennial Notice with the City Clerk. (Gov. Code §§ 87306, 87306.5.).

DISCUSSION:
The City's current Conflict of Interest Code was adopted on August 12, 2025, by resolution No. 2025-91 (attached). There are no changes needed at this time. However, the document must be filed with or without changes in each even-numbered year.

The proposed action is pursuant to the requirements set forth in section 87306.5 of the Political Reform Act and placed upon the City Council as the City's code-reviewing body.

ENVIRONMENTAL REVIEW:
N/A

GOAL:
Goal 7: Enhance Organizational Effectiveness

ATTACHMENTS:
1. Resolution - 2026 Conflict of Interest
2. 2025-091 - Rescinding Resolution 2022-84 and Adopting a Revised Conflict of Interest Code
3. Attachment 1 - Regulation 18730.Provisions-of-Conflict-of-Interest-Codes-c1
4. Attachment 2 - St. Helena - Notice of Intention 2026
5. Attachment 3 - St Helena - CIC - 2026 (REDLINE)
6. Attachment 3 - St Helena - CIC - 2026

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

RESOLUTION RESCINDING RESOLUTION 2025-91 AND ADOPTING A REVISED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974 FOR THE CITY OF ST. HELENA

RECITALS

A. The City of St. Helena is required to adopt a Conflict of Interest Code by the Political Reform Act of 1974 (Government Code section 81000 et. seq.) (hereinafter referred to as "Act").

B. The Fair Political Practices Commission (hereinafter referred to as "FPPC") has adopted a regulation (2 California Code of Regulations section 18730) containing a model Conflict of Interest Code ("Model Code"), which if adopted by reference along with a list of designated employees required to file Statements of Economic Interest and a list of what types of economic interests those designated employees are required to disclose, will constitute the Conflict of Interest Code required by the Act.

C. The City Council has adopted a Conflict of Interest Code for the City, which is reviewed biennially to determine whether amendments are required and has been amended over time to incorporate changes in regulations, departmental organizational structure and changes in job classifications.

D. The current Conflict of Interest Code for the City was adopted by the City Council on August 12, 2025 via Resolution No. 2025-91.

E. Resolution No. 2022-84 adopted the Model Code by reference, as it may be amended from time to time by the FPPC, and a list of designated employees and disclosure categories attached as Appendix "A" to the resolution.

F. The Council desires to revise the list of designated employees and disclosure categories required to file a Statement of Economic Interest contained in Appendix "A" to Resolution No. _____.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The recitals above are incorporated herein by this reference, and the adoption of the Model Code, as it may be amended from time to time by the FPPC, is hereby confirmed.

2. Appendix “A” to Resolution No. 2025-91 is hereby rescinded and replaced by Exhibit “A” to this Resolution.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Diaz:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Andrew Bradley, City Clerk

CITY OF ST. HELENA

RESOLUTION NO. 2025-091

RESOLUTION RESCINDING RESOLUTION 2022-84 AND ADOPTING A REVISED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974 FOR THE CITY OF ST. HELENA

RECITALS

A. The City of St. Helena is required to adopt a Conflict of Interest Code by the Political Reform Act of 1974 (Government Code section 81000 et. seq.) (hereinafter referred to as "Act").

B. The Fair Political Practices Commission (hereinafter referred to as "FPPC") has adopted a regulation (2 California Code of Regulations section 18730) containing a model Conflict of Interest Code ("Model Code"), which if adopted by reference along with a list of designated employees required to file Statements of Economic Interest and a list of what types of economic interests those designated employees are required to disclose, will constitute the Conflict of Interest Code required by the Act.

C. The City Council has adopted a Conflict of Interest Code for the City, which is reviewed biennially to determine whether amendments are required and has been amended over time to incorporate changes in regulations, departmental organizational structure and changes in job classifications.

D. The current Conflict of Interest Code for the City was adopted by the City Council on September 27, 2022 via Resolution No. 2022-84.

E. Resolution No. 2022-84 adopted the Model Code by reference, as it may be amended from time to time by the FPPC, and a list of designated employees and disclosure categories attached as Appendix "A" to the resolution.

F. The Council desires to revise the list of designated employees and disclosure categories required to file a Statement of Economic Interest contained in Appendix "A" to Resolution No. 2025-091.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The recitals above are incorporated herein by this reference, and the adoption of the Model Code, as it may be amended from time to time by the FPPC, is hereby confirmed.

2. Appendix "A" to Resolution No. 2022-84 is hereby rescinded and replaced by Exhibit "A" to this Resolution.

Approved at a Regular Meeting of the St. Helena City Council on August 12, 2025, by the following vote:

Mayor Dohring:	**YES**
Vice Mayor Deasy:	**YES**
Council Member Barak:	**ABSENT**
Council Member Spadarotto:	**YES**
Council Member Summers:	**YES**

APPROVED:

Paul Jamison Dohring

Paul Jamison Dohring, Mayor

ATTEST:

Erika Opp

Erika Opp, Acting City Clerk

CITY OF ST. HELENA
Incorporated March 24, 1878
Re-incorporated May 14, 1899
STATE OF CALIFORNIA

Conflict of Interest Code
Of the City of St. Helena
(Amended August 12, 2025)

The Political Reform Act (Government Code section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission adopted 2 Cal. Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the City of St. Helena ("City").

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, all other officials and designated positions required to submit a statement of economic interests shall file their statements using St. Helena City eDisclosureDocs system. The City Clerk shall make all statements available for public inspection on the City's website and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training every two years as required pursuant to Government Code section 53235 (AB 1234). The City Clerk, as the City's Filing Officer, shall provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF ST. HELENA

PART "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the Administrative Services Director, and all other city officials who manage public investments, as defined by 2 Cal. Code of Regs, section 18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200 et seq. (Regulation § 18730(b)(3)).

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are "other city officials" who manage public investments.[1] These positions listed here for informational purposes only.

Administrative Services Director

[1] Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Assistant Administrative Services Director	4
Assistant City Manager	1, 2
Assistant to the City Manager	4
Asst. City Attorney	1, 2
Chief of Police	5
Police Lieutenant	5
Fire Chief	5
Fire Captain	5
Community Development Director	1, 2
Senior Planner	2, 3, 6
Chief Building Official	2, 3, 6
City Clerk	5
Public Works Director and City Engineer	1, 2
Community Services Director	5
Recreation Manager	5
Deputy Director of Community Services - Library	5
Assistant Public Works Director	5
Management Analyst	5
Public Works Operations Manager	5
Public Works Assistant Operations Manager	5
Senior Civil Engineer	2, 3, 5
Deputy City Manager	1,2
Finance Manager	1,2
Program Manager	5
Human Resources Manager	5
Senior Management Analyst	5
Treatment Plant Manager	4
Project Manager	4
Consultants [2]	

Note: Electronic Statements of Economic Interest for the following are electronically sent to the Fair Political Practices Commission: City Manager, City Attorney, Administrative Services Director, Mayor and City Council, and Planning Commissioners.

[2] Consultants. Contract consultants shall disclose their material financial interests in regard to all of the disclosure categories, subject to the following limitation:

The City Manager may determine in writing on a case-by-case basis that a particular consultant, although a "designated

position" is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property that the designated employee must disclose for each disclosure category to which the designated is assigned [3]. "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property that are located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that provide services, products, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated employee's department, unit, or division.

Category 6: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments from business entities subject to the regulatory, permit, or licensing authority of the designated employee's department, unit, or division.

[3] This Conflict of Interest Code does not require the reporting of gifts from outside the City's jurisdiction if the source does not have some connection with, or bearing upon, the functions or duties of the position. Regulation § 18730.1.

Amend 2 Cal. Code Regs., Section 18730 to read:

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, *et seq.*), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies. [1]

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in ~~his or her~~ the employee's statement of economic interests those economic interests ~~he or she~~ the employee has which are of the kind described in the disclosure categories to which ~~he or she~~ the employee is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which ~~he or she~~ the employee foreseeably can affect materially through the conduct of ~~his or her~~ the employee's office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. [2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April

1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following ~~his or her~~ the person’s return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that ~~he or she~~ the person is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of ~~his or her~~ the person’s military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided ~~he or she~~ the person did not make or participate in the making of, or use ~~his or her~~ the person's position to influence any decision and did not receive or become entitled to receive any form of payment as a result of ~~his or her~~ the person's appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation ~~he or she~~ the person did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12

months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property [3] is required to be reported, [4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property equals or exceeds $2,000, exceeds $10,000, exceeds $100,000, or exceeds $1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported, [5] the statement shall contain:

1. The name and address of each source of income aggregating $500 or more in value, or $50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was $1,000 or less, greater than $1,000, greater than $10,000, or greater than $100,000;

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, [6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than $10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which ~~he or she~~ the employee is a director, officer, partner, trustee, employee, or in which ~~he or she~~ the employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on ~~his or her~~ the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of $520.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $520 in a calendar

year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on ~~his or her~~ the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of ~~his or her~~ the election to office through the date that ~~he or she~~ the officer vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of ~~his or her~~ the election to office through the date that ~~he or she~~ the officer vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has

direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while ~~he or she~~ the official holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed $500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of ~~his or her~~ the officer's election to office through the date ~~he or she~~ the officer vacates office, receive a personal loan of $500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of $100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than $250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use ~~his or her~~ the employee's official position to influence the making of any governmental decision which ~~he or she~~ the employee knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of ~~his or her~~ the official's immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth $2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth $2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating $500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $500 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent ~~his or her~~ the employee's participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is

needed to break a tie does not make ~~his or her~~ the employees' participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use ~~his or her~~ the official's ~~official~~ position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of ~~his or her~~ the official's immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value $1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that ~~he or she~~ the employee should not make a governmental decision because ~~he or she~~ the employee has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of ~~his or her~~ the duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for ~~his or her~~ the employee's agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

_____

[1] Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

[2] See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

[3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

[4] Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual,

spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

[5] A designated employee's income includes ~~his or her~~ the employee's community property interest in the income of ~~his or her~~ the employee's spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE CITY OF ST. HELENA

NOTICE IS HEREBY GIVEN that the City Council of the City of St. Helena (the "City") intends to amend the City's Conflict of Interest Code (the "Code") pursuant to Government Code Section 87306.

A conflict of interest code designates those employees, members, officers and consultants who make or participate in the making of governmental decisions which may affect their financial interests. The City's proposed amendment includes a new position that must be designated, revises titles of existing positions, revise disclosure categories and delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

The proposed amended Code will be considered by the City Council on August 11, 2026 at 6:00 p.m., Vintage Hall Board Room - Second Floor, 465 Main Street during a City Council meeting. Any interested person may email a public comment to publiccomment@cityofsthelena.gov or provide public comment at the public meeting. Any comments or inquiries should be directed to the attention City Clerk, 1088 College Avenue, St. Helena, CA. 94574; (707) 968-2742. Written comments must be submitted no later than August 11, 2026, at 3:00 p.m.

The proposed amended Code may also be reviewed at, and copies obtained from, the office of the City Clerk, by appointment only during regular business hours.

Conflict of Interest Code
Of the City of St. Helena
(Amended ~~August 12, 2025~~ August 11, 2026)

The Political Reform Act (Government Code section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission adopted 2 Cal. Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the City of St. Helena ("City").

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, all other officials and designated positions required to submit a statement of economic interests shall file their statements using St. Helena City eDisclosureDocs system. The City Clerk shall make all statements available for public inspection on the City's website and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training every two years as required pursuant to Government Code section 53235 (AB 1234). The City Clerk, as the City's Filing Officer, shall provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF ST. HELENA

PART “A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the Administrative Services Director, and all other city officials who manage public investments, as defined by 2 Cal. Code of Regs, section 18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200 et seq. (Regulation § 18730(b)(3)).

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are "other city officials" who manage public investments.[1] These positions listed here for informational purposes only.

Administrative Services Director

[1] Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Assistant Administrative Services Director	4
Assistant City Manager	1, 2
Assistant to the City Manager	4
Asst. City Attorney	1, 2
Chief of Police	5
Police Lieutenant	5
Fire Chief	5
Fire Captain	5
Community Development Director	1, 2
Senior Planner	2, 3, 6
Chief Building Official	2, 3, 6
City Clerk	5
Public Works Director and City Engineer	1, 2
Community Services Director	5
Recreation Manager	5
Deputy Director of Community Services - Library	5
Assistant Public Works Director	5
Management Analyst	5
Public Works Operations Manager	5
Public Works Assistant Operations Manager	5
Senior Civil Engineer	2, 3, 5
Deputy City Manager	1,2
Finance Manager	1,2
Program Manager	5
Human Resources Manager	5
Senior Management Analyst	5
Treatment Plant Manager	4
Project Manager	4
Consultants [2]	

Note: Electronic Statements of Economic Interest for the following are electronically sent to the Fair Political Practices Commission: City Manager, City Attorney, Administrative Services Director, Mayor and City Council, and Planning Commissioners.

[2] Consultants. Contract consultants shall disclose their material financial interests in regard to all of the disclosure categories, subject to the following limitation:

The City Manager may determine in writing on a case-by-case basis that a particular consultant, although a "designated

position" is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property that the designated employee must disclose for each disclosure category to which the designated is assigned [3] . "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property that are located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the City.

Category 5: Ali investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that provide services, products, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated employee's department, unit, or division.

Category 6: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments from business entities subject to the regulatory, permit, or licensing authority of the designated employee's department, unit, or division.

[3] This Conflict of Interest Code does not require the reporting of gifts from outside the City's jurisdiction if the source does not have some connection with, or bearing upon, the functions or duties of the position. Regulation § 18730.1.

Conflict of Interest Code
Of the City of St. Helena
(Amended August 11, 2026)

The Political Reform Act (Government Code section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission adopted 2 Cal. Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the City of St. Helena ("City").

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CITY OF ST. HELENA

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[1] Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Assistant Administrative Services Director	4
Assistant City Manager	1, 2
Assistant to the City Manager	4
Asst. City Attorney	1, 2
Chief of Police	5
Police Lieutenant	5
Fire Chief	5
Fire Captain	5
Community Development Director	1, 2
Senior Planner	2, 3, 6
Chief Building Official	2, 3, 6
City Clerk	5
Public Works Director and City Engineer	1, 2
Community Services Director	5
Recreation Manager	5
Deputy Director of Community Services - Library	5
Assistant Public Works Director	5
Management Analyst	5
Public Works Operations Manager	5
Public Works Assistant Operations Manager	5
Senior Civil Engineer	2, 3, 5
Deputy City Manager	1,2
Finance Manager	1,2
Program Manager	5
Human Resources Manager	5
Senior Management Analyst	5
Treatment Plant Manager	4
Project Manager	4
Consultants [2]	

Note: Electronic Statements of Economic Interest for the following are electronically sent to the Fair Political Practices Commission: City Manager, City Attorney, Administrative Services Director, Mayor and City Council, and Planning Commissioners.

[2] Consultants. Contract consultants shall disclose their material financial interests in regard to all of the disclosure categories, subject to the following limitation:

The City Manager may determine in writing on a case-by-case basis that a particular consultant, although a "designated

position" is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property that the designated employee must disclose for each disclosure category to which the designated is assigned [3]. "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property that are located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

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Category 4: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the City.

Category 5: Ali investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from business entities that provide services, products, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated employee's department, unit, or division.

Category 6: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments from business entities subject to the regulatory, permit, or licensing authority of the designated employee's department, unit, or division.

[3] This Conflict of Interest Code does not require the reporting of gifts from outside the City's jurisdiction if the source does not have some connection with, or bearing upon, the functions or duties of the position. Regulation § 18730.1.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Public Works Department

DATE:	August 11, 2026
FROM:	Joseph Leach, Director of Public Works
SUBJECT:	Consideration and Adoption of a Resolution Authorizing Amendment No. 2 to St. Helena Contract FY2025-019 with West Yost & Associates, Inc for the Preparation of a Water Management Plan, Increasing the Contract Amount by $99,924 for a Total Contract Amount Not-To-Exceed $311,552 and increasing the overall project budget by $12,000 to account for staff time.
RECOMMENDED ACTION:	Authorize the contract increase, the budget amendment and approve the attached resolution.
PREVIOUS COUNCIL ACTION:	City Council previously authorized the creation of CIP project W25-03 and the St. Helena Contract FY2025-019 with West Yost & Associates for the preparation of a Water Management Plan on October 8, 2024, Resolution 2024-140.
STATEMENT OF THE PURPOSE:	To increase the contract amount for contract FY2025-019 to allow for the completion of the Water Management Plan and increase the overall project budget.
FINANCIAL IMPACT:	The financial impact is $38,979 using 2024 Water Revenue Bonds, increasing the total project budget from $284,573 to an amount not-to-exceed $323,552.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
Capital Improvement Program (CIP) Project W25-03 was established to develop a comprehensive Water Management Plan that evaluates potential water supply sources and management strategies to meet the City's long-term water demands in the face of anticipated population growth and declining water availability.

On October 8, 2024, the City Council authorized the creation of CIP Project W25-03 and approved a professional services agreement with West Yost & Associates to prepare the Water Management Plan. Amendment No. 1 to St. Helena Contract FY 2025-019 was executed on May 21, 2026, extending the term of the contract to December 31, 2026.

West Yost & Associates is currently developing the Water Management Plan. Draft chapters are being reviewed and vetted by City staff and the Water and Wastewater Advisory Committee to ensure technical accuracy and alignment with the City's long-term water resource objectives.

DISCUSSION:

The development of the Water Management Plan experienced a "pause in production" between August 2025 and April 2026. This delay was caused by key staff vacancies and delayed staff review of the groundwater analysis. As a result, draft Chapters 1 through 4, which were originally scheduled to be completed in 2025, required updates and additional review in 2026 to incorporate the groundwater analysis findings. This delay shifted a substantial portion of the remaining work into 2026, resulting in higher consultant billing rates than those anticipated when the contract was originally created.

In addition to the increased costs associated with the project delay, the City expanded the scope of work to include an online interactive public comment period of the Water Management Plan. The requested budget amendment also provides funding for additional coordination meetings with staff, Napa County Groundwater Sustainability Agency, the Water & Wastewater Advisory Committee, and City Council that were not previously anticipated/budgeted.

West Yost has provided a revised work plan detailing the remaining tasks, estimated billable hours, and applicable billing rates, which is attached to this report. The requested budget amendment of $99,924 will provide sufficient funding to complete the remaining work. Assuming there is no interruption in contract funding, West Yost anticipates completing the Water Management Plan by November 2026.

Additionally, in an effort to appropriate and "recover" project costs, staff is increasing the project budget to incorporate the accounting of staff time for project engagement (i.e. CIP Overheads = $12,000).

ENVIRONMENTAL REVIEW:

NA

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 5: Enhance Quality of Life
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:

1. Resolution - West Yost Water Management Plan
2. West Yost WMP Work Plan and Billable Hours & Rates

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

RESOLUTION AUTHORIZING AMENDMENT NO. 2 TO ST. HELENA CONTRACT FY2025-019 WITH WEST YOST & ASSOCIATES, INC. FOR THE PREPARATION OF A WATER MANAGEMENT PLAN, INCREASING THE CONTRACT AMOUNT BY $99,924 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED $311,552 AND INCREASING W25-03 WATER MANAGEMENT PLAN PROJECT BUDGET IN THE AMOUNT OF $38,979 FOR A TOTAL PROJECT BUDGET OF $323,552.

RECITALS

A. On October 8, 2024, City Council approved CIP Project W25-03 and approved St. Helena Contract FY2025-019 with West Yost & Associates for the preparation of a Water Management Plan; and

B. Amendment No. 1 to St. Helena Contract FY2025-019 was executed on May 21, 2026, extending the term of the contract through December 31, 2026; and

C. The Water Management Plan was placed on hiatus for 6 months while waiting on results of the groundwater analysis which delayed the project and has resulted in higher billing rates for work that has been pushed back to 2026; and

D. Staff have tasked West Yost with additional scope of work, such as creating an online interactive public comment period for the Water Management Plan, as well as attending additional meetings with GSA, the Water & Wastewater Advisory Committee, and City Council; and

E. The higher billing rates for delayed work performed in 2026, together with the additional scope of work, have increased the total cost of the Water Management Plan beyond the amount originally budgeted; and

F. West Yost has provided a work plan with detailed billable hours and billable rates and requests an additional budget of $99,924 to complete W25-03 Water Management Plan, which will increase the project budget by $38,979 for a total project budget of $323,552.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes Amendment No. 2 to St. Helena Contract FY2025-019 with West Yost & Associates, Inc. in the amount of $99,924 for a total contract amount not-to-exceed $311,552.

2. Authorizes the City Manager to execute the contract amendment.

3. Budget Amendments are as follows:

Description	Fund	GL Account	Amount
Increase to Project Budget W25-03 Water Management Plan - Design	763 – Water Revenue Bonds	763-50-30-31-10	26,979
Increase to Project Budget W25-03 Water Management Plan – CIP Overheads	763 – Water Revenue Bonds	763-50-30-31-80	12,000
TOTAL AMENDMENT			**38,979**

4. Total Project Funding is as follows:

Description	Fund	GL Account	Amount
W25-03 Water Management Plan - Design	763 – Water Revenue Bonds	763-50-30-31-10	311,552
W25-03 Water Management Plan – CIP Overheads	763 – Water Revenue Bonds	763-50-30-31-80	12,000
TOTAL PROJECT BUDGET			**323,552**

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Diaz

Council Member Barak:

Council Member Spadarotto:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Andrew Bradley, City Clerk

2020 Research Park Drive
Suite 100
Davis CA 95618

530.756.5905 phone
530.756.5991 fax
westyost.com

June 26, 2026 SENT VIA: EMAIL

Joe Leach
Public Works Director
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

SUBJECT: Request for Budget Amendment to the Water Management Plan Contract

Dear Joe:

The purpose of this letter is to provide the City of St. Helena (City) with a request for a budget amendment for the remaining work for preparation of a Water Management Plan.

BACKGROUND

West Yost is currently under contract with the City to prepare a Water Management Plan (WMP) to document existing water supply demands and resources in the City and to determine a recommended strategy for supporting General Plan implementation moving forward for the City to implement the General Plan while providing an adequate and reliable water supply to the City's residents and businesses. The project kicked off in November 2024 and was originally scheduled to be completed within 12 months (by October 2025).

Because of a significant hiatus in the original WMP preparation schedule, between August 2025 and April 2026, caused by a delay in the receipt of the groundwater analysis, additional time and services are needed to complete the WMP. Also, the City has requested additional services that were not included in the original contract scope of services. These additional services will require additional budget.

AMENDMENT REQUEST BY TASK

West Yost requests additional budget for the following tasks:

- Task 1. Data Collection and Review (Task Completed in 2025. No Additional Work Anticipated for this Task)
- Task 2. Draft Water Management Plan
- Task 3. Final Water Management Plan
- Task 4. Project Management, Meetings, and Quality Assurance/Quality Control

A detailed description of the additional scope and corresponding additional budget request is provided in the sections that follow.

Task 2. Draft Water Management Plan

While draft Chapters 1, 2, 3, and 4 were thought to be complete in 2025, due to delays in the overall project schedule, these chapters needed to be updated, reformatted, and re-reviewed in 2026 to support keeping the deliverables current and consistent with the latest available information. These efforts were necessary to maintain the quality, accuracy, and relevance of the final deliverables.

In addition, because portions of the Task 2 subtasks remain unbilled and will now be completed in 2026, West Yost's current 2026 billing rates are now applicable rather than the 2024 and 2025 rates included in the original budget. As a result, additional budget is needed to complete the remaining authorized work under Task 2.

Task 3. Final Water Management Plan

While the overall scope of work and intended deliverables for Task 3 remain unchanged, the extended project schedule has shifted the timing of Task 3 work into 2026. Because this work will now be completed in a later billing period than originally anticipated, West Yost's 2026 billing rates are applicable to the remaining effort. As a result, additional budget is needed to complete the originally authorized Task 3 work.

Task 4. Project Management, Meetings, and Quality Assurance/Quality Control

New scope items have been added to this task since the original contract was signed, including an online interactive public comment period for the WMP and associated comment log. The extended project schedule has shifted a portion of the remaining Task 4 work to 2026. Because this work will now be completed in a later billing period than originally anticipated, West Yost's 2026 billing rates are applicable to the remaining effort. Additionally, the extended project schedule has required schedule rework, continued check-in meetings to maintain momentum, response to evolving project needs, and additional coordination, requiring more hours than originally anticipated. Several meetings and presentations requested by the City are outside the original scope of services, including attendance at meetings with County staff, City leadership, Water/Wastewater Committee meetings, GSA staff meetings, GSA meetings, and City Council meetings occurring primarily in 2026.

The requested budget amendment allows for attendance at an additional 15 team check-in meetings, compared to the 12 meetings included in the original proposal. The amendment also provides budget for attendance at up to two meetings with GSA staff and/or the GSA, as well as attendance at up to six Water/Wastewater Committee meetings, and attendance at one City Council meeting.

PROJECT BUDGET

The project schedule has extended beyond the timeframe anticipated in the original estimate. The original budget assumed the work would be completed between 2024 and 2025; however, projected completion has shifted into 2026. During this period, standard billing rate adjustments have occurred, including changes associated with staff promotions and updated labor categories for project team members.

West Yost's proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the scope of services described above on a time-and-expenses basis, at the billing rates set forth in West Yost's 2026 Billing Rate Schedule. The requested budget amendment amount is $99,924, for a revised not-to-exceed total amended budget of $311,552. West Yost's 2026 Billing Rate

Schedule is provided in Attachment A. Any additional services not included in this scope of services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Additional Project Hours and Budget

Task	2026 Level of Effort, hours	2026 Estimated Budget, dollars	Notes of Explanation
Task 2. Draft Water Management Plan	96	28,596	Project timeline extension is causing rework.
Task 3. Final Water Management Plan	0	1,342	No additional hours added; the additional budget accounts for the increase to 2026 billing rates. 48 hours at blended 2024/2025 rates was $12,252; 48 hours at 2026 rates is $13,594.
Task 4. Project Management, Meetings, and Quality Assurance/Quality Control	223	69,986	Due to the project timeline extension and additional scope added, an additional 223 hours at the 2026 billing rate are needed.
Total Additional Project Hours and Budget	**319**	**$99,924**	

Table 2 shows the contracted original budget by task, and the estimated budget remaining as of June 22, 2026. As of June 22, 2026, there was about $24,648.50 remaining in the contract budget.

Table 2. West Yost Task Budget and Estimated Budget Remaining as of June 22, 2026

Task	Task Description	Contracted Budget, dollars	Total Estimated[(a)] Spent, dollars	Estimated Budget Remaining, dollars
1	Data Collection and Review	14,668.00	14,634.75	33.25
2	Draft Water Management Plan	136,830.00	119,844.25	16,985.75
3	Final Water Management Plan	12,252.00	0	12,252.00
4	Project Management, Meetings, and Quality Assurance/Quality Control	47,878.00	52,500.50	-4,622.50
	Total	**$211,628.00**	**$186,979.50**	**$24,648.50**

(a) Total invoiced through May 8, 2026, plus estimated costs through June 22, 2026.

Table 3 shows West Yost's proposed budget amendment by task, along with the proposed revised budget and the budget remaining by task.

Table 3. Proposed West Yost Task Budget Amendments to Support Water Management Plan Completion

Task	Task Description	Contracted Budget, dollars	Budget Remaining (as of June 22, 2026), dollars	Proposed Budget Amendment, dollars	Proposed Revised Budget, dollars	Proposed Revised Budget Remaining, dollars
1	Data Collection and Review	14,668.00	33.25	0.00	14,668.00	33.25
2	Draft Water Management Plan	136,830.00	16,985.75	28,596.00	165,426.00	45,581.75
3	Final Water Management Plan	12,252.00	12,252.00	1,342.00	13,594.00	13,594.00
4	Project Management, Meetings, and Quality Assurance/Quality Control	47,878.00	-4,622.50	69,986.00	117,864.00	65,363.50
	Total	**$211,628.00**	**$24,648.50**	**$99,924.00**	**$311,552.00**	**$124,572.50**

SCHEDULE

West Yost is currently working on the Water Management Plan under the remaining existing budget on a schedule closely coordinated with City staff. The progress on the completion of the Water Management Plan will continue following the execution of this amendment. In the event that the existing budget is exhausted prior to execution of this amendment, progress on the Water Management Plan and associated meetings will pause until additional budget is made available. Assuming there is no gap in contract funding, the Water Management Plan is on track for completion in November 2026, as shown in Attachment B, "Water Management Plan Completion" schedule.

Thank you for providing West Yost the opportunity to be of continued service to the City of St. Helena. We look forward to completing the Water Management Plan with you. Please call if you have any questions or require additional information.

Sincerely,
WEST YOST

Monique Day, PE
Project Manager
RCE #69793

Elizabeth Drayer, PE
Principal-in-Charge
RCE #46872

Attachment A: West Yost's 2026 Billing Rate Schedule

Attachment B: Water Management Plan Completion Schedule

Attachment A

West Yost's 2026 Billing Rate Schedule

2026 Billing Rate Schedule

(Effective January 1, 2026, through December 31, 2026)*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	$392
Engineer/Scientist/Geologist Manager I / II	$370 / $387
Principal Engineer/Scientist/Geologist I / II	$333 / $355
Senior Engineer/Scientist/Geologist I / II	$297 / $312
Associate Engineer/Scientist/Geologist I / II	$246 / $265
Engineer/Scientist/Geologist I / II / III	$191 / $221 / $231
Engineering Aide	$117
Field Monitoring Services	$145
Administrative I / II / III / IV	$107 / $133 / $160 / $176
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	$384 / $387
Principal Tech Specialist I / II	$353 / $365
Senior Tech Specialist I / II	$320 / $334
Senior GIS Analyst	$292
GIS Analyst	$277
Technical Specialist I / II / III / IV	$206 / $231 / $261 / $291
Technical Analyst I / II	$148 / $176
Technical Analyst Intern	$119
Cross-Connection Control Specialist I / II / III / IV	$154 / $167 / $188 / $208
CAD Manager	$233
CAD Designer I / II	$181 / $204
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	$373
Construction Manager I / II / III / IV	$222 / $237 / $251 / $318
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	$200 / $222 / $247 / $256
Apprentice Inspector	$181
CM Administrative I / II	$96 / $130
Field Services	$256

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside services, such as vendor reproductions, prints, and shipping; major West Yost reproduction efforts; as well as engineering supplies, etc., will be billed at the actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness services, research, technical review, analysis, preparation, and meetings will be billed at 150% of standard hourly rates. Expert witness testimony and depositions will be billed at 200% of standard hourly rates.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2026 Billing Rate Schedule

(Effective January 1, 2026, through December 31, 2026)*

Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	$300 / day
Aquacalc / Pygmy or AA Flow Meter	$28 / day
Emergency SCADA System	$35 / day
Field Vehicles (Groundwater)	$200 / day
Gas Detector	$80 / day
Generator	$60 / day
Hydrant Pressure Gauge	$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	$55 / day
Hydrant Pressure Recorder, Standard	$40 / day
Low Flow Pump Back Pack	$135 / day
Low Flow Pump Controller	$200 / day
Powers Water Level Meter	$32 / day
Precision Water Level Meter 300ft	$30 / day
Precision Water Level Meter 500ft	$40 / day
Precision Water Level Meter 700ft	$45 / day
QED Sample Pro Bladder Pump	$65 / day
Skydio 2+ Drone (2 hour minimum)	$100 / hour
Storage Tank	$20 / day
Sump Pump	$24 / day
Transducer Communications Cable	$10 / day
Transducer Components (per installation)	$23 / day
Trimble GPS – Geo 7x	$220 / day
Tube Length Counter	$22 / day
Turbidity Meter	$30 / day
Turbidity Meter (2100Q Portable)	$35 / day
Vehicle (Construction Management)	$18.75 / hour
Water Flow Probe Meter	$20 / day
Water Quality Meter	$50 / day
Water Quality Multimeter	$185 / day
Well Sounder	$30 / day

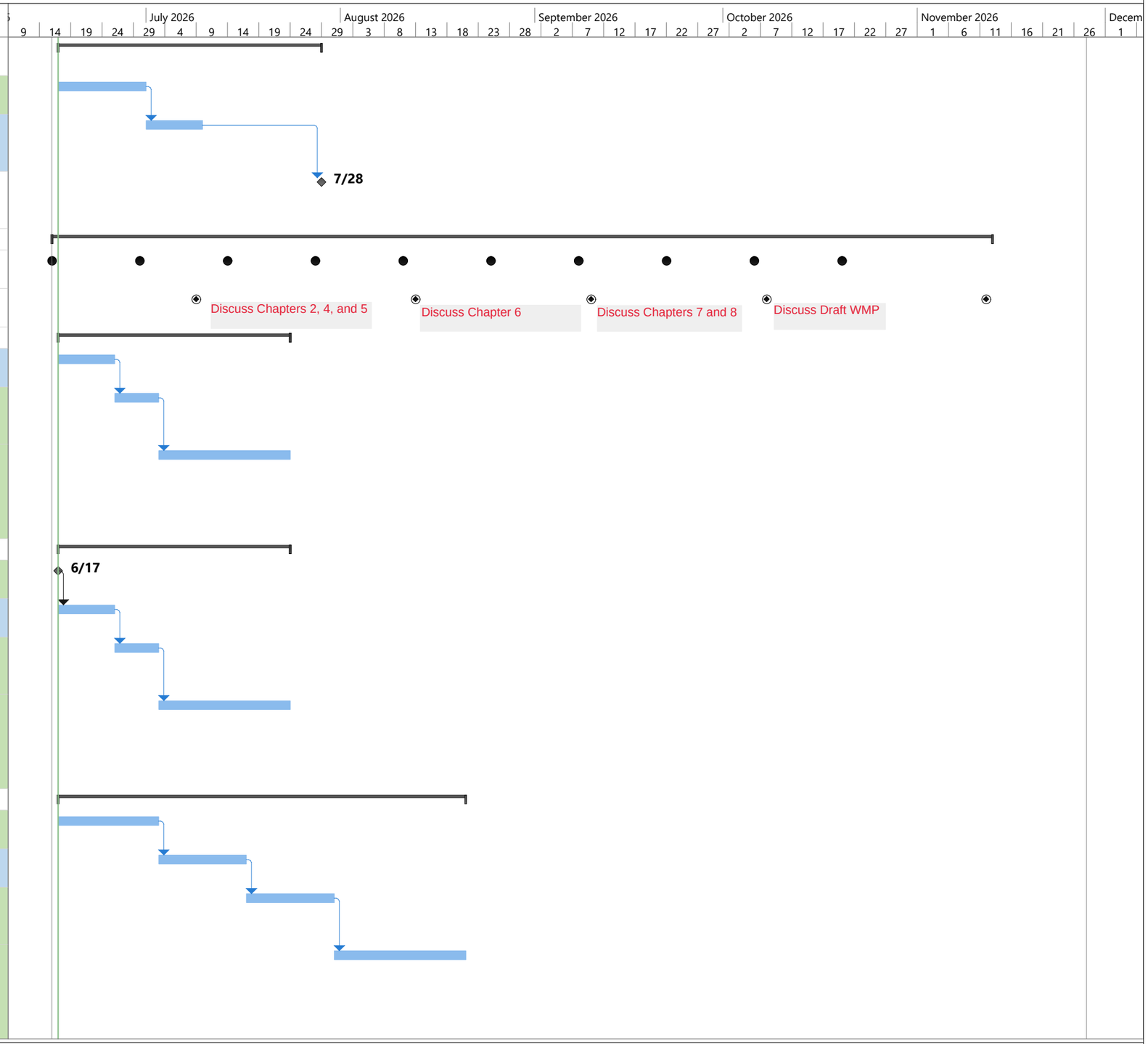
* This schedule is updated annually

Attachment B

Water Management Plan Completion Schedule

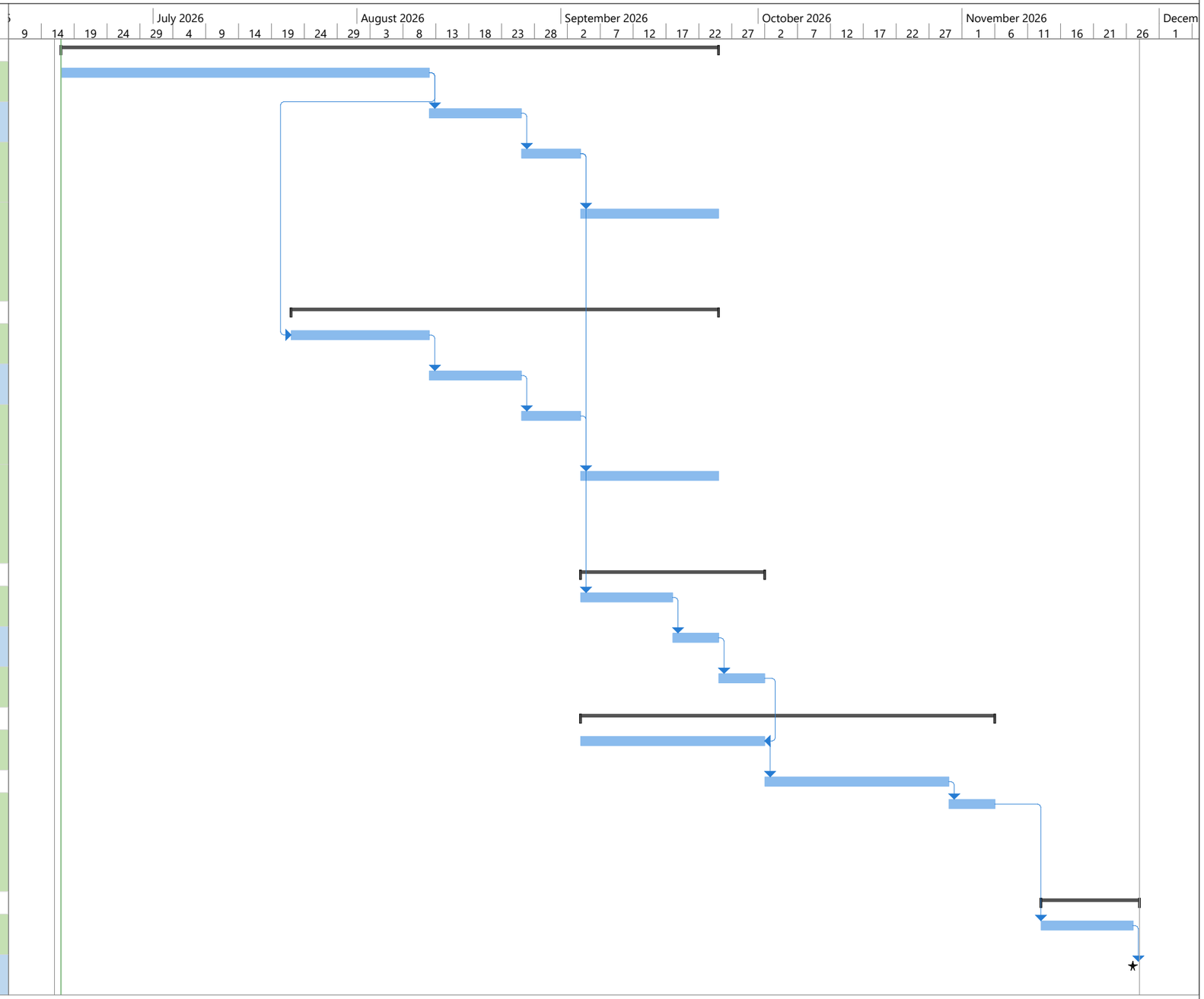
St. Helena Water Management Plan Completion Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		**West Yost Contract Amendment**	**30 days**	**Wed 6/17/26**	**Tue 7/28/26**	
2		West Yost to Submit Amendment Proposal	10 days	Wed 6/17/26	Tue 6/30/26	
3		City Staff to Prepare Staff Report/Resolution	7 days	Wed 7/1/26	Thu 7/9/26	2
4		City Council Approval of Contract Amendment	0 days	Tue 7/28/26	Tue 7/28/26	3FS+13 days
5		**Meetings**	**108 days**	**Tue 6/16/26**	**Thu 11/12/2(**	
6		**City/WY Team Check-in Meetings**	**91 days**	**Tue 6/16/26**	**Tue 10/20/26**	
17		**Water/Wastewater Committee Meetings**	**91 days**	**Thu 7/9/26**	**Thu 11/12/26**	
23		**Chapters 2 and 4**	**27 days**	**Wed 6/17/26**	**Thu 7/23/26**	
24		City Staff Reviews Chapter	7 days	Wed 6/17/26	Thu 6/25/26	
25		West Yost Updates Chapter and Submits to Committee	5 days	Fri 6/26/26	Thu 7/2/26	24
26		West Yost and City Staff Receive and Respond to Committee Comments	15 days	Fri 7/3/26	Thu 7/23/26	25
27		**Chapter 5**	**27 days**	**Wed 6/17/26**	**Thu 7/23/26**	
28		West Yost Submits Draft to City Staff	0 days	Wed 6/17/26	Wed 6/17/26	
29		City Staff Reviews Chapter	7 days	Wed 6/17/26	Thu 6/25/26	28
30		West Yost Updates Chapter and Submits to Committee	5 days	Fri 6/26/26	Thu 7/2/26	29
31		West Yost and City Staff Receive and Respond to Committee Comments	15 days	Fri 7/3/26	Thu 7/23/26	30
32		**Chapter 6**	**47 days**	**Wed 6/17/26**	**Thu 8/20/26**	
33		West Yost Submits Draft to City Staff	12 days	Wed 6/17/26	Thu 7/2/26	
34		City Staff Reviews Chapter	10 days	Fri 7/3/26	Thu 7/16/26	33
35		West Yost Updates Chapter and Submits to Committee	10 days	Fri 7/17/26	Thu 7/30/26	34
36		West Yost and City Staff Receive and Respond to Committee Comments	15 days	Fri 7/31/26	Thu 8/20/26	35



St. Helena Water Management Plan Completion Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
37		**Chapter 7**	**72 days**	**Wed 6/17/26**	**Thu 9/24/26**	
38		West Yost Submits Draft to City Staff	40 days	Wed 6/17/26	Tue 8/11/26	
39		City Staff Reviews Chapter	10 days	Wed 8/12/26	Tue 8/25/26	38
40		West Yost Updates Chapter and Submits to Committee	7 days	Wed 8/26/26	Thu 9/3/26	39
41		West Yost and City Staff Receive and Respond to Committee Comments	15 days	Fri 9/4/26	Thu 9/24/26	40
42		**Chapter 8**	**47 days**	**Wed 7/22/26**	**Thu 9/24/26**	
43		West Yost Submits Draft to City Staff	15 days	Wed 7/22/26	Tue 8/11/26	38FS-15 days
44		City Staff Reviews Chapter	10 days	Wed 8/12/26	Tue 8/25/26	43
45		West Yost Updates Chapter and Submits to Committee	7 days	Wed 8/26/26	Thu 9/3/26	44
46		West Yost and City Staff Receive and Respond to Committee Comments	15 days	Fri 9/4/26	Thu 9/24/26	45
47		**Chapter 9**	**20 days**	**Fri 9/4/26**	**Thu 10/1/26**	
48		West Yost Submits Draft to City Staff	10 days	Fri 9/4/26	Thu 9/17/26	40
49		City Staff Reviews Chapter	5 days	Fri 9/18/26	Thu 9/24/26	48
50		West Yost Updates Chapter	5 days	Fri 9/25/26	Thu 10/1/26	49
51		**Draft WMP**	**45 days**	**Fri 9/4/26**	**Thu 11/5/26**	
52		West Yost Submits Draft WMP	20 days	Fri 9/4/26	Thu 10/1/26	50FF
53		Public Review Period	20 days	Fri 10/2/26	Thu 10/29/26	52
54		West Yost and City Staff Review Comments and Submit Comment Log to Committee	5 days	Fri 10/30/26	Thu 11/5/26	53
55		**Final WMP**	**11 days**	**Fri 11/13/26**	**Fri 11/27/26**	
56		West Yost Finalizes WMP	10 days	Fri 11/13/26	Thu 11/26/26	54,22
57		City Posts Final WMP to Website	1 day	Fri 11/27/26	Fri 11/27/26	56



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Admin

DATE:	August 11, 2026
FROM:	Mandy Kellogg, Director of Administrative Services
SUBJECT:	Proposed Approval of a Resolution: (1) Approving the Memorandum of Understanding Between the City of St. Helena and the Police Officers' Association (POA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and (2) Approving the Memorandum of Understanding Between the City of St. Helena and the St. Helena Employees Association (SHEA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and (3) Approving the Memorandum of Understanding Between the City of St. Helena and the St. Helena Professional Firefighters Association (SHPFA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and (4) Adopting and Approving the Publicly Available Pay Schedules in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for members covered under the Police Officers' Association (POA), St. Helena Employees Association (SHEA), and St. Helena Professional Firefighters Association (SHPFA).
RECOMMENDED ACTION:	Staff recomends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to approve amendments to the Memorandum of Understandings (MOUs) and approve and adopt salary schedules for SHEA, SHPFA, and POA, effective July 1, 2026.
FINANCIAL IMPACT:	The total fiscal impact of the salary and benefit adjustments is

	approximately $278,400. The total increase has been included in the Fiscal Year 2026-27 Operating Budget adopted by City Council on June 10, 2025.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
The City of St. Helena has three represented collective bargaining groups — St. Helena Police Officers' Association (POA), St. Helena Professional Firefighters Association (SHPFA), St. Helena Employees Association (SHEA).

In accordance with the Meyers-Milias-Brown Act (MMBA), the City engages in labor negotiations with each of the represented bargaining units to establish terms and conditions of employment, including wages, benefits, and working conditions.

All current Memorandums of Understanding (MOUs) for the represented groups, expired on June 30, 2026. Labor negotiations for successor agreements began in March 2026 and have recently concluded. The City and its labor unions have reached tentative one-year agreements to amend compensation and benefit structures, effective for the term of July 1, 2026 to June 30, 2027.

These agreements reflect a collaborative effort to address ongoing recruitment and retention challenges, while remaining mindful of the City's continuing fiscal constraints.
Formal adoption of the amended agreements and updated salary schedules will ensure compliance with negotiated term.

DISCUSSION:
Outlined below are the key provisions from the agreements reached with each of the bargaining groups:

<u>Police Officers’ Association (POA)</u>
The POA bargaining unit comprises the following classifications: Police Officer, Police Sergeant, Records Supervisor, Property & Evidence Technician, and Police Officer Trainee, which represents 13 budgeted positions.

In recognition of the ongoing challenges associated with recruiting and retaining qualified sworn police personnel, the proposed MOU includes targeted compensation enhancements for sworn bargaining unit members. These enhancements include additional equity adjustments, as well as increases to shift differential and POST certificate incentive pay, to strengthen the City's competitive position in the regional labor market and support workforce stability within the Police Department.

The attached agreement reflects the agreed-upon changes with the following key components:

- Term – The contract is for a one-year term, effective July 1, 2026 through June 30, 2027.

- Annual Cost of Living Adjustment (COLA) – 3% COLA effective July 1, 2026.
- Equity Adjustments for Sergeant and Police Officer Classifications:
    - 1% increase effective July 1, 2026
    - 1% increase effective January 1, 2027
- Shift Differential (Graveyard Shift) – Increase from 2.0% to 3.5% effective July 1, 2026.
- POST Certificate Pay – Increased as follows:
    - Post Intermediate Certificate – Increase from $150 per month to $250 per month
    - Post Advanced Certificate – Increase from $275 per month to $400 per month
- NEW Section – Military Leave: Adds a military leave provision providing paid leave for employees on ordered military duty, in accordance with applicable law, for up to an aggregate of 40 calendar days per fiscal year.
- Catastrophic Leave Program – Amend Administrative Policy P-HR-0701 Catastrophic Leave to include employee's deployment to military duty.
- Floating Holidays – Increase Floating Holiday accrual by one additional day (8-hours) to align with the other bargaining groups.
- One-time Additional Day Off – City shall provide for the duration of this contract only, a one-time additional paid day off on one of December 23, 28 or 30 for only non-sworn members.
- Medical Insurance Opt-Out Stipend – Employees eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may receive an opt-out stipend of $300 per month.

The agreed-upon updates to the POA MOU are provided as Attachment 1 (redlined version) and Attachment 2 (clean version). Additional amendments have been incorporated throughout the document to clarify existing practices and improve overall language consistency.

St. Helena Employees Association (SHEA)

The SHEA bargaining unit comprises 35 different classifications, which represent 37 budgeted positions.

The attached agreement reflects the agreed-upon changes with the following key components:

- Term – The contract is for a one-year term, effective July 1, 2026 through June 30, 2027.
- Annual Cost of Living Adjustment (COLA) – 3% COLA effective July 1, 2026.
- Certificate Pay – Increase Certificate Pay from $100 per month to $200 per month for the following certificates:
    - Pesticide
    - Backflow Prevention
    - Arborist
    - Class B Driver's License
- Medical Insurance Opt-Out Stipend – Employees eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may receive an

opt-out stipend of $300 per month.
- For the duration of this contract period only (July 1, 2026 through June 30, 2027) parties agree to the following terms:
    - Holiday Swap – Remove Cesar Chavez Day (March 31) as a recognized holiday and add Juneteenth (June 19) as a recognized holiday.
    - Personal Convenience Holiday – Add one additional Personal Convenience Holiday to members that have five years of continuous employment with the City prior to January 1, 2027.

The agreed-upon updates to the SHEA MOU are provided as Attachment 3 (redlined version) and Attachment 4 (clean version). Additional amendments have been incorporated throughout the document to clarify existing practices and improve overall language consistency.

St. Helena Professional Firefighters Association (SHPFA)
The SHPFA bargaining unit is comprised of the following classifications: Firefighter, Fire Engineer, and Fire Captain, which represents 6 budgeted positions.

The attached agreement reflects the agreed-upon changes with the following key components:

- Term – The contract is for one-year term, effective July 1, 2026 through June 30, 2027.
- Move the Fire Inspector Classification from SHEA to SHPFA.
- Annual Cost of Living Adjustment (COLA) – 3% COLA effective July 1, 2026.
- Deferred Compensation Plan (457) – Increase Employer match from $25 per month to $75 per month to align with the other bargaining groups.
- Medical Insurance Opt-Out Stipend – Employees eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may receive an opt-out stipend of $300 per month.
- Temporary Vacation Accrual Cap Adjustment – For the first 6 months of the new MOU term, there will be a temporary increase in the annual Vacation accrual cap from 360 to 440 hours for Fire Captains only, which will remain in place until the end of the MOU term. This is to address operational impacts that have limited the Fire Captains' ability to take vacations.

The agreed-upon updates to the SHPFA MOU are provided as Attachment 5 (redlined version) and Attachment 6 (clean version). Additional amendments have been incorporated throughout the document to clarify existing practices and improve overall language consistency.

Salary Schedules

The City of St. Helena contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees. As a public employer, the City must abide by the Government Code when establishing and reporting employee compensation. The California Code of Regulations (CCR) Title 2, Section 570.5 provides that

each pay schedule meets the following requirements:

- Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws.
- Identifies the position title for every employee position.
- Shows the pay rate for each classification.
- Indicates the timebase for each pay rate.
- CalPERS uses the City's pay schedules to determine final compensation and to calculate retirement benefits for the City's employees. Inaccurate pay schedules could negatively impact an employee's final retirement calculation or delay receipt of the appropriate retirement compensation.

Based on salary adjustments outlined in the MOUs it is necessary to adopt new salary schedules for Fiscal Year 2026-27 effective July 1, 2026 (Attachments 7 - 10). In addition, staff proposed an increase for the part-time classifications that is equivalent to the recommendations in MOUs to ensure the part-time salaries are in-line with the rest of the organization.

ENVIRONMENTAL REVIEW:
Not a CEQA Project (CEQA Guidelines §15378)

GOAL:
Goal 6: Improve Employee Recruitment, Retention, & Morale

ATTACHMENTS:
1. Resolution - SHEA, POA, SHPFA MOU Updates and Salary Schedule Adoption
2. Attachment 1 - POA MOU 07.01.2026 Red-Lined Version
3. Attachment 2 - POA MOU 07.01.2026 Clean Version
4. Attachment 3 - SHEA MOU 07.01.2026 Red-Lined Version
5. Attachment 4 - SHEA MOU 07.01.2026 Clean Version
6. Attachment 5 - SHPFA MOU 07.01.2026 Red-Lined Version
7. Attachment 6 - SHPFA MOU 07.01.2026 Clean Version
8. Attachment 7 - FY27 POA Salary Schedule Effective 7.1.2026
9. Attachment 8 - FY27 POA Salary Schedule Effective 1.1.2027
10. Attachment 9 - FY27 SHEA Salary Schedule Effective 7.1.2026
11. Attachment 10 - FY27 SHPFA Salary Schedule Effective 7.1.2026

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

Resolution of the City Council of the City of St. Helena Approving:

(1) Memorandum of Understanding Between the City of St. Helena and the Police Officers' Association (POA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and

(2) Memorandum of Understanding Between the City of St. Helena and the St. Helena Employees Association (SHEA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and

(3) Memorandum of Understanding Between the City of St. Helena and the St. Helena Professional Firefighters Association (SHPFA) for a One-year Contract Commencing on July 1, 2026 and expiring on June 30, 2027; and

(4) Adopting and Approving the Publicly Available Pay Schedules in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for members covered under the Police Officers' Association (POA), St. Helena Employees Association (SHEA), and St. Helena Professional Firefighters Association (SHPFA).

RECITALS

A. The St. Helena Police Officers Association (POA) Memorandum of Understanding (MOU), St. Helena Employees Association (SHEA), and St. Helena Professional Firefighters Association (SHPFA) expired on June 30, 2026; and

B. Negotiations between the POA, SHEA, and SHPFA and the City have resulted in a one-year agreement expiring June 30, 2027. The amendments to the agreements are in the attachments as follows: POA – Attachment 1 and Attachment 2, SHEA – Attachment 3 and Attachment 4, SHPFA – Attachment 5 and Attachment 6; and

C. The City of St. Helena contracts with the California Public Employee Retirement System (“CalPERS”) to provide retirement benefits for its employees; and

D. Pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

E. On August 11, 2026, via this resolution City Council is ratifying one-year agreements with the POA, SHEA, and SHPFA, which includes an increase to base salary for its members; and

F. Staff updated the pay scale with an effective date of July 1, 2026.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council hereby approves and incorporates by reference the attached Memorandum of Understanding between St. Helena Police Officers Association and the City of St. Helena for the period July 1, 2026 - June 30, 2027; and
2. The City Council hereby approves and incorporates by reference the attached Memorandum of Understanding between St. Helena Employees Association and the City of St. Helena for the period July 1, 2026 - June 30, 2027; and
3. The City Council hereby approves and incorporates by reference the attached Memorandum of Understanding between St. Helena Professional Firefighters Association and the City of St. Helena for the period July 1, 2026 - June 30, 2027; and
4. That the City of St. Helena Publicly Available Salary Schedule which includes a revised salary schedule for members included in the POA MOU, SHEA MOU, SHPFA MOU, and contained in Attachment 7, Attachment 8, Attachment 9, and Attachment 10 are hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5; and
5. That the revised City of St. Helena Publicly Available Salary Schedule makes no changes to the salary schedules for other classifications; and
6. That the City of St. Helena Publicly Available Salary Schedule will be posted on the City's website and will be made available for public inspection for not less than five years.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Paul Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Diaz:

Council Member Spadarotto:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Andrew Bradley, City Clerk

MEMORANDUM OF UNDERSTANDING

BETWEEN

ST. HELENA POLICE OFFICERS' ASSOCIATION

AND

CITY OF ST. HELENA

FOR THE PERIOD

July 1, 2026~~5~~ – June 30, 2027~~6~~

ARTICLE 1
PREAMBLE

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Police Officers' Association, hereinafter referred to as "Association," pursuant to California Government Code Section 3500 et seq. The purpose of this Memorandum of Understanding is the establishment of rates of compensation, hours of work and other terms and conditions of employment.

ARTICLE 2
RECOGNITION

2.1 The City of St. Helena recognizes the Association as the recognized and exclusive representative for the following classifications: Police Officer, Police Corporal, Police Sergeant, Dispatcher, Records Supervisor, Property & Evidence Technician, and Police Officer Trainee.

2.2 This recognition is exclusive of (1) management employee, (2) temporary employees and (3) part-time employees.

2.3 (a) The term "Peace Officer" is defined as any member who is full-time sworn personnel per 830.1 PC.

(b) The term "Dispatcher" is defined as any member who is a full-time Dispatcher, Records Supervisor, and/or Property & Evidence Technician.

(c) The term “Police Officer Trainee” is defined as any member who is a full-time non-sworn police trainee.

ARTICLE 3
ASSOCIATION RIGHTS

The Association shall have the following rights and responsibilities:

3.1 Reasonable advance notice of any City ordinance, rule, resolution or regulation directly relating to matters within the scope of this MOU.

3.2 Reasonable use of one bulletin board at the Police Department.

3.3 The right to payroll deductions made for payment of Association dues and for City-approved programs.

3.4 The right to represent its members before the City Council or the City Council's designee with regard to wages, hours and other matters within the scope of representation, subject to the provisions of applicable Federal, State or City laws and regulations.

3.5 The use of City facilities for regular, normal and lawful Association activities, providing that appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.

3.6 Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the Police department or with established safety or security requirements.

ARTICLE 4
CITY RIGHTS

To insure that the City is able to carry out its constitutional and statutory functions and responsibilities, the City retains its rights, including but not limited to the right to direct the work force; to select and determine the number of employees and skills required; to determine job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with requirements of the City; to establish and change work schedules and assignments; to lay off employees for lack of work in accord with past practice; to expand or diminish services; to subcontract any work or operations in accord with its past practice as necessary to maintain public safety; to determine and change methods of operations; to determine and change work locations and the processes and materials to be employed; to take all necessary actions to perform its functions in emergencies.

ARTICLE 5
GRIEVANCE PROCEDURE

5.1 Grievance Defined: A grievance is a formal allegation by a member of the Association who has been adversely affected by an alleged violation of the specific provisions of the MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.

5.2 Procedure:

Step 1: Informal Discussion. Within ten (10) calendar days of the occurrence of an act in dispute, an employee shall discuss it with his or her immediate supervisor, who shall investigate and attempt to resolve the matter. The supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, she or he may proceed to the next step.

Step 2: Department Head's Determination. Any dispute not resolved at Step 1 may be submitted to the Police Chief or his designee in writing within ten (10) calendar days after the supervisor's response citing the specific provision of this Agreement in dispute. A copy shall be provided to the immediate supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee by the Police Chief or his designee who shall attempt to resolve the matter. The Police Chief or his designee shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, he or she may proceed to the next step.

Step 3: City Manager Review. Any dispute not resolved at Step 2 may be submitted in writing, with copies of Step 2 response, within five (5) calendar days after the Police Chiefs or his designee's response, to the City Manager. In the event that a dispute is referred to the City Manager, he or she shall schedule a meeting within five (5) calendar days with the employee to discuss the matter. After consideration of the facts, the City Manager shall give his or her written decision to the employee within five (5) calendar days after the meeting.

Step 4: City Council Review. If the employee is not satisfied with the decision, the employee may request a hearing before the City Council. Such request for hearing must be submitted within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options:

1. Refuse to hear the appeal, or

2. Make a decision on the documentation submitted, or

3. Hold a hearing after which they shall make a decision. The decision of the City Council shall be final.

ARTICLE 6
HOURS OF WORK

6.1 Workweek. The workweek for full-time personnel will be defined by the FLSA public safety definition. The City and the POA recognize this to mean employees will work 160 hours in a 28-day period. The current schedule is a 12-hour shift schedule. Other schedules may be implemented should this need occur. The City will explore with the POA alternative schedules to meet the operating needs of the department.

6.2 Shift Change Notification. The Department shall make every effort to maintain the employee's scheduled days off on a consistent basis during the posted four (4) month rotation period. Shift work employees shall be granted five (5) working days of advance notice of changes in scheduled shifts unless such change is due to illness or emergency.

6.3 Mealtimes. Mealtime for shift employees and non-shift employees is thirty (30) minutes.

6.4 Mealtime Call-Out for Shift Employees. Shift personnel receive mealtime as paid time and shall be subject to call-out during the mealtime.

6.5 Rest Periods. Rest periods will normally be provided to employees at the rate of fifteen (15) minutes for each four (4) hours worked. Rest periods are not to be construed as meal time.

6.6 Missed Rest Periods and Mealtimes. For shift employees, since mealtime and rest periods are paid time, nothing in this section provides for or implies any additional compensation or benefits if a rest period is not received.

6.7 Definition of Shift Employees. Shift employees are those assigned to positions, the duties of which are performed on a 24-hour a day, 7-day a week basis, and include Police Officer, Police Corporal Police Sergeant, Property & Evidence Technician, Records Supervisor, Dispatcher and Police Officer Trainee.

6.8 Graveyard Shift. Effective the first full pay period in July 2026~~3~~, shift employees assigned to work the graveyard shift (6:00 p.m. to 6:00 a.m.) will receive shift differential pay in the amount of three and one half~~wo~~ (~~2~~3.5) percent of base pay for assignment to the “graveyard” shift.

6.9 The City shall maintain the “two on-two off’ system during shift rotations to the best of the City’s ability and based on available staffing. This article shall be open to meet and confer.

ARTICLE 7
OVERTIME

7.1 Hours Paid. Employees will be paid regular pay for working their regular assigned hours. Employees will be paid overtime at the rate of time and one-half for all hours worked in excess of their regular scheduled hours on a given day or for hours worked in excess of FLSA standards for public safety employees. An example of this would include an employee that is regularly assigned to a 12-hour shift would be paid overtime should their workday exceed 12 hours. Employees assigned on a 3/4 time basis or employees assigned to an 8-hour day will be paid overtime should their workday exceed 8 hours.

7.2 Overtime

A. Regular Overtime Rate. Employees shall be paid overtime at the rate of time and one-half their regular rate of pay, including special pay which is part of their regular pay (e.g., longevity, special duty, educational compensation).

B. Minimum Units of Overtime. Overtime is recorded and paid on the basis of fifteen (15) minute increments (rounded up or down) to the nearest fifteen (15) minute increment. As an example, working seven (7) minutes beyond/before a shift would equal no paid overtime, while working eight (8) minutes beyond/before a shift would equal fifteen (15) minutes of overtime paid to that employee.

7.3 Hours Worked. Holidays, vacation, compensatory time off and sick leave shall constitute hours worked for the purposes of computing overtime.

7.4 Compensatory Time Off. Notwithstanding the provisions of this section, police employees may be granted compensatory time off for overtime credit, at the discretion of the Police Chief and with due regard to the wishes of the employee. Compensatory time off may be accumulated up to a maximum of one hundred twenty (120) hours.

7.5 Scheduling Compensatory Time Off. Requests to use compensatory time off shall be granted with due regard for operational necessity, such as staffing levels. Employees requesting CTO will submit a request to the scheduling supervisor. If granting the CTO request creates the need for coverage, a sign-up will be posted, if no employee signs up to work 72 hours prior to the requested leave, the CTO request will be denied.

7.6 Department Meetings. All department meetings called by the Chief attended by police employees on off-duty time shall be paid overtime at the rate of time and one-half.

7.7 Call Back Pay. Employees who are called to duty at a time they are not scheduled to work shall be compensated at the rate of time and one-half (1 +1/2) of the employee's

regular rate of pay with a minimum compensation of two (2) hours. Call back overtime is unscheduled overtime as opposed to early start or extended day.

7.8 Court Time Pay. Employees who are subpoenaed to appear in court, at a time when they are not working, about events arising out of their employment, shall be compensated at the rate of time and one-half (1 +1/2) of the employee's regular rate of pay. If such court appearance neither begins nor ends contiguous to the employee's scheduled shift, the employee will be compensated for a minimum of three (3) hours for each required appearance. Employees who have been subpoenaed to appear, and are cancelled from such appearance with less than forty-eight (48) hours notice, shall receive two (2) hours pay at their overtime rate.

7.9 Vacation Call Back. An employee called in to work during their regularly scheduled vacation period shall be compensated at a rate of one and one-half (1+ ½) times their regular rate of pay for all time worked.

7.10 Double-back Pay. When an employee is required to work two scheduled shifts within any twenty-four hour period, the first two hours of the second shift period worked will be at the overtime rate, provided that this provision shall not apply in any situation when the scheduling was done for the convenience of the employee or as a result of a "shift swap."

7.11 Training Travel.

A. Employees assigned to training will have their normal work hours adjusted to reflect work hours of 8:00 a.m. to 5:00 p.m. with one hour off for lunch. The first and last day of class will reflect a ten-hour workday (1/2 hour travel each direction and one hour for lunch are not compensated.) If the first or last day of training is less than ten hours, the employee shall have the option of completing the workday at SHPD, or taking compensatory time off. Travel time is considered portal to portal.

B. If travel to a training site occurs during non-normal working hours, or on a scheduled day off, the employee shall be compensated at time and one half (1 + ½).

C. Employees will not be compensated for travel to pick-up or drop off a City vehicle.

D. Subsistence reimbursement will be according to P.O.S.T. guidelines, however the reimbursement for approved meals during offsite training will be governed by the City's Administrative Policy "Training & Travel" (P-FI-0023) and in no circumstances be less than $15 for breakfast, $25 for lunch and $35 for dinner. No receipts are required. If a motel room is unavailable at the P.O.S.T. rate, the difference will be reimbursed based upon receipts, single occupancy, government rates. Lodging will not be reimbursed for the night prior to start of

training, if training is within a 30-mile radius of point of departure. (refer map, Appendix D)

ARTICLE 8
SALARY

8.1 Effective July 1, 2026~~5~~, all bargaining unit members shall receive a Cost of Living (COLA) increase of three (3) percent.

8.2 Effective July 1, 2026, Police Officer and Police Sergeant classifications only shall receive a market equity adjustment of one (1) percent which shall be calculated independently and shall not be compounded with the increase of 8.1 above.

8.3 Effective January 1, 2027, Police Officer and Police Sergeant classifications only shall receive a market equity adjustment of one (1) percent.

ARTICLE 9
INCENTIVE PAY

9.1 Additional monthly salary compensation shall be received by an employee attaining POST Certificates, as follows:

POST Intermediate Certificate	$~~10~~250.00
POST Advanced Certificate	$~~24~~00.00
POST Records Supervisor Certificate	$150.00

~~Effective the first full per period in July 2024, additional monthly salary received by an employee attaining POST Certificates shall be as follows:~~

~~POST Intermediate Certificate~~	~~$150.00~~
~~POST Advanced Certificate~~	~~$275.00~~
~~POST Records Supervisor Certificate~~	~~$150.00~~

9.2 Employees who are fluent in both English and Spanish, both verbal and written, will receive incentive pay in the amount of five (5) percent of their base salary. Fluency is determined through an interview and written examples that demonstrate this skill. Testing is scheduled in June and December. Incentive pay is awarded to begin the following month. This incentive pay is subject to supervisor review should a performance issue occur.

9.3 Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of additional $150.00 per month. Competency at this level is determined through a demonstration of this skill to a community panel as selected by the Chief of Police. Testing is scheduled in June and December. Incentive pay is awarded to begin the following month. This incentive pay is subject to supervisor review should a performance issue occur.

ARTICLE 10
LONGEVITY

Longevity pay shall be granted to any permanent employee on their fifth anniversary of continuous employment at the rate of two and one-half (2 ½) percent of present salary. At their tenth anniversary, the percentage increment shall be five (5) percent; at the fifteenth-year anniversary, the percentage increment shall be seven and one-half (7 ½) percent; at the twentieth year anniversary and thereafter, the increment shall be ten (10) percent.

ARTICLE 11
SPECIAL ASSIGNMENT

11.1 An officer, while assigned to the position of Motorcycle Officer, Range Master or Reserve Coordinator with at least six (6) regularly working reserve officers under supervision, shall receive additional compensation of $200.00 per month. This shall be part of the regular pay.

11.2 Officers or Dispatchers assigned as a Field Training Officer or Communication Training Officer shall receive an additional seven (7) percent of their daily salary, per day, while assigned to the trainee.

11.4 Officers working special duty for film making or similar work, which work is paid for by a film production company or similar enterprise, shall be paid for a minimum of four hours at the regular overtime rate.

11.5 Officers, while assigned to the Investigator position, School Resource Officer, or K-9 Handler shall receive an additional compensation of three (3) percent of base salary when acting as an Investigator, School Resource Officer, or K-9 Handler.

11.6 Police service dog handler is paid for through the Citizens' Option for Public Safety (COPS). This program continues as long as funds from this program is available.

1. A Police service Dog handler ("Handler") who is regularly assigned the responsibility for the care, shelter and feeding of a police Dog shall be indemnified by the CITY for all such costs. Expenses related to the care, shelter and feeding of a police Dog include the following: medical costs, veterinarian costs, food, construction and maintenance of a shelter, and kennel costs during the Handler's vacation.

2. Handler shall be compensated in accordance with the POA Memorandum of Understanding for attendance at monthly training sessions related to their assigned police Dog.

3. All expenses provided for by the CITY under Section 1 shall be pre-approved by the Chief of Police or his designate before such reimbursement will be granted to the Handler, and the Handler shall furnish proof to the satisfaction of the CITY for such expenditure.

4. Handlers shall be of the Police Officer rank. The assignment shall be voluntary. Once accepted for the assignment, the Handler shall remain subject to all Police Department regulations, except as provided herein.

5. The police Dog is the property of the City of St. Helena. The Handler may voluntarily keep the police Dog at their place of residence, subject to recall by the CITY.

6. The Handler is responsible for the care and feeding of the police Dog. If at any time the Handler is unable to use the police Dog because of its poor health, which is due to the Handler's negligence, the Handler may be disciplined, removed from the canine program, and the police Dog removed from the Handler's custody. If at any time the police Dog is forced to be retired from police service because of its poor health, which is due to the Handler's negligence, the CITY may seek damages from the Handler for the lost value of the remaining years, or fraction thereof, of expected service of the police Dog. The damages to which the CITY will be entitled to is the sum of $10,344.00. Multiplied by a fraction, the numerator of which is the remaining years or fraction thereof, of expected service of the police Dog and the denominator four (4) years; that is expected years of service of a police Dog.

7. Upon termination of employment with the CITY or participation in the canine program, the Handler may, subject to the CITY'S sole and exclusive discretion, purchase the police Dog from the CITY. The purchase price shall be the sum of $10,344.00, multiplied by a fraction, the numerator of which is the remaining years, or fraction thereof, of expected service of the police Dog and the denominator four (4) years; that is, the expected years of service of the police Dog. When the police Dog is retired from service due to age, health or injury, the Handler may, subject to the CITY'S sole and exclusive discretion, purchase the police Dog from the CITY for $1.00. Upon purchase of a police Dog by the Handler, the CITY thereby relinquishes all control over the care, feeding and maintenance of the police Dog and any responsibility to pay for such services, including the payment of compensation to the Handler under this Agreement, as well as any liability for the actions of the police Dog. Any and all such control, responsibility, and liability for the police Dog will be assumed by the Handler on the day of the purchase.

8. For purposes of this section, the date upon which the police Dog is first put into active duty with its Hander shall be the date from which the expected years of service of the police Dog shall commence.

9. The handler is authorized to drive a marked police car, equipped with a canine cage, between home and work. In addition to other City or Department policies regarding use of vehicles, the following provisions apply:

    a) Vehicle shall be used for official City business only. When commuting, the handler shall not deviate from a direct path between home and work or stop enroute for personal business.

b) Handler must have his valid driver license and department ID in his possession when operating the vehicle. (The Police Department uniform will be considered department ID.)

c) Only law enforcement personnel will operate the vehicle.

d) When handler is on vacation or other leave, or is on a trip away from home, the City vehicle must be left at the Police Department.

e) When commuting, the handler will not engage in law enforcement activity when outside the St. Helena City limits, unless requested to assist another agency. It is appropriate for the handler to use the police radio to advise another jurisdiction of observed criminal violations.

1) This subsection does not apply should the handler witness a felony or serious incident where a person's safety is at risk. As soon as practical, the handler shall notify the agency of jurisdiction.

10. CITY will compensate EMPLOYEE for feeding, grooming, and general care of the Dog. It is estimated that the time spent on non-police work care of the Dog averages approximately sixty (60) minutes per day. Further, it has been determined that said time is substantially similar to the care given to a household pet or other dog. The hours are compensated at the California prevailing minimum wage at the overtime rate of time and a half. As of January 1, 2025, the minimum wage is $16.50 per hour which equals $24.75 per hour at time and a half. At this rate, the EMPLOYEE will be paid $24.75 per hour times 365 (days in the year) divided by the number of paychecks in the year (24), excluding the 3rd paycheck of the month which occurs twice annually. This rate calculates to $376.41 per paycheck.

As the prevailing minimum wage is adjusted, the same calculations shown above will be used to determine the new pay per paycheck.

ARTICLE 12
EDUCATIONAL REIMBURSEMENT

Each employee is eligible for reimbursement for up to a maximum of $300.00 during any fiscal year for tuition and fees for Spanish language classes at Napa Valley College (or approved equivalent institution) that will aid the employee in the performance of his or her duties. Reimbursement will be paid upon obtaining a passing grade or a certificate of completion. These classes are scheduled on the employees own time and are not considered on-duty hours.

The City of St. Helena encourages professional growth which is beneficial to both the City and the employee. The City will provide reimbursements for employees up to $3,500 per fiscal year

for the cost of books and tuition incurred for which the employee earns college credits for classes taken in pursuit of an academic degree from an accredited college or university, which would promote professional development within City of St. Helena employment. The program is voluntary.

Courses require pre-approval, prior to the date of enrollment in the course, to ensure the expense is eligible under the MOU.

ARTICLE 13
SICK LEAVE

13.1 Accrual. Sick leave with pay shall accrue to employees in the classified service at the rate of one work day for every calendar month of service, with no limit to accumulated time.

13.2 Administration. An employee who must absent himself/herself from work shall notify his/her immediate superior or department head at least two hours prior to the beginning of his/her shift, unless circumstances of the illness prevents such advance notice, but in no case later than the start of the his/her tour of duty and may be required to provide a physician's certificate for absence due to illnesses of more than three working days or at the request of the department head. Any employee may be required to submit to an examination by a licensed physician designated by the City and at the City's expense to determine the state of the employee's health.

13.3 Reasons for Granting. Sick leave shall be granted to eligible employees in the following cases:

A. Personal illness or incapacity resulting from causes beyond the employee's control;

B. Illness of a member of an employee's immediate family (defined as father, mother, sister, brother, spouse, or child) and of sufficient nature to require his or her personal care and attention and only until other adequate arrangements can be made.

C. Preventive medical, dental and optical examinations where appointments are unavailable or impractical during non-working hours.

13.4 Sick Leave Abuse. When it is determined by investigation that sufficient evidence exists to demonstrate an employee has or is abusing the sick leave privilege, the Department Head, upon approval by the City Manager, may suspend that employee's use of the sick leave benefit for such period of time as is determined necessary to deter future abuse, which may be in addition to any other disciplinary action that may be appropriate.

13.5 All eligibility for sick leave with pay shall be canceled upon separation of the employee from the City service, provided that if such separation is by layoff, this accumulated eligibility shall be restored to him/her in whole by the City Manager upon re-employment.

13.6 Employees who are on authorized vacation or holiday leave and become ill, or are otherwise disabled through accident not a result of vicious habits or intemperance, may charge such sickness or disablement to credited sick leave, provided satisfactory evidence is presented to the City Manager indicating the total number of days to be so charged.

13.7 Sick Leave Accrual Incentive.

A. Upon separation in good standing from employment with ten years of service to the City, the City will pay an employee for unused sick leave in the following amount: the total number of hours of sick leave accumulated, multiplied by the hourly rate of pay of the employee at the time of separation, divided by two.

B. Retiring employees have the option that the number of hours of accumulated sick leave times the hourly rate of the employee at the time of retirement may be applied towards health insurance premiums until such amount is depleted. Insurance premiums paid under this provision may apply towards any health or dental insurance policy normally available to employees, subject to any limitations imposed by the insurance company. Such policies may include coverage of dependents of the employee.

C. Effective July 1, 2020, the City will not pay the employee upon separation in good standing from City employment for unused sick leave accrued on or after July 1, 2020. No new sick leave hours will be eligible for the conversation or payout benefits described in Section 13.7 of the MOU beginning July 1, 2020. Those employees who have accrued hours eligible for this benefit on or before June 30, 2020 will have such eligible hours placed in a separate bank and will be permitted to convert them in accordance with the provisions of Section 13.7.

ARTICLE 14
VACATION LEAVE

14.1 Eligibility. Employees shall be entitled to annual full or prorated vacation leave with pay except employees who have served less than six months in the service of the City.

14.2 Earning and Accrual Rates. Vacation shall be earned and accrued by regular employees at the following rates:

A. Full time Sworn Officers shall earn and accrue vacation at the rate of no less than fifteen days per year; non-sworn full time Police Officer Trainee, Dispatchers, Records Supervisor, and Property & Evidence Technician shall earn and accrue vacation at the rate of no less than ten days per year.

B. After six years of continuous employment, Sworn Officers, Dispatchers, Records Supervisor, and Property & Evidence Technician will earn and accrue vacation at the rate of sixteen days per year, and the rate of earning and accrual shall increase after each additional full year of employment to a maximum accrual rate of twenty days per year.

14.3 Vacation may be taken the first day following the completion of six months service but not in units of less than two hours.

14.4 If operating necessities are such that an employee cannot take all of her or his accrued vacation within an accrual year, the balance may be carried forward to the next year, however, the maximum accumulation of vacation leave shall be 45 days. For purposes of this paragraph, accrual year shall commence on the entrance-on-duty anniversary date.

14.5 Employees separated from City service shall be paid a lump sum for all vacation accrued prior to separation.

14.6 Effective July 1, 2017, every permanent employee shall be allowed to cash out up to 40 hours of accrued vacation leave per calendar year provided the employee maintains a minimum of 80 hours in his/her vacation leave bank. Eligible employees may cash out vacation leave pursuant to this subsection once per year by submitting a request to the Human Resources Department no later than December 15.

ARTICLE 15
SCHEDULING PAID LEAVE

Vacation and holiday time off shall be scheduled by seniority choice. A "time off request sheet" (includes holiday and vacation credit) shall be posted in December of each year to solicit "requests for time off." Said schedule, when approved by the Police Chief or his designee, shall be effective January 1 for the subsequent calendar year. Requests shall be granted based upon legitimate operating needs and not unreasonably denied. Changes to the schedule during the year shall be subject to the approval of the Police Chief or his designee. "Bumping" is not permitted without the consent of the affected employee. Requests for vacation or other time off on the actual day of the following holidays (New Year's Eve, New Year's Day, MLK Day, President's Day, Easter

Sunday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day) will only be approved if the vacancy does not require another employee to involuntarily cover the shift and will be treated like requests for Compensatory Time Off detailed in section 7.5. The above identified holidays collectively do not coincide with City-paid and designated holidays and are not associated with the holiday compensation set forth in Article 16 below.

ARTICLE 16
HOLIDAYS

16.1 In lieu of holiday time off, employees normally required to work holidays shall receive additional holiday compensation on a prorated basis on each paycheck, for a total of twenty-six (26) paychecks annually, for the hours of twelve (12) recognized city holidays. Member's compensation for holidays shall be computed in the same fashion as is the rate of pay for vacation.

16.2 Holiday accrual: Full time employees 3.69 hours per pay period.

Part time (3/4 time) employees 2.77 hours per pay period.

Two~~One~~ Floating Holidays - Unspecified Personal Convenience Holiday (The first year of the additional floating holiday will be effective upon Council approval of this agreement and must be used prior to December 31, 2026)

Three Additional Floating Holidays - Employees continuously employed by the City for at least five years shall be granted three additional Unspecified Personal Convenience Holidays. Personal Convenience Holidays must be used prior to the end of the calendar year and will not accrue.

City shall provide for the duration of this agreement only, a one-time, additional paid day off on one of December 23, 28, or 30 for all non-sworn classifications only.

16.3 Non-shift employees who are not normally required to work holidays, shall normally take a holiday off on the day it falls, except that when a holiday falls on a Saturday the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. City-paid and designated holidays to be taken off are enumerated in the City's Employee Handbook under Rule 9, Section 9.1 "Holidays."

ARTICLE 17
BEREAVEMENT LEAVE

Employees shall be allowed a leave of absence on full pay, for up to seven calendar days when the absence is due to a death in the immediate family. Those in the immediate family are: mother,

father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

ARTICLE 18
MATERNITY LEAVE

The City Manager may grant a leave of absence without pay to any probationary or permanent employee who becomes disabled as a result of pregnancy, which disability prevents her from performing the duties of her position. Such leave shall not exceed four months whether or not it is combined with sick leave, vacation, compensatory time off and/or leave without pay. Such request shall be accompanied by a recommendation and explanation from the Department Head as to how an adequate level of service can be maintained during the employee's absence. Employee benefits will continue to be paid by the City during approved short-term leave.

ARTICLE 19
JURY LEAVE

19.1 Employees called as trial jurors shall be entitled to absent themselves from duties with the City during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee shall be paid the difference between the employee's full salary and any payment received for jury service, except travel pay.

19.2 Employees assigned to swing and graveyard shifts may be temporarily assigned to day shift. If such employee is released from jury duty after serving less than their shift hours, inclusive of meal and driving time, such employee may be required to report to the Police Department to serve the remainder of their shift. Employees may also use vacation or CTO to complete the remainder of the shift. Such shift assignment may be made by the Chief of Police in due consideration of operational need and circumstances.

ARTICLE 20
MILITARY LEAVE

20.1 Military leave shall be granted in accordance with state and federal law (i.e. the California Military and Veteran's Code and the Federal Uniformed Services Employment and Reemployment Rights Act - USERRA) In addition to any rights and benefits provided under USERRA, the California Military and Veterans Code, or other

applicable law, temporary military leave includes military duty for purposes of active military training, inactive duty training, unit training assemblies, encampment, naval cruises, special exercises, or like activities. An employee entitled to military leave shall give the Administrative Services Director an opportunity within the limits of military regulations to determine when such leave shall be taken. Prior to taking military leave, an employee, when possible, shall present a copy of their military orders to the Human Resources Department. In addition, leave for military exigency or military caregiver shall be granted in accordance with the Family and Medical Leave Act (FMLA).

20.2 During such military leave, if such employee shall have been continuously employed by the City as a Sworn peace officer for at least one (1) year prior to the date such absence begins, they shall be entitled to receive paid military leave as follows:

1. Paid military leave which may be granted during a fiscal year is limited to an aggregate of 40 calendar days during ordered military leave, including weekend days and travel time.

2. During the period specified in subsection above, the employee shall be entitled to receive pay only for those days or fractions of days which the employee would have been scheduled to work and would have worked but for the military leave.

3. The rate of pay shall be the same rate the employee would have received for shifts he/she would have been scheduled to work or scheduled for paid holiday leave, had he/she not been on military leave.

4. In no event shall an employee be paid for time he/she would not have been scheduled to work during said military leave.

5. Paid military leave shall be compensated at the employee's base rate of pay for regularly scheduled straight-time hours only. Paid military leave shall not include overtime, holiday premium pay, shift differentials, special assignment pay, standby pay, callback pay, allowances, or other premium compensation unless expressly required by law.

6. If a holiday falls during paid military leave, the employee shall receive only the holiday benefit otherwise provided by the MOU and shall not receive duplicate compensation, premium pay, or additional paid leave because the holiday occurred during military leave.

20.3 In determining employee eligibility for classifications requiring a minimum length of service or determining longevity pay or seniority, time spent on paid or unpaid military leave shall be eligible for inclusion in the length of service calculation.

20.4 Employees with less than one year of employment with the City prior to the date of absence due to military leave or those that have exhausted the paid leave provisions of this section and state and federal law, will be eligible to utilize the City's Catastrophic Leave Donation program, in accordance with its terms and conditions, to maintain compensation and benefits while on leave.

ARTICLE 21~~0~~
ADMINISTRATIVE LEAVE

An employee who is determined to be disabled and unable to perform his or her normal duties may, at the discretion of the City Manager, be assigned to be on Administrative Leave. During such Administrative Leave, the employee may be assigned to have "normal" work hours of 9:00 a.m. to 5:00 p.m. and days off of Saturday and Sunday. If any fixed holidays occur during the time of disability, the employee will be assumed to be "off on holiday" and will not receive additional pay for the holiday. During the period of assignment to Administrative Leave, the employee may be required to testify in court or perform other functions the employee is capable of performing.

ARTICLE 22~~1~~
HEALTH AND WELFARE INSURANCE AND BENEFITS

22~~1~~.1 Health Insurance:

A. The City will pay for health insurance coverage for the employee and all dependents. Employees hired prior to July 1, 1990 who have no dependents will receive a salary supplement of $65 per month in lieu of the dependent coverage. It is the City's intent that during the term of this MOU, medical benefits shall remain at the current level.

B. Effective July 1, 2005, deductible rates for employees were changed to lower the increases in health costs.

C. In the event City's health insurance premiums increase more than five percent (5%) on July 1 of any given year, the city can amend the health plan to the next higher deductible tier to offset costs. In the event the health insurance premiums increase more than fifteen percent (15%) after deductibles have been amended, the members agree to split the cost increase 75%/25%, with the employee paying 25%.

D. In order to bring employees in this bargaining unit to parity with other City employees in terms of the applicable deductibles in health plans offered, effective July 1, 2017, the City will change the Anthem health insurance plan provided to employees from the $500 deductible plan to the $250 deductible

plan. The City may make future changes in deductibles to this and other plans as specified in Section 21.1(C).

221.2 Dental Insurance: The City will pay for each employee the full premium for Dental Insurance Benefits covering the employee and all dependent family members.

22.3 Medical Waiver: Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

a. Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.

b. Employee may elect to "opt-out" of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).

c. The monthly stipend will not increase if electing to "opt-out" of additional plans.

d. It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.

e. In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.

f. If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.

Stipends will be paid the month following election (if elected January 1, stipend will be included in first payroll check of February) and are taxable as income (regular payroll taxes apply).

221.43 Life Insurance: The City will pay for each employee the full premium for term life insurance in the amount of $25,000. The employee will have the option to purchase additional insurance up to an additional $30,000 or more if allowed by the insurance vendor.

221.54 Disability Insurance: The City will pay for each employee the full premium for a disability insurance plan covering the employee.

21~~1~~2.6~~5~~ Effective July 1, 2017 subject to REMIF approval, the City will obtain and pay the full premium for a REMIF vision plan for all full-time employees and their dependent family members.

22~~1~~1.7~~6~~ Physical Fitness: During shifts when staffing is available and at the discretion of the Chief of Police or on-duty supervisor, officers, Supervisors and Non-sworn Staff shall be allowed to spend up to one hour during each shift exercising. Changing clothes, showering and otherwise preparing to resume regular duties shall be accomplished during the one hour and is only during lunch breaks

ARTICLE 23~~2~~
UNIFORM ALLOWANCE

23~~2~~.1 Employees shall receive an annual uniform allowance as follows:

Sworn Personnel	$1,250.00
Police Officer Trainee, Dispatcher, Records Supervisor, Property & Evidence Technician	$1,000.00

23~~2~~.2 The Uniform Allowance will be paid out proportionately with each of the twenty-six (26) paychecks.

23~~2~~.3 Officers assigned to motorcycle duties shall be issued:

1) 1 pair of Police motorcycle boots
2) 2 pairs of Police motorcycle pants
3) 1 Police motorcycle leather jacket
4) 2 sets of riding gloves (1 cold weather and 1 warm set)
5) Protective eyeglasses (not to exceed $150.00)

23~~2~~.4 Officers assigned by the Chief of Police to bicycle patrol shall be issued appropriate safety equipment to include:

1) Gloves
2) Helmet
3) Padded shorts

4) Padded Pants

5) Protective Eyeglasses

6) Pedal retention devices

7) Inclement weather clothing.

Officers assigned to bicycle patrol must agree to a regular assignment of bicycle duty prior to appointment to this position.

ARTICLE 2~~43~~
LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant a permanent or probationary employee leave of absence without pay or seniority for a period not to exceed three months. No such leave shall be granted except upon written request, and the approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be cause for discharge. Department heads may grant a permanent or probationary employee leave of absence without pay for time not to exceed one calendar week. Such leaves shall be reported to the Personnel Officer.

ARTICLE 254
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

254.1 Sworn Personnel

254.1.1 The City shall enroll all eligible sworn employees in a retirement plan provided by the Public Employees' Retirement System that conforms to the State Required PEPRA laws. Employees hired into a PERS retirement system before January 1, 2013 will be considered "Classic" employees. Employees hired into a PERS retirement system, for the first time, or after a six-month separation, on January 1, 2013 or after will be considered "New" employees.

254.1.2 "Classic" employees' retirement benefits will be computed at three percent of salary for each year of service, for retirement at age fifty, supplemental to Social Security, and based on the single highest year's salary.

a. Member Contributions – Employees covered by section 24.1.2 shall continue to pay, through payroll deduction, the full 9.0% member contribution rate.

254.1.3 "New" employees' retirement benefits will be computed at 2.7 percent of salary for each year of service, for retirement at age fifty-seven, supplemental to Social Security, and based on a three-year average (of the three highest years of salary).

a. Member Contributions – As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by section 24.1.3 shall continue to pay, through payroll deduction, fifty percent (50%) of normal costs.

254.2 Non-Sworn Personnel

254.2.1 The City will enroll non-sworn employees in a retirement plan provided by the Public Employees' Retirement System with the same benefits provided to miscellaneous employees of the City.

254.2.2 "Classic" Tier One employees' retirement benefits will be computed at two percent of salary for each year of service, for retirement at age fifty-five, supplemental to Social Security, and based on the highest twelve (12) consecutive month period as specified by Government Code Section 20042.

a. Member Contributions – Employees covered by section 24.2.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution rate.

245.2.3 "Classic" Tier Two employees' retirement benefits will be computed at two percent of salary for each year of service, for retirement at age sixty, supplemental to Social Security, and based on the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

a. Section 24.2.3 shall apply to employees hired on or after July 1, 2012, and before January 1, 2013. In addition, Section 24.2.3 shall apply to employees hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02 (c) and related CalPERS reciprocity (Classic Member) requirements.

b. Member Contributions – Employees covered by section 24.2.3 shall continue to pay, through payroll deduction, the full 7.0% member contribution rate.

254.2.4 "New" employees' retirement benefits will be computed at two percent of salary for each year of service, for retirement at age sixty-two, supplemental to Social Security, and based on the highest annual average pensionable

compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

a. Member Contributions – As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by section 24.2.4 shall continue to pay, through payroll deduction, fifty percent (50%) of normal costs.

ARTICLE 26~~5~~
DEFERRED COMPENSATION (457) & RETIREMENT HEALTH SAVINGS (RHS) PLANS

26~~5~~.1 The City offers a Deferred Compensation Plan under which employees may designate portions of their salaries to be deferred for tax purposes. The City will equally match an employee's deferred compensation contribution, not-to-exceed seventy-five dollars ($75.00) per month. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

26~~5~~.2 The City agrees to establish a Retirement Health Savings Plan through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

ARTICLE 27~~6~~
RETIREE SERVICE WEAPON PURCHASE OPTION

It is the intent of the City to allow retiring sworn employees of the City who qualify for the issuance of a retiree identification card endorsed for concealed carry per Department Policy 220 to purchase their City-issued service weapon (handgun) at the determined fair market value at time of retirement. The transfer of the firearm shall take place through a licensed firearms dealer and all costs related to the transfer of the firearm will be the responsibility of the retiree. A Department Policy will be required to effectuate this provision and the Association and City agree to meet and confer over the specific language for implementation.

ARTICLE 28~~7~~
SHIFT SWAPS

The practice of shift swaps and absence without relief will be permitted, subject in each instance to the approval of the Police Chief or his designated representative. Shift swaps shall be rank for rank, exceptions permitted only by the Police Chief, and absence without relief shall be without pay.

ARTICLE 2~~9~~8
DISCIPLINARY ACTION

2~~9~~6.1 Disciplinary Authority

A. The Chief of Police shall have the right, for reasonable cause, to reprimand or suspend without pay for up to and including three (3) calendar days any regular employee.

B. The City Manager shall have the right, for reasonable cause and for any regular employee to:

1. demote,

2. dismiss,

3. reduce in pay, or

4. suspend without pay for up to thirty (30) calendar days.

2~~9~~6.2 Discipline Procedure

C. An authorized departmental manager or supervisor proposing that action be taken shall provide the employee with written notice of the proposed action. The written notice shall contain the date it is intended to be effective, the charge(s) and facts on which the proposed action is based and notification that the employee is entitled to respond to the charges in writing to the Chief of Police or his designee within seven (7) calendar days of receipt of notification. Failure of the employee to make a written response or request will constitute waiver of the right to respond. Further, the employee shall be provided with the relevant written materials, written reports and documents considered by the responsible authority in reaching his/her decision to propose the action.

D. The City Manager will hear employee's responses on all contemplated disciplinary actions which propose a penalty more severe than a three-day suspension without pay. The Chief of Police will hear those responses where less severe discipline is proposed.

E. If the employee elects to respond in person, a meeting shall be scheduled with the City Manager or Chief of Police, whichever is applicable, at which time the employee shall be given the opportunity to respond to the proposed action. The employee shall be entitled to be represented by counsel or other person of his/her choosing at the meeting.

F. If after the above procedure discipline is implemented, a written notice of discipline shall be served upon the employee. Said notice shall inform the employee of his/her appeal rights, if any.

G. The City shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.

H. The provisions of the Article shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions.

29~~6~~.3 Appeal

I. Right of Appeal: When formal disciplinary action has been taken by the City Manager or Chief of Police and the employee has received written notification of the action, the employee shall have the right to appeal as provided below. Failure to appeal by the employee or his/her representative will make the disciplinary action final and conclusive.

J. Appeal Procedure: A regular employee who has been demoted, dismissed, reduced in pay or significantly suspended without pay (excess of one day), may appeal to the City Council within fourteen (14) calendar days after having been furnished a copy of the notice of discipline by filing a written answer to charges and requesting a hearing with an impartial arbitrator thereon. Upon receipt by the City Council of the request for a hearing with an arbitrator, the City Council will initiate the hearing procedure.

K. Hearing Procedure:

1. Appointment of Arbitrator

a) The parties to the selection of the arbitrator shall be the City and the employee, who may be represented by the Association, by independent counsel or by him or herself.

b) An arbitrator shall be selected jointly by the parties within fourteen calendar days of receipt by the City Manager of the request for such arbitration from the employee.

c) In the event the parties are unable to agree on an arbitrator within the fourteen day period, the City shall solicit from the State of California Mediation / Conciliation Service a list of seven arbitrators. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrator's names from the list until one arbitrator remains.

d) If the arbitrator selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated, unless the parties can otherwise mutually agree on an arbitrator.

e) The cost of the impartial arbitrator will be shared, with one-half being paid by the City and one-half being paid by the Association or the individual employee.

2. The arbitration hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the arbitrator and the availability of counsel and witnesses. The arbitration hearing shall be a private hearing.

3. The hearing shall be conducted in the manner most conducive to determination of the truth, and the arbitrator shall not be bound by technical rules of evidence.

4. The arbitrator shall determine the relevancy, weight and credibility of testimony and evidence. The arbitrator shall base his/her finding on the preponderance of evidence.

5. Each side will be permitted an opening statement and closing argument. The City shall first present their witnesses and evidence to sustain the charges, and the employee will then present his/her witnesses and evidence in defense.

6. A court reporter will be retained by the City to take a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and agreement to pay the necessary costs.

7. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.

8. Both the City and the employee may be represented by legal counsel.

9. The arbitrator shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The arbitrator may consider the records of any relevant prior disciplinary actions against the employee which are final.

10. The arbitrator may, prior to or during a hearing, grant a continuance for any reason he/she believes to be important to him/her reaching a fair and proper decision.

11. The arbitrator shall prepare a recommended decision and forward it to the City Council after the matter of appeal was taken under submission by the arbitrator. The recommended decision shall set forth which charges the arbitrator sustains or does not sustain and the reasons therefore.

12. After receiving the recommendation of the arbitrator, the City Council may sustain or reject any or all of the charges filed against the employee. The City Council may sustain, reject or modify disciplinary action invoked against the employee.

ARTICLE 30~~29~~
LAYOFF PROCEDURE

30~~27~~.1 In the event of a layoff, those employees in the classification affected with the least City-wide seniority shall be laid off first. Seniority shall be defined as continuous City service based upon hire date. The order of layoff shall be:

a) Part-time and temporary employees in the affected classification shall be separated first.

b) Probationary employees in the affected classification shall be separated next.

c) Permanent employees with the least City seniority will be laid off first. Other affected employees will be laid off in sequential order thereafter.

30~~27~~.2 An employee scheduled to be laid off is entitled to displace, or "bump," into a position in a classification within the same occupational series which is currently being held by an incumbent with less overall City seniority, provided it is a position in which the employee formerly held permanent status. The employee must exercise his or her displacement rights in writing within five (5) working days from receipt of layoff notification.

30~~27~~.3 When the employee with the least City seniority is displaced by the person scheduled for layoff, the displaced employee shall be considered as laid off for the same reason as the person who displaced him or her and shall in the same manner be eligible to displace to a position in the same manner as described above.

30~~27~~.4 Should there be a vacancy in the classification from which an employee was laid off within twelve (12) months, the employee shall be eligible for reinstatement. Reinstatement shall be in the reverse order of layoff.

ARTICLE 3~~10~~
SEPARABILITY

Notwithstanding any provisions of this Agreement to the contrary, in the event that any article, or subsections thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles or Subsections thereof affected. All other provisions of this agreement shall continue in full force and effect.

ARTICLE 3~~1~~2
TERM

The term of this agreement shall commence on its ratification by the City and the Association and expire on June 30, 202~~6~~7.

APPROVALS

This Memorandum Of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA POLICE OFFICERS' ASSOCIATION

_____
Joe Higby, Labor Negotiator

_____
Iris Solana, President

_____
Filippo Bianco, Vice President

_____

Angel~~lex~~ Maldonado, Secretary

CITY OF ST. HELENA

_____
Aaron Slater, Labor Negotiator

_____
Mandy Kellogg, Administrative Services Director

MEMORANDUM OF UNDERSTANDING

BETWEEN

ST. HELENA POLICE OFFICERS' ASSOCIATION

AND

CITY OF ST. HELENA

FOR THE PERIOD

July 1, 2026 – June 30, 2027

ARTICLE 1
PREAMBLE

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Police Officers' Association, hereinafter referred to as "Association," pursuant to California Government Code Section 3500 et seq. The purpose of this Memorandum of Understanding is the establishment of rates of compensation, hours of work and other terms and conditions of employment.

ARTICLE 2
RECOGNITION

2.1 The City of St. Helena recognizes the Association as the recognized and exclusive representative for the following classifications: Police Officer, Police Corporal, Police Sergeant, Dispatcher, Records Supervisor, Property & Evidence Technician, and Police Officer Trainee.

2.2 This recognition is exclusive of (1) management employee, (2) temporary employees and (3) part-time employees.

2.3 (a) The term "Peace Officer" is defined as any member who is full-time sworn personnel per 830.1 PC.

(b) The term "Dispatcher" is defined as any member who is a full-time Dispatcher, Records Supervisor, and/or Property & Evidence Technician.

(c) The term “Police Officer Trainee” is defined as any member who is a full-time non-sworn police trainee.

ARTICLE 3
ASSOCIATION RIGHTS

The Association shall have the following rights and responsibilities:

3.1 Reasonable advance notice of any City ordinance, rule, resolution or regulation directly relating to matters within the scope of this MOU.

3.2 Reasonable use of one bulletin board at the Police Department.

3.3 The right to payroll deductions made for payment of Association dues and for City-approved programs.

3.4 The right to represent its members before the City Council or the City Council's designee with regard to wages, hours and other matters within the scope of representation, subject to the provisions of applicable Federal, State or City laws and regulations.

3.5 The use of City facilities for regular, normal and lawful Association activities, providing that appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.

3.6 Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the Police department or with established safety or security requirements.

ARTICLE 4
CITY RIGHTS

To insure that the City is able to carry out its constitutional and statutory functions and responsibilities, the City retains its rights, including but not limited to the right to direct the work force; to select and determine the number of employees and skills required; to determine job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with requirements of the City; to establish and change work schedules and assignments; to lay off employees for lack of work in accord with past practice; to expand or diminish services; to subcontract any work or operations in accord with its past practice as necessary to maintain public safety; to determine and change methods of operations; to determine and change work locations and the processes and materials to be employed; to take all necessary actions to perform its functions in emergencies.

ARTICLE 5
GRIEVANCE PROCEDURE

5.1 Grievance Defined: A grievance is a formal allegation by a member of the Association who has been adversely affected by an alleged violation of the specific provisions of the MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.

5.2 Procedure:

Step 1: Informal Discussion. Within ten (10) calendar days of the occurrence of an act in dispute, an employee shall discuss it with his or her immediate supervisor, who shall investigate and attempt to resolve the matter. The supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, she or he may proceed to the next step.

Step 2: Department Head's Determination. Any dispute not resolved at Step 1 may be submitted to the Police Chief or his designee in writing within ten (10) calendar days after the supervisor's response citing the specific provision of this Agreement in dispute. A copy shall be provided to the immediate supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee by the Police Chief or his designee who shall attempt to resolve the matter. The Police Chief or his designee shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, he or she may proceed to the next step.

Step 3: City Manager Review. Any dispute not resolved at Step 2 may be submitted in writing, with copies of Step 2 response, within five (5) calendar days after the Police Chiefs or his designee's response, to the City Manager. In the event that a dispute is referred to the City Manager, he or she shall schedule a meeting within five (5) calendar days with the employee to discuss the matter. After consideration of the facts, the City Manager shall give his or her written decision to the employee within five (5) calendar days after the meeting.

Step 4: City Council Review. If the employee is not satisfied with the decision, the employee may request a hearing before the City Council. Such request for hearing must be submitted within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options:

1. Refuse to hear the appeal, or

2. Make a decision on the documentation submitted, or

3. Hold a hearing after which they shall make a decision. The decision of the City Council shall be final.

ARTICLE 6
HOURS OF WORK

6.1 Workweek. The workweek for full-time personnel will be defined by the FLSA public safety definition. The City and the POA recognize this to mean employees will work 160 hours in a 28-day period. The current schedule is a 12-hour shift schedule. Other schedules may be implemented should this need occur. The City will explore with the POA alternative schedules to meet the operating needs of the department.

6.2 Shift Change Notification. The Department shall make every effort to maintain the employee's scheduled days off on a consistent basis during the posted four (4) month rotation period. Shift work employees shall be granted five (5) working days of advance notice of changes in scheduled shifts unless such change is due to illness or emergency.

6.3 Mealtimes. Mealtime for shift employees and non-shift employees is thirty (30) minutes.

6.4 Mealtime Call-Out for Shift Employees. Shift personnel receive mealtime as paid time and shall be subject to call-out during the mealtime.

6.5 Rest Periods. Rest periods will normally be provided to employees at the rate of fifteen (15) minutes for each four (4) hours worked. Rest periods are not to be construed as meal time.

6.6 Missed Rest Periods and Mealtimes. For shift employees, since mealtime and rest periods are paid time, nothing in this section provides for or implies any additional compensation or benefits if a rest period is not received.

6.7 Definition of Shift Employees. Shift employees are those assigned to positions, the duties of which are performed on a 24-hour a day, 7-day a week basis, and include Police Officer, Police Corporal Police Sergeant, Property & Evidence Technician, Records Supervisor, Dispatcher and Police Officer Trainee.

6.8 Graveyard Shift. Effective the first full pay period in July 2026, shift employees assigned to work the graveyard shift (6:00 p.m. to 6:00 a.m.) will receive shift differential pay in the amount of three and one half (3.5) percent of base pay for assignment to the “graveyard” shift.

6.9 The City shall maintain the “two on-two off’ system during shift rotations to the best of the City’s ability and based on available staffing. This article shall be open to meet and confer.

ARTICLE 7
OVERTIME

7.1 Hours Paid. Employees will be paid regular pay for working their regular assigned hours. Employees will be paid overtime at the rate of time and one-half for all hours worked in excess of their regular scheduled hours on a given day or for hours worked in excess of FLSA standards for public safety employees. An example of this would include an employee that is regularly assigned to a 12-hour shift would be paid overtime should their workday exceed 12 hours. Employees assigned on a 3/4 time basis or employees assigned to an 8-hour day will be paid overtime should their workday exceed 8 hours.

7.2 Overtime

A. Regular Overtime Rate. Employees shall be paid overtime at the rate of time and one-half their regular rate of pay, including special pay which is part of their regular pay (e.g., longevity, special duty, educational compensation).

B. Minimum Units of Overtime. Overtime is recorded and paid on the basis of fifteen (15) minute increments (rounded up or down) to the nearest fifteen (15) minute increment. As an example, working seven (7) minutes beyond/before a shift would equal no paid overtime, while working eight (8) minutes beyond/before a shift would equal fifteen (15) minutes of overtime paid to that employee.

7.3 Hours Worked. Holidays, vacation, compensatory time off and sick leave shall constitute hours worked for the purposes of computing overtime.

7.4 Compensatory Time Off. Notwithstanding the provisions of this section, police employees may be granted compensatory time off for overtime credit, at the discretion of the Police Chief and with due regard to the wishes of the employee. Compensatory time off may be accumulated up to a maximum of one hundred twenty (120) hours.

7.5 Scheduling Compensatory Time Off. Requests to use compensatory time off shall be granted with due regard for operational necessity, such as staffing levels. Employees requesting CTO will submit a request to the scheduling supervisor. If granting the CTO request creates the need for coverage, a sign-up will be posted, if no employee signs up to work 72 hours prior to the requested leave, the CTO request will be denied.

7.6 Department Meetings. All department meetings called by the Chief attended by police employees on off-duty time shall be paid overtime at the rate of time and one-half.

7.7 Call Back Pay. Employees who are called to duty at a time they are not scheduled to work shall be compensated at the rate of time and one-half (1 +1/2) of the employee's

regular rate of pay with a minimum compensation of two (2) hours. Call back overtime is unscheduled overtime as opposed to early start or extended day.

7.8 Court Time Pay. Employees who are subpoenaed to appear in court, at a time when they are not working, about events arising out of their employment, shall be compensated at the rate of time and one-half (1 +1/2) of the employee's regular rate of pay. If such court appearance neither begins nor ends contiguous to the employee's scheduled shift, the employee will be compensated for a minimum of three (3) hours for each required appearance. Employees who have been subpoenaed to appear, and are cancelled from such appearance with less than forty-eight (48) hours notice, shall receive two (2) hours pay at their overtime rate.

7.9 Vacation Call Back. An employee called in to work during their regularly scheduled vacation period shall be compensated at a rate of one and one-half (1+ ½) times their regular rate of pay for all time worked.

7.10 Double-back Pay. When an employee is required to work two scheduled shifts within any twenty-four hour period, the first two hours of the second shift period worked will be at the overtime rate, provided that this provision shall not apply in any situation when the scheduling was done for the convenience of the employee or as a result of a "shift swap."

7.11 Training Travel.

A. Employees assigned to training will have their normal work hours adjusted to reflect work hours of 8:00 a.m. to 5:00 p.m. with one hour off for lunch. The first and last day of class will reflect a ten-hour workday (1/2 hour travel each direction and one hour for lunch are not compensated.) If the first or last day of training is less than ten hours, the employee shall have the option of completing the workday at SHPD, or taking compensatory time off. Travel time is considered portal to portal.

B. If travel to a training site occurs during non-normal working hours, or on a scheduled day off, the employee shall be compensated at time and one half (1 + ½).

C. Employees will not be compensated for travel to pick-up or drop off a City vehicle.

D. Subsistence reimbursement will be according to P.O.S.T. guidelines, however the reimbursement for approved meals during offsite training will be governed by the City's Administrative Policy "Training & Travel" (P-FI-0023) and in no circumstances be less than $15 for breakfast, $25 for lunch and $35 for dinner. No receipts are required. If a motel room is unavailable at the P.O.S.T. rate, the difference will be reimbursed based upon receipts, single occupancy, government rates. Lodging will not be reimbursed for the night prior to start of

training, if training is within a 30-mile radius of point of departure. (refer map, Appendix D)

ARTICLE 8
SALARY

8.1 Effective July 1, 2026, all bargaining unit members shall receive a Cost of Living (COLA) increase of three (3) percent.

8.2 Effective July 1, 2026, Police Officer and Police Sergeant classifications only shall receive a market equity adjustment of one (1) percent which shall be calculated independently and shall not be compounded with the increase of 8.1 above.

8.3 Effective January 1, 2027, Police Officer and Police Sergeant classifications only shall receive a market equity adjustment of one (1) percent.

ARTICLE 9
INCENTIVE PAY

9.1 Additional monthly salary compensation shall be received by an employee attaining POST Certificates, as follows:

POST Intermediate Certificate	$250.00
POST Advanced Certificate	$400.00
POST Records Supervisor Certificate	$150.00

9.2 Employees who are fluent in both English and Spanish, both verbal and written, will receive incentive pay in the amount of five (5) percent of their base salary. Fluency is determined through an interview and written examples that demonstrate this skill. Testing is scheduled in June and December. Incentive pay is awarded to begin the following month. This incentive pay is subject to supervisor review should a performance issue occur.

9.3 Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of additional $150.00 per month. Competency at this level is determined through a demonstration of this skill to a community panel as selected by the Chief of Police. Testing is scheduled in June and

December. Incentive pay is awarded to begin the following month. This incentive pay is subject to supervisor review should a performance issue occur.

ARTICLE 10
LONGEVITY

Longevity pay shall be granted to any permanent employee on their fifth anniversary of continuous employment at the rate of two and one-half (2 ½) percent of present salary. At their tenth anniversary, the percentage increment shall be five (5) percent; at the fifteenth-year anniversary, the percentage increment shall be seven and one-half (7 ½) percent; at the twentieth year anniversary and thereafter, the increment shall be ten (10) percent.

ARTICLE 11
SPECIAL ASSIGNMENT

11.1 An officer, while assigned to the position of Motorcycle Officer, Range Master or Reserve Coordinator with at least six (6) regularly working reserve officers under supervision, shall receive additional compensation of $200.00 per month. This shall be part of the regular pay.

11.2 Officers or Dispatchers assigned as a Field Training Officer or Communication Training Officer shall receive an additional seven (7) percent of their daily salary, per day, while assigned to the trainee.

11.4 Officers working special duty for film making or similar work, which work is paid for by a film production company or similar enterprise, shall be paid for a minimum of four hours at the regular overtime rate.

11.5 Officers, while assigned to the Investigator position, School Resource Officer, or K-9 Handler shall receive an additional compensation of three (3) percent of base salary when acting as an Investigator, School Resource Officer, or K-9 Handler.

11.6 Police service dog handler is paid for through the Citizens' Option for Public Safety (COPS). This program continues as long as funds from this program is available.

1. A Police service Dog handler ("Handler") who is regularly assigned the responsibility for the care, shelter and feeding of a police Dog shall be indemnified by the CITY for all such costs. Expenses related to the care, shelter and feeding of a police Dog include the following: medical costs, veterinarian costs, food, construction and maintenance of a shelter, and kennel costs during the Handler's vacation.

2. Handler shall be compensated in accordance with the POA Memorandum of Understanding for attendance at monthly training sessions related to their assigned police Dog.

3. All expenses provided for by the CITY under Section 1 shall be pre-approved by the Chief of Police or his designate before such reimbursement will be granted to the Handler, and the Handler shall furnish proof to the satisfaction of the CITY for such expenditure.

4. Handlers shall be of the Police Officer rank. The assignment shall be voluntary. Once accepted for the assignment, the Handler shall remain subject to all Police Department regulations, except as provided herein.

5. The police Dog is the property of the City of St. Helena. The Handler may voluntarily keep the police Dog at their place of residence, subject to recall by the CITY.

6. The Handler is responsible for the care and feeding of the police Dog. If at any time the Handler is unable to use the police Dog because of its poor health, which is due to the Handler's negligence, the Handler may be disciplined, removed from the canine program, and the police Dog removed from the Handler's custody. If at any time the police Dog is forced to be retired from police service because of its poor health, which is due to the Handler's negligence, the CITY may seek damages from the Handler for the lost value of the remaining years, or fraction thereof, of expected service of the police Dog. The damages to which the CITY will be entitled to is the sum of $10,344.00. Multiplied by a fraction, the numerator of which is the remaining years or fraction thereof, of expected service of the police Dog and the denominator four (4) years; that is expected years of service of a police Dog.

7. Upon termination of employment with the CITY or participation in the canine program, the Handler may, subject to the CITY'S sole and exclusive discretion, purchase the police Dog from the CITY. The purchase price shall be the sum of $10,344.00, multiplied by a fraction, the numerator of which is the remaining years, or fraction thereof, of expected service of the police Dog and the denominator four (4) years; that is, the expected years of service of the police Dog. When the police Dog is retired from service due to age, health or injury, the Handler may, subject to the CITY'S sole and exclusive discretion, purchase the police Dog from the CITY for $1.00. Upon purchase of a police Dog by the Handler, the CITY thereby relinquishes all control over the care, feeding and maintenance of the police Dog and any responsibility to pay for such services, including the payment of compensation to the Handler under this Agreement, as well as any liability for the actions of the police Dog. Any and all such control, responsibility, and liability for the police Dog will be assumed by the Handler on the day of the purchase.

8. For purposes of this section, the date upon which the police Dog is first put into active duty with its Hander shall be the date from which the expected years of service of the police Dog shall commence.

9. The handler is authorized to drive a marked police car, equipped with a canine cage, between home and work. In addition to other City or Department policies regarding use of vehicles, the following provisions apply:

   a) Vehicle shall be used for official City business only. When commuting, the handler shall not deviate from a direct path between home and work or stop enroute for personal business.

   b) Handler must have his valid driver license and department ID in his possession when operating the vehicle. (The Police Department uniform will be considered department ID.)

   c) Only law enforcement personnel will operate the vehicle.

   d) When handler is on vacation or other leave, or is on a trip away from home, the City vehicle must be left at the Police Department.

   e) When commuting, the handler will not engage in law enforcement activity when outside the St. Helena City limits, unless requested to assist another agency. It is appropriate for the handler to use the police radio to advise another jurisdiction of observed criminal violations.

      1) This subsection does not apply should the handler witness a felony or serious incident where a person's safety is at risk. As soon as practical, the handler shall notify the agency of jurisdiction.

10. CITY will compensate EMPLOYEE for feeding, grooming, and general care of the Dog. It is estimated that the time spent on non-police work care of the Dog averages approximately sixty (60) minutes per day. Further, it has been determined that said time is substantially similar to the care given to a household pet or other dog. The hours are compensated at the California prevailing minimum wage at the overtime rate of time and a half. As of January 1, 2025, the minimum wage is $16.50 per hour which equals $24.75 per hour at time and a half. At this rate, the EMPLOYEE will be paid $24.75 per hour times 365 (days in the year) divided by the number of paychecks in the year (24), excluding the 3rd paycheck of the month which occurs twice annually. This rate calculates to $376.41 per paycheck.

    As the prevailing minimum wage is adjusted, the same calculations shown above will be used to determine the new pay per paycheck.

ARTICLE 12
EDUCATIONAL REIMBURSEMENT

Each employee is eligible for reimbursement for up to a maximum of $300.00 during any fiscal year for tuition and fees for Spanish language classes at Napa Valley College (or approved equivalent institution) that will aid the employee in the performance of his or her duties. Reimbursement will be paid upon obtaining a passing grade or a certificate of completion. These classes are scheduled on the employees own time and are not considered on-duty hours.

The City of St. Helena encourages professional growth which is beneficial to both the City and the employee. The City will provide reimbursements for employees up to $3,500 per fiscal year for the cost of books and tuition incurred for which the employee earns college credits for classes taken in pursuit of an academic degree from an accredited college or university, which would promote professional development within City of St. Helena employment. The program is voluntary.

Courses require pre-approval, prior to the date of enrollment in the course, to ensure the expense is eligible under the MOU.

ARTICLE 13
SICK LEAVE

13.1 Accrual. Sick leave with pay shall accrue to employees in the classified service at the rate of one work day for every calendar month of service, with no limit to accumulated time.

13.2 Administration. An employee who must absent himself/herself from work shall notify his/her immediate superior or department head at least two hours prior to the beginning of his/her shift, unless circumstances of the illness prevents such advance notice, but in no case later than the start of the his/her tour of duty and may be required to provide a physician's certificate for absence due to illnesses of more than three working days or at the request of the department head. Any employee may be required to submit to an examination by a licensed physician designated by the City and at the City's expense to determine the state of the employee's health.

13.3 Reasons for Granting. Sick leave shall be granted to eligible employees in the following cases:

A. Personal illness or incapacity resulting from causes beyond the employee's control;

B. Illness of a member of an employee's immediate family (defined as father, mother, sister, brother, spouse, or child) and of sufficient nature to require his or her

personal care and attention and only until other adequate arrangements can be made.

C. Preventive medical, dental and optical examinations where appointments are unavailable or impractical during non-working hours.

13.4 Sick Leave Abuse. When it is determined by investigation that sufficient evidence exists to demonstrate an employee has or is abusing the sick leave privilege, the Department Head, upon approval by the City Manager, may suspend that employee's use of the sick leave benefit for such period of time as is determined necessary to deter future abuse, which may be in addition to any other disciplinary action that may be appropriate.

13.5 All eligibility for sick leave with pay shall be canceled upon separation of the employee from the City service, provided that if such separation is by layoff, this accumulated eligibility shall be restored to him/her in whole by the City Manager upon re-employment.

13.6 Employees who are on authorized vacation or holiday leave and become ill, or are otherwise disabled through accident not a result of vicious habits or intemperance, may charge such sickness or disablement to credited sick leave, provided satisfactory evidence is presented to the City Manager indicating the total number of days to be so charged.

13.7 Sick Leave Accrual Incentive.

A. Upon separation in good standing from employment with ten years of service to the City, the City will pay an employee for unused sick leave in the following amount: the total number of hours of sick leave accumulated, multiplied by the hourly rate of pay of the employee at the time of separation, divided by two.

B. Retiring employees have the option that the number of hours of accumulated sick leave times the hourly rate of the employee at the time of retirement may be applied towards health insurance premiums until such amount is depleted. Insurance premiums paid under this provision may apply towards any health or dental insurance policy normally available to employees, subject to any limitations imposed by the insurance company. Such policies may include coverage of dependents of the employee.

C. Effective July 1, 2020, the City will not pay the employee upon separation in good standing from City employment for unused sick leave accrued on or after July 1, 2020. No new sick leave hours will be eligible for the conversation or payout benefits described in Section 13.7 of the MOU beginning July 1, 2020. Those

employees who have accrued hours eligible for this benefit on or before June 30, 2020 will have such eligible hours placed in a separate bank and will be permitted to convert them in accordance with the provisions of Section 13.7.

ARTICLE 14
VACATION LEAVE

14.1 Eligibility. Employees shall be entitled to annual full or prorated vacation leave with pay except employees who have served less than six months in the service of the City.

14.2 Earning and Accrual Rates. Vacation shall be earned and accrued by regular employees at the following rates:

A. Full time Sworn Officers shall earn and accrue vacation at the rate of no less than fifteen days per year; non-sworn full time Police Officer Trainee, Dispatchers, Records Supervisor, and Property & Evidence Technician shall earn and accrue vacation at the rate of no less than ten days per year.

B. After six years of continuous employment, Sworn Officers, Dispatchers, Records Supervisor, and Property & Evidence Technician will earn and accrue vacation at the rate of sixteen days per year, and the rate of earning and accrual shall increase after each additional full year of employment to a maximum accrual rate of twenty days per year.

14.3 Vacation may be taken the first day following the completion of six months service but not in units of less than two hours.

14.4 If operating necessities are such that an employee cannot take all of her or his accrued vacation within an accrual year, the balance may be carried forward to the next year, however, the maximum accumulation of vacation leave shall be 45 days. For purposes of this paragraph, accrual year shall commence on the entrance-on-duty anniversary date.

14.5 Employees separated from City service shall be paid a lump sum for all vacation accrued prior to separation.

14.6 Effective July 1, 2017, every permanent employee shall be allowed to cash out up to 40 hours of accrued vacation leave per calendar year provided the employee maintains a minimum of 80 hours in his/her vacation leave bank. Eligible employees may cash out vacation leave pursuant to this subsection once per year by submitting a request to the Human Resources Department no later than December 15.

ARTICLE 15
SCHEDULING PAID LEAVE

Vacation and holiday time off shall be scheduled by seniority choice. A "time off request sheet" (includes holiday and vacation credit) shall be posted in December of each year to solicit "requests for time off." Said schedule, when approved by the Police Chief or his designee, shall be effective January 1 for the subsequent calendar year. Requests shall be granted based upon legitimate operating needs and not unreasonably denied. Changes to the schedule during the year shall be subject to the approval of the Police Chief or his designee. "Bumping" is not permitted without the consent of the affected employee. Requests for vacation or other time off on the actual day of the following holidays (New Year's Eve, New Year's Day, MLK Day, President's Day, Easter Sunday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day) will only be approved if the vacancy does not require another employee to involuntarily cover the shift and will be treated like requests for Compensatory Time Off detailed in section 7.5. The above identified holidays collectively do not coincide with City-paid and designated holidays and are not associated with the holiday compensation set forth in Article 16 below.

ARTICLE 16
HOLIDAYS

16.1 In lieu of holiday time off, employees normally required to work holidays shall receive additional holiday compensation on a prorated basis on each paycheck, for a total of twenty-six (26) paychecks annually, for the hours of twelve (12) recognized city holidays. Member's compensation for holidays shall be computed in the same fashion as is the rate of pay for vacation.

16.2 Holiday accrual: Full time employees 3.69 hours per pay period.

Part time (3/4 time) employees 2.77 hours per pay period.

Two Floating Holidays - Unspecified Personal Convenience Holiday (The first year of the additional floating holiday will be effective upon Council approval of this agreement and must be used prior to December 31, 2026)

Three Additional Floating Holidays - Employees continuously employed by the City for at least five years shall be granted three additional Unspecified Personal Convenience Holidays. Personal Convenience Holidays must be used prior to the end of the calendar year and will not accrue.

City shall provide for the duration of this agreement only, a one-time, additional paid day off on one of December 23, 28, or 30 for all non-sworn classifications only.

16.3 Non-shift employees who are not normally required to work holidays, shall normally take a holiday off on the day it falls, except that when a holiday falls on a Saturday the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. City-paid and designated holidays to be taken off are enumerated in the City's Employee Handbook under Rule 9, Section 9.1 "Holidays."

ARTICLE 17
BEREAVEMENT LEAVE

Employees shall be allowed a leave of absence on full pay, for up to seven calendar days when the absence is due to a death in the immediate family. Those in the immediate family are: mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

ARTICLE 18
MATERNITY LEAVE

The City Manager may grant a leave of absence without pay to any probationary or permanent employee who becomes disabled as a result of pregnancy, which disability prevents her from performing the duties of her position. Such leave shall not exceed four months whether or not it is combined with sick leave, vacation, compensatory time off and/or leave without pay. Such request shall be accompanied by a recommendation and explanation from the Department Head as to how an adequate level of service can be maintained during the employee's absence. Employee benefits will continue to be paid by the City during approved short-term leave.

ARTICLE 19
JURY LEAVE

19.1 Employees called as trial jurors shall be entitled to absent themselves from duties with the City during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee shall be paid the difference between the employee's full salary and any payment received for jury service, except travel pay.

19.2 Employees assigned to swing and graveyard shifts may be temporarily assigned to day shift. If such employee is released from jury duty after serving less than their shift hours, inclusive of meal and driving time, such employee may be required to report to the Police Department to serve the remainder of their shift. Employees may also use vacation or CTO to complete the remainder of the shift. Such shift assignment may be

made by the Chief of Police in due consideration of operational need and circumstances.

ARTICLE 20
MILITARY LEAVE

20.1 Military leave shall be granted in accordance with state and federal law (i.e. the California Military and Veteran's Code and the Federal Uniformed Services Employment and Reemployment Rights Act - USERRA) In addition to any rights and benefits provided under USERRA, the California Military and Veterans Code, or other applicable law, temporary military leave includes military duty for purposes of active military training, inactive duty training, unit training assemblies, encampment, naval cruises, special exercises, or like activities. An employee entitled to military leave shall give the Administrative Services Director an opportunity within the limits of military regulations to determine when such leave shall be taken. Prior to taking military leave, an employee, when possible, shall present a copy of their military orders to the Human Resources Department. In addition, leave for military exigency or military caregiver shall be granted in accordance with the Family and Medical Leave Act (FMLA).

20.2 During such military leave, if such employee shall have been continuously employed by the City as a Sworn peace officer for at least one (1) year prior to the date such absence begins, they shall be entitled to receive paid military leave as follows:

1. Paid military leave which may be granted during a fiscal year is limited to an aggregate of 40 calendar days during ordered military leave, including weekend days and travel time.

2. During the period specified in subsection above, the employee shall be entitled to receive pay only for those days or fractions of days which the employee would have been scheduled to work and would have worked but for the military leave.

3. The rate of pay shall be the same rate the employee would have received for shifts he/she would have been scheduled to work or scheduled for paid holiday leave, had he/she not been on military leave.

4. In no event shall an employee be paid for time he/she would not have been scheduled to work during said military leave.

5. Paid military leave shall be compensated at the employee's base rate of pay for regularly scheduled straight-time hours only. Paid military leave shall not include overtime, holiday premium pay, shift differentials, special assignment pay, standby

pay, callback pay, allowances, or other premium compensation unless expressly required by law.

6. If a holiday falls during paid military leave, the employee shall receive only the holiday benefit otherwise provided by the MOU and shall not receive duplicate compensation, premium pay, or additional paid leave because the holiday occurred during military leave.

20.3 In determining employee eligibility for classifications requiring a minimum length of service or determining longevity pay or seniority, time spent on paid or unpaid military leave shall be eligible for inclusion in the length of service calculation.

20.4 Employees with less than one year of employment with the City prior to the date of absence due to military leave or those that have exhausted the paid leave provisions of this section and state and federal law, will be eligible to utilize the City's Catastrophic Leave Donation program, in accordance with its terms and conditions, to maintain compensation and benefits while on leave.

ARTICLE 21
ADMINISTRATIVE LEAVE

An employee who is determined to be disabled and unable to perform his or her normal duties may, at the discretion of the City Manager, be assigned to be on Administrative Leave. During such Administrative Leave, the employee may be assigned to have "normal" work hours of 9:00 a.m. to 5:00 p.m. and days off of Saturday and Sunday. If any fixed holidays occur during the time of disability, the employee will be assumed to be "off on holiday" and will not receive additional pay for the holiday. During the period of assignment to Administrative Leave, the employee may be required to testify in court or perform other functions the employee is capable of performing.

ARTICLE 22
HEALTH AND WELFARE INSURANCE AND BENEFITS

22.1 Health Insurance:

A. The City will pay for health insurance coverage for the employee and all dependents. Employees hired prior to July 1, 1990 who have no dependents will receive a salary supplement of $65 per month in lieu of the dependent coverage. It is the City's intent that during the term of this MOU, medical benefits shall remain at the current level.

B. Effective July 1, 2005, deductible rates for employees were changed to lower the increases in health costs.

C. In the event City's health insurance premiums increase more than five percent (5%) on July 1 of any given year, the city can amend the health plan to the next higher deductible tier to offset costs. In the event the health insurance premiums increase more than fifteen percent (15%) after deductibles have been amended, the members agree to split the cost increase 75%/25%, with the employee paying 25%.

D. In order to bring employees in this bargaining unit to parity with other City employees in terms of the applicable deductibles in health plans offered, effective July 1, 2017, the City will change the Anthem health insurance plan provided to employees from the $500 deductible plan to the $250 deductible plan. The City may make future changes in deductibles to this and other plans as specified in Section 21.1(C).

22.2 Dental Insurance: The City will pay for each employee the full premium for Dental Insurance Benefits covering the employee and all dependent family members.

22.3 Medical Waiver: Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

a. Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.

b. Employee may elect to “opt-out” of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).

c. The monthly stipend will not increase if electing to “opt-out” of additional plans.

d. It is the employee’s responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.

e. In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena’s medical plan.

f. If an employee loses alternate coverage and is re-enrolled in the City’s plan, their monthly stipend will end immediately.

Stipends will be paid the month following election (if elected January 1, stipend will be included in first payroll check of February) and are taxable as income (regular payroll taxes apply).

22.4 Life Insurance: The City will pay for each employee the full premium for term life insurance in the amount of $25,000. The employee will have the option to purchase additional insurance up to an additional $30,000 or more if allowed by the insurance vendor.

22.5 Disability Insurance: The City will pay for each employee the full premium for a disability insurance plan covering the employee.

22.6 Effective July 1, 2017 subject to REMIF approval, the City will obtain and pay the full premium for a REMIF vision plan for all full-time employees and their dependent family members.

22.7 Physical Fitness: During shifts when staffing is available and at the discretion of the Chief of Police or on-duty supervisor, officers, Supervisors and Non-sworn Staff shall be allowed to spend up to one hour during each shift exercising. Changing clothes, showering and otherwise preparing to resume regular duties shall be accomplished during the one hour and is only during lunch breaks

ARTICLE 23
UNIFORM ALLOWANCE

23.1 Employees shall receive an annual uniform allowance as follows:

Sworn Personnel	$1,250.00
Police Officer Trainee, Dispatcher, Records Supervisor, Property & Evidence Technician	$1,000.00

23.2 The Uniform Allowance will be paid out proportionately with each of the twenty-six (26) paychecks.

23.3 Officers assigned to motorcycle duties shall be issued:

1) 1 pair of Police motorcycle boots

2) 2 pairs of Police motorcycle pants

3) 1 Police motorcycle leather jacket

4) 2 sets of riding gloves (1 cold weather and 1 warm set)

5) Protective eyeglasses (not to exceed $150.00)

23.4 Officers assigned by the Chief of Police to bicycle patrol shall be issued appropriate safety equipment to include:

1) Gloves

2) Helmet

3) Padded shorts

4) Padded Pants

5) Protective Eyeglasses

6) Pedal retention devices

7) Inclement weather clothing.

Officers assigned to bicycle patrol must agree to a regular assignment of bicycle duty prior to appointment to this position.

ARTICLE 24
LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant a permanent or probationary employee leave of absence without pay or seniority for a period not to exceed three months. No such leave shall be granted except upon written request, and the approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be cause for discharge. Department heads may grant a permanent or probationary employee leave of absence without pay for time not to exceed one calendar week. Such leaves shall be reported to the Personnel Officer.

ARTICLE 25
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

25.1 Sworn Personnel

25.1.1 The City shall enroll all eligible sworn employees in a retirement plan provided by the Public Employees' Retirement System that conforms to the State Required PEPRA laws. Employees hired into a PERS retirement system before January 1, 2013 will be considered "Classic" employees. Employees hired into a PERS retirement system, for the first time, or after a six-month separation, on January 1, 2013 or after will be considered "New" employees.

25.1.2 "Classic" employees' retirement benefits will be computed at three percent of salary for each year of service, for retirement at age fifty, supplemental to Social Security, and based on the single highest year's salary.

a. Member Contributions – Employees covered by section 24.1.2 shall continue to pay, through payroll deduction, the full 9.0% member contribution rate.

25.1.3 "New" employees' retirement benefits will be computed at 2.7 percent of salary for each year of service, for retirement at age fifty-seven, supplemental to Social Security, and based on a three-year average (of the three highest years of salary).

a. Member Contributions – As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by section 24.1.3 shall continue to pay, through payroll deduction, fifty percent (50%) of normal costs.

25.2 Non-Sworn Personnel

25.2.1 The City will enroll non-sworn employees in a retirement plan provided by the Public Employees' Retirement System with the same benefits provided to miscellaneous employees of the City.

25.2.2 "Classic" Tier One employees' retirement benefits will be computed at two percent of salary for each year of service, for retirement at age fifty-five, supplemental to Social Security, and based on the highest twelve (12) consecutive month period as specified by Government Code Section 20042.

a. Member Contributions – Employees covered by section 24.2.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution rate.

25.2.3 "Classic" Tier Two employees' retirement benefits will be computed at two percent of salary for each year of service, for retirement at age sixty, supplemental to Social Security, and based on the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

a. Section 24.2.3 shall apply to employees hired on or after July 1, 2012, and before January 1, 2013. In addition, Section 24.2.3 shall apply to employees hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02 (c) and related CalPERS reciprocity (Classic Member) requirements.

b. Member Contributions – Employees covered by section 24.2.3 shall continue to pay, through payroll deduction, the full 7.0% member contribution rate.

25.2.4 "New" employees' retirement benefits will be computed at two percent of salary for each year of service, for retirement at age sixty-two, supplemental to Social Security, and based on the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

a. Member Contributions – As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by section 24.2.4 shall continue to pay, through payroll deduction, fifty percent (50%) of normal costs.

ARTICLE 26
DEFERRED COMPENSATION (457) & RETIREMENT HEALTH SAVINGS (RHS) PLANS

26.1 The City offers a Deferred Compensation Plan under which employees may designate portions of their salaries to be deferred for tax purposes. The City will equally match an employee's deferred compensation contribution, not-to-exceed seventy-five dollars ($75.00) per month. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

26.2 The City agrees to establish a Retirement Health Savings Plan through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

ARTICLE 27
RETIREE SERVICE WEAPON PURCHASE OPTION

It is the intent of the City to allow retiring sworn employees of the City who qualify for the issuance of a retiree identification card endorsed for concealed carry per Department Policy 220 to purchase their City-issued service weapon (handgun) at the determined fair market

value at time of retirement. The transfer of the firearm shall take place through a licensed firearms dealer and all costs related to the transfer of the firearm will be the responsibility of the retiree. A Department Policy will be required to effectuate this provision and the Association and City agree to meet and confer over the specific language for implementation.

ARTICLE 28
SHIFT SWAPS

The practice of shift swaps and absence without relief will be permitted, subject in each instance to the approval of the Police Chief or his designated representative. Shift swaps shall be rank for rank, exceptions permitted only by the Police Chief, and absence without relief shall be without pay.

ARTICLE 29
DISCIPLINARY ACTION

29.1 Disciplinary Authority

A. The Chief of Police shall have the right, for reasonable cause, to reprimand or suspend without pay for up to and including three (3) calendar days any regular employee.

B. The City Manager shall have the right, for reasonable cause and for any regular employee to:

1. demote,

2. dismiss,

3. reduce in pay, or

4. suspend without pay for up to thirty (30) calendar days.

29.2 Discipline Procedure

C. An authorized departmental manager or supervisor proposing that action be taken shall provide the employee with written notice of the proposed action. The written notice shall contain the date it is intended to be effective, the charge(s) and facts on which the proposed action is based and notification that the employee is entitled to respond to the charges in writing to the Chief of Police or his designee within seven (7) calendar days of receipt of notification. Failure of the employee to make a written response or request will constitute waiver of the right to

respond. Further, the employee shall be provided with the relevant written materials, written reports and documents considered by the responsible authority in reaching his/her decision to propose the action.

D. The City Manager will hear employee's responses on all contemplated disciplinary actions which propose a penalty more severe than a three-day suspension without pay. The Chief of Police will hear those responses where less severe discipline is proposed.

E. If the employee elects to respond in person, a meeting shall be scheduled with the City Manager or Chief of Police, whichever is applicable, at which time the employee shall be given the opportunity to respond to the proposed action. The employee shall be entitled to be represented by counsel or other person of his/her choosing at the meeting.

F. If after the above procedure discipline is implemented, a written notice of discipline shall be served upon the employee. Said notice shall inform the employee of his/her appeal rights, if any.

G. The City shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.

H. The provisions of the Article shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions.

29.3 Appeal

I. Right of Appeal: When formal disciplinary action has been taken by the City Manager or Chief of Police and the employee has received written notification of the action, the employee shall have the right to appeal as provided below. Failure to appeal by the employee or his/her representative will make the disciplinary action final and conclusive.

J. Appeal Procedure: A regular employee who has been demoted, dismissed, reduced in pay or significantly suspended without pay (excess of one day), may appeal to the City Council within fourteen (14) calendar days after having been furnished a copy of the notice of discipline by filing a written answer to charges and requesting a hearing with an impartial arbitrator thereon. Upon receipt by the City Council of the request for a hearing with an arbitrator, the City Council will initiate the hearing procedure.

K. Hearing Procedure:

1. Appointment of Arbitrator

a) The parties to the selection of the arbitrator shall be the City and the employee, who may be represented by the Association, by independent counsel or by him or herself.

b) An arbitrator shall be selected jointly by the parties within fourteen calendar days of receipt by the City Manager of the request for such arbitration from the employee.

c) In the event the parties are unable to agree on an arbitrator within the fourteen day period, the City shall solicit from the State of California Mediation / Conciliation Service a list of seven arbitrators. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrator's names from the list until one arbitrator remains.

d) If the arbitrator selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated, unless the parties can otherwise mutually agree on an arbitrator.

e) The cost of the impartial arbitrator will be shared, with one-half being paid by the City and one-half being paid by the Association or the individual employee.

2. The arbitration hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the arbitrator and the availability of counsel and witnesses. The arbitration hearing shall be a private hearing.

3. The hearing shall be conducted in the manner most conducive to determination of the truth, and the arbitrator shall not be bound by technical rules of evidence.

4. The arbitrator shall determine the relevancy, weight and credibility of testimony and evidence. The arbitrator shall base his/her finding on the preponderance of evidence.

5. Each side will be permitted an opening statement and closing argument. The City shall first present their witnesses and evidence to sustain the

charges, and the employee will then present his/her witnesses and evidence in defense.

6. A court reporter will be retained by the City to take a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and agreement to pay the necessary costs.

7. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.

8. Both the City and the employee may be represented by legal counsel.

9. The arbitrator shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The arbitrator may consider the records of any relevant prior disciplinary actions against the employee which are final.

10. The arbitrator may, prior to or during a hearing, grant a continuance for any reason he/she believes to be important to him/her reaching a fair and proper decision.

11. The arbitrator shall prepare a recommended decision and forward it to the City Council after the matter of appeal was taken under submission by the arbitrator. The recommended decision shall set forth which charges the arbitrator sustains or does not sustain and the reasons therefore.

12. After receiving the recommendation of the arbitrator, the City Council may sustain or reject any or all of the charges filed against the employee. The City Council may sustain, reject or modify disciplinary action invoked against the employee.

ARTICLE 30
LAYOFF PROCEDURE

30.1 In the event of a layoff, those employees in the classification affected with the least City-wide seniority shall be laid off first. Seniority shall be defined as continuous City service based upon hire date. The order of layoff shall be:

a) Part-time and temporary employees in the affected classification shall be separated first.

b) Probationary employees in the affected classification shall be separated next.

c) Permanent employees with the least City seniority will be laid off first. Other affected employees will be laid off in sequential order thereafter.

30.2 An employee scheduled to be laid off is entitled to displace, or "bump," into a position in a classification within the same occupational series which is currently being held by an incumbent with less overall City seniority, provided it is a position in which the employee formerly held permanent status. The employee must exercise his or her displacement rights in writing within five (5) working days from receipt of layoff notification.

30.3 When the employee with the least City seniority is displaced by the person scheduled for layoff, the displaced employee shall be considered as laid off for the same reason as the person who displaced him or her and shall in the same manner be eligible to displace to a position in the same manner as described above.

30.4 Should there be a vacancy in the classification from which an employee was laid off within twelve (12) months, the employee shall be eligible for reinstatement. Reinstatement shall be in the reverse order of layoff.

ARTICLE 31
SEPARABILITY

Notwithstanding any provisions of this Agreement to the contrary, in the event that any article, or subsections thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles or Subsections thereof affected. All other provisions of this agreement shall continue in full force and effect.

ARTICLE 32
TERM

The term of this agreement shall commence on its ratification by the City and the Association and expire on June 30, 2027.

APPROVALS

This Memorandum Of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA POLICE OFFICERS' ASSOCIATION

_____
Joe Higby, Labor Negotiator

_____
Iris Solana, President

_____
Filippo Bianco, Vice President

_____
Angel Maldonado, Secretary

CITY OF ST. HELENA

_____
Aaron Slater, Labor Negotiator

_____
Mandy Kellogg, Administrative Services Director

MEMORANDUM OF UNDERSTANDING

BETWEEN

ST. HELENA EMPLOYEES ASSOCIATION

AND

CITY OF ST. HELENA

FOR THE PERIOD

JULY 1, 2026~~5~~ THROUGH JUNE 30, 2027~~6~~

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ARTICLE 1
PREAMBLE

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Employees Association, affiliated with Operating Engineers Local 3 (OE3), hereinafter referred to as "Association," pursuant to the Meyers-Milias-Brown Act (MMBA), California Government Code Section 3500 et. seq. This includes meeting and conferring on matters which have the potential to affect wages, hours, and other terms and conditions of employment. The purpose of this MOU is the establishment of rates of compensation, hours of work and other terms and conditions of employment. Employees subject to this MOU are also covered by the City of St. Helena's Employee Handbook currently in effect (Employee Handbook) and related City policies and procedures. In the event of a conflict between this MOU and the Employee Handbook or other City policies or procedures, the MOU shall control.

ARTICLE 2
RECOGNITION

The City recognizes the Association, affiliated with Operating Engineers Local 3, as the recognized and exclusive representative for the following full-time classifications and the corresponding job descriptions (part-time positions are not included in the bargaining unit represented by the Association):

- Accounting Technician I, II
- Administrative Analyst
- Administrative Assistant
- Administrative Records Assistant
- Assistant Engineer
- Associate Engineer
- Assistant Planner
- Associate Planner
- Buildings & Streets Superintendent
- Chief Plant Operator - Water & Wastewater
- Chief Water Distribution Operator
- Engineering Technician
- Environmental Services Technician I, II
- Executive Assistant
- ~~Fire Inspector~~
- Human Resources Analyst
- Human Resources Technician
- Junior Engineer
- Lead Maintenance Worker
- Lead Maintenance Worker – Underground Utilities
- Librarian I, II
- Library Associate I, II
- Maintenance Worker I, II
- Maintenance Worker I, II – Underground Utilities
- Office Assistant
- Parks & Trees Superintendent
- Permit Technician I, II, III
- Plant Operator I, II, III - Water & Wastewater
- Plant Operator in Training - Water & Wastewater
- Public Works Financial Analyst
- Recreation Coordinator
- Recreation Supervisor
- Public Works Supervisor
- Senior Accounting Technician
- Senior Librarian
- Senior Library Associate
- Underground Utilities Superintendent

ARTICLE 3
ASSOCIATION & CITY RIGHTS

A. ASSOCIATION RIGHTS.

The Association shall have the following rights and responsibilities:

1. Reasonable advance notice of any City ordinance, rules, resolution or regulation directly relating to matters within the scope of this MOU.
2. Reasonable use of one (1) bulletin board at City Hall.
3. The right to payroll deductions made for payment of Association dues and for City-approved programs.
4. The right to represent its members before the City Council or the City Council's designee with regard to wages, hours and other matters within the scope of representation, subject to the provisions of applicable Federal, State or City laws and regulations. Inclusion of topics in this MOU does not deem them "negotiable" as that term is defined by applicable law.
5. The use of City facilities for regular, normal and lawful Association activities, providing the appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.
6. Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the City or with established safety or security requirements.

7. In compliance with AB 119, the City will notify the SHEA Chairperson (or other designated representative) at least 10 days before a new employee orientation meeting, and allow a SHEA representative to meet with the new employees for up to 15 minutes at the end of the initial orientation meeting. If an employee is scheduled to receive orientation in fewer than 10 days from the date of hire, then the City will provide SHEA with as much advance notice as reasonably possible of the scheduled orientation meeting.

8. Reasonable accommodation that all new job openings within the City will be posted at minimum internally and qualified association members be given the opportunity to apply.

B. ASSOCIATION DUES DEDUCTION.

The Association, affiliated with Operating Engineers Local 3, with its members that are members of Local 3 will have dues owing to Local 3 withheld pursuant to a payroll dues deduction agreement are payable directly to Local 3. In the event that the City requires a signed payroll deduction authorization, the Association will cooperate in the gathering of payroll deduction authorization forms for payroll dues deduction to Local 3. The City shall deduct membership dues in the amount certified by the Association and authorized by the employee.

Thereafter, the Association shall provide the City with written notice of any change in dues at least thirty (30) days prior to the effective date of the change.

~~B.~~C. CITY RIGHTS.

To insure that the City is able to fulfill its constitutional and statutory functions and responsibilities, the City retains its rights, including, but not limited to, the right to direct the work force; to select and determine the number of employees and skills required; to determine job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with requirements of the City; to establish and change work schedules and assignments; to lay off employees for lack of work; to expand or diminish services; to determine and change methods of operations; to determine and change work locations and the processes and materials to the employee; to take all necessary actions to perform its functions in emergencies.

ARTICLE 4
DEFINITIONS

The words and terms have the following meanings:

Anniversary. The date upon which service time is computed for purposes of step advancement and accrual of vacation and sick leave benefits. (Usually the date of first employment.)

Average Work Day. In any case for which the time period to be considered is twelve calendar months, the average work day is the number of hours worked in the preceding twelve months, divided by two thousand eighty, then multiplied by eight.

Benefits or Benefit Package. City-paid Insurance, paid leaves, holidays, and other non-salary items which are part of the compensation paid to any employee.

City. The City of St. Helena, California.

City Manager. The administrative head of the government of the City. The City Manager is responsible for the efficient administration of the affairs of the city, which affairs are under his or her control. The City Manager is considered a Department Head. The City Manager reports to and serves at the pleasure of the Council.

City Service. All positions in all departments and agencies of the City that are subject to control and regulation by the City Council of the City of St. Helena.

Classification. A particular type of employment in the City Service designed to include all positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge, and ability may be required of incumbents and the same schedule or Compensation may fairly be made to apply.

Compensation. The salary, wages, allowances, and all other forms of valuable consideration earned by or paid to any employee by reason of his or her service in a Position, but not including reimbursement for expenses incurred in the course of employment.

Confidential Employee. An employee having access in the course of his/her duties to confidential information on the employer's labor relations and consequently excludable from holding Association office and/or divulging confidential employer information to the Association.

Continuous Employment. Period of uninterrupted employment including holidays and authorized leave but not including periods of leave without pay or times on suspension.

Council. The City Council of the City of St. Helena.

Department Head. A member of the managerial staff of the City, consisting of the City Manager, the Assistant City Manager, the Fire Chief, the Police Chief, the City Clerk, the Director of Public Works, the Planning & Building Director, the Library Director, the Parks & Recreation Director, the Administrative Services Director and the City Attorney.

Emergency. Emergency shall include an event that damages or continues to threaten damage to the public health, safety, welfare, or property and shall include but not be limited to the following:

The repair or clearance of streets necessary for continued access to properties, including street sweeping.

The repair of public utility facilities.

The repair of City equipment necessary to maintain public safety services.

Activities associated with natural or man-made catastrophe.

Ongoing investigation, surveillance, or similar police activities and the obtaining and serving of search warrants.

Shortage of personnel necessary to maintain public safety services.

Employee. A person legally occupying a full-time Position or office in the City Service that is listed in Article 2, and receiving compensation for services, other than an independent contractor. Employee and Full-Time Employee have the same meaning as used in this MOU.

Full-Time Employee. An employee who regularly works forty hours per week and is paid a monthly salary.

Job Description. A formal account of an employee's responsibilities in regards to their classification and position.

Non-Probationary Employee. An employee who has successfully completed the Probationary Period.

Position. The title of an occupation along with a group of duties and responsibilities assigned or delegated by competent authority, which requires the full or part time service of one person.

Probationary Employee. An employee who has not yet completed a prescribed Probationary Period.

Probationary Period. The length of continuous service for which an employee must serve in order to attain the status of Non-Probationary Employee.

Salary or Pay. The monetary portion of compensation paid to an employee.

Standby. A period or condition which requires that an employee be able to readily report to work and be prepared to undertake work tasks. This will normally include either remaining at his/her home telephone or otherwise arranging for the immediate and convenient notification of an emergency condition, and being prepared to immediately report to the site of the emergency.

Supervisor. The mid-management staff of the City to include the designated assistant to a Department Head or the head of a sub-department or division of a department.

Title. The name applied to a Classification or to each Position included in the Classification.

Work Day. One calendar day during which an employee is normally scheduled to work. If the employee is engaged in shift work that begins on one calendar day and ends on the following day, only one work day is denoted. The number of hours of work contained in a calendar day for a given employee, in no case more than eight hours for a Full-Time Employee unless specified otherwise.

ARTICLE 5
HOURS OF WORK & SCHEDULES

A. BUSINESS HOURS.

The normal business hours of the City are from 8:00 a.m. to 5:00 p.m. Monday through Friday, except:

- Library hours may vary.
- Parks hours include Saturday and Sunday.
- Streets, Parks, Water, Water Treatment and Waste Water Treatment Department Hours are from 7:00 a.m. to 3:30 p.m.
- Hours of operation differing from these guidelines may be established for any office or Department in order to meet the needs of the City and the citizens of St. Helena.

Employee work schedules shall be established consistently with the provisions of this Article 5. The City will provide SHEA and any affected employee with at least 21 days' notice before making a permanent change to the employee's work schedule.

B. HOURS OF WORK.

Five (5) days of eight (8) hours per day for forty (40) hours per week constitute the normal work schedule for all employees. The standard workweek for these employees shall begin on Sunday at 12:01 a.m. and end of the following Sunday at 12:00 a.m. To the maximum extent practicable, work schedules for employees not working normal business hours shall be arranged so that the employee will work for five (5) consecutive eight (8) hours days, followed by two (2) days off. Employees are expected to be at their assigned place of work and prepared to commence work with tools at hand at the assigned time.

C. FLEX SCHEDULE.

1. Eligibility.

A Flex Schedule is available to Association employees in order to allow them time during the workweek to accomplish tasks which do not require public contact (i.e., outside of the 8:00 a.m. to 5:00 p.m. public hours).

The Flex Schedule is voluntary, and subject to agreement by the employee and approval by the Department Head. Except in cases of emergency, the Department Head must provide at least 30 days' notice to terminate an employee's Flex Schedule.

The Flex Schedule will not impact the accrual of vacation, Sick Leave or other benefits. Vacation time or Sick Leave time will be deducted at the number of hours per day for those days which the leave is taken. For example, if an employee is absent on a day he or she was scheduled to

work nine (9) hours, nine (9) hours of leave time shall be deducted, and if the employee is absent on a day he or she was scheduled to work eight (8) hours, eight (8) hours of leave time shall be deducted.

2. 9/80 Schedule and Workweek.

Employees on a 9/80 schedule are scheduled to work eight (8) nine hour days, one (1) eight hour day, and will have one (1) day off every two weeks.

The scheduled one (1) day off every two weeks shall be either Monday or Friday as approved by the Department Head, but must be consistent from week to week. Employees cannot change or flex their scheduled one (1) day off, unless the change is intended to be permanent and approved by the City.

For all employees working a 9/80 schedule, their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week which constitutes their alternating day off. For example, for an employee scheduled to work from 8:00 a.m. – 6:00 p.m. with every other Friday off, the workweek shall begin at noon on Friday, and end at noon the following Friday.

a. Employees Scheduled with Every other Friday Off.

During a two week cycle, an employee working the 9/80 Flex Schedule will work nine hours per day Monday through Thursday and eight hours on Friday the first week. During the second week, the employee will work nine hours per day Monday through Thursday and be off on Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four hours into the employee's eight hour shift.

In those instances where a holiday falls on the Friday-Off, the preceding work day shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time off; or (2) working one additional hour on a scheduled work day during the same workweek that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of nine hours per day Monday – Thursday and in excess of eight hours on Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

b. Employees Scheduled with Every Other Monday Off

During a two week cycle, an employee working the 9/80 Flex Schedule will work eight hours on Monday and nine hours per day Tuesday through Friday the first week. During the second week, the employee will be off on Monday and work nine hours per day Tuesday through Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four (4) hours into the employee's eight (8) hour shift.

In those instances where a holiday falls on the Monday-Off, the subsequent work day shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time-off; or (2) working one additional hour on a scheduled work day during the same work week that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of eight hours on Monday and in excess of nine hours per day Tuesday – Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

D. MEAL BREAKS.

Full-Time Employees are scheduled a period of between 30 and 60 minutes, generally in the middle of the workday, during which they are free to eat a meal or do personal errands. Unless directed otherwise, employees are not paid for this time and are free to leave the workplace.

E. REST BREAKS.

For each four (4) hours of work, conditions permitting, employees are granted a fifteen (15) minute rest break during which they may engage in personal conversations, move about, and otherwise "take a break" from the normal duties of their assignments. This time will be paid by the City as part of the workday.

F. SHEA ATTENDANCE AT BUDGET MEETINGS.

One Association officer shall be permitted to attend Council budget meetings held during work hours provided their absence does not create a hardship in the employee's department nor require employee overtime.

ARTICLE 6
PERSONNEL MATTERS

A. PROBATIONARY PERIOD.

1. Probationary Period.

Each new Employee shall be a Probationary Employee until successful completion of 12 months of Continuous Employment. The purpose of the Probationary Period is to give the Probationary Employee the opportunity to demonstrate that he or she is qualified, able, and willing to meet the expectations of the City with regard to the Position.

2. Termination During Probationary Period.

If at any time prior to successful completion of the Probationary Period the City Manager determines that it is in the best interest of the City to terminate the employment of the Probationary Employee, it will be in his or her discretion to do so without further justification. Probationary Employees are not entitled to the Disciplinary and Appeal Procedures set forth in Article 14 of this MOU and may be terminated at will, with or without notice.

3. Extension of Probationary Period.

If it appears that the employee will not successfully complete the prescribed Probationary Period, the City Manager also has the discretion of extending the Probationary Period once for an additional six months, if the City Manager feels it is in the best interest of the City to do so.

B. EMPLOYEE EVALUATIONS.

1. Each employee shall be evaluated no less than annually by his/her Supervisor, according to a system approved by the City Manager. Each employee's evaluation shall be reviewed with the employee by the Department Head, after which the employee is expected to sign the evaluation. Signing the evaluation does not indicate agreement with that evaluation, and the employee may submit reasonable comments in explanation or rebuttal to its contents. After review by the City Manager, employee evaluations, including reasonable material submitted by the employee, will be placed in the employee's personnel file. A satisfactory or above evaluation must be obtained before each promotion, Classification upgrade, or step increase is granted.

2. Upon successful completion of the term during which the employee is being evaluated, the employee shall be immediately upgraded to the appropriate level of pay applicable to each employee's individual classification. Under no circumstances shall the supervisor or the City delay effectuation of the employees pay increase resulting from the employee's successful completion of the term of their evaluation.

ARTICLE 7
PAY PLAN

A. SALARY SCHEDULE

Salaries paid and any special compensation shall be in accordance with the most recent applicable salary resolution adopted by the City Council, and any amendments thereto. Such resolutions are hereby incorporated as part of this MOU and are available from the City Clerk. During the term of this MOU, the salary schedules shall be increased as follows:

7/1/26~~5~~ – COLA increase of 3% to the SHEA salary schedule.

B. SALARY UPON APPOINTMENT.

Employees appointed to a Position in City Service shall normally be placed in Step "A" of the range. Subject to approval of the City Manager for reasons of an applicant's outstanding qualifications or for the needs of the City, appointment may be at a higher step. A current City employee being promoted into a range with a higher top step will normally receive at least a five percent (5%) increase.

C. STEP INCREASES.

1. Steps.

Upon completion of the following periods of service, a Full-Time Employee becomes eligible for the next higher step as follows:

- Six (6) months at Step A to become eligible for Step B
- Six (6) months at Step B to become eligible for Step C
- Six (6) months at Step C to become eligible for Step D
- Twelve (12) months at Step D to become eligible for Step E

2. Qualifications for Step Increase.

a. Employees may be granted a step increase after having served for the designated qualifying period and after a performance evaluation finding that the employee's performance was not less than satisfactory.

b. In unusual cases, upon recommendation of the Department Head, where special ability and aptitude is demonstrated, the City Manager may approve advancement of an employee to a higher step before completion of the normal qualifying period.

D. COST OF LIVING ADJUSTMENT (COLA).

In considering COLAs for subsequent agreements, the parties will consider the San Francisco/Oakland/Hayward CPI-U (April/April).

E. HOURLY RATES.

Where any annual pay rate is to be converted to a salary hourly equivalent, the annual rate of pay shall be divided by 2080 to determine the hourly rate. Daily rates are equivalent to the appropriate hourly rate multiplied by eight (8) hours.

F. OVERTIME.

1. General Policy.

Employees must get pre-approval from their supervisor before working overtime. In cases of emergency or other unusual unforeseen circumstances, if the employee's supervisor is not available to approve the overtime work in advance, the employee shall contact the employee's department head, Administrative Services Director, Assistant City Manager, or, City Manager as soon as possible to seek approval of the overtime work, and may begin critical overtime work without specific advance authorization if needed to address emergency situations.

2. Overtime Compensation.

Unless the employee is working a Flex Schedule (see Article 5, section C.2 , above), work in excess of eight (8) hours per day or forty (40) hours in a workweek, shall be paid at the rate of one and one-half (1.5) times the regular rate of pay; work in excess of twelve (12) hours per day shall be paid at the rate of twice the regular rate of pay. If the employee requests, a Department Head may, at his/her discretion, approve the accumulation of compensatory time to be taken off in lieu of overtime pay. An employee may accumulate up to a maximum of eighty (80) hours of compensatory time. When earned, compensatory time is accumulated at the same rate as if it were to be paid (i.e., at the rate of 1.5 times the regular rate for hours above 8 but less than 12 in one day).

3. Compensatory Time Off.

An employee, who has accumulated compensatory time as described in Subsection 7.F.2 above, may request time off, to be charged against the accumulated compensatory time. The Department Head will permit the requesting employee to use the time within a reasonable period after the request is made unless using the time will unduly disrupt the City's operations.

4. Overtime Meal.

If an employee is required to work more than twelve (12) hours with no breaks longer than one (1) hour, the City will provide that employee a meal.

G. HOLIDAY PAY ON HOLIDAYS.

When required to work on a holiday, an employee shall be paid twice the rate of pay at which the employee would be paid on a non-holiday. This section is not applicable to Standby Pay since call-out is not a normal designated work day.

H. STANDBY PAY.

On a rotational basis, the Public Works employees shall be assigned to provide standby coverage for an entire week (Friday 3:30 pm until the following Friday at 7:00 am). The employee shall take a city vehicle home when scheduled for this assignment and the compensation for the standby period shall be $525.00 for said week. If a holiday falls on the Friday at the end of the of the standby period the employee shall receive an additional $100.00 for the extension of the standby assignment. The same would apply if the holiday falls on a Friday at the beginning of the standby period and the employee would be on call from Thursday through the following Friday.

Public Works employees shall be compensated in 15 minute increments for time worked while on standby handling phone calls from dispatch. City management shall develop a process for including such time on employee timesheets.

I. MINIMUM CALLOUT TIME.

The minimum time charged for being called to work for an emergency shall be two (2) hours (home to home). In addition, such call out time shall be paid at the overtime rate.

J. LONGEVITY PAY.

Full-Time Employees shall be eligible to receive longevity pay according to the dates and rates below:

Years of Continuous City Employment	Total Longevity Pay
5 years	2.5% of base salary
10 years	5.0% of base salary
15 years	7.5% of base salary
20 years	10% of base salary

K. BILINGUAL PAY.

Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business. For employees who are certified as fluent in both written and verbal Spanish language, such pay will be five percent (5%) of the designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-

half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

L. OUT-OF-CLASS PAY.

Pay for Performing Full Duties of Higher Class

When, because of the absence of a Department Head or other Supervisory personnel, an employee performs substantially all of the functions (full-time) of the higher Classification, the employee will receive an increase of ten percent (10%) of his/her base hourly equivalent wage. The increase will be effective after the third (3rd) week of the assumption of those duties and continue during the period those duties are being performed by the employee on a full-time basis. Out-Of-Class-Pay must be pre-approved, in writing, by a Department Head or the City Manager.

Pay for Performing Partial Duties of Higher Class

When an Employee is temporarily assigned for at least a period of one month to perform substantial functions of a higher classification for at least a period of one month, but does not perform those additional duties on a full-time basis and/or the Employee assigned to the position normally responsible for the duties is not absent, and/or the duties relate to a temporary project that would be assigned to a higher classification position but cannot be so assigned (as determined in the sole discretion of the City Manager) due to competing operational needs and workload, the City Manager has the discretion to provide an increase of up to ten percent (10%) of the Employee's normal base wage effective on the first day of assumption of the substantial additional duties and continuing until the City Manager determines that the assignment of the additional duties ceases. This additional pay is provided at the City Manager's sole discretion and must be pre-approved in writing. Under current CalPERS rules and regulations, this pay for performing partial duties of the higher class is not reportable special compensation.

M. REPORTING TIME WORKED.

Employees are responsible for reporting on a prescribed form, all hours worked and leave taken during the pay period. The employee is responsible for securing the signature of his/her immediate Supervisor on the form, indicating approval of the hours submitted. The employee is also responsible for seeing that the required documentation for approved leave or overtime worked is attached to the time report. In the event employees are unable to accurately report all time, due to the need to submit the time report prior to the end of the pay period, they shall be responsible for bringing that fact to the attention of their Department Head(s) as soon as practicable, so the payroll records can be adjusted accordingly.

N. SHIFT DIFFERENTIAL

1. Shift differential for purposes of the article is defined as a shift that occurs on a Saturday or Sunday.
2. Any miscellaneous employee who works an assigned regular time shift as described in "1" above, shall be paid an additional five percent (5%) of their base hourly rate for each hour worked. No shift differential will be paid on sick leave, vacation, CTO or any other time-off or for hours worked as a result of being called in while on standby.

ARTICLE 8
TIME OFF AND LEAVES OF ABSENCE

A. VACATION LEAVE.

1. Rate of Accrual or Award.

Employees shall accrue or be awarded vacation pay based on their years of Continuous Employment at the following rates:

a. Less than five years of Continuous Employment: Full-Time Employees earn vacation at the rate of ten days per year. Vacation accrues on a monthly basis (six hours and forty minutes per month).

b. After five years of Continuous Employment with the City, Full-Time Employees will accrue vacation at the rate of fifteen days per year; after six years, sixteen days; after seven years, seventeen days; eight years, eighteen days; nine years, nineteen days; and ten years, twenty days per year.

c. After twenty-five years of Continuous Employment with the City, Full-Time Employees will earn one additional day of vacation each year and continue to earn one additional day of vacation every five years thereafter.

2. Administration.

a. Approving Authority: Department Heads shall have the authority to schedule Vacation Leave according to the needs of the service and the wishes of the employee, in that order.

b. Leave Requests: An employee's request for approval of Vacation Leave shall be made in writing to the Department Head. Except in the case of an emergency, a request for leave for one to three days should be made at least two days before the commencement of the leave. A leave in excess of three days should be made at least three days prior to the commencement of the leave.

c. Holidays: If a holiday recognized by the City occurs during Vacation Leave, absence for that holiday shall be charged as Holiday Leave and not as Vacation Leave.

d. Leave Accumulation: Except with the approval of the Council, accumulated Vacation Leave shall not exceed three hundred and eighty (380) hours and all employees who have accumulated at least eighty (80) hours of vacation shall expend at least eighty (80) Vacation Leave hours per calendar year with at least forty (40) hours being consecutive.

Any employee in a position represented by SHEA, who has more than 320 hours of accrued vacation leave, may have the option to receive a cash payment in lieu of their requested vacation time. This option to receive a cash payment in lieu of vacation time will only be available if (1) the employee has filed a written request for leave at least 30 days prior to the commencement of the leave; and (2) management denies the employee's request for leave because of department workload and staffing needs. Any payment in lieu of requested vacation time will not be PERSable and will not be credited towards the employee's single highest

year compensation for retirement purposes. This provision shall not apply to leave which is denied for a requested period due to management's approval of leave for other employees and in which leave would still be available for a period close to the requested vacation period.

Leave Award and Compensation: Vacation Leave shall begin to be earned by an employee upon employment. In the event of a separation of employment, any unused accrued or awarded Vacation Leave shall be compensated with a lump sum payment based on the employee's current rate of pay and included with the employee's final paycheck.

Eligibility and Use: An employee may not take Vacation Leave until after the completion of six months of Continuous Employment. Vacation Leave shall be taken in not less than fifteen minute increments.

B. HOLIDAYS.

1. Holidays.

The following holidays shall be recognized for all Association employees:

New Year's Day (January 1st)
Martin Luther King Day (Third Monday in January)
President's Day (Third Monday in February)
Cesar Chavez Day (March 31)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (First Monday in September)
Veteran's Day (November 11th)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving
Christmas Eve Day (December 24th)
Christmas Day (December 25th)

For the term of this MOU only, covered employees shall observe Juneteenth (June 19) as a paid holiday in lieu of Cesar Chavez Day (March 31) above. During the term of this agreement, Cesar Chavez Day shall not be observed as a paid holiday.

2. Exceptions.

When a holiday falls on a Saturday, the preceding Friday shall be deemed holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When Christmas Eve falls on a Friday, the preceding Thursday shall be deemed a holiday. When Christmas day falls on a Monday, the following Tuesday shall be deemed a holiday. When Christmas falls on a Thursday, the following Friday shall be a holiday in lieu of Christmas Eve Day

3. Observance.

Except for emergency services, all City offices shall be closed on recognized holidays established by Council resolution or ordinance.

4. Holiday Pay

Full-Time Employees shall receive full pay provided they are employed and in a paid status on the first working day prior to and following the holiday.

C. PERSONAL CONVENIENCE HOLIDAY.

Each Full-Time Employee shall be eligible for two (2) Personal Convenience Holidays of eight (8) hours each per year. After five years of Continuous Employment, Full-Time Employees shall be eligible for an additional three (3) Personal Convenience Holidays each year. Personal Convenience Holidays are granted on January 1st of each year and must be used prior to the end of the calendar year and will not accrue. They may be taken at the employee's convenience, subject to the Department Head's approval. These Personal Convenience Holidays shall not incur additional expense to the City, e.g., causing another employee to work overtime, etc. Each Personal Convenience Holiday must be taken as a full day off. Employees do not receive Personal Convenience Holidays during the calendar year in which they are hired.

City shall provide for the duration of this contract only, a one-time additional Personal Convenience Holiday of eight (8) hours ~~paid day off on~~ for covered employees who have worked ~~, as~~ full-time as City of St. Helena employees with ~~, have completed~~ five (5) years of completed service before January 1, 2027. Eligible employees will receive the additional day in the first full pay period following Council approval of this contract and it must be used prior to July 1, 2027. ~~Friday, December 26th for all members.~~

D. SICK LEAVE AND FITNESS FOR DUTY.

1. Accrual and Use.

Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative Sick Policy and the provisions of this Article 8(D). The provisions of this Article 8(D) shall supersede any inconsistent provisions of the Sick Leave.

Sick leave with pay shall accrue to all Full-Time Employees at the rate of one work day for each calendar month of service, with no limit to its maximum accumulation.

2. Administration/Fitness for Duty.

When the employee's need to use sick leave is foreseeable (for example, prescheduled appointments), the employee must provide reasonable advance notice to his/her immediate supervisor or Department manager of the need to use sick leave and its probable duration, if known. In all other situations, an employee who must be absent from work shall personally (if

able) notify his or her immediate superior or Department Head as soon as reasonably possible, and at least before or within the first thirty minutes of the absence. An employee may be required to provide a physician's certificate for absence due to illness of more than three working days or at the request of the Department Head. If the City requires an employee to provide a physician's certificate for an absence pursuant to this paragraph, and the employee had not already seen or planned to see the physician for the illness or injury, the City shall reimburse the employee for the cost of any required co-pay associated with the visit to the physician if the visit was required solely to comply with the requirement to obtain the certificate of illness or injury.

When the City Manager determines that it is job-related and consistent with business necessity, an employee may be required to submit to an examination by a licensed physician designated by the City and at the City's expense to determine whether the employee is still able to perform the essential functions of his or her job. Any information obtained about the Employee's health condition shall be treated confidentially as provided by federal and state law.

3. Reasons for Granting.

Sick leave shall be granted to eligible employees for the following reasons:

a. For the diagnosis, care or treatment of an existing health condition, or preventive care for the employee or a family member.
b. Sick leave with pay for illness or injury of a family member, subject to the limitations in Section D.4 of this Article.
c. Enforced quarantine of the employee in accordance with community health regulations.
d. As required by law, to allow a victim of domestic violence and/or a victim of sexual assault to obtain relief or attempt to obtain relief to help ensure his or her health, safety, or welfare, or that of his or her child(ren), to a limit of 24 hours or three (3) days in a calendar year. This maximum does not limit the amount of sick leave available for other listed reasons.
e. As required by law, to allow a victim of domestic violence and/or a victim of sexual assault to seek medical attention, to obtain services from a domestic violence program or psychological counseling, or to participate in safety planning, to a limit of 24 hours or three (3) days in a calendar year. This maximum does not limit the amount of sick leave available for other listed reasons.
f. Preventive medical, dental and optical examinations where appointments are unavailable or impractical during non-working hours.
g. Complication or disability resulting from or contributed to any pregnancy, termination of pregnancy, or recovery therefrom.

4. Limitations and Related Provisions.

a. An employee may use Sick Leave, in an amount not to exceed one-half of their annual accrual, or six days, to attend to an illness of a family member. This includes attending to the serious injury or illness of a family member covered under the Family Medical Leave Act and/or California Family Rights Act.

b. For the purposes of using sick leave under this Article, "family member" shall mean an employee's parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.

c. In the event of absence from work due to a work-related injury, an employee may receive pay for accrued Sick Leave to the extent necessary to supplement worker's compensation payments to effectively raise the employee's pay received to the level of full-time pay. For a new employee who, at the time of a work-related injury, has not yet earned three days of Sick Leave, up to three days of Sick Leave may be advanced from anticipated future Sick Leave accruals as required to meet this described use.

5. Sick Leave Abuse.

"Sick leave abuse" shall mean: "any use of sick leave, for purposes other than those identified in this section." Sick leave abuse may subject the employee to disciplinary action as determined necessary to deter future abuse.

6. Pay-out of Sick Leave at Termination of Employment.

a. Effective July 1, 2012, the City will not pay the employee upon separation in good standing from City employment for unused sick leave accrued on or after July 1, 2012.

Upon separation in good standing from City employment, the City will pay the employee for unused Sick Leave in the following amount: The total number of hours of Sick Leave accumulated multiplied by the hourly rate of pay of the employee at the time of separation, divided by two (2). An employee is not "separating in good standing" if proceedings to terminate the employee have been initiated or concluded in accordance with the provisions of Article 14, Resignation, Termination or Disciplinary Action. When an employee uses sick leave, City will first reduce employee sick leave balances from sick leave accrued after July 1, 2012.

b. An employee's termination of employment for reasons of illness, verified by doctor certifications relative to the nature, gravity, and duration of the illness (including maternity) may be paid a lump sum for all Sick Leave accrued and unused at the time of such termination.

c. An employee who retires or otherwise terminates his or her employment after a finding of industrial disability may not exhaust his or her Sick Leave before the retirement becomes effective.

E. **BEREAVEMENT LEAVE.**

All Full-Time Employees shall be allowed a leave of absence with full pay, not to exceed three (3) working days, or five (5) working days if the death occurs out of State, when such absence is due to death in the immediate family. Those in immediate family are: mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner

of the employee, and the spouse, son, domestic partner son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

F. **JURY OR WITNESS DUTY.**

1. All employees shall be granted time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice to the City. Leave with full pay shall be granted to Full-Time Employees for jury duty or when called as a witness for a job related law suit. Any compensation received for jury duty, excluding mileage and similar expense reimbursements, shall be remitted to the City.
2. Leave without pay shall be granted to all employees to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or court order.

G. ADMINISTRATIVE LEAVE WITH PAY.

Administrative Leave with Pay may be assigned to employees by the City Manager if it appears to be in the best interest of the City. In the event such leave is assigned, the City Manager will report to the Council the facts and circumstances of such leave as soon as is practicable.

H. DISCRETIONARY LEAVE WITHOUT PAY.

1. Permissible reasons for leave.

   Discretionary Leave Without Pay may be granted by the City Manager as follows:

   a. For personal reasons which are approved by the City Manager.
   b. For reason of illness in the event Sick Leave has been exhausted.
   c. In conjunction with Pregnancy Disability or FMLA Leave.
   d. To pursue a course of education which will increase the employee's usefulness as a City employee.

2. Procedure.
   a. The employee shall provide at least 30 days advance notice of the need for leave without pay, whenever possible. If 30 days' notice is not practicable, the employee shall request the leave as soon as practicable.
   b. An employee's request for Discretionary Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the Department Head as to how an adequate level of service can be maintained during the employee's absence. The City Manager has the discretion of approving or rejecting the request.
   c. In the case of extended illness the Department Head shall notify the City Manager at such time as the employee has expended all Sick Leave and shall submit a regular status report thereafter pending consideration of termination, disability, retirement, or temporary replacement.

3. Regulations Relative to Discretionary Leave Without Pay are as Follows.
   a. The City Manager may grant Discretionary Leave Without Pay in his or her discretion and only when, in the opinion of the City Manager, it is in the best interest of the City.

b. In the case of illness, Discretionary Leave Without Pay shall commence at such time as Sick Leave is expended except that the employee may elect to expend any other leave prior to utilizing Discretionary Leave Without Pay.

c. Except in cases of absence due to illness, Discretionary Leave Without Pay shall be deducted from service time for purposes of computing longevity, time in service, seniority, or for any other purpose.

d. Vacation or Sick Leave shall not accrue nor shall Holiday Pay be awarded during periods of leave without pay.

e. Unless the employee notifies the City Manager at the time of the request for Discretionary Leave Without Pay that he or she elects to pay the premiums for continuation of Health, Dental, and Insurance Benefits, those benefits will be terminated beginning with the calendar month following the start of the unpaid leave. If that election is made and the leave is approved, it is the responsibility of the employee to submit payment to the City such that it is received prior to the City processing payment to the insurance carrier. The City will not make a premium payment in anticipation of receipt of the payment from the employee.

f. Reinstatement of all benefits shall occur at the first opportunity following the employee's return to duty.

g. Discretionary Leave Without Pay will not normally be approved until Sick Leave (if medically justified), Vacation Leave, and Comp Time have been exhausted.

h. Retirement benefits shall be adjusted for leave without pay in accordance with Public Employees' Retirement System's (PERS) regulations.

i. An employee shall, upon completion of authorized leave without pay, be reinstated to the Position held at the time of commencement of leave and at the salary range and step previously held.

I. PREGNANCY DISABILITY LEAVE

To the extent required by law, the City shall grant a leave of absence without pay to any probationary or permanent employee who becomes disabled as a result of pregnancy, which disability prevents her from performing the duties of her position. Such leave shall not exceed four months whether or not it is combined with sick leave, vacation, compensatory time off and/or leave without pay. Employee benefits will continue to be paid by the City during approved short-term leave. This paragraph shall be implemented consistently with the requirements of California's Pregnancy Disability Leave law and the federal Family Medical Leave Act. (See also the City's Employee Handbook.)

J. CFRA AND FMLA LEAVE

The Employee Handbook addresses leave rights under the federal Family and Medical Leave Act and the California Family Rights Act (also referred to as the California Medical Leave Act).

ARTICLE 9
CERTIFICATION AND OTHER BENEFITS

A. SPECIALIZED SCHOOLS AND TRAINING, AND CERTIFICATION PAY.

1. Specialized Schools and Training.

Individual Full-Time employees will be reimbursed for up to $500.00 per year in educational expenses for job-related courses. The total amount reimbursed to all employees in the unit represented by the Association through this program will not exceed $6,000.00 per year. Employees will be reimbursed on a first-come, first-served basis, subject to the City Manager's determination that a course or training is job-related. This provision does not include payment of fees or tuition for course work taken in pursuit of an academic degree.

2. Tuition Reimbursement.

a. The City of St. Helena encourages professional growth which is beneficial to both the City and the employee. The City will provide reimbursements for employees up to $3,500 per fiscal year for the cost of books and tuition incurred for which the employee earns college credits for classes taken in pursuit of an academic 4-year degree or 2-year Master's Degree from an accredited college or university, which would promote professional development within City of St. Helena employment. The program is voluntary.

b. Courses require pre-approval prior to the date of enrollment in the course to ensure the expense is eligible under the MOU.

c. The combined amount of reimbursement for this section and section 1 above cannot exceed $3,500 per year per employee.

3. Certification Pay.

In recognition of the fact that certain functions cannot be performed without special governmental certification or licensing, the City will pay the following~~one hundred Dollars ($100.00) per month for~~:

a. One hundred dollars ($100.00) per month for:

- "Operator cross-certification" (Class I or above) for employees assigned to the Water Treatment Plant or Waste Water Treatment Plant, enabling those employees to perform duties at the other plant;
- Playground Inspection Certification for employees working in the Parks Division.
- Wastewater Collection Certificate

b. Two~~One~~ hundred ~~fifty~~ dollars ($200.00) per month for:

- A necessary pesticide certificate, for Public Works employees responsible for pesticide applications programs for the City;
- Certification for back-flow prevention devices for Public Works employees.
- ~~Playground Inspection Certification for employees working in the Parks Division.~~
- Arborist Certificate for employees working in the Parks Division.

- ~~Wastewater Collection Certificate~~

~~a.~~c. Two~~One~~ hundred Dollars ($~~1~~200.00) per month and any required physical examinations, the cost to renew the Class B license, and the appropriate time necessary during normal work hours to test for a Class B driver's license, if the Director of Public Works, on a person-by-person basis, certifies the necessity to the City for such license and the City Manager authorizes.

B. UNIFORMS.

1. As a condition of employment, the City requires appropriate apparel or uniforms to be worn during work hours.
2. The City will provide uniforms to employees in the following Public Works positions: Public Works Supervisor, Maintenance Worker I, Maintenance Worker II, Maintenance Worker III, Maintenance Lead Worker, Chief Water Distribution Operator, Plant Operator in Training, Plant Operator I, Plant Operator II, Plant Operator III, Chief Plant Operator.

a. Employees Assigned to Water Distribution and Public Works

For employees assigned to Water Distribution and Public Works, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year. The City will provide and pay for regular uniform cleaning service of up to five pairs of pants and five shirts per week for the uniforms of the employees. The value of this uniform service is $35.49 per pay period.

b. Employees Assigned to Parks-Trees-Buildings

For employees assigned to Parks-Trees-Buildings, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year. The City will provide and pay for regular uniform cleaning service of up to five pairs of pants and five shirts per week for the uniforms of the employees. The value of this uniform service is $33.06 per pay period.

c. Employees Assigned to the Wastewater Treatment Plant

Chief Plant Operator and Plant Operator II - For employees assigned to the Wastewater Treatment Plant, except for employees in the Plant Operator III

classification, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year.. The value of these uniforms is $9.29 per pay period. The City does not provide uniform cleaning for these Employees assigned to the Wastewater Treatment Plant.

Plant Operator III - For employees assigned to the Wastewater Treatment Plant in the Plant Operator III classification, the City provided uniforms shall include five (5) City Polo Shirts per year. The value of these uniforms is $5.79 per pay period. The City does not provide uniform cleaning for the City Polo Shirts. Additionally, the City shall provide coveralls which are solely for personal health and safety purposes of the employee. The City will provide and pay for regular uniform cleaning service for the coveralls.

d. Employees Assigned to the Water Treatment Plant

For employees assigned to the Water Treatment Plant, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year. The value of these uniforms is $11.49 per pay period for each employee. The City does not provide uniform cleaning for Employees assigned to the Water Treatment Plant.

e. Safety Reflective Coat and Safety Boots

In addition, the City will provide all employees in the classifications listed above in paragraph B.2 with one (1) safety coat on initial hire with a replacement coat provided on an as needed basis; one pair of OSHA approved steel toed boots or shoes to be replaced when warranted which can include orthotic insoles for safety boots or shoes as needed upon employee advance request. The safety reflective coat and the safety boots are solely for personal health and safety purposes of the employee. Any additional uniforms desired by members that are not required by law shall be supplied at the employee's expense.

3. The parties acknowledge that the uniforms provided are not suitable for everyday wear, and that employees shall wear the provided uniforms only while on duty and traveling to and from work.

4. To comply with the special compensation requirements of CalPERS, the City shall report to CalPERS periodically as earned the value of the required uniforms and cleaning service provided by numbers 2 and 4 above for classic members (as defined by CalPERS). For classic members, the City and employees will be required to make required employer and employee contributions based on this special compensation in the applicable employer/employee contribution amounts. For example, classic members will be required to make the required employee contribution on this amount. Pursuant to CalPERS regulations, the value of uniforms and uniform cleaning for new members (as defined by CalPERS) does not count as special compensation.

C. TOOLS AND EQUIPMENT.

1. For employees, except the City Mechanic, all items of essential equipment and tools will be provided by the City, except that an employee may elect to provide all or any part of his/her own equipment and tools.
2. City-owned equipment and tools shall be used solely in the exercise of official City business.
3. The City Mechanic will personally furnish all hand tools necessary for normal general maintenance to vehicles and equipment. The city will reimburse the Mechanic for one-half (1/2) the Mechanic's cost of hand tools, up to One Hundred Fifty Dollars ($150.00) per year.
4. Care of Tools and Equipment.
   Each employee having care or custody of City-owned property (including money) or equipment has a responsibility to take appropriate care of the property or equipment, including safeguarding it against theft or damage. Any employee becoming aware of the theft of, or malicious damage to City-owned property or equipment shall immediately report it to the Police Department.
5. For employees who are required to use a cell phone during normal course of their duties and/or are required to be on-call for the day, the City will provide a City issued cell phone.

ARTICLE 10
HEALTH, DENTAL, LIFE AND DISABILITY INSURANCE

A. HEALTH INSURANCE.

The City will pay provide medical insurance for each Full-Time Employee and his or her eligible dependents. City is currently a member of Redwood Empire Municipal Insurance Fund (REMIF) and subject to their decisions regarding type and number of plans offered. Should REMIF propose material changes to the insurance plans, City will meet and confer on medical insurance options.

B. DENTAL INSURANCE.

The City will pay the full premium for dental insurance benefits for each Full-Time Employee and all dependent family members.

C. VISION INSURANCE.

Subject to REMIF approval, the City will obtain and pay the full premium for a REMIF Vision Plan for all Full-Time Employees.

D. MEDICAL WAIVER

Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

a. Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.
b. Employee may elect to "opt-out" of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).
c. The monthly stipend will not increase if electing to "opt-out" of additional plans.
d. It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.
e. In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.
f. If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.

Stipends will be paid the month following election (if elected January 1, stipend will be included in first payroll check of February) and are taxable as income (regular payroll taxes apply

~~D.~~E. LIFE INSURANCE.

The City will pay the full premium for a $25,000.00 life insurance plan to cover each Full-Time Employee. At the employee's expense, an employee has the option to increase the amount of life insurance coverage up to an additional $30,000.00.

~~E.~~F. SUPPLEMENTAL LIFE INSURANCE.

The City does not provide, however Full-Time Employees may purchase additional supplemental life insurance.

~~F.~~G. DISABILITY INSURANCE.

The City will pay the full premium for the California State Disability Insurance program primary disability insurance plan covering each Full-Time Employee.

ARTICLE 11
RETIREMENT, SOCIAL SECURITY, DEFERRED COMPENSATION AND DEPENDENT CARE ASSISTANCE

A. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS).

Employees covered by this MOU are provided retirement benefits under the California Public Employees' Retirement System (CalPERS) as described in this Article 11, Section A.

1. Tier One: 2% at 55 Retirement Program – Employees Hired Before July 1, 2012 (Tier 1 Classic Members)

This Section 1 (including subsections) shall apply to employees hired before July 1, 2012:

a. 2% at 55 Pension Formula

The "2% @ 55" retirement program will be available to employees covered by this Section.

b. Final Compensation Based On 12-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

c. Required Employee Contributions

i. Member Contribution

Employees covered by this Section 1 shall continue to pay, through payroll deduction, the full 7.0% member contribution.

ii. Pension Cost Sharing

Effective January 9, 2016, employees covered by this Section 1 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

2. Tier Two: 2% at 60 Retirement Program for Employees Hired On or After July 1, 2012, and Before January 1, 2013, and Employees Qualified for Reciprocity (Tier Two Classic Members)

This Section 2 (including subsections) shall apply to employees hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 2 (including subsections) shall apply to employees hired on or after January 1, 2013, who are qualified for pension

reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

a. 2% at 60 Pension Formula

The "2% @ 60" retirement program will be available to employees covered by this Section 2.

b. Final Compensation Based On 36-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

c. Required Employee Contributions

i. Employees covered by this Section 2 shall continue to pay, through payroll deduction, the 7.0% member contribution.

ii. Pension Cost Sharing

Effective the first full pay period in January 2016, employees covered by this Section 2 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

3. Tier Three: 2% at 62 PEPRA Retirement Tier Required For Employees Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member)

This Section 3 (including subsections) shall apply to employees who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

a. 2% at 62 Pension Formula

The "2% @ 62" retirement program will be available to employees covered by this Section 3.

b. Final Compensation Based On 36-Months

Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for employees covered by this Section 3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

c. Required Employee Contributions

i. Required 50% of Normal Costs

As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by this Section 3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

ii. Pension Cost Sharing

Effective the first day of the first full pay period in January 2016, in addition to paying 50% of normal costs as described above, employees covered by this Section 3 shall pay, through payroll deduction, an additional 1.0% of PERSable compensation toward the City's normal cost of pension benefits as permitted by Government Code Section 20516.

4. Cost Sharing Implementation – All Tiers

The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this MOU, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable after the effective date of this MOU, the City will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions will be made pursuant to Government Code Section 20516, Unit Member Cost Sharing of Additional Benefits. If the contract amendment is not complete before the effective date of the cost sharing described in Sections A(1)(c)(ii), A(2)(c)(ii), and A(3)(c)(ii), the cost sharing shall be implemented outside of a CalPERS contract amendment as authorized by Government Code Section 20516(f) and shall extend beyond the expiration of this MOU and establish the status quo for purposes of future negotiations. The Union and the City will take all actions necessary to implement the pension cost sharing agreement described in Sections A(1)(c)(ii), A(2)(c)(ii), and A(3)(c)(ii).

5. Converting Sick Leave Balance

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination pursuant to Article 8(D)(6) will not be available for conversion to service credit.

6. Other Options Included In CalPERS Contract

Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

7. Implementation of Internal Revenue Code Section 414(h)(2)

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

8. All Provisions Subject to Requirements of Law

The parties recognize and agree that the City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this MOU and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or MOU terms.

B. SOCIAL SECURITY PAYMENT.

Employee contributions for Social Security are the responsibility of the employee and will not be reimbursed by the City.

C. DEFERRED COMPENSATION PLAN.

The City offers a deferred compensation plan under which employees may designate portions of their salaries to be deferred for tax purposes. The City will equally match an employee's deferred compensation contribution, not-to-exceed Seventy-five Dollars ($75.00) per month. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

D. CAFETERIA PLAN.

The City allows employees to deposit up to $5,000.00 of their before-tax earnings into an account and pay themselves back for certain enumerated personal and dependent care expenses with tax-free dollars pursuant to Internal Revenue Code Section 125.

E. RETIREMENT HEALTH SAVINGS ACCOUNT (RHS).

The City agrees to establish an RHS account through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

ARTICLE 12
BENEFITS ON TERMINATION/RETIREMENT

Upon termination/retirement of employment, all benefits provided by the City to an employee shall be terminated with the following exceptions:

A. COBRA CONTINUATION.

A terminated employee may be entitled to certain insurance coverage opportunities under the federally mandated COBRA Program.

B. CONTINUATION OF CERTAIN INSURANCE POLICIES.

Upon retirement, an employee enrolled in an insurance program (other than life insurance) maintained or sponsored by the City, may continue to be enrolled in such program subject to the conditions set forth below.

1. Conditions.
   a. That continued enrollment has the approval of the insurance company concerned.
   b. Enrollment will cease at such time as the City terminates or converts an insurance program.
   c. The retired employee shall either regularly reimburse the City for the full premium payment or make payments directly to the insurance company.
   d. Unused Sick Leave, Vacation Leave and/or Comp Time may be credited toward health insurance premium in the manner set forth below.
2. Use of Accrued Sick Leave, Vacation Leave and Comp Time to Offset Premiums.

   Retiring employees have the option of applying 100% of their unused sick leave accrued prior to July 1, 2012, Vacation Leave and/or Comp Time toward the payment of continuation insurance premiums, to the extent allowed by law. The total number of hours of leave shall be multiplied by the hourly rate of the employee at the time of retirement. The City will first apply Sick Leave, then Vacation Leave and finally Comp Time to the payment of the premiums. If the employee dies before the Sick Leave, Vacation Leave and/or Comp Time is depleted, the City will make a lump sum payment, less applicable withholdings, to the employee's estate, at the following rates: the remaining Sick Leave multiplied by the employee's hourly rate at retirement multiplied by .50; the remaining Vacation Leave and/or Comp Time multiplied by the employee's hourly rate at retirement.

ARTICLE 13
GRIEVANCE PROCEDURE

A. GRIEVANCE DEFINED.

A grievance is a formal allegation by a member of the Association or by the Association on behalf of a member, regarding an alleged violation of a specific provision of this MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline, including the content of performance evaluations, layoff, demotion, reprimand, transfer, denial of reinstatement or denial of step increase. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.

B. PROCEDURE.

1. Step 1: Informal Discussion.

   Within ten (10) calendar days of the occurrence of an act in dispute or within ten (10) calendar days of when a member should reasonably have become aware of the occurrence of the act in dispute, an employee shall discuss it with his or her immediate Supervisor, who shall investigate and attempt to resolve the matter. The Supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, he or she may proceed to Step 2.

2. Step 2: Department Head Determination.

   Any dispute not resolved at Step 1 may be submitted to the Department Manager in writing within ten (10) calendar days after the Supervisor's response in Step 1. The written statement should cite the specific provision of this MOU in dispute. A copy of the written statement shall be provided to the affected employee's immediate Supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee and the Department Head who shall attempt to resolve the matter. The Department Head shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, he or she may proceed to the next step.

3. Step 3: City Manager Review.

   Any dispute not resolved at Step 2 may be submitted in writing to the City Manager, with copies of the Step 2 response, within five (5) calendar days after the Department Manager's response. The City Manager shall provide written confirmation of receipt of the dispute to the employee, and shall schedule a meeting within five (5) calendar days, to discuss the matter with the employee. After consideration of the facts, the City Manager shall give his or her written decision to the employee within ten (10) calendar days after the meeting.

4. Step 4: City Council Review.

If the employee is not satisfied with the decision, the employee may request a hearing before the City Council. Such request for hearing must be submitted in writing within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council Agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options: (1) refuse to hear the appeal; (2) make a decision on the documentation submitted; or (3) hold a hearing after which they shall make a decision.

The decision of the City Council shall be final.

C. DEADLINES.

The parties may mutually agree to extend any of the above deadlines in writing. Either party may extend the deadlines for reasons of prolonged illness, canceled meetings, or in response to other unavoidable circumstances.

ARTICLE 14
RESIGNATION, TERMINATION AND DISCIPLINARY ACTION

A. RESIGNATION.

An employee wishing to leave his or her service to the City in good standing shall file with the Department Head, at least two (2) weeks prior to leaving City service, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the Personnel Office with a Personnel Action Form. Failure to give two (2) weeks' notice shall be entered upon the service record of the employee and may be cause for denying future employment by the City. The resignation of an employee who fails to give the required notice shall be reported immediately to the Human Resources Manager by the Department Head.

B. EXIT INTERVIEW.

Any person leaving City employment shall have the opportunity to meet with the City Manager. The purpose of the meeting shall be to allow the City Manager to receive, and the employee the opportunity to provide, the employee's candid observation of City employment in order to help improve personnel management and departmental functioning. Such interviews normally shall be conducted no earlier than fifteen (15) days prior to nor more than fifteen (15) days later than the employee's effective date of retirement or termination of employment.

C. DISCIPLINARY AUTHORITY.

A Full-Time Employee may be disciplined or discharged by his or her Department Head, but shall have the right to appeal the discipline or discharge for final determination by the City Manager as set forth below.

D. PROBATIONARY EMPLOYEES.

In accordance with the City's policy on Probationary Employees, Probationary Employees are not entitled to the Disciplinary Procedures or Appeal rights set forth in this Article 14. Probationary Employees are at-will employees and may be disciplined or terminated at-will, without notice and without cause. The City has no obligation to limit its reasons for discipline or termination to those set forth in Subparagraph H. The City's willingness to discipline or terminate an employee in accordance with this Article 14 does not alter the at-will status of the Probationary Employee's employment.

E. DISCIPLINARY ACTIONS.

For employees who have passed the probationary period the City generally will apply principles of progressive discipline in response to actions constituting cause for discipline that reasonably are subject to remediation. However, the City may discipline employees without progression, up to and including termination, in instances where the City reasonably determines that the action at issue is sufficiently serious and/or remediation is not appropriate.

The following are appropriate disciplinary actions that may be taken as corrective measures.

1. Reprimand.

An employee may be reprimanded by his or her Supervisor, Department Head, or the City Manager. A reprimand may be either verbal or written. A note may be made of a verbal reprimand and placed in the employee's personnel file, and a written reprimand will be placed in the employee's personnel file. Grounds for reprimand include, but are not limited to those listed in Subparagraph H below. Reprimands are not subject to Discipline Procedures and the right to Appeal. However, the employee has the right to meet with the Supervisor/Department Head who issued the reprimand before the reprimand is placed in the employee's personnel file. The employee may also rebut the reprimand by providing a written statement which will be included in the employee's personnel file along with the written reprimand.

2. Suspension.

An employee may be suspended by his or her Department Head. Suspension may be imposed for disciplinary purposes or may be imposed pending investigation and possible discharge. While the matter is being investigated, employee shall continue to receive salary and benefits. Suspension shall be for a fixed period of time. Grounds for suspension include, but are not limited to those listed in Subparagraph H below. Suspension of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

3. Reduction in Salary.

A Department Head may reduce the salary of an employee for disciplinary reasons, provided that such reduction shall be to a step or percentage within the salary range of the Classification held by the employee. A new Anniversary date (for purpose of salary increases only) shall be established as of the effective date of the reduction in salary, unless the reduction is for a specified period of time, in which case the Anniversary date would not change, or unless otherwise recommended by the Department Head. Reductions in salary of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

4. Demotion.

A Department Head may demote an employee for disciplinary reasons to any Classification with a lower salary, provided the employee meets the minimum qualifications for the lower-level class. The employee shall not be eligible for promotion for a period of six (6) months unless otherwise recommended by the Department Head. Disciplinary demotions of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

5. Dismissal.

A Department Head may dismiss an employee for Cause, as set forth in Subparagraph H, below. Dismissal of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

F. DISCIPLINARY PROCEDURE.

1. Initial Investigation.

An alleged violation of policy, procedure, rules, regulations, directives, orders, or laws shall be investigated by the employee's Supervisor or other designated investigator before the employee may be subject to discipline for the violation. The investigator shall complete a written report of the investigation, including the employee's statement, the specific violations, all available facts related to the alleged violation(s), and statements of witnesses, if any. The investigator may recommend appropriate discipline. Based on the information received in the investigation, the Supervisor shall determine appropriate disciplinary action.

2. Notice of Proposed Discipline.

The Supervisor shall provide written notice of the proposed disciplinary action to the affected employee. The notice of proposed discipline shall contain the following information:

- A statement which clearly defines the intent to take action and the specific action to be taken;
- The date the action is intended to take effect;
- A statement of the rule(s) or regulation(s) that has/have allegedly been violated;
- A statement of the specific action, charge(s), and facts on which the proposed action is based;
- Copies of the written materials, reports, and documents considered by the Department Head in his/her decision to impose the proposed action.
- Notice of the employee's right to respond to the charges, verbally or in writing, to the Department Head within seven (7) calendar days of receipt of the Notice of Proposed Discipline. A statement that the failure to respond within the prescribed time period following receipt of the Notice of Proposed Discipline shall constitute a waiver of the right to respond and the proposed discipline will be imposed.

3. Proposed Discipline Deferred.

If the employee or designated representative requests the right to respond, either orally or in writing, the imposition of proposed discipline shall be deferred until after a pre-disciplinary (Skelly) hearing.

4. Pre-Disciplinary (Skelly) Hearing.

Where a written or oral response has been elected, the Department Head shall schedule, coordinate, and conduct a Pre-Disciplinary Hearing within ten (10) calendar days of the employee's request. The purpose of the hearing is for the employee to provide additional information and facts relevant to the alleged violation in order for the Department Head to have

all the facts prior to making a final decision regarding the proposed disciplinary action. The employee may elect to have representation at the hearing. If the employee fails to appear at or provide a written statement for the Pre-Disciplinary Hearing, his or her right to appeal the proposed discipline is forfeited.

5. Notice of Disciplinary Action.

Within seven (7) working days of the Pre-Disciplinary Hearing, the Department Head will notify the affected employee with a written Notice of Disciplinary Action. The Disciplinary Action will have been made following a factual finding and review of all the information provided. If the Department Head determines not to impose any disciplinary action, he or she will notify the employee of this as well. The Notice of Disciplinary Action shall state the disciplinary action, the date it will take effect, and the employee's right to appeal, if any. Disciplinary actions may be imposed prior to hearing the employee's post Skelly Appeal hearing or other disciplinary hearing.

6. Paid Administrative Leave.

The Department Head shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.

7. Exclusions.

The provisions of this Article 14 shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions, employee reclassifications, reprimand, transfers without loss of pay, performance evaluations, or economic layoffs. Nor do the provisions of this Article 14 apply to Probationary Employees.

G. APPEAL.

1. Right of Appeal.

An employee who has received a Notice of Disciplinary Action that provides for the right to appeal may, within fourteen (14) calendar days of its receipt, appeal the decision pursuant to the procedures set forth below. An employee, who fails to appeal the disciplinary action within the fourteen (14) day time period, forfeits his or her appeal and the disciplinary action shall be final and binding.

2. Procedure.

In order to Appeal the Disciplinary Action, the employee shall file with the City Manager a written answer to the charges contained in the Notice of Proposed Disciplinary Action and/or the Notice of Disciplinary Action and request the right to appeal the City's disciplinary action (collectively, the "Request to Arbitrate"). Upon receipt of the Request to Arbitrate, the City Manager shall initiate the Appeal process.

3. Appointment of Hearing Panel.
   a. The Hearing Panel shall consist of one person selected by the City, one person selected by the Association, and a neutral chairperson selected jointly by the City and the Association.
   b. The neutral panel chairperson shall be selected jointly by the parties within fourteen (14) calendar days of receipt by the City Manager of the employee's Request to Appeal.
   c. If the parties are unable to mutually agree on a neutral panel chairperson within the fourteen-day period, the City shall solicit a list of seven (7) neutrals from the State of California Mediation/Conciliation Service. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrators' names from the list until one remains. The parties shall make every effort to complete the striking process within ten (10) calendar days of receipt of the list from the State.
   d. If the neutral selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated within the same time period, unless the parties can otherwise mutually agree on the selection of a neutral chairperson.
   e. The cost of the neutral shall be shared equally, with fifty percent (50%) of the fee paid by the City and fifty percent (50%) of the fee paid by the Employee.

4. Pre-Hearing Matters.

   The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the panel members and the availability of counsel and witnesses. The arbitration hearing shall be private. The panel may, prior to or during the hearing, grant a continuance for any reason the panel believes to be important in order to reach a fair and proper decision. Neither party shall have *ex parte* communications with the neutral panel chairperson.

5. Conduct of the Hearing.
   a. The hearing shall be conducted in the manner most conducive to the determination of the truth. Both the City and the employee may be represented by legal counsel or may elect to proceed without counsel. The employee may choose to be represented by an Association representative.
   b. The panel shall determine the relevancy, weight, and credibility of the testimony and evidence. The panel shall not be bound by the technical rules of evidence. The panel shall base its finding on the preponderance of the evidence. The City shall have the burden of proof.
   c. Each side will be permitted an opening statement and closing argument. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present his/her witness(es) and evidence to rebut the charges.
   d. A court reporter will be retained by the City to make a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and at his/her own cost.

e. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.

f. The panel shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The panel may consider the records of any relevant prior disciplinary actions against the employee, as long as those actions are final.

6. Findings of the Panel.

After the conclusion of the hearing, the hearing panel shall prepare a recommended decision based on its findings of fact and application of law, and forward it to the City, the employee, and the Association. The recommended decision shall set forth which charges the panel sustains or does not sustain and the reason(s) for the panel's decision. The panel's findings and recommended decision must be supported by a majority of the panel members (i.e., at least two panel members must agree on each finding or recommendation).

7. Decision of the City Manager.

After receiving and considering the recommendation of the hearing panel, the City Manager may sustain or reject any or all of the charges filed against the employee. The City Manager may sustain, reject or modify the disciplinary action invoked against the employee. However, the City Manager may not increase the severity of the discipline originally invoked by the City.

H. REASONS FOR REPRIMAND, DISCIPLINE, DEMOTION, SUSPENSION, OR DISCHARGE INCLUDE:

The following are deemed sufficient cause to warrant disciplinary action. However, cause to discipline an employee is not limited to these reasons alone:

- Absence without prior approval or excessive tardiness.
- Use of, or being under the influence of illegal drugs or alcohol while on City business, or during work hours, or while representing the City.
- Violation of the City's anti-discrimination, anti-harassment policies and/or workplace violence policies.
- Failure to maintain any employment qualification, including but not limited to driver's license or other certifications.
- Theft, pilferage, or misuse of City property.
- Falsification of public records.
- Dishonesty.
- Disorderly or immoral conduct.

- Incompetence.
- Failure to meet expected performance standards.
- Neglecting to perform expected job duties.
- Inability to perform the essential duties of the job (with reasonable accommodation, if required by law).
- Insubordination or willful or disobedience.
- Negligence or willful damage to public property or the personal property of another employee.
- Fraud in securing employment.
- Discourteous treatment of the public or other employees.
- Conviction of a felony (including pleas of guilty and nolo contendere), or a conviction of a misdemeanor (including pleas of guilty) where the misdemeanor conviction is related to the position held.
- Violation of any reasonable regulation, policy, rule, SOP, or order.
- Failure to maintain satisfactory working relationships with supervisors, employees, contractors, or the public.
- Interference with the work performance of others.
- Acceptance of bribes or extortion.
- Acceptance of any gift, reward, or other form of compensation in addition to regular compensation for performance of official duties other than as provided for by written City policy.
- Illegal gambling on City property or during working hours.

ARTICLE 15
LAYOFF PROCEDURE

The procedures set forth in the City of St. Helena Layoffs and Furloughs Policy shall apply during the term of this MOU.

ARTICLE 16
SEPARABILITY

Notwithstanding any provisions of this MOU to the contrary, in the event that any Article or Subsections thereof of this MOU shall be declared invalid by any Court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any Court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this MOU or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles and Subsections thereof affected. All other provisions of this MOU shall continue in full force and effect.

ARTICLE 17
TERM & COMPLETION OF NEGOTIATIONS

Following approval by the City and the Association and ratification by the City Council, the term of this MOU shall commence on July 1, 2026~~5~~ and shall expire on June 30, 2027~~6~~.

During the term of this Agreement, the Association and the City agree that neither party shall be obligated to meet and confer with respect to any subject or matter covered by this Agreement, except as follows:

- The parties agree to meet and confer on any mandatory subjects of bargaining which have the potential to affect wages, hours, and other terms and conditions of employment (as defined by the MMBA), any City-proposed changes to the SHEA job descriptions, Employee Handbook and/or related policies and procedures;

- The parties may mutually agree to meet and confer on any topic.

ARTICLE 18
SIGNATURES

This Memorandum of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA EMPLOYEES ASSOCIATION

_____
Marc Beauchamp, OE3 Labor Negotiator

_____
Cecilia Raffo, Chair

_____
Rebecca White, Co-Chair

_____
Victor Neri, Co-Chair

CITY OF ST. HELENA

Approved by the City Council by Resolution Number 2026-_____

_____
Aaron Slater, Labor Negotiator

_____
Mandy Kellogg, Administrative Services Director

MEMORANDUM OF UNDERSTANDING

BETWEEN

ST. HELENA EMPLOYEES ASSOCIATION

AND

CITY OF ST. HELENA

FOR THE PERIOD

JULY 1, 2026 THROUGH JUNE 30, 2027

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ARTICLE 1
PREAMBLE

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Employees Association, affiliated with Operating Engineers Local 3 (OE3), hereinafter referred to as "Association," pursuant to the Meyers-Milias-Brown Act (MMBA), California Government Code Section 3500 et. seq. This includes meeting and conferring on matters which have the potential to affect wages, hours, and other terms and conditions of employment. The purpose of this MOU is the establishment of rates of compensation, hours of work and other terms and conditions of employment. Employees subject to this MOU are also covered by the City of St. Helena's Employee Handbook currently in effect (Employee Handbook) and related City policies and procedures. In the event of a conflict between this MOU and the Employee Handbook or other City policies or procedures, the MOU shall control.

ARTICLE 2
RECOGNITION

The City recognizes the Association, affiliated with Operating Engineers Local 3, as the recognized and exclusive representative for the following full-time classifications and the corresponding job descriptions (part-time positions are not included in the bargaining unit represented by the Association):

- Accounting Technician I, II
- Administrative Analyst
- Administrative Assistant
- Administrative Records Assistant
- Assistant Engineer
- Associate Engineer
- Assistant Planner
- Associate Planner
- Buildings & Streets Superintendent
- Chief Plant Operator - Water & Wastewater
- Chief Water Distribution Operator
- Engineering Technician
- Environmental Services Technician I, II
- Executive Assistant
- Human Resources Analyst
- Human Resources Technician
- Junior Engineer
- Lead Maintenance Worker
- Lead Maintenance Worker – Underground Utilities
- Librarian I, II
- Library Associate I, II
- Maintenance Worker I, II
- Maintenance Worker I, II – Underground Utilities
- Office Assistant
- Parks & Trees Superintendent
- Permit Technician I, II, III
- Plant Operator I, II, III - Water & Wastewater
- Plant Operator in Training - Water & Wastewater
- Public Works Financial Analyst
- Recreation Coordinator
- Recreation Supervisor
- Public Works Supervisor
- Senior Accounting Technician
- Senior Librarian
- Senior Library Associate
- Underground Utilities Superintendent

ARTICLE 3
ASSOCIATION & CITY RIGHTS

A. ASSOCIATION RIGHTS.

The Association shall have the following rights and responsibilities:

1. Reasonable advance notice of any City ordinance, rules, resolution or regulation directly relating to matters within the scope of this MOU.
2. Reasonable use of one (1) bulletin board at City Hall.
3. The right to payroll deductions made for payment of Association dues and for City-approved programs.
4. The right to represent its members before the City Council or the City Council's designee with regard to wages, hours and other matters within the scope of representation, subject to the provisions of applicable Federal, State or City laws and regulations. Inclusion of topics in this MOU does not deem them "negotiable" as that term is defined by applicable law.
5. The use of City facilities for regular, normal and lawful Association activities, providing the appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.
6. Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the City or with established safety or security requirements.

7. In compliance with AB 119, the City will notify the SHEA Chairperson (or other designated representative) at least 10 days before a new employee orientation meeting, and allow a SHEA representative to meet with the new employees for up to 15 minutes at the end of the initial orientation meeting. If an employee is scheduled to receive orientation in fewer than 10 days from the date of hire, then the City will provide SHEA with as much advance notice as reasonably possible of the scheduled orientation meeting.

8. Reasonable accommodation that all new job openings within the City will be posted at minimum internally and qualified association members be given the opportunity to apply.

B. ASSOCIATION DUES DEDUCTION.

The Association, affiliated with Operating Engineers Local 3, with its members that are members of Local 3 will have dues owing to Local 3 withheld pursuant to a payroll dues deduction agreement are payable directly to Local 3. In the event that the City requires a signed payroll deduction authorization, the Association will cooperate in the gathering of payroll deduction authorization forms for payroll dues deduction to Local 3. The City shall deduct membership dues in the amount certified by the Association and authorized by the employee.

Thereafter, the Association shall provide the City with written notice of any change in dues at least thirty (30) days prior to the effective date of the change.

C. CITY RIGHTS.

To insure that the City is able to fulfill its constitutional and statutory functions and responsibilities, the City retains its rights, including, but not limited to, the right to direct the work force; to select and determine the number of employees and skills required; to determine job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with requirements of the City; to establish and change work schedules and assignments; to lay off employees for lack of work; to expand or diminish services; to determine and change methods of operations; to determine and change work locations and the processes and materials to the employee; to take all necessary actions to perform its functions in emergencies.

ARTICLE 4
DEFINITIONS

The words and terms have the following meanings:

Anniversary. The date upon which service time is computed for purposes of step advancement and accrual of vacation and sick leave benefits. (Usually the date of first employment.)

Average Work Day. In any case for which the time period to be considered is twelve calendar months, the average work day is the number of hours worked in the preceding twelve months, divided by two thousand eighty, then multiplied by eight.

Benefits or Benefit Package. City-paid Insurance, paid leaves, holidays, and other non-salary items which are part of the compensation paid to any employee.

City. The City of St. Helena, California.

City Manager. The administrative head of the government of the City. The City Manager is responsible for the efficient administration of the affairs of the city, which affairs are under his or her control. The City Manager is considered a Department Head. The City Manager reports to and serves at the pleasure of the Council.

City Service. All positions in all departments and agencies of the City that are subject to control and regulation by the City Council of the City of St. Helena.

Classification. A particular type of employment in the City Service designed to include all positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge, and ability may be required of incumbents and the same schedule or Compensation may fairly be made to apply.

Compensation. The salary, wages, allowances, and all other forms of valuable consideration earned by or paid to any employee by reason of his or her service in a Position, but not including reimbursement for expenses incurred in the course of employment.

Confidential Employee. An employee having access in the course of his/her duties to confidential information on the employer's labor relations and consequently excludable from holding Association office and/or divulging confidential employer information to the Association.

Continuous Employment. Period of uninterrupted employment including holidays and authorized leave but not including periods of leave without pay or times on suspension.

Council. The City Council of the City of St. Helena.

Department Head. A member of the managerial staff of the City, consisting of the City Manager, the Assistant City Manager, the Fire Chief, the Police Chief, the City Clerk, the Director of Public Works, the Planning & Building Director, the Library Director, the Parks & Recreation Director, the Administrative Services Director and the City Attorney.

Emergency. Emergency shall include an event that damages or continues to threaten damage to the public health, safety, welfare, or property and shall include but not be limited to the following:

The repair or clearance of streets necessary for continued access to properties, including street sweeping.

The repair of public utility facilities.

The repair of City equipment necessary to maintain public safety services.

Activities associated with natural or man-made catastrophe.

Ongoing investigation, surveillance, or similar police activities and the obtaining and serving of search warrants.

Shortage of personnel necessary to maintain public safety services.

Employee. A person legally occupying a full-time Position or office in the City Service that is listed in Article 2, and receiving compensation for services, other than an independent contractor. Employee and Full-Time Employee have the same meaning as used in this MOU.

Full-Time Employee. An employee who regularly works forty hours per week and is paid a monthly salary.

Job Description. A formal account of an employee's responsibilities in regards to their classification and position.

Non-Probationary Employee. An employee who has successfully completed the Probationary Period.

Position. The title of an occupation along with a group of duties and responsibilities assigned or delegated by competent authority, which requires the full or part time service of one person.

Probationary Employee. An employee who has not yet completed a prescribed Probationary Period.

Probationary Period. The length of continuous service for which an employee must serve in order to attain the status of Non-Probationary Employee.

Salary or Pay. The monetary portion of compensation paid to an employee.

Standby. A period or condition which requires that an employee be able to readily report to work and be prepared to undertake work tasks. This will normally include either remaining at his/her home telephone or otherwise arranging for the immediate and convenient notification of an emergency condition, and being prepared to immediately report to the site of the emergency.

Supervisor. The mid-management staff of the City to include the designated assistant to a Department Head or the head of a sub-department or division of a department.

Title. The name applied to a Classification or to each Position included in the Classification.

Work Day. One calendar day during which an employee is normally scheduled to work. If the employee is engaged in shift work that begins on one calendar day and ends on the following day, only one work day is denoted. The number of hours of work contained in a calendar day for a given employee, in no case more than eight hours for a Full-Time Employee unless specified otherwise.

ARTICLE 5
HOURS OF WORK & SCHEDULES

A. BUSINESS HOURS.

The normal business hours of the City are from 8:00 a.m. to 5:00 p.m. Monday through Friday, except:

- Library hours may vary.
- Parks hours include Saturday and Sunday.
- Streets, Parks, Water, Water Treatment and Waste Water Treatment Department Hours are from 7:00 a.m. to 3:30 p.m.
- Hours of operation differing from these guidelines may be established for any office or Department in order to meet the needs of the City and the citizens of St. Helena.

Employee work schedules shall be established consistently with the provisions of this Article 5. The City will provide SHEA and any affected employee with at least 21 days' notice before making a permanent change to the employee's work schedule.

B. HOURS OF WORK.

Five (5) days of eight (8) hours per day for forty (40) hours per week constitute the normal work schedule for all employees. The standard workweek for these employees shall begin on Sunday at 12:01 a.m. and end of the following Sunday at 12:00 a.m. To the maximum extent practicable, work schedules for employees not working normal business hours shall be arranged so that the employee will work for five (5) consecutive eight (8) hours days, followed by two (2) days off. Employees are expected to be at their assigned place of work and prepared to commence work with tools at hand at the assigned time.

C. FLEX SCHEDULE.

1. Eligibility.

A Flex Schedule is available to Association employees in order to allow them time during the workweek to accomplish tasks which do not require public contact (i.e., outside of the 8:00 a.m. to 5:00 p.m. public hours).

The Flex Schedule is voluntary, and subject to agreement by the employee and approval by the Department Head. Except in cases of emergency, the Department Head must provide at least 30 days' notice to terminate an employee's Flex Schedule.

The Flex Schedule will not impact the accrual of vacation, Sick Leave or other benefits. Vacation time or Sick Leave time will be deducted at the number of hours per day for those days which the leave is taken. For example, if an employee is absent on a day he or she was scheduled to

work nine (9) hours, nine (9) hours of leave time shall be deducted, and if the employee is absent on a day he or she was scheduled to work eight (8) hours, eight (8) hours of leave time shall be deducted.

2. 9/80 Schedule and Workweek.

Employees on a 9/80 schedule are scheduled to work eight (8) nine hour days, one (1) eight hour day, and will have one (1) day off every two weeks.

The scheduled one (1) day off every two weeks shall be either Monday or Friday as approved by the Department Head, but must be consistent from week to week. Employees cannot change or flex their scheduled one (1) day off, unless the change is intended to be permanent and approved by the City.

For all employees working a 9/80 schedule, their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week which constitutes their alternating day off. For example, for an employee scheduled to work from 8:00 a.m. – 6:00 p.m. with every other Friday off, the workweek shall begin at noon on Friday, and end at noon the following Friday.

a. Employees Scheduled with Every other Friday Off.

During a two week cycle, an employee working the 9/80 Flex Schedule will work nine hours per day Monday through Thursday and eight hours on Friday the first week. During the second week, the employee will work nine hours per day Monday through Thursday and be off on Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four hours into the employee's eight hour shift.

In those instances where a holiday falls on the Friday-Off, the preceding work day shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time off; or (2) working one additional hour on a scheduled work day during the same workweek that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of nine hours per day Monday – Thursday and in excess of eight hours on Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

b. Employees Scheduled with Every Other Monday Off

During a two week cycle, an employee working the 9/80 Flex Schedule will work eight hours on Monday and nine hours per day Tuesday through Friday the first week. During the second week, the employee will be off on Monday and work nine hours per day Tuesday through Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four (4) hours into the employee's eight (8) hour shift.

In those instances where a holiday falls on the Monday-Off, the subsequent work day shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time-off; or (2) working one additional hour on a scheduled work day during the same work week that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of eight hours on Monday and in excess of nine hours per day Tuesday – Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

D. MEAL BREAKS.

Full-Time Employees are scheduled a period of between 30 and 60 minutes, generally in the middle of the workday, during which they are free to eat a meal or do personal errands. Unless directed otherwise, employees are not paid for this time and are free to leave the workplace.

E. REST BREAKS.

For each four (4) hours of work, conditions permitting, employees are granted a fifteen (15) minute rest break during which they may engage in personal conversations, move about, and otherwise "take a break" from the normal duties of their assignments. This time will be paid by the City as part of the workday.

F. SHEA ATTENDANCE AT BUDGET MEETINGS.

One Association officer shall be permitted to attend Council budget meetings held during work hours provided their absence does not create a hardship in the employee's department nor require employee overtime.

ARTICLE 6
PERSONNEL MATTERS

A. PROBATIONARY PERIOD.

1. Probationary Period.

Each new Employee shall be a Probationary Employee until successful completion of 12 months of Continuous Employment. The purpose of the Probationary Period is to give the Probationary Employee the opportunity to demonstrate that he or she is qualified, able, and willing to meet the expectations of the City with regard to the Position.

2. Termination During Probationary Period.

If at any time prior to successful completion of the Probationary Period the City Manager determines that it is in the best interest of the City to terminate the employment of the Probationary Employee, it will be in his or her discretion to do so without further justification. Probationary Employees are not entitled to the Disciplinary and Appeal Procedures set forth in Article 14 of this MOU and may be terminated at will, with or without notice.

3. Extension of Probationary Period.

If it appears that the employee will not successfully complete the prescribed Probationary Period, the City Manager also has the discretion of extending the Probationary Period once for an additional six months, if the City Manager feels it is in the best interest of the City to do so.

B. EMPLOYEE EVALUATIONS.

1. Each employee shall be evaluated no less than annually by his/her Supervisor, according to a system approved by the City Manager. Each employee's evaluation shall be reviewed with the employee by the Department Head, after which the employee is expected to sign the evaluation. Signing the evaluation does not indicate agreement with that evaluation, and the employee may submit reasonable comments in explanation or rebuttal to its contents. After review by the City Manager, employee evaluations, including reasonable material submitted by the employee, will be placed in the employee's personnel file. A satisfactory or above evaluation must be obtained before each promotion, Classification upgrade, or step increase is granted.

2. Upon successful completion of the term during which the employee is being evaluated, the employee shall be immediately upgraded to the appropriate level of pay applicable to each employee's individual classification. Under no circumstances shall the supervisor or the City delay effectuation of the employees pay increase resulting from the employee's successful completion of the term of their evaluation.

ARTICLE 7
PAY PLAN

A. SALARY SCHEDULE

Salaries paid and any special compensation shall be in accordance with the most recent applicable salary resolution adopted by the City Council, and any amendments thereto. Such resolutions are hereby incorporated as part of this MOU and are available from the City Clerk. During the term of this MOU, the salary schedules shall be increased as follows:

7/1/26 – COLA increase of 3% to the SHEA salary schedule.

B. SALARY UPON APPOINTMENT.

Employees appointed to a Position in City Service shall normally be placed in Step "A" of the range. Subject to approval of the City Manager for reasons of an applicant's outstanding qualifications or for the needs of the City, appointment may be at a higher step. A current City employee being promoted into a range with a higher top step will normally receive at least a five percent (5%) increase.

C. STEP INCREASES.

1. Steps.

Upon completion of the following periods of service, a Full-Time Employee becomes eligible for the next higher step as follows:

- Six (6) months at Step A to become eligible for Step B
- Six (6) months at Step B to become eligible for Step C
- Six (6) months at Step C to become eligible for Step D
- Twelve (12) months at Step D to become eligible for Step E

2. Qualifications for Step Increase.

a. Employees may be granted a step increase after having served for the designated qualifying period and after a performance evaluation finding that the employee's performance was not less than satisfactory.

b. In unusual cases, upon recommendation of the Department Head, where special ability and aptitude is demonstrated, the City Manager may approve advancement of an employee to a higher step before completion of the normal qualifying period.

D. COST OF LIVING ADJUSTMENT (COLA).

In considering COLAs for subsequent agreements, the parties will consider the San Francisco/Oakland/Hayward CPI-U (April/April).

E. HOURLY RATES.

Where any annual pay rate is to be converted to a salary hourly equivalent, the annual rate of pay shall be divided by 2080 to determine the hourly rate. Daily rates are equivalent to the appropriate hourly rate multiplied by eight (8) hours.

F. OVERTIME.

1. General Policy.

Employees must get pre-approval from their supervisor before working overtime. In cases of emergency or other unusual unforeseen circumstances, if the employee's supervisor is not available to approve the overtime work in advance, the employee shall contact the employee's department head, Administrative Services Director, Assistant City Manager, or, City Manager as soon as possible to seek approval of the overtime work, and may begin critical overtime work without specific advance authorization if needed to address emergency situations.

2. Overtime Compensation.

Unless the employee is working a Flex Schedule (see Article 5, section C.2 , above), work in excess of eight (8) hours per day or forty (40) hours in a workweek, shall be paid at the rate of one and one-half (1.5) times the regular rate of pay; work in excess of twelve (12) hours per day shall be paid at the rate of twice the regular rate of pay. If the employee requests, a Department Head may, at his/her discretion, approve the accumulation of compensatory time to be taken off in lieu of overtime pay. An employee may accumulate up to a maximum of eighty (80) hours of compensatory time. When earned, compensatory time is accumulated at the same rate as if it were to be paid (i.e., at the rate of 1.5 times the regular rate for hours above 8 but less than 12 in one day).

3. Compensatory Time Off.

An employee, who has accumulated compensatory time as described in Subsection 7.F.2 above, may request time off, to be charged against the accumulated compensatory time. The Department Head will permit the requesting employee to use the time within a reasonable period after the request is made unless using the time will unduly disrupt the City's operations.

4. Overtime Meal.

If an employee is required to work more than twelve (12) hours with no breaks longer than one (1) hour, the City will provide that employee a meal.

G. HOLIDAY PAY ON HOLIDAYS.

When required to work on a holiday, an employee shall be paid twice the rate of pay at which the employee would be paid on a non-holiday. This section is not applicable to Standby Pay since call-out is not a normal designated work day.

H. STANDBY PAY.

On a rotational basis, the Public Works employees shall be assigned to provide standby coverage for an entire week (Friday 3:30 pm until the following Friday at 7:00 am). The employee shall take a city vehicle home when scheduled for this assignment and the compensation for the standby period shall be $525.00 for said week. If a holiday falls on the Friday at the end of the of the standby period the employee shall receive an additional $100.00 for the extension of the standby assignment. The same would apply if the holiday falls on a Friday at the beginning of the standby period and the employee would be on call from Thursday through the following Friday.

Public Works employees shall be compensated in 15 minute increments for time worked while on standby handling phone calls from dispatch. City management shall develop a process for including such time on employee timesheets.

I. MINIMUM CALLOUT TIME.

The minimum time charged for being called to work for an emergency shall be two (2) hours (home to home). In addition, such call out time shall be paid at the overtime rate.

J. LONGEVITY PAY.

Full-Time Employees shall be eligible to receive longevity pay according to the dates and rates below:

Years of Continuous City Employment	Total Longevity Pay
5 years	2.5% of base salary
10 years	5.0% of base salary
15 years	7.5% of base salary
20 years	10% of base salary

K. BILINGUAL PAY.

Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business. For employees who are certified as fluent in both written and verbal Spanish language, such pay will be five percent (5%) of the designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-

half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

L. OUT-OF-CLASS PAY.

Pay for Performing Full Duties of Higher Class

When, because of the absence of a Department Head or other Supervisory personnel, an employee performs substantially all of the functions (full-time) of the higher Classification, the employee will receive an increase of ten percent (10%) of his/her base hourly equivalent wage. The increase will be effective after the third (3rd) week of the assumption of those duties and continue during the period those duties are being performed by the employee on a full-time basis. Out-Of-Class-Pay must be pre-approved, in writing, by a Department Head or the City Manager.

Pay for Performing Partial Duties of Higher Class

When an Employee is temporarily assigned for at least a period of one month to perform substantial functions of a higher classification for at least a period of one month, but does not perform those additional duties on a full-time basis and/or the Employee assigned to the position normally responsible for the duties is not absent, and/or the duties relate to a temporary project that would be assigned to a higher classification position but cannot be so assigned (as determined in the sole discretion of the City Manager) due to competing operational needs and workload, the City Manager has the discretion to provide an increase of up to ten percent (10%) of the Employee's normal base wage effective on the first day of assumption of the substantial additional duties and continuing until the City Manager determines that the assignment of the additional duties ceases. This additional pay is provided at the City Manager's sole discretion and must be pre-approved in writing. Under current CalPERS rules and regulations, this pay for performing partial duties of the higher class is not reportable special compensation.

M. REPORTING TIME WORKED.

Employees are responsible for reporting on a prescribed form, all hours worked and leave taken during the pay period. The employee is responsible for securing the signature of his/her immediate Supervisor on the form, indicating approval of the hours submitted. The employee is also responsible for seeing that the required documentation for approved leave or overtime worked is attached to the time report. In the event employees are unable to accurately report all time, due to the need to submit the time report prior to the end of the pay period, they shall be responsible for bringing that fact to the attention of their Department Head(s) as soon as practicable, so the payroll records can be adjusted accordingly.

N. SHIFT DIFFERENTIAL

1. Shift differential for purposes of the article is defined as a shift that occurs on a Saturday or Sunday.
2. Any miscellaneous employee who works an assigned regular time shift as described in "1" above, shall be paid an additional five percent (5%) of their base hourly rate for each hour worked. No shift differential will be paid on sick leave, vacation, CTO or any other time-off or for hours worked as a result of being called in while on standby.

ARTICLE 8
TIME OFF AND LEAVES OF ABSENCE

A. VACATION LEAVE.

1. Rate of Accrual or Award.

Employees shall accrue or be awarded vacation pay based on their years of Continuous Employment at the following rates:

a. Less than five years of Continuous Employment: Full-Time Employees earn vacation at the rate of ten days per year. Vacation accrues on a monthly basis (six hours and forty minutes per month).

b. After five years of Continuous Employment with the City, Full-Time Employees will accrue vacation at the rate of fifteen days per year; after six years, sixteen days; after seven years, seventeen days; eight years, eighteen days; nine years, nineteen days; and ten years, twenty days per year.

c. After twenty-five years of Continuous Employment with the City, Full-Time Employees will earn one additional day of vacation each year and continue to earn one additional day of vacation every five years thereafter.

2. Administration.

a. Approving Authority: Department Heads shall have the authority to schedule Vacation Leave according to the needs of the service and the wishes of the employee, in that order.

b. Leave Requests: An employee's request for approval of Vacation Leave shall be made in writing to the Department Head. Except in the case of an emergency, a request for leave for one to three days should be made at least two days before the commencement of the leave. A leave in excess of three days should be made at least three days prior to the commencement of the leave.

c. Holidays: If a holiday recognized by the City occurs during Vacation Leave, absence for that holiday shall be charged as Holiday Leave and not as Vacation Leave.

d. Leave Accumulation: Except with the approval of the Council, accumulated Vacation Leave shall not exceed three hundred and eighty (380) hours and all employees who have accumulated at least eighty (80) hours of vacation shall expend at least eighty (80) Vacation Leave hours per calendar year with at least forty (40) hours being consecutive.

Any employee in a position represented by SHEA, who has more than 320 hours of accrued vacation leave, may have the option to receive a cash payment in lieu of their requested vacation time. This option to receive a cash payment in lieu of vacation time will only be available if (1) the employee has filed a written request for leave at least 30 days prior to the commencement of the leave; and (2) management denies the employee's request for leave because of department workload and staffing needs. Any payment in lieu of requested vacation time will not be PERSable and will not be credited towards the employee's single highest

year compensation for retirement purposes. This provision shall not apply to leave which is denied for a requested period due to management's approval of leave for other employees and in which leave would still be available for a period close to the requested vacation period.

Leave Award and Compensation: Vacation Leave shall begin to be earned by an employee upon employment. In the event of a separation of employment, any unused accrued or awarded Vacation Leave shall be compensated with a lump sum payment based on the employee's current rate of pay and included with the employee's final paycheck.

Eligibility and Use: An employee may not take Vacation Leave until after the completion of six months of Continuous Employment. Vacation Leave shall be taken in not less than fifteen minute increments.

B. HOLIDAYS.

1. Holidays.

The following holidays shall be recognized for all Association employees:

New Year's Day (January 1st)
Martin Luther King Day (Third Monday in January)
President's Day (Third Monday in February)
Cesar Chavez Day (March 31)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (First Monday in September)
Veteran's Day (November 11th)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving
Christmas Eve Day (December 24th)
Christmas Day (December 25th)

For the term of this MOU only, covered employees shall observe Juneteenth (June 19) as a paid holiday in lieu of Cesar Chavez Day (March 31) above. During the term of this agreement, Cesar Chavez Day shall not be observed as a paid holiday.

2. Exceptions.

When a holiday falls on a Saturday, the preceding Friday shall be deemed holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When Christmas Eve falls on a Friday, the preceding Thursday shall be deemed a holiday. When Christmas day falls on a Monday, the following Tuesday shall be deemed a holiday. When Christmas falls on a Thursday, the following Friday shall be a holiday in lieu of Christmas Eve Day

3. Observance.

Except for emergency services, all City offices shall be closed on recognized holidays established by Council resolution or ordinance.

4. Holiday Pay

Full-Time Employees shall receive full pay provided they are employed and in a paid status on the first working day prior to and following the holiday.

C. PERSONAL CONVENIENCE HOLIDAY.

Each Full-Time Employee shall be eligible for two (2) Personal Convenience Holidays of eight (8) hours each per year. After five years of Continuous Employment, Full-Time Employees shall be eligible for an additional three (3) Personal Convenience Holidays each year. Personal Convenience Holidays are granted on January 1st of each year and must be used prior to the end of the calendar year and will not accrue. They may be taken at the employee's convenience, subject to the Department Head's approval. These Personal Convenience Holidays shall not incur additional expense to the City, e.g., causing another employee to work overtime, etc. Each Personal Convenience Holiday must be taken as a full day off. Employees do not receive Personal Convenience Holidays during the calendar year in which they are hired.

City shall provide for the duration of this contract only, a one-time additional Personal Convenience Holiday of eight (8) hours for covered employees who have worked full-time as City of St. Helena employees with five (5) years of completed service before January 1, 2027. Eligible employees will receive the additional day in the first full pay period following Council approval of this contract and it must be used prior to July 1, 2027.

D. SICK LEAVE AND FITNESS FOR DUTY.

1. Accrual and Use.

Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative Sick Policy and the provisions of this Article 8(D). The provisions of this Article 8(D) shall supersede any inconsistent provisions of the Sick Leave.

Sick leave with pay shall accrue to all Full-Time Employees at the rate of one work day for each calendar month of service, with no limit to its maximum accumulation.

2. Administration/Fitness for Duty.

When the employee's need to use sick leave is foreseeable (for example, prescheduled appointments), the employee must provide reasonable advance notice to his/her immediate supervisor or Department manager of the need to use sick leave and its probable duration, if known. In all other situations, an employee who must be absent from work shall personally (if able) notify his or her immediate superior or Department Head as soon as reasonably possible, and at least before or within the first thirty minutes of the absence. An employee may be required to provide a physician's certificate for absence due to illness of more than three working days or

at the request of the Department Head. If the City requires an employee to provide a physician's certificate for an absence pursuant to this paragraph, and the employee had not already seen or planned to see the physician for the illness or injury, the City shall reimburse the employee for the cost of any required co-pay associated with the visit to the physician if the visit was required solely to comply with the requirement to obtain the certificate of illness or injury.

When the City Manager determines that it is job-related and consistent with business necessity, an employee may be required to submit to an examination by a licensed physician designated by the City and at the City's expense to determine whether the employee is still able to perform the essential functions of his or her job. Any information obtained about the Employee's health condition shall be treated confidentially as provided by federal and state law.

3. Reasons for Granting.

Sick leave shall be granted to eligible employees for the following reasons:

a. For the diagnosis, care or treatment of an existing health condition, or preventive care for the employee or a family member.
b. Sick leave with pay for illness or injury of a family member, subject to the limitations in Section D.4 of this Article.
c. Enforced quarantine of the employee in accordance with community health regulations.
d. As required by law, to allow a victim of domestic violence and/or a victim of sexual assault to obtain relief or attempt to obtain relief to help ensure his or her health, safety, or welfare, or that of his or her child(ren), to a limit of 24 hours or three (3) days in a calendar year. This maximum does not limit the amount of sick leave available for other listed reasons.
e. As required by law, to allow a victim of domestic violence and/or a victim of sexual assault to seek medical attention, to obtain services from a domestic violence program or psychological counseling, or to participate in safety planning, to a limit of 24 hours or three (3) days in a calendar year. This maximum does not limit the amount of sick leave available for other listed reasons.
f. Preventive medical, dental and optical examinations where appointments are unavailable or impractical during non-working hours.
g. Complication or disability resulting from or contributed to any pregnancy, termination of pregnancy, or recovery therefrom.

4. Limitations and Related Provisions.

a. An employee may use Sick Leave, in an amount not to exceed one-half of their annual accrual, or six days, to attend to an illness of a family member. This includes attending to the serious injury or illness of a family member covered under the Family Medical Leave Act and/or California Family Rights Act.
b. For the purposes of using sick leave under this Article, "family member" shall mean an employee's parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.

c. In the event of absence from work due to a work-related injury, an employee may receive pay for accrued Sick Leave to the extent necessary to supplement worker's compensation payments to effectively raise the employee's pay received to the level of full-time pay. For a new employee who, at the time of a work-related injury, has not yet earned three days of Sick Leave, up to three days of Sick Leave may be advanced from anticipated future Sick Leave accruals as required to meet this described use.

5. Sick Leave Abuse.

"Sick leave abuse" shall mean: "any use of sick leave, for purposes other than those identified in this section." Sick leave abuse may subject the employee to disciplinary action as determined necessary to deter future abuse.

6. Pay-out of Sick Leave at Termination of Employment.

a. Effective July 1, 2012, the City will not pay the employee upon separation in good standing from City employment for unused sick leave accrued on or after July 1, 2012.

Upon separation in good standing from City employment, the City will pay the employee for unused Sick Leave in the following amount: The total number of hours of Sick Leave accumulated multiplied by the hourly rate of pay of the employee at the time of separation, divided by two (2). An employee is not "separating in good standing" if proceedings to terminate the employee have been initiated or concluded in accordance with the provisions of Article 14, Resignation, Termination or Disciplinary Action. When an employee uses sick leave, City will first reduce employee sick leave balances from sick leave accrued after July 1, 2012.

b. An employee's termination of employment for reasons of illness, verified by doctor certifications relative to the nature, gravity, and duration of the illness (including maternity) may be paid a lump sum for all Sick Leave accrued and unused at the time of such termination.

c. An employee who retires or otherwise terminates his or her employment after a finding of industrial disability may not exhaust his or her Sick Leave before the retirement becomes effective.

E. **BEREAVEMENT LEAVE.**

All Full-Time Employees shall be allowed a leave of absence with full pay, not to exceed three (3) working days, or five (5) working days if the death occurs out of State, when such absence is due to death in the immediate family. Those in immediate family are: mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse, son, domestic partner son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

F. **JURY OR WITNESS DUTY.**

1. All employees shall be granted time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice to the City. Leave with full pay shall be granted to Full-Time Employees for jury duty or when called as a witness for a job related law suit. Any compensation received for jury duty, excluding mileage and similar expense reimbursements, shall be remitted to the City.
2. Leave without pay shall be granted to all employees to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or court order.

G. ADMINISTRATIVE LEAVE WITH PAY.

Administrative Leave with Pay may be assigned to employees by the City Manager if it appears to be in the best interest of the City. In the event such leave is assigned, the City Manager will report to the Council the facts and circumstances of such leave as soon as is practicable.

H. DISCRETIONARY LEAVE WITHOUT PAY.

1. Permissible reasons for leave.

   Discretionary Leave Without Pay may be granted by the City Manager as follows:

   a. For personal reasons which are approved by the City Manager.
   b. For reason of illness in the event Sick Leave has been exhausted.
   c. In conjunction with Pregnancy Disability or FMLA Leave.
   d. To pursue a course of education which will increase the employee's usefulness as a City employee.

2. Procedure.
   a. The employee shall provide at least 30 days advance notice of the need for leave without pay, whenever possible. If 30 days' notice is not practicable, the employee shall request the leave as soon as practicable.
   b. An employee's request for Discretionary Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the Department Head as to how an adequate level of service can be maintained during the employee's absence. The City Manager has the discretion of approving or rejecting the request.
   c. In the case of extended illness the Department Head shall notify the City Manager at such time as the employee has expended all Sick Leave and shall submit a regular status report thereafter pending consideration of termination, disability, retirement, or temporary replacement.

3. Regulations Relative to Discretionary Leave Without Pay are as Follows.
   a. The City Manager may grant Discretionary Leave Without Pay in his or her discretion and only when, in the opinion of the City Manager, it is in the best interest of the City.
   b. In the case of illness, Discretionary Leave Without Pay shall commence at such time as Sick Leave is expended except that the employee may elect to expend any other leave prior to utilizing Discretionary Leave Without Pay.

c. Except in cases of absence due to illness, Discretionary Leave Without Pay shall be deducted from service time for purposes of computing longevity, time in service, seniority, or for any other purpose.

d. Vacation or Sick Leave shall not accrue nor shall Holiday Pay be awarded during periods of leave without pay.

e. Unless the employee notifies the City Manager at the time of the request for Discretionary Leave Without Pay that he or she elects to pay the premiums for continuation of Health, Dental, and Insurance Benefits, those benefits will be terminated beginning with the calendar month following the start of the unpaid leave. If that election is made and the leave is approved, it is the responsibility of the employee to submit payment to the City such that it is received prior to the City processing payment to the insurance carrier. The City will not make a premium payment in anticipation of receipt of the payment from the employee.

f. Reinstatement of all benefits shall occur at the first opportunity following the employee's return to duty.

g. Discretionary Leave Without Pay will not normally be approved until Sick Leave (if medically justified), Vacation Leave, and Comp Time have been exhausted.

h. Retirement benefits shall be adjusted for leave without pay in accordance with Public Employees' Retirement System's (PERS) regulations.

i. An employee shall, upon completion of authorized leave without pay, be reinstated to the Position held at the time of commencement of leave and at the salary range and step previously held.

I. PREGNANCY DISABILITY LEAVE

To the extent required by law, the City shall grant a leave of absence without pay to any probationary or permanent employee who becomes disabled as a result of pregnancy, which disability prevents her from performing the duties of her position. Such leave shall not exceed four months whether or not it is combined with sick leave, vacation, compensatory time off and/or leave without pay. Employee benefits will continue to be paid by the City during approved short-term leave. This paragraph shall be implemented consistently with the requirements of California's Pregnancy Disability Leave law and the federal Family Medical Leave Act. (See also the City's Employee Handbook.)

J. CFRA AND FMLA LEAVE

The Employee Handbook addresses leave rights under the federal Family and Medical Leave Act and the California Family Rights Act (also referred to as the California Medical Leave Act).

ARTICLE 9
CERTIFICATION AND OTHER BENEFITS

A. SPECIALIZED SCHOOLS AND TRAINING, AND CERTIFICATION PAY.

1. Specialized Schools and Training.

Individual Full-Time employees will be reimbursed for up to $500.00 per year in educational expenses for job-related courses. The total amount reimbursed to all employees in the unit represented by the Association through this program will not exceed $6,000.00 per year. Employees will be reimbursed on a first-come, first-served basis, subject to the City Manager's determination that a course or training is job-related. This provision does not include payment of fees or tuition for course work taken in pursuit of an academic degree.

2. Tuition Reimbursement.

a. The City of St. Helena encourages professional growth which is beneficial to both the City and the employee. The City will provide reimbursements for employees up to $3,500 per fiscal year for the cost of books and tuition incurred for which the employee earns college credits for classes taken in pursuit of an academic 4-year degree or 2-year Master's Degree from an accredited college or university, which would promote professional development within City of St. Helena employment. The program is voluntary.

b. Courses require pre-approval prior to the date of enrollment in the course to ensure the expense is eligible under the MOU.

c. The combined amount of reimbursement for this section and section 1 above cannot exceed $3,500 per year per employee.

3. Certification Pay.

In recognition of the fact that certain functions cannot be performed without special governmental certification or licensing, the City will pay the following:

a. One hundred dollars ($100.00) per month for:

- "Operator cross-certification" (Class I or above) for employees assigned to the Water Treatment Plant or Waste Water Treatment Plant, enabling those employees to perform duties at the other plant;
- Playground Inspection Certification for employees working in the Parks Division.
- Wastewater Collection Certificate

b. Two hundred dollars ($200.00) per month for:

- A necessary pesticide certificate, for Public Works employees responsible for pesticide applications programs for the City;
- Certification for back-flow prevention devices for Public Works employees.
- Arborist Certificate for employees working in the Parks Division.

c. Two hundred Dollars ($200.00) per month and any required physical examinations, the cost to renew the Class B license, and the appropriate time necessary during normal work hours to test for a Class B driver's license, if the Director of Public Works, on a person-by-person basis, certifies the necessity to the City for such license and the City Manager authorizes.

B. UNIFORMS.

1. As a condition of employment, the City requires appropriate apparel or uniforms to be worn during work hours.
2. The City will provide uniforms to employees in the following Public Works positions: Public Works Supervisor, Maintenance Worker I, Maintenance Worker II, Maintenance Worker III, Maintenance Lead Worker, Chief Water Distribution Operator, Plant Operator in Training, Plant Operator I, Plant Operator II, Plant Operator III, Chief Plant Operator.

a. Employees Assigned to Water Distribution and Public Works

For employees assigned to Water Distribution and Public Works, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year. The City will provide and pay for regular uniform cleaning service of up to five pairs of pants and five shirts per week for the uniforms of the employees. The value of this uniform service is $35.49 per pay period.

b. Employees Assigned to Parks-Trees-Buildings

For employees assigned to Parks-Trees-Buildings, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year. The City will provide and pay for regular uniform cleaning service of up to five pairs of pants and five shirts per week for the uniforms of the employees. The value of this uniform service is $33.06 per pay period.

c. Employees Assigned to the Wastewater Treatment Plant

Chief Plant Operator and Plant Operator II - For employees assigned to the Wastewater Treatment Plant, except for employees in the Plant Operator III classification, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year.. The value of these uniforms is $9.29 per pay period. The City does not provide uniform cleaning for these Employees assigned to the Wastewater Treatment Plant.

Plant Operator III - For employees assigned to the Wastewater Treatment Plant in the Plant Operator III classification, the City provided uniforms shall include five

(5) City Polo Shirts per year. The value of these uniforms is $5.79 per pay period. The City does not provide uniform cleaning for the City Polo Shirts. Additionally, the City shall provide coveralls which are solely for personal health and safety purposes of the employee. The City will provide and pay for regular uniform cleaning service for the coveralls.

d. Employees Assigned to the Water Treatment Plant

For employees assigned to the Water Treatment Plant, the City provided uniforms shall include five (5) City Polo Shirts and four (4) pairs of City pants per year. The value of these uniforms is $11.49 per pay period for each employee. The City does not provide uniform cleaning for Employees assigned to the Water Treatment Plant.

e. Safety Reflective Coat and Safety Boots

In addition, the City will provide all employees in the classifications listed above in paragraph B.2 with one (1) safety coat on initial hire with a replacement coat provided on an as needed basis; one pair of OSHA approved steel toed boots or shoes to be replaced when warranted which can include orthotic insoles for safety boots or shoes as needed upon employee advance request. The safety reflective coat and the safety boots are solely for personal health and safety purposes of the employee. Any additional uniforms desired by members that are not required by law shall be supplied at the employee's expense.

3. The parties acknowledge that the uniforms provided are not suitable for everyday wear, and that employees shall wear the provided uniforms only while on duty and traveling to and from work.
4. To comply with the special compensation requirements of CalPERS, the City shall report to CalPERS periodically as earned the value of the required uniforms and cleaning service provided by numbers 2 and 4 above for classic members (as defined by CalPERS). For classic members, the City and employees will be required to make required employer and employee contributions based on this special compensation in the applicable employer/employee contribution amounts. For example, classic members will be required to make the required employee contribution on this amount. Pursuant to CalPERS regulations, the value of uniforms and uniform cleaning for new members (as defined by CalPERS) does not count as special compensation.

C. TOOLS AND EQUIPMENT.

1. For employees, except the City Mechanic, all items of essential equipment and tools will be provided by the City, except that an employee may elect to provide all or any part of his/her own equipment and tools.
2. City-owned equipment and tools shall be used solely in the exercise of official City business.
3. The City Mechanic will personally furnish all hand tools necessary for normal general maintenance to vehicles and equipment. The city will reimburse the Mechanic for one-

half (1/2) the Mechanic's cost of hand tools, up to One Hundred Fifty Dollars ($150.00) per year.

4. Care of Tools and Equipment.
   Each employee having care or custody of City-owned property (including money) or equipment has a responsibility to take appropriate care of the property or equipment, including safeguarding it against theft or damage. Any employee becoming aware of the theft of, or malicious damage to City-owned property or equipment shall immediately report it to the Police Department.
5. For employees who are required to use a cell phone during normal course of their duties and/or are required to be on-call for the day, the City will provide a City issued cell phone.

ARTICLE 10
HEALTH, DENTAL, LIFE AND DISABILITY INSURANCE

A. HEALTH INSURANCE.

The City will pay provide medical insurance for each Full-Time Employee and his or her eligible dependents. City is currently a member of Redwood Empire Municipal Insurance Fund (REMIF) and subject to their decisions regarding type and number of plans offered. Should REMIF propose material changes to the insurance plans, City will meet and confer on medical insurance options.

B. DENTAL INSURANCE.

The City will pay the full premium for dental insurance benefits for each Full-Time Employee and all dependent family members.

C. VISION INSURANCE.

Subject to REMIF approval, the City will obtain and pay the full premium for a REMIF Vision Plan for all Full-Time Employees.

D. MEDICAL WAIVER

Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

a. Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.
b. Employee may elect to "opt-out" of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).
c. The monthly stipend will not increase if electing to "opt-out" of additional plans.
d. It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.
e. In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.
f. If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.

Stipends will be paid the month following election (if elected January 1, stipend will be included in first payroll check of February) and are taxable as income (regular payroll taxes apply

E. LIFE INSURANCE.

The City will pay the full premium for a $25,000.00 life insurance plan to cover each Full-Time Employee. At the employee's expense, an employee has the option to increase the amount of life insurance coverage up to an additional $30,000.00.

F. SUPPLEMENTAL LIFE INSURANCE.

The City does not provide, however Full-Time Employees may purchase additional supplemental life insurance.

G. DISABILITY INSURANCE.

The City will pay the full premium for the California State Disability Insurance program primary disability insurance plan covering each Full-Time Employee.

ARTICLE 11
RETIREMENT, SOCIAL SECURITY, DEFERRED COMPENSATION AND DEPENDENT CARE ASSISTANCE

A. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS).

Employees covered by this MOU are provided retirement benefits under the California Public Employees' Retirement System (CalPERS) as described in this Article 11, Section A.

1. Tier One: 2% at 55 Retirement Program – Employees Hired Before July 1, 2012 (Tier 1 Classic Members)

   This Section 1 (including subsections) shall apply to employees hired before July 1, 2012:

   a. 2% at 55 Pension Formula

      The "2% @ 55" retirement program will be available to employees covered by this Section.

   b. Final Compensation Based On 12-Month Period

      For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

   c. Required Employee Contributions

      i. Member Contribution

         Employees covered by this Section 1 shall continue to pay, through payroll deduction, the full 7.0% member contribution.

      ii. Pension Cost Sharing

         Effective January 9, 2016, employees covered by this Section 1 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

2. Tier Two: 2% at 60 Retirement Program for Employees Hired On or After July 1, 2012, and Before January 1, 2013, and Employees Qualified for Reciprocity (Tier Two Classic Members)

   This Section 2 (including subsections) shall apply to employees hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 2 (including subsections) shall apply to employees hired on or after January 1, 2013, who are qualified for pension

reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

a. 2% at 60 Pension Formula

The "2% @ 60" retirement program will be available to employees covered by this Section 2.

b. Final Compensation Based On 36-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

c. Required Employee Contributions

i. Employees covered by this Section 2 shall continue to pay, through payroll deduction, the 7.0% member contribution.

ii. Pension Cost Sharing

Effective the first full pay period in January 2016, employees covered by this Section 2 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

3. Tier Three: 2% at 62 PEPRA Retirement Tier Required For Employees Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member)

This Section 3 (including subsections) shall apply to employees who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

a. 2% at 62 Pension Formula

The "2% @ 62" retirement program will be available to employees covered by this Section 3.

b. Final Compensation Based On 36-Months

Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for employees covered by this Section 3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

c. Required Employee Contributions

i. Required 50% of Normal Costs

As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by this Section 3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

ii. Pension Cost Sharing

Effective the first day of the first full pay period in January 2016, in addition to paying 50% of normal costs as described above, employees covered by this Section 3 shall pay, through payroll deduction, an additional 1.0% of PERSable compensation toward the City's normal cost of pension benefits as permitted by Government Code Section 20516.

4. Cost Sharing Implementation – All Tiers

The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this MOU, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable after the effective date of this MOU, the City will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions will be made pursuant to Government Code Section 20516, Unit Member Cost Sharing of Additional Benefits. If the contract amendment is not complete before the effective date of the cost sharing described in Sections A(1)(c)(ii), A(2)(c)(ii), and A(3)(c)(ii), the cost sharing shall be implemented outside of a CalPERS contract amendment as authorized by Government Code Section 20516(f) and shall extend beyond the expiration of this MOU and establish the status quo for purposes of future negotiations. The Union and the City will take all actions necessary to implement the pension cost sharing agreement described in Sections A(1)(c)(ii), A(2)(c)(ii), and A(3)(c)(ii).

5. Converting Sick Leave Balance

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination pursuant to Article 8(D)(6) will not be available for conversion to service credit.

6. Other Options Included In CalPERS Contract

Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

7. Implementation of Internal Revenue Code Section 414(h)(2)

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

8. All Provisions Subject to Requirements of Law

The parties recognize and agree that the City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this MOU and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or MOU terms.

B. SOCIAL SECURITY PAYMENT.

Employee contributions for Social Security are the responsibility of the employee and will not be reimbursed by the City.

C. DEFERRED COMPENSATION PLAN.

The City offers a deferred compensation plan under which employees may designate portions of their salaries to be deferred for tax purposes. The City will equally match an employee's deferred compensation contribution, not-to-exceed Seventy-five Dollars ($75.00) per month. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

D. CAFETERIA PLAN.

The City allows employees to deposit up to $5,000.00 of their before-tax earnings into an account and pay themselves back for certain enumerated personal and dependent care expenses with tax-free dollars pursuant to Internal Revenue Code Section 125.

E. RETIREMENT HEALTH SAVINGS ACCOUNT (RHS).

The City agrees to establish an RHS account through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

ARTICLE 12
BENEFITS ON TERMINATION/RETIREMENT

Upon termination/retirement of employment, all benefits provided by the City to an employee shall be terminated with the following exceptions:

A. COBRA CONTINUATION.

A terminated employee may be entitled to certain insurance coverage opportunities under the federally mandated COBRA Program.

B. CONTINUATION OF CERTAIN INSURANCE POLICIES.

Upon retirement, an employee enrolled in an insurance program (other than life insurance) maintained or sponsored by the City, may continue to be enrolled in such program subject to the conditions set forth below.

1. Conditions.
   a. That continued enrollment has the approval of the insurance company concerned.
   b. Enrollment will cease at such time as the City terminates or converts an insurance program.
   c. The retired employee shall either regularly reimburse the City for the full premium payment or make payments directly to the insurance company.
   d. Unused Sick Leave, Vacation Leave and/or Comp Time may be credited toward health insurance premium in the manner set forth below.
2. Use of Accrued Sick Leave, Vacation Leave and Comp Time to Offset Premiums.

   Retiring employees have the option of applying 100% of their unused sick leave accrued prior to July 1, 2012, Vacation Leave and/or Comp Time toward the payment of continuation insurance premiums, to the extent allowed by law. The total number of hours of leave shall be multiplied by the hourly rate of the employee at the time of retirement. The City will first apply Sick Leave, then Vacation Leave and finally Comp Time to the payment of the premiums. If the employee dies before the Sick Leave, Vacation Leave and/or Comp Time is depleted, the City will make a lump sum payment, less applicable withholdings, to the employee's estate, at the following rates: the remaining Sick Leave multiplied by the employee's hourly rate at retirement multiplied by .50; the remaining Vacation Leave and/or Comp Time multiplied by the employee's hourly rate at retirement.

ARTICLE 13
GRIEVANCE PROCEDURE

A. GRIEVANCE DEFINED.

A grievance is a formal allegation by a member of the Association or by the Association on behalf of a member, regarding an alleged violation of a specific provision of this MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline, including the content of performance evaluations, layoff, demotion, reprimand, transfer, denial of reinstatement or denial of step increase. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.

B. PROCEDURE.

1. Step 1: Informal Discussion.

   Within ten (10) calendar days of the occurrence of an act in dispute or within ten (10) calendar days of when a member should reasonably have become aware of the occurrence of the act in dispute, an employee shall discuss it with his or her immediate Supervisor, who shall investigate and attempt to resolve the matter. The Supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, he or she may proceed to Step 2.

2. Step 2: Department Head Determination.

   Any dispute not resolved at Step 1 may be submitted to the Department Manager in writing within ten (10) calendar days after the Supervisor's response in Step 1. The written statement should cite the specific provision of this MOU in dispute. A copy of the written statement shall be provided to the affected employee's immediate Supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee and the Department Head who shall attempt to resolve the matter. The Department Head shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, he or she may proceed to the next step.

3. Step 3: City Manager Review.

   Any dispute not resolved at Step 2 may be submitted in writing to the City Manager, with copies of the Step 2 response, within five (5) calendar days after the Department Manager's response. The City Manager shall provide written confirmation of receipt of the dispute to the employee, and shall schedule a meeting within five (5) calendar days, to discuss the matter with the employee. After consideration of the facts, the City Manager shall give his or her written decision to the employee within ten (10) calendar days after the meeting.

4. Step 4: City Council Review.

If the employee is not satisfied with the decision, the employee may request a hearing before the City Council. Such request for hearing must be submitted in writing within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council Agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options: (1) refuse to hear the appeal; (2) make a decision on the documentation submitted; or (3) hold a hearing after which they shall make a decision.

The decision of the City Council shall be final.

C. DEADLINES.

The parties may mutually agree to extend any of the above deadlines in writing. Either party may extend the deadlines for reasons of prolonged illness, canceled meetings, or in response to other unavoidable circumstances.

ARTICLE 14
RESIGNATION, TERMINATION AND DISCIPLINARY ACTION

A. RESIGNATION.

An employee wishing to leave his or her service to the City in good standing shall file with the Department Head, at least two (2) weeks prior to leaving City service, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the Personnel Office with a Personnel Action Form. Failure to give two (2) weeks' notice shall be entered upon the service record of the employee and may be cause for denying future employment by the City. The resignation of an employee who fails to give the required notice shall be reported immediately to the Human Resources Manager by the Department Head.

B. EXIT INTERVIEW.

Any person leaving City employment shall have the opportunity to meet with the City Manager. The purpose of the meeting shall be to allow the City Manager to receive, and the employee the opportunity to provide, the employee's candid observation of City employment in order to help improve personnel management and departmental functioning. Such interviews normally shall be conducted no earlier than fifteen (15) days prior to nor more than fifteen (15) days later than the employee's effective date of retirement or termination of employment.

C. DISCIPLINARY AUTHORITY.

A Full-Time Employee may be disciplined or discharged by his or her Department Head, but shall have the right to appeal the discipline or discharge for final determination by the City Manager as set forth below.

D. PROBATIONARY EMPLOYEES.

In accordance with the City's policy on Probationary Employees, Probationary Employees are not entitled to the Disciplinary Procedures or Appeal rights set forth in this Article 14. Probationary Employees are at-will employees and may be disciplined or terminated at-will, without notice and without cause. The City has no obligation to limit its reasons for discipline or termination to those set forth in Subparagraph H. The City's willingness to discipline or terminate an employee in accordance with this Article 14 does not alter the at-will status of the Probationary Employee's employment.

E. DISCIPLINARY ACTIONS.

For employees who have passed the probationary period the City generally will apply principles of progressive discipline in response to actions constituting cause for discipline that reasonably are subject to remediation. However, the City may discipline employees without progression, up to and including termination, in instances where the City reasonably determines that the action at issue is sufficiently serious and/or remediation is not appropriate.

The following are appropriate disciplinary actions that may be taken as corrective measures.

1. Reprimand.

An employee may be reprimanded by his or her Supervisor, Department Head, or the City Manager. A reprimand may be either verbal or written. A note may be made of a verbal reprimand and placed in the employee's personnel file, and a written reprimand will be placed in the employee's personnel file. Grounds for reprimand include, but are not limited to those listed in Subparagraph H below. Reprimands are not subject to Discipline Procedures and the right to Appeal. However, the employee has the right to meet with the Supervisor/Department Head who issued the reprimand before the reprimand is placed in the employee's personnel file. The employee may also rebut the reprimand by providing a written statement which will be included in the employee's personnel file along with the written reprimand.

2. Suspension.

An employee may be suspended by his or her Department Head. Suspension may be imposed for disciplinary purposes or may be imposed pending investigation and possible discharge. While the matter is being investigated, employee shall continue to receive salary and benefits. Suspension shall be for a fixed period of time. Grounds for suspension include, but are not limited to those listed in Subparagraph H below. Suspension of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

3. Reduction in Salary.

A Department Head may reduce the salary of an employee for disciplinary reasons, provided that such reduction shall be to a step or percentage within the salary range of the Classification held by the employee. A new Anniversary date (for purpose of salary increases only) shall be established as of the effective date of the reduction in salary, unless the reduction is for a specified period of time, in which case the Anniversary date would not change, or unless otherwise recommended by the Department Head. Reductions in salary of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

4. Demotion.

A Department Head may demote an employee for disciplinary reasons to any Classification with a lower salary, provided the employee meets the minimum qualifications for the lower-level class. The employee shall not be eligible for promotion for a period of six (6) months unless otherwise recommended by the Department Head. Disciplinary demotions of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

5. Dismissal.

A Department Head may dismiss an employee for Cause, as set forth in Subparagraph H, below. Dismissal of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

F. DISCIPLINARY PROCEDURE.

1. Initial Investigation.

An alleged violation of policy, procedure, rules, regulations, directives, orders, or laws shall be investigated by the employee's Supervisor or other designated investigator before the employee may be subject to discipline for the violation. The investigator shall complete a written report of the investigation, including the employee's statement, the specific violations, all available facts related to the alleged violation(s), and statements of witnesses, if any. The investigator may recommend appropriate discipline. Based on the information received in the investigation, the Supervisor shall determine appropriate disciplinary action.

2. Notice of Proposed Discipline.

The Supervisor shall provide written notice of the proposed disciplinary action to the affected employee. The notice of proposed discipline shall contain the following information:

- A statement which clearly defines the intent to take action and the specific action to be taken;
- The date the action is intended to take effect;
- A statement of the rule(s) or regulation(s) that has/have allegedly been violated;
- A statement of the specific action, charge(s), and facts on which the proposed action is based;
- Copies of the written materials, reports, and documents considered by the Department Head in his/her decision to impose the proposed action.
- Notice of the employee's right to respond to the charges, verbally or in writing, to the Department Head within seven (7) calendar days of receipt of the Notice of Proposed Discipline. A statement that the failure to respond within the prescribed time period following receipt of the Notice of Proposed Discipline shall constitute a waiver of the right to respond and the proposed discipline will be imposed.

3. Proposed Discipline Deferred.

If the employee or designated representative requests the right to respond, either orally or in writing, the imposition of proposed discipline shall be deferred until after a pre-disciplinary (Skelly) hearing.

4. Pre-Disciplinary (Skelly) Hearing.

Where a written or oral response has been elected, the Department Head shall schedule, coordinate, and conduct a Pre-Disciplinary Hearing within ten (10) calendar days of the employee's request. The purpose of the hearing is for the employee to provide additional information and facts relevant to the alleged violation in order for the Department Head to have

all the facts prior to making a final decision regarding the proposed disciplinary action. The employee may elect to have representation at the hearing. If the employee fails to appear at or provide a written statement for the Pre-Disciplinary Hearing, his or her right to appeal the proposed discipline is forfeited.

5. Notice of Disciplinary Action.

Within seven (7) working days of the Pre-Disciplinary Hearing, the Department Head will notify the affected employee with a written Notice of Disciplinary Action. The Disciplinary Action will have been made following a factual finding and review of all the information provided. If the Department Head determines not to impose any disciplinary action, he or she will notify the employee of this as well. The Notice of Disciplinary Action shall state the disciplinary action, the date it will take effect, and the employee's right to appeal, if any. Disciplinary actions may be imposed prior to hearing the employee's post Skelly Appeal hearing or other disciplinary hearing.

6. Paid Administrative Leave.

The Department Head shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.

7. Exclusions.

The provisions of this Article 14 shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions, employee reclassifications, reprimand, transfers without loss of pay, performance evaluations, or economic layoffs. Nor do the provisions of this Article 14 apply to Probationary Employees.

G. APPEAL.

1. Right of Appeal.

An employee who has received a Notice of Disciplinary Action that provides for the right to appeal may, within fourteen (14) calendar days of its receipt, appeal the decision pursuant to the procedures set forth below. An employee, who fails to appeal the disciplinary action within the fourteen (14) day time period, forfeits his or her appeal and the disciplinary action shall be final and binding.

2. Procedure.

In order to Appeal the Disciplinary Action, the employee shall file with the City Manager a written answer to the charges contained in the Notice of Proposed Disciplinary Action and/or the Notice of Disciplinary Action and request the right to appeal the City's disciplinary action (collectively, the "Request to Arbitrate"). Upon receipt of the Request to Arbitrate, the City Manager shall initiate the Appeal process.

3. Appointment of Hearing Panel.
   a. The Hearing Panel shall consist of one person selected by the City, one person selected by the Association, and a neutral chairperson selected jointly by the City and the Association.
   b. The neutral panel chairperson shall be selected jointly by the parties within fourteen (14) calendar days of receipt by the City Manager of the employee's Request to Appeal.
   c. If the parties are unable to mutually agree on a neutral panel chairperson within the fourteen-day period, the City shall solicit a list of seven (7) neutrals from the State of California Mediation/Conciliation Service. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrators' names from the list until one remains. The parties shall make every effort to complete the striking process within ten (10) calendar days of receipt of the list from the State.
   d. If the neutral selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated within the same time period, unless the parties can otherwise mutually agree on the selection of a neutral chairperson.
   e. The cost of the neutral shall be shared equally, with fifty percent (50%) of the fee paid by the City and fifty percent (50%) of the fee paid by the Employee.

4. Pre-Hearing Matters.

   The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the panel members and the availability of counsel and witnesses. The arbitration hearing shall be private. The panel may, prior to or during the hearing, grant a continuance for any reason the panel believes to be important in order to reach a fair and proper decision. Neither party shall have *ex parte* communications with the neutral panel chairperson.

5. Conduct of the Hearing.
   a. The hearing shall be conducted in the manner most conducive to the determination of the truth. Both the City and the employee may be represented by legal counsel or may elect to proceed without counsel. The employee may choose to be represented by an Association representative.
   b. The panel shall determine the relevancy, weight, and credibility of the testimony and evidence. The panel shall not be bound by the technical rules of evidence. The panel shall base its finding on the preponderance of the evidence. The City shall have the burden of proof.
   c. Each side will be permitted an opening statement and closing argument. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present his/her witness(es) and evidence to rebut the charges.
   d. A court reporter will be retained by the City to make a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and at his/her own cost.

e. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.

f. The panel shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The panel may consider the records of any relevant prior disciplinary actions against the employee, as long as those actions are final.

6. Findings of the Panel.

After the conclusion of the hearing, the hearing panel shall prepare a recommended decision based on its findings of fact and application of law, and forward it to the City, the employee, and the Association. The recommended decision shall set forth which charges the panel sustains or does not sustain and the reason(s) for the panel's decision. The panel's findings and recommended decision must be supported by a majority of the panel members (i.e., at least two panel members must agree on each finding or recommendation).

7. Decision of the City Manager.

After receiving and considering the recommendation of the hearing panel, the City Manager may sustain or reject any or all of the charges filed against the employee. The City Manager may sustain, reject or modify the disciplinary action invoked against the employee. However, the City Manager may not increase the severity of the discipline originally invoked by the City.

H. REASONS FOR REPRIMAND, DISCIPLINE, DEMOTION, SUSPENSION, OR DISCHARGE INCLUDE:

The following are deemed sufficient cause to warrant disciplinary action. However, cause to discipline an employee is not limited to these reasons alone:

- Absence without prior approval or excessive tardiness.
- Use of, or being under the influence of illegal drugs or alcohol while on City business, or during work hours, or while representing the City.
- Violation of the City's anti-discrimination, anti-harassment policies and/or workplace violence policies.
- Failure to maintain any employment qualification, including but not limited to driver's license or other certifications.
- Theft, pilferage, or misuse of City property.
- Falsification of public records.
- Dishonesty.
- Disorderly or immoral conduct.

- Incompetence.
- Failure to meet expected performance standards.
- Neglecting to perform expected job duties.
- Inability to perform the essential duties of the job (with reasonable accommodation, if required by law).
- Insubordination or willful or disobedience.
- Negligence or willful damage to public property or the personal property of another employee.
- Fraud in securing employment.
- Discourteous treatment of the public or other employees.
- Conviction of a felony (including pleas of guilty and nolo contendere), or a conviction of a misdemeanor (including pleas of guilty) where the misdemeanor conviction is related to the position held.
- Violation of any reasonable regulation, policy, rule, SOP, or order.
- Failure to maintain satisfactory working relationships with supervisors, employees, contractors, or the public.
- Interference with the work performance of others.
- Acceptance of bribes or extortion.
- Acceptance of any gift, reward, or other form of compensation in addition to regular compensation for performance of official duties other than as provided for by written City policy.
- Illegal gambling on City property or during working hours.

ARTICLE 15
LAYOFF PROCEDURE

The procedures set forth in the City of St. Helena Layoffs and Furloughs Policy shall apply during the term of this MOU.

ARTICLE 16
SEPARABILITY

Notwithstanding any provisions of this MOU to the contrary, in the event that any Article or Subsections thereof of this MOU shall be declared invalid by any Court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any Court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this MOU or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles and Subsections thereof affected. All other provisions of this MOU shall continue in full force and effect.

ARTICLE 17
TERM & COMPLETION OF NEGOTIATIONS

Following approval by the City and the Association and ratification by the City Council, the term of this MOU shall commence on July 1, 2026 and shall expire on June 30, 2027.

During the term of this Agreement, the Association and the City agree that neither party shall be obligated to meet and confer with respect to any subject or matter covered by this Agreement, except as follows:

- The parties agree to meet and confer on any mandatory subjects of bargaining which have the potential to affect wages, hours, and other terms and conditions of employment (as defined by the MMBA), any City-proposed changes to the SHEA job descriptions, Employee Handbook and/or related policies and procedures;

- The parties may mutually agree to meet and confer on any topic.

ARTICLE 18
SIGNATURES

This Memorandum of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA EMPLOYEES ASSOCIATION

_____
Marc Beauchamp, OE3 Labor Negotiator

_____
Cecilia Raffo, Chair

_____
Rebecca White, Co-Chair

_____
Victor Neri, Co-Chair

CITY OF ST. HELENA

Approved by the City Council by Resolution Number 2026-_____

_____
Aaron Slater, Labor Negotiator

_____
Mandy Kellogg, Administrative Services Director

CITY OF ST. HELENA

ST. HELENA PROFESSIONAL FIRE FIGHTER ASSOCIATION

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF ST. HELENA

AND

ST. HELENA PROFESSIONAL FIRE FIGHTER ASSOCIATION

FOR THE PERIOD

JULY 1, 2026~~5~~ THROUGH JUNE 30, 2027~~6~~

CITY OF ST. HELENA

ST. HELENA PROFESSIONAL FIRE FIGHTER ASSOCIATION

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ARTICLE 1: PREAMBLE

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Professional Fire Fighters Association, hereinafter referred to as "Association," pursuant to the Meyers-Milias-Brown Act (MMBA), California Government Code Section 3500 et. seq. This includes meeting and conferring on matters which have the potential to affect wages, hours, and other terms and conditions of employment. The purpose of this MOU is the establishment of rates of compensation, hours of work, and other terms and conditions of employment. Employees subject to this MOU are also covered by the City of St. Helena's Employee Handbook currently in effect (Employee Handbook) and related City policies and procedures. In the event of a conflict between this MOU and the Employee Handbook or other City policies or procedures, the MOU shall control.

ARTICLE 2: RECOGNITION

The City recognizes the Association as the recognized and exclusive representative for the following regular full-time fire suppression employees (part-time positions are not included in the bargaining unit represented by the Association):

- Firefighter
- Fire Engineer
- Fire Captain
- Fire Inspector

ARTICLE 3: ASSOCIATION & CITY RIGHTS

A. ASSOCIATION RIGHTS.

The Association shall have the following rights and responsibilities:

1. Reasonable advance notice of any City ordinance, rules, resolution, or regulation directly relating to matters within the scope of this MOU.

2. The right to payroll deductions made for payment of Association dues and for City-approved programs.

3. The right to represent its members before the City Council or the City Council's designee with regard to wages, hours, and other matters within the scope of representation, subject to the provisions of applicable Federal, State, or City laws and regulations. Inclusion of topics in this MOU does not deem them "negotiable" as that term is defined by applicable law.

4. The use of City facilities for regular, normal, and lawful Association activities, providing the appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.

5. Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the City or with established safety or security requirements.

6. The City will notify the Association President (or other designated representative) at least 10 days before a new employee orientation meeting and allow an Association representative to meet with the new employees for up to 15 minutes at the end of the initial orientation meeting. If an employee is scheduled to receive orientation in fewer than 10 days from the date of hire, then the City will provide Association with as much advance notice as reasonably possible of the scheduled orientation meeting.

7. If the City has not conducted an in-person new employee orientation within thirty days of a newly hired employee's start date, and the new employee is working in person, the Association has a right to schedule an in-person meeting at the worksite during working hours. During that meeting, the exclusive representative shall be permitted to communicate directly with newly hired employees in the applicable bargaining unit for up to 30 minutes. The newly hired employees must be allowed paid time off, and relieved of other duties, for attending the meeting. Upon receiving a request from the Association, the City will provide an appropriate on-site meeting space within seven calendar days. ~~This provision expires June 30, 2025.~~

8. Reasonable accommodation that all new job openings within the City will be posted at minimum internally and qualified association members be given the opportunity to apply.

B. CITY RIGHTS.

After discussion and due consideration, it is recognized that, except as expressly stated herein, the parties agree that the City shall retain whatever rights and authority as are necessary for it to operate and direct the affairs of the City in all of its various aspects, including, but not limited to:

The exclusive right to determine the mission of its constituent departments, commissions, boards; set standards of service; determine the procedures and standards of selection for employment and promotions; direct its employees; establish and enforce dress and grooming standards; determine the methods and means to relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content and intent of job classifications; determine methods of financing; determine style and/or types of City-issued wearing apparel, equipment, or technology to be used; determine and/or change the facilities, methods, technology, means, organizational structure, and size and

composition of the work force and allocate and assign work by which the City operations are to be conducted; determine and change the number of locations, relocations, and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operations of the City; to assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice; establish and modify productivity and performance programs and standards; discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees for cause; establish reasonable employee performance standards including, but not limited to, quality, and quantity standards; and to require compliance therewith; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. The City Council on its own behalf and on behalf of the City, hereby retains and reserves unto itself all rights, power, authority, duty, responsibility, and obligations confirmed on and vested in it by the laws and Constitution of the State of California and the United States of America.

Neither party is waiving their right to bargain or meet or confer over the impacts of the City's exercise of such rights enumerated above, to the extent required by the MMBA and all governing and relevant laws.

ARTICLE 4: DEFINITIONS

Anniversary Date.
The date upon which a person is appointed to a position or as modified according to City Employee Handbook. The date determines eligibility for a salary step increase except as modified according to City Employee Handbook.

Benefits or Benefit Package.
City-paid Insurance, paid leaves, holidays, and other non-salary items which are part of the compensation paid to any employee.

City.
The City of St. Helena, California.

City Manager.
The City Manager of the City of St. Helena, California, or their designee.

City Service.
All positions in all departments and agencies of the City that are subject to control and regulation by the City Council of the City of St. Helena.

Classification.
The action of assigning a position to a class, that is, a particular type of employment in the City Service designed to include all positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge, and ability may be required of incumbents and the same schedule or compensation may fairly be made to apply.

Compensation.
The salary, wages, allowances, and all other forms of valuable consideration earned by or paid to any employee by reason of their service in a Position, but not including reimbursement for expenses incurred in the course of employment. See Employee Handbook Rule 3.

Continuous Service.
Length of uninterrupted employment (including holidays and authorized paid or unpaid leave, but not including other periods of leave without pay or times on suspension, in a regular position) that is measured from the effective date of appointment until separation.

City Council.
The City Council of the City of St. Helena.

Department Head.
The individuals designated as the administrative head of a City department. A member of the managerial staff of the City, consisting of the City Manager, the Assistant City Manager, the Fire Chief, the Police Chief, the Administrative Services Director, the Director of Public Works, the Community Development Director, the City Clerk, the Community Services Director ~~Library Director, and the Parks & Recreation Director~~.

Emergency.
Emergency shall include an event that damages or continues to threaten damage to the public health, safety, welfare, or property and shall include but not be limited to the following:

- The repair or clearance of streets necessary for continued access to properties, including street sweeping.
- The repair of public utility facilities.
- The repair of City equipment necessary to maintain public safety services.
- Activities associated with natural or man-made catastrophe.
- Ongoing investigation, surveillance, or similar police activities and the obtaining and serving of search warrants.

- Shortage of personnel necessary to maintain public safety services.

Employee.
A person legally occupying a full-time Position or office in the City Service that is listed in Article 2, and receiving compensation for services, other than an independent contractor. Employee and Full-Time Employee have the same meaning as used in this MOU.

Fitness for Duty.
See Employee Handbook Rule 9, Section 9.15.

Full-Time Employee.
An employee who regularly works a full-time 40-hour or 56-hour schedule per week.

Holidays.
-See Employee Handbook Rule 9, Section 9.1.

Job Description.
A formal account of an employee's responsibilities in regards to their classification and position.

Layoff Procedure.
See Employee Handbook Rule 11, Section 11.2.

Non-Probationary Employee.
An employee who has successfully completed the Probationary Period.

Non-Safety Employee.
An employee not part of the Firefighter (Firefighter, Fire Engineer, Fire Captain) series.

Position.
A specific office or employment provided by the budget, whether occupied or vacant, of limited term or regular term, and requiring the performance of certain duties and responsibilities assigned or delegated by the Appointing Authority.

Probationary Employee.
An employee who has not yet completed a prescribed Probationary Period.

Probationary Period.
A period to be considered an integral part of the examination, recruiting, testing, and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position, and during which an employee may be rejected from the position without cause and without right of appeal.

Safety Employee.
An employee in a classification of the Firefighter series (Firefighter, Fire Engineer, Fire Captain).

Salary Range.
The range of salary rates for a class; the classifications may be paid on an hourly or salaried basis, as applicable, and the term "salary" is utilized as a general term for cash compensation paid either an hourly or salaried basis.

Salary Rate.
The dollar amount of each step in a salary range, or the flat dollar amount for a class not having a salary range.

Salary Step.
The minimum through maximum salary increments of a salary range.

Salary Upon Appointment.
See Employee Handbook Rule 3, Section 3.1.

Standby.
A period or condition which requires that an employee be able to readily report to work and be prepared to undertake work tasks. This will normally include either remaining available by telephone or otherwise arranging for the immediate and convenient notification of an emergency condition and being prepared to immediately report to the site of the emergency.

Step Increases.
See Employee Handbook Rule 3, Section 3.3.

Supervisor.
The mid-management staff of the City to include the designated assistant to a Department Head or the head of a sub-department or division of a department.

Title.
The name applied to a Classification or to each Position included in the Classification.

Workday.
One calendar day during which an employee is normally scheduled to work. If the employee is engaged in shift work that begins on one calendar day and ends on the following day, only one

workday is denoted.

The City Employee Handbook has additional definitions. Where differences exist between the Employee Handbook and this MOU, the MOU language shall prevail.

ARTICLE 5: WORK HOURS/WORK SCHEDULE

A. WORK HOURS.

1. The current scheduled work-week for full-time Firefighter, Fire Engineer, and Fire Captain is 56 average scheduled duty hours per week, which approximates 2,912 hours per year.

2. The current scheduled workweek for full-time Non-Safety employees ~~Fire Inspector~~ is 40 hours per week, which is 2,080 hours per year.

~~2~~3. Pursuant to Article 3(B) the City may change the work hours at any time, with 30 days' notice. In the event of a change, the City agrees meet or confer over the impacts of the City's exercise of such rights, to the extent required by the MMBA and all governing and relevant laws.

B. WORK SCHEDULE.

The current duty schedule for the classifications of Firefighter, Engineer, and Fire Captain ~~classifications~~ is a "48-96" work schedule consisting of two (2) consecutive, uninterrupted, 24-hour shifts, followed by four (4) consecutive 24-hour days off with three (3) platoons known as A, B, and C shifts. Employees working the "48-96" work schedule shall report for duty at 0700 hours and go off duty at 0700, forty-eight (48) hours later. "Shift" means twenty-four (24) hours and "tour" means forty-eight (48) hours. An example of the "48-96" work schedule is as follows:

Example Duty Schedule (regular shift personnel):
"X" denotes tour of duty.
"O" denotes off duty.
XXOOOOXXOOOOXXOOOOXXOOOO

1. ~~1.~~ The current "48-96" schedule has an FLSA pay period cycle of 14-days. Overtime refers to hours worked that exceed 106 hours in a designated 14-day work period. Overtime hours are paid at a premium rate of time and one half the regular rate of pay as required by the FLSA.

2. The current work schedule for Non-Safety~~the~~ employees~~classifications of Fire Inspector~~ is a 40-hour work week consisting of either a Monday through Friday 8-hour workday with weekends off, or a 9/80 Flex Schedule.

~~2.~~3. The work schedule may be changed in the event of an emergency.

4. Pursuant to Article 3(B) the City may make a permanent change to the work schedule at any time, with 30 days' notice. In the event of a change, the City agrees meet or confer over the impacts of the City's exercise of such rights, to the extent required by the MMBA and all governing and relevant laws.

C. ~~———~~FLEX SCHEDULE (Non-~~d~~Safety Employees).

1. Eligibility.

A Flex Schedule is available to Fire Inspectors in order to allow them time during the workweek to accomplish tasks which do not require public contact (i.e., outside of the 8:00 a.m. to 5:00 p.m. public hours).

The Flex Schedule is voluntary, and subject to agreement by the employee and approval by the Department Head. Except in cases of emergency, the Department Head must provide at least 30 days' notice to terminate an employee's Flex Schedule.

The Flex Schedule will not impact the accrual of vacation, Sick Leave or other benefits. Vacation time or Sick Leave time will be deducted at the number of hours per day for those days which the leave is taken. For example, if an employee is absent on a day ~~he or she was~~ the employee was scheduled to work nine (9) hours, nine (9) hours of leave time shall be deducted, and if the employee is absent on a day ~~he or she~~the employee was scheduled to work eight (8) hours, eight (8) hours of leave time shall be deducted.

2. 9/80 Schedule and Workweek.

Employees on a 9/80 schedule are scheduled to work eight (8) nine--hour days, one (1) ~~(1)~~ eight--hour day, and will have one (1) day off every two weeks.

The scheduled one (1) day off every two weeks shall be either Monday or Friday as approved by the Department Head, but must be consistent from week to week. Employees cannot change or flex their scheduled one (1) day off, unless the change is intended to be permanent and approved by the City.

For all employees working a 9/80 schedule, their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week which constitutes their alternating day off. For example, for an employee scheduled to

work from 8:00 a.m. – 6:00 p.m. with every other Friday off, the workweek shall begin at noon on Friday, and end at noon the following Friday.

Employees Scheduled with Every other Friday Off.
During a two-week cycle, an employee working the 9/80 Flex Schedule will work nine hours per day Monday through Thursday and eight hours on Friday the first week. During the second week, the employee will work nine hours per day Monday through Thursday and be off on Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four hours into the employee's eight--hour shift.

In those instances where a holiday falls on the Friday -Off, the preceding workday shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time off; or (2) working one additional hour on a scheduled work day during the same workweek that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of nine hours per day Monday – Thursday and in excess of eight hours on Friday. Employees will also receive overtime for all hours worked over 40
hours in each workweek (as defined above), in accordance with the FLSA.

~~b.~~ Employees Scheduled with Every Other Monday Off
During a two-week cycle, an employee working the 9/80 Flex Schedule will work eight hours on Monday and nine hours per day Tuesday through Friday the first week. During the second week, the employee will be off on Monday and work nine hours per day Tuesday through Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four (4) hours into the employee's eight (8) hour shift.

In those instances where a holiday falls on the Monday-Off, the subsequent work day shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time-off; or (2) working one additional hour on a scheduled work day during the same work week that includes the day the holiday is observed.

Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of eight hours on Monday and in excess of nine hours per day Tuesday – Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

D. MEAL BREAKS (Non-Safety Employees).

Full-Time Employees are scheduled a period of between 30 and 60 minutes, generally in the middle of the workday, during which they are free to eat a meal or do personal errands. Unless directed otherwise, employees are not paid for this time and are free to leave the workplace.

E. REST BREAKS (Non-Safety Employees).

For each four (4) hours of work, conditions permitting, employees are granted a ~~f~~ fi~~i~~fteen (15) minute rest break during which they may engage in personal conversations, move about, and otherwise "take a break" from the normal duties of their assignments. This time will be paid by the City as part of the workday.

~~3.~~

ARTICLE 6: PERSONNEL MATTERS

A. PROBATIONARY PERIOD AND APPLICABILITY OF FIREFIGHTERS BILL OF RIGHTS ACT.

1. Probationary Period (Safety Employees).

Safety Employees covered by this Program shall serve a probationary period of eighteen (18) months. Probationary employees may be terminated without cause. As required by the Firefighters Bill of Rights Act, employees who have passed the probationary period shall be covered by the provisions of the Act, and the applicable disciplinary procedures for such employees is covered in established City policies.

Probationary Period (Non-Safety Employees).

Non-Safety Employees covered by this Program shall serve a probationary period of twelve (12) months. Probationary employees may be terminated without cause. Employees who have passed the probationary period shall be covered by the applicable disciplinary procedures in established City policies and

this MOU, but not the Firefighters Bill of Rights Act.

2. Termination During Probationary Period.
If at any time prior to successful completion of the Probationary Period the City Manager determines that it is in the best interest of the City to terminate the employment of the Probationary Employee, it will be their discretion to do so without further justification. Probationary Employees are not entitled to the Disciplinary and Appeal Procedures set forth in Article 14 of this MOU and may be terminated at will, with or without notice.

3. Extension of Probationary Period.
If it appears that the employee will not successfully complete the prescribed Probationary Period, the City Manager also has the discretion of extending the Probationary Period once for an additional six months, if the City Manager feels it is in the best interest of the City to do so.

4. Promotional Probationary Period:
The length of probationary period for employees promoted to a position in a higher class shall be twelve (12) months beginning with the date of appointment to the new class. If employee is rejected during promotional probationary period, they have a conditional right of return to prior position pursuant to Section 6.4 of Employee Handbook.

B. EMPLOYEE EVALUATIONS.
Each employee shall be evaluated no less than annually by their Supervisor, according to a system approved by the City Manager. Each employee's evaluation shall be reviewed with the employee by the Department Head, after which the employee is expected to sign the evaluation. Signing the evaluation does not indicate agreement with that evaluation, and the employee may submit reasonable comments in explanation or rebuttal to its contents. After review by the City Manager, employee evaluations, including reasonable material submitted by the employee, will be placed in the employee's personnel file. A satisfactory or above evaluation must be obtained before each promotion, Classification upgrade, or step increase is granted.

ARTICLE 7: EMPLOYEE COMPENSATION

A. WAGES.
The wages for Employees covered by this agreement are set forth in Exhibit B, attached to this MOU.

B. BILINGUAL PAY.
Bilingual pay for fluency in both English and Spanish will be paid to employees who are

routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee's base rate of pay. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base rate of pay. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

C. OUT-OF-CLASS PAY.

It may be necessary for Fire Captains, Fire Engineers, and Firefighters to work out-of-class as assigned by the Fire Chief separate from their assigned positions during emergency calls or complex incidents as determined by the Fire Chief or when the Fire Chief is not available to manage the incident or in the case when the Fire Chief is on vacation or in the case of staffing availability. In the case when any of these situations arise, the employee acting in the out-of-class assignment shall receive out-of-class pay of five percent (5%) of the employee's base wage rate for any assignment longer than two hours.

This time shall be recorded on the employee's time sheet and designated as out-of-class on the submitted time sheet. This designation and hours worked in this capacity shall be verified by the Fire Chief or his designee.

D. LONGEVITY PAY.

Longevity pay shall be provided to each permanent employee on the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay. At the employee's tenth anniversary, the longevity increment shall be increased to a total of five percent (5%) of rate of pay, at the fifteenth anniversary a total of seven and one-half percent (7.5%) of rate of pay, and at the twentieth anniversary, a total of ten percent (10%) of rate of pay.

E. OVERTIME PAY.

Employees shall be entitled to overtime pay in accordance with the requirements of applicable law for hours worked.

F. WORK PERIOD.

1. In accordance with Section 7(k) of the Fair Labor Standards Act (FSLA), the work period established by the City for Firefighter, Fire Engineer, and Fire Captain is a 14-day 106-hour work period.
2. The work period established by the City for non-safety employees is a 7-day 40-hour work period.

G. FLSA OVERTIME.

Pursuant to Section 7(k) of FSLA, the City agrees to compensate all firefighters for hours worked above the fifty-three hours per week at the normal overtime rate of pay (time

and one-half) regardless of whether employees are on any type of paid leave.

The City agrees to compensate N~~n~~on-S~~s~~afety employees for overtime as stated in Article 5(C~~B~~)(2~~3~~) above.

Pursuant to Article 3(B) the City may change the Work Period at any time, with 30 days' notice. In the event of a change, the City agrees meet or confer over the impacts of the City's exercise of such rights, to the extent required by the MMBA and all governing and relevant laws.

H. OVERNIGHT STANDBY PAY.

In the discretion of the Fire Chief when standby coverage is required, Employees may sign up for overnight standby coverage. Employees signing up for overnight standby coverage will receive a stipend based on their rank within the department. Firefighters will receive $50 per overnight standby assignment. Engineers and officers will receive $75 per overnight standby assignment. The Stipend is paid in addition to hours worked during standby assignment.

I. COST OF LIVING ADJUSTMENT (COLA).

Wages paid and any special compensation shall be in accordance with the most recent applicable resolution adopted by the City Council, and any amendments thereto. Such resolutions are hereby incorporated as part of this MOU and are available from the City Clerk.

~~—~~Effective July 1, 2026, each step in the salary schedule for all classifications shall be increased by a three percent (3%) Cost of Living Allowance.~~In consideration of the City contributions to a newly established 401(a) plan, there is no increase to wages. See "401(a) Money Purchase Plan" details under the Retirement Benefits article.~~

~~a. Non-safety employees are not eligible for participation in the 401(a) plan.~~

a.

J. HOLIDAY PAY ON HOLIDAYS.

In lieu of holiday time off, Safety employees ~~employees~~~~Firefighters, Fire Engineers, and Fire Captains~~ shall receive additional holiday compensation on a prorated basis on each paycheck, for a total of twenty-six (26) paychecks annually, for ninety-six (96) hours equivalent to twelve (12) recognized City holidays at 11.2 hours per day. Member's compensation for the holidays shall be computed in the same fashion as is the rate of pay for vacation.

a. Holiday hours shall be earned as follows:

- 11.2 hours per each holiday times twelve (12) recognized City holidays for a total of 134.4 hours of holiday compensation to be averaged over

twenty-six (26) paychecks annually.

b. When required to work on a holiday, non-safety employees shall be paid twice the rate of pay at which the employee would be paid on a non-holiday. This section is not applicable to Standby Pay since call-out is not a normal designated workday.

K. HOLIDAYS (Non-Safety employees).

1. Holidays~~1. Holidays (non-safety employees).~~

The following holidays shall be recognized for all N~~n~~on-S~~s~~afety employees:

New Year's Day (January 1st)
Martin Luther King Day (Third Monday ~~in~~in January)
~~-~~President's Day (Third Monday in February)
~~Cesar Chavez Day (March 31)~~
Memorial Day (Last Monday in May)
Juneteenth (June 19th)
Independence Day (July 4th)
Labor Day (First Monday in September)
-Veteran's Day (November 11th)
Thanksgiving Day (Fourth Thursday in November)
-Friday after Thanksgiving
Christmas Eve Day (December 24th)
Christmas Day (December 25th)

2. Exceptions.

When a holiday falls on a Saturday, the preceding Friday shall be deemed holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When Christmas Eve falls on a Friday, the preceding Thursday shall be deemed a holiday. When Christmas day falls on a Monday, the following Tuesday shall be deemed a holiday. When Christmas falls on a Thursday, the following Friday shall be a holiday in lieu of Christmas Eve Day

3. Observance.

Except for emergency services, all City offices shall be closed on recognized holidays established
by Council resolution or ordinance.

4. Holiday Pay

Full-Time Employees shall receive full pay provided they are employed and in a paid status on the first working day prior to and following the holiday.

ARTICLE 8: TIME OFF AND LEAVES OF ABSENCE

A. VACATION LEAVE (Safety employees).

~~Employees~~Firefighters, Fire Engineers, and Fire Captains shall accumulate vacation in accordance with the following vacation entitle schedule:

Years of Continuous Service	Vacation Hours Earned/Year
1-5 years	112
6th year	168
7th year	179

This pattern continues until 224 hours per year is reached. On the employee's 25th anniversary and every five years thereafter, an additional 11.2 hours will be awarded on that year.

B. VACATION ACCRUAL (Safety employees).

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this agreement. When an employee is on a leave without pay status, the employee shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, the employee shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

Employees will not earn additional vacation leave once their accrued vacation balance has reached 360 hours.

C. VACATION USAGE (All~~Safety~~ employees).

An employee may not use vacation until the employee has completed six months of City service in the position. An employee may take vacation at a time approved by the Fire Chief. It is the policy of the City that employees take their normal provided vacation leave each year. Vacation shall be taken in minimum increments of two hours.

D. VACATION LEAVE (Non-Safety employees).

1. ~~1.~~ Rate of Accrual or Award.

Employees shall accrue or be awarded vacation pay based on their years of Continuous Employment at the following rates:

a. Less than five years of Continuous Employment: Full-Time Employees earn vacation at the rate of ten days per year. Vacation accrues on a monthly basis (six hours and forty minutes per month).

b. After five years of Continuous Employment with the City, Full-Time Employees will accrue vacation at the rate of fifteen days per year; after six years, sixteen days; after seven years, seventeen days; eight years, eighteen days; nine years, nineteen days; and ten years, twenty days per year.

c. After twenty-five years of Continuous Employment with the City, Full-Time Employees will earn one additional day of vacation each year and continue to earn one additional day of vacation every five years thereafter.

~~D.~~E. PERSONAL CONVENIENCE HOLIDAYS.

1. Except for the calendar year they are hired, on January 1st of each year, Firefighters, Fire Engineers, and Fire Captains ~~employees~~ earn 22.4 hours of Personal Convenience Holidays for use during that calendar year, ~~taken in at least 8 hour increments~~. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 56 hours of Personal Convenience Holidays.

2. Each N~~n~~on-~~s~~Safety employee shall be eligible for two (2) Personal Convenience Holidays of eight (8) hours each per year. After five years of Continuous Employment, non-safety employees shall be eligible for an additional three (3) Personal Convenience Holidays each year. Personal Convenience Holidays are granted on January 1st of each year and must be used prior to the end of the calendar year and will not accrue. They may be taken at the employee's convenience, subject to the Department Head's approval. These Personal Convenience Holidays shall not incur additional expense to the City, e.g., causing another employee to work overtime, etc. Each Personal Convenience Holiday must be taken as a full day off. Employees do not receive Personal Convenience Holidays during the calendar year in which they are hired.

~~E.~~F. SICK LEAVE.

1. Safety ~~E~~employees shall accrue sick leave at 11.2 hours per month.

a. Upon initial hire into SHPFA, new full-time Safety employees will receive the equivalent to 10 pay periods of annual Sick leave accrual into their Sick leave account. Annual accrual of 11.2 hours per month will begin on the 11th pay period of employment, prorated for the remainder of their first year of employment.

2. Non-safety employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative Sick Policy and the provisions of this Article. The provisions of this Article 8(F~~D~~) shall supersede any inconsistent provisions of the Sick Leave.

~~F.~~G. FAMILY CARE.

To the extent required by law, sick leave may be used to care for ill family members.

~~G.~~H. BEREAVEMENT LEAVE.

The City shall allow regular full-time employees to take up to five (5) days of bereavement leave, upon the death of a family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law).

Days of bereavement leave do not need to be consecutive; Bereavement leave must be completed within three (3) months of the date of the death; Employee shall be entitled to no less than five (5) days of leave; The employee may elect to use any accrued and unused paid leave that is otherwise available to them for bereavement leave (e.g., paid vacation, personal leave, accrued and available sick leave, or compensatory time off, etc.).

The City may request that the employee provide documentation of the death if requested within thirty (30) days of the first day of leave. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The City shall maintain the confidence of any employee requesting bereavement leave.

~~H.~~I. JURY OR WITNESS DUTY.

Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

~~I.~~J. PREGNANCY DISABILITY LEAVE.

Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):

In addition to leave authorized by Article 8, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

~~J.~~K. CFRA AND FMLA LEAVE.

The Employee Handbook addresses leave rights under the federal Family and Medical Leave Act and the California Family Rights Act (also referred to as the California Medical Leave Act).

~~K.~~L. INDUSTRIAL ACCIDENT LEAVE.

The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws and California Labor Code Section 4850.

~~L.~~M. LEAVE OF ABSENCE WITHOUT PAY.

Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during their absence. Such leave may be extended up to one calendar year by action of the City Council.

~~M.~~N. MILITARY LEAVE.

An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Employee Handbook if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

~~N.~~O. COMPENSATORY TIME OFF.

Notwithstanding the provisions of this section, fire employees may be granted compensatory time off for overtime credit, at the discretion of the Fire Chief and with due regard to the wishes of the employee. Compensatory time off may be accumulated up to a maximum of one hundred twenty (120) hours.

ARTICLE 9: OTHER BENEFITS

A. UNIFORMS.

Safety ~~E~~employees shall receive an annual uniform allowance of $1,200. The uniform allowance will be paid out proportionately with each of the twenty-six (26) paychecks. ~~R~~

The City shall provide uniforms to employees in the classification of Fire Inspector. The Department shall establish and administer uniform standards, including the number and type of uniform items issued and replacement practices.

ARTICLE 10: HEALTH, DENTAL, LIFE AND DISABILITY INSURANCE

A. GENERAL PROVISIONS:

1. The City will pay the full cost of the employee's enrollment in City offered health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost of enrollment in City offered plans for dental coverage for the employee and their dependents. When an employee commences work with the City, the effective date of coverage of their benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire.

2. Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

3. Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

    a. Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program

like Medi-Cal, who are not eligible to receive the stipend.

b. Employee may elect to "opt-out" of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).
c. The monthly stipend will not increase if electing to "opt-out" of additional plans.
d. It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.
e. In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.
f. If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.
g. Stipends will be paid the month following election (if elected January 1, stipend will be included in first payroll check of February) and are taxable as income (regular payroll taxes apply).

B. LIFE INSURANCE.

The City will provide term life insurance for each Safety employee in the amount of $50,000.

The City will provide term life insurance for each Non-Safety employee in the amount of $25,000.

Employees may elect to increase the value of their life insurance policy by $20,000 at their own expense. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

C. SHORT-TERM DISABILITY INSURANCE.

The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

D. VISION CARE.

The City will pay for vision care benefits, for the employee and all dependents through the City's vision insurance plan.

ARTICLE 11: RETIREMENT BENEFITS

A. CALPERS.

EEmployees are provided retirement benefits under the California Public Employee Retirement System (CalPERS).

1. Safety Employees

~~1.~~ Tier One. Employees Hired Before July 1, 2012 (Tier One Classic Members)
This section 3.1 (including subsections) shall apply to employees hired by the City of St. Helena in full-time safety positions with CalPERS membership before July 1, 2012.

- 1/2 at 55 Pension Formulas: The "1/2 @ 55" retirement program will be available to members covered by this Section.
- Final Compensation Based On 36-Months: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 3.1 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 20037.
- Required Member Contributions:
  Members covered shall pay, through payroll deduction, the full 10.1% member contribution for the Safety Group.

~~2.~~ PEPRA. 2% at 57 For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

- This Section (including subsections) shall apply to members who were hired as full-time employees eligible for CalPERS membership on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).
- 2% at 57 Pension Formulas: The "2% @ 57" retirement program will be available to members covered by this Section 3.3.
- Final Compensation Based On 36-Months: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 3.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.
- Required Member Contributions:

  Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

2. Non-Safety Employees

Tier One 2% at 55 Retirement Program – Employees Hired Before July 1, 2012 (Tier 1 Classic Members)

This Tier One Section (including subsections) shall apply to employees hired before July 1, 2012:

a. 2% at 55 Pension Formula

The "2% @ 55" retirement program will be available to employees covered by this Section.

b. Final Compensation Based On 12-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

c. Required Employee Contributions

- Member Contribution

  Employees covered by this Tier One Section shall continue to pay, through payroll deduction, the full 7.0% member contribution.

- Pension Cost Sharing

  Effective January 9, 2016, employees covered by this Section 1 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

Tier Two: 2% at 60 Retirement Program for Employees Hired On or After July 1, 2012, and Before January 1, 2013, and Employees Qualified for Reciprocity (Tier Two Classic Members)

This Tier Two Section (including subsections) shall apply to employees hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 2 (including subsections) shall apply to employees hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

A. 2% at 60 Pension Formula

The "2% @ 60" retirement program will be available to employees covered by this Section 2.

B. Final Compensation Based On 36-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

C. Required Employee Contributions

- Member Contribution
  Employees covered by this Tier Two Section shall continue to pay, through payroll deduction, the 7.0% member contribution.

- Pension Cost Sharing

  Effective the first full pay period in January 2016, employees covered by this Section 2 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

Tier Three: 2% at 62 PEPRA Retirement Tier Required For Employees Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member)

This Tier Three Section (including subsections) shall apply to employees who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

a. 2% at 62 Pension Formula

The "2% @ 62" retirement program will be available to employees covered by this Tier Three Section.

b. Final Compensation Based On 36-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

c. Required Employee Contributions

i. Required 50% of Normal Costs

As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by this Section 3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

ii. Pension Cost Sharing

Effective the first day of the first full pay period in January 2016, in addition to paying 50% of normal costs as described above, employees covered by this Section 3 shall pay, through payroll deduction, an additional 1.0% of PERSable compensation toward the City's normal cost of pension benefits as permitted by Government Code Section 20516.

3. Converting Sick Leave Balance.
   An employee who retires may convert their unused sick leave balance to service credit as provided by Government Code Section 20965.

4. Other Options Included In CalPERS Contract.
   Employees shall be eligible for other options included in the City's contract with CalPERS applicable to safety employees as stated in that contract, and allowed by law.

5. Implementation of Internal Revenue Code Section 414(h)(2).
   As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

6. All Provisions Subject to Requirements of Law.
   The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this MOU and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

~~B.~~ 401(A) MONEY PURCHASE PLAN – CITY CONTRIBUTION TO FULL-TIME PEPRA AND FULL-
B. ~~–~~TIME CLASSIC SHPFA SAFETY EMPLOYEES ~~MEMBERS~~.

The 401(a) Money Purchase Plan benefit established by the parties as consideration in lieu of a prior salary adjustment shall continue as follows~~In lieu of an increase to salary this contract, and in consideration of the City's limit on its CalPERS retirement formula for SHPFA Safety employee members, both PEPRA (2%@57), and Classic (½@55), the City shall establish a 401(a) Money Purchase Plan Account for each full-time member and shall contribute the following~~:

~~1. Effective July 1, 2025, t~~The City shall make a ~~two~~four percent (~~2~~4%) pre-tax base salary contribution to the 401(a) Money Purchase Plan account of each full-time PEPRA and full-time Classic Safety member each pay period, up to the annual limit under IRC §415(c).

~~2.~~1. ~~Effective January 1, 2026, the City shall make an additional two percent (2%) contribution of pre-tax base salary contribution to the 401(a) Money Purchase Plan account of each full-time PEPRA and full-time Classic Safety member each pay period, up to the annual limit under IRC §415(c).~~

~~3.~~2. These contribution limits are inclusive of the contributions of the City, which also includes any contributions of the City or employee to any other 401(a) accounts the full-time PEPRA ~~and~~ and Classic safety employees hold with the City or other

entities related to the City that meet IRS requirements.

~~4.~~3. Because the City contribution is derived from base salary, the City's dollar contribution to each full-time PEPRA member's and full-time Classic member's 401(a) Money Purchase Plan account shall increase with any increase to the full-time PEPRA and full-time Classic base salary, subject to the contribution limits set forth above.

~~5.~~4. In no event will the City's contribution exceed four percent (4%) of the full-time members' pre-tax base salary.

~~6.~~5. No employee contribution will be permitted to the employee's 401(a) Money Purchase Plan account.

~~7.~~6. This provision shall be in addition to the current retirement formula through CalPERS, 2%@57 (PEPRA) and ½@55 (Classic).

C. ~~–~~DEFERRED COMPENSATION PLAN (457).

The City offers a Deferred Compensation Plan under which employees may designate portions of their salaries to be deferred for tax purposes. The City will equally match an employee's deferred compensation contribution, not-to-exceed ~~tw~~seventy-five dollars ($~~2~~75.00) per month. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

If the City increases the Deferred Compensation monthly employer contribution applicable to any other represented employee bargaining unit for the term of this MOU, employees covered herein shall receive the same monthly contribution effective on the same date.

D. RETIREMENT HEALTH SAVINGS (RHS) PLAN.

The City agrees to establish an RHS Plan through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

E. SOCIAL SECURITY PAYMENT.

Employee contributions for Social Security are the responsibility of the employee and will not be reimbursed by the City.

ARTICLE 12: TRAINING AND PROFESSIONAL GROWTH

A. TUITION REIMBURSEMENT.

The City of St. Helena encourages professional growth which is beneficial to both the City and the employees. The City will provide reimbursements for employees up to $3,500 per fiscal year for the cost of books and tuition incurred for which the employee earns college credits for classes taken in pursuit of an academic degree from an accredited college or university, which would

promote professional development within City of St. Helena employment. The program is voluntary.

B. SPECIALIZED SCHOOLS AND TRAINING.

Individual Full-Time employees will be reimbursed for up to $750.00 per year in educational expenses for job-related courses. The total amount reimbursed to all employees in the unit represented by the Association through this program will not exceed $4,500.00 per year, subject to the City Manager's determination that courses and training are job-related. This provision does not include payment of fees or tuition for course work taken in pursuit of an academic degree. The program is voluntary.

1. Courses in A and B above require pre-approval prior to the date of enrollment in the course of study to ensure the expense is eligible under the MOU.
2. The combined amount of reimbursement for sections A and B shall not exceed $3,500 per year per employee.

To promote continued development of skills, knowledge, and abilities among the Employee, the Fire Chief may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

ARTICLE 13: BENEFITS ON SEPARATION

Upon separation from employment, all benefits provided by the City to an employee shall be terminated with the following exceptions:

A. COBRA CONTINUATION.

An employee leaving City employment may be entitled to certain insurance coverage opportunities, at employee's expense, under the federally mandated COBRA Program and California counterpart. Employee will receive notice of COBRA options and must timely elect benefit continuation.

B. CONTINUATION OF CERTAIN INSURANCE POLICIES.

Upon retirement from City service, an employee enrolled immediately preceding retirement in an insurance program (other than life insurance) maintained or sponsored by the City, may continue to be enrolled in such program subject to the conditions of the applicable insurance plan and set forth below.

1. Conditions.
   a. That continued enrollment has the approval of the insurance company concerned.
   b. Enrollment will cease at such time as the City terminates or converts an insurance program.
   c. The retired employee shall be responsible for the entire premium and shall either regularly reimburse the City for the full premium payment or make payments directly to the insurance company.

ARTICLE 14: ADDITIONAL DUTIES

See Exhibit A.

ARTICLE 15: GRIEVANCE PROCEDURE

A. GRIEVANCE DEFINED.

A grievance is a formal allegation by a member of the Association or by the Association on behalf of a member, regarding an alleged violation of a specific provision of this MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline, performance evaluations, layoff, demotion, reprimand, transfer, denial of reinstatement or denial of step increase. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.

B. PROCEDURE.

1. Step 1: Informal Discussion.

Within ten (10) calendar days of the occurrence or when they become aware of an act in dispute an employee shall discuss it with their immediate Supervisor, who shall investigate and attempt to resolve the matter. The Supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, they may proceed to Step 2.

2. Step 2: Department Head Determination.

Any dispute not resolved at Step 1 may be submitted to the Department Manager in writing within ten (10) calendar days after the Supervisor's response in Step 1. The written statement should cite the specific provision of this MOU

in dispute. A copy of the written statement shall be provided to the affected employee's immediate Supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee and the Department Head who shall attempt to resolve the matter. The Department Head shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, they may proceed to the next step.

3. Step 3: City Manager Review.

Any dispute not resolved at Step 2 may be submitted in writing to the City Manager, with copies of the Step 2 response, within five (5) calendar days after the Department Manager's response. The City Manager shall provide written confirmation of receipt of the dispute to the employee, and shall schedule a meeting within five (5) calendar days, to discuss the matter with the employee. After consideration of the facts, the City Manager shall give a written decision to the employee within ten (10) calendar days after the meeting.

4. Step 4: City Council Review.

The decision of the City Manager may be appealed to the City Council for review if the grievance remedy sought has a value exceeding $25,000. In such event the employee may request a hearing before the City Council. Such request for hearing must be submitted in writing within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council Agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options: (1) refuse to hear the appeal; (2) make a decision on the documentation submitted; or (3) hold a hearing after which they shall make a decision.

The decision of the City Council shall be final.

C. DEADLINES.

Failure to timely initiate a grievance or timely advance it properly to the next level shall constitute a waiver of the grievance, However, the parties may mutually agree to extend any of the above deadlines in writing, for example in the event of an involved party's prolonged illness or in response to other unavoidable circumstances.

ARTICLE 16: RESIGNATION, TERMINATION AND DISCIPLINARY ACTION

A. RESIGNATION.

An employee wishing to separate from service to the City in good standing shall file with the Department Head, at least two (2) weeks prior to leaving City service, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the Personnel Office with a Personnel Action Form. Failure to give two (2) weeks' notice shall be entered upon the service record of the employee and may be cause for denying future employment by the City. The resignation of an employee who fails to give the required notice shall be reported immediately to the Human Resources Division by the Department Head.

B. EXIT INTERVIEW.

Any person leaving City employment shall have the opportunity for an exit interview. The purpose of the interview shall be to allow the City to receive, and the employee the opportunity to provide, the employee's candid observation of City employment in order to help improve personnel management and departmental functioning. Such interviews normally shall be conducted no earlier than fifteen (15) days prior to nor more than fifteen (15) days later than the employee's effective date of retirement or termination of employment.

C. DISCIPLINARY AUTHORITY.

A Full-Time Employee may be disciplined or discharged by their Department Head but shall have the right to appeal the discipline or discharge for final determination by the City Manager as set forth below.

D. PROBATIONARY EMPLOYEES.

In accordance with the City's policy on Probationary Employees, Probationary Employees are not entitled to the Disciplinary Procedures or Appeal rights set forth in this Article 14. Probationary Employees are at-will employees and may be disciplined or terminated at-will, without notice and without cause. The City has no obligation to limit its reasons for discipline or termination to those set forth in Subparagraph H. The City's willingness to discipline or terminate an employee in accordance with this Article 14 does not alter the at-will status of the Probationary Employee's employment.

E. DISCIPLINARY ACTIONS.

For employees who have passed the probationary period the City generally will apply principles of progressive discipline in response to actions constituting cause for discipline that reasonably are subject to remediation. However, the City may discipline employees without progression, up to and including termination, in instances where the City reasonably determines that the action at issue is sufficiently serious and/or remediation is not appropriate.

The following are appropriate disciplinary actions that may be taken as corrective measures.

1. Reprimand.

   An employee may be reprimanded by their Supervisor, Department Head, or the City Manager. A reprimand may be either verbal or written. A note may be made of a verbal reprimand and placed in the employee's personnel file, and a written reprimand will be placed in the employee's personnel file. Grounds for reprimand include, but are not limited to, those listed in Subparagraph H below. Reprimands are not subject to Discipline Procedures and the right to Appeal. However, the employee has the right to meet with the Supervisor/Department Head who issued the reprimand before the reprimand is placed in the employee's personnel file. The employee may also rebut the reprimand by providing a written statement which will be included in the employee's personnel file along with the written reprimand.

2. Suspension.

   An employee may be suspended by their Department Head. Suspension may be imposed for disciplinary purposes or may be imposed pending investigation and possible discharge. While the matter is being investigated, employee shall continue to receive salary and benefits. Suspension shall be for a fixed period of time. Grounds for suspension include, but are not limited to, those listed in Subparagraph H below. Suspension of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

3. Reduction in Salary.

   A Department Head may reduce the salary of an employee for disciplinary reasons, provided that such reduction shall be to a step or percentage within the salary range of the Classification held by the employee. A new Anniversary date (for purpose of salary increases only) shall be established as of the effective date of the reduction in salary, unless the reduction is for a specified period of time, in which case the Anniversary date would not change, or unless otherwise recommended by the Department Head. Reductions in salary of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

4. Demotion.

   A Department Head may demote an employee for disciplinary reasons to any Classification with a lower salary, provided the employee meets the minimum qualifications for the lower-level class. The employee shall not be eligible for promotion for a period of six (6) months unless otherwise recommended by the Department Head. Disciplinary demotions of Full-Time Employees who have

completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

5. Dismissal.
A Department Head may dismiss an employee for Cause, as set forth in Subparagraph H, below. Dismissal of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

F. DISCIPLINARY PROCEDURE (Safety Employees).

1. Initial Inquiry.
An alleged violation of policy, procedure, rules, regulations, directives, orders, or laws there shall be an inquiry by the employee's Supervisor or other designated investigator before the employee may be subject to discipline for the violation. The scope and formality level of the inquiry may vary based on the applicable circumstances. Upon completion, there shall be a written report of the conclusions made. A formal investigation report should also include the employee's statement, the specific violations, all available facts related to the alleged violation(s), and statements of witnesses, if any. When a supervisor, Administrative Services Director, or other City manager conducts the inquiry, they may also recommend appropriate discipline. Based on the information received in the investigation, the Supervisor shall determine appropriate disciplinary action except where a Department Head level determination is required.

2. Notice of Proposed Discipline.
For discipline above the level of a written reprimand, the Supervisor shall provide written notice of the proposed disciplinary action to the affected employee. The notice of proposed discipline shall contain the following information:

a. A statement which clearly defines the intent to take action and the specific action to be taken;

b. The date the action is intended to take effect;

c. A statement of the rule(s) or regulation(s) that has/have allegedly been violated;

d. A statement of the specific action, charge(s), and facts on which the proposed action is based;

e. Copies of the written materials, reports, and documents considered by the

Department Head in their decision to impose the proposed action.

f. Notice of the employee's right to respond to the charges, verbally or in writing, to the Department Head within seven (7) calendar days of receipt of the Notice of Proposed Discipline. A statement that the failure to respond within the prescribed time period following receipt of the Notice of Proposed Discipline shall constitute a waiver of the right to respond and the proposed discipline will be imposed.

3. Proposed Discipline Deferred.
   If the employee or designated representative requests the right to respond, either orally or in writing, the imposition of proposed discipline shall be deferred until after a pre-disciplinary (Skelly) hearing.

4. Pre-Disciplinary (Skelly) Hearing.
   Where a written or oral response has been elected, the Department Head shall schedule, coordinate, and conduct a Pre-Disciplinary Hearing, which shall be audio recorded, within ten (10) calendar days of the employee's request. The purpose of the hearing is for the employee to provide additional information and facts relevant to the alleged violation in order for the Department Head to have all the facts prior to making a final decision regarding the proposed disciplinary action. The employee may elect to have representation at the hearing. If the employee fails to appear at or provide a written statement for the Pre-Disciplinary Hearing, his or her right to appeal the proposed discipline is forfeited.

5. Notice of Disciplinary Action.
   Within seven (7) working days of the Pre-Disciplinary Hearing, the Department Head will notify the affected employee with a written Notice of Disciplinary Action. The Disciplinary Action will have been made following a factual finding and review of all the information provided. If the Department Head determines not to impose any disciplinary action, they will notify the employee of this as well. The Notice of Disciplinary Action shall state the disciplinary action, the date it will take effect, and the employee's right to appeal, if any. Disciplinary actions may be imposed prior to hearing the employee's post Skelly Appeal hearing or other disciplinary hearing.

6. Paid Administrative Leave.
   The Department Head shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary

action (as well as for other legitimate business purpose as determined in the discretion of the Department Head.)

7. Exclusions.

The provisions of this Article 14 shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions, employee reclassifications, reprimand, transfers without loss of pay, performance evaluations, or economic layoffs. Nor do the provisions of this Article 14 apply to Probationary Employees.

DISCIPLINARY PROCEDURE (Non-Safety Employees).

1. Initial Investigation.

An alleged violation of policy, procedure, rules, regulations, directives, orders, or laws shall be investigated by the employee's Supervisor or other designated investigator before the employee may be subject to discipline for the violation. The investigator shall complete a written report of the investigation, including the employee's statement, the specific violations, all available facts related to the alleged violation(s), and statements of witnesses, if any. The investigator may recommend appropriate discipline. Based on the information received in the investigation, the Supervisor shall determine appropriate disciplinary action.

2. Notice of Proposed Discipline.

The Supervisor shall provide written notice of the proposed disciplinary action to the affected employee. The notice of proposed discipline shall contain the following information:

- A statement which clearly defines the intent to take action and the specific action to be taken;
- The date the action is intended to take effect;
- A statement of the rule(s) or regulation(s) that has/have allegedly been violated;
- A statement of the specific action, charge(s), and facts on which the proposed action
- is based;
- Copies of the written materials, reports, and documents considered by the Department Head in his/her decision to impose the proposed action.

- Notice of the employee's right to respond to the charges, verbally or in writing, to the Department Head within seven (7) calendar days of receipt of the Notice of Proposed Discipline. A statement that the failure to respond within the prescribed
- time period following receipt of the Notice of Proposed Discipline shall constitute a waiver of the right to respond and the proposed discipline will be imposed.

3. Proposed Discipline Deferred.

If the employee or designated representative requests the right to respond, either orally or in writing, the imposition of proposed discipline shall be deferred until after a pre-disciplinary (Skelly) hearing.

4. Pre-Disciplinary (Skelly) Hearing.

Where a written or oral response has been elected, the Department Head shall schedule, coordinate, and conduct a Pre-Disciplinary Hearing within ten (10) calendar days of the employee's request. The purpose of the hearing is for the employee to provide additional information and facts relevant to the alleged violation in order for the Department Head to have

all the facts prior to making a final decision regarding the proposed disciplinary action. The employee may elect to have representation at the hearing. If the employee fails to appear at or provide a written statement for the Pre-Disciplinary Hearing, his or her right to appeal the proposed discipline is forfeited.

5. Notice of Disciplinary Action.

Within seven (7) working days of the Pre-Disciplinary Hearing, the Department Head will notify the affected employee with a written Notice of Disciplinary Action. The Disciplinary Action will have been made following a factual finding and review of all the information provided. If the Department Head determines not to impose any disciplinary action, he or she will notify the employee of this as well. The Notice of Disciplinary Action shall state the disciplinary action, the date it will take effect, and the employee's right to appeal, if any. Disciplinary actions may be imposed prior to hearing the employee's post Skelly Appeal hearing or other disciplinary hearing.

6. ~~6.~~ Paid Administrative Leave.
The Department Head shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.

7. Exclusions.
The provisions of this Article 14 shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions, employee reclassifications,
reprimand, transfers without loss of pay, performance evaluations, or economic layoffs. Nor do
the provisions of this Article 14 apply to Probationary Employees.

G. APPEAL (Safety Employees).

1. Right of Appeal.
An employee who has received a Notice of Disciplinary Action that provides for the right to appeal may, within fourteen (14) calendar days of its receipt, appeal the decision pursuant to the procedures set forth below. An employee who fails to appeal the disciplinary action within the fourteen (14) day time period, forfeits their appeal and the disciplinary action shall be final and binding.

2. Procedure.
In order to Appeal the Disciplinary Action, the employee shall file with the City Manager a written answer to the charges contained in the Notice of Proposed Disciplinary Action and/or the Notice of Disciplinary Action and request the right to appeal the City's disciplinary action (collectively, the "Request for Disciplinary Hearing"). Upon receipt of the Request for Disciplinary Hearing, the City Manager shall initiate the Appeal process.

3. Association-Sponsored Appeals - Appointment of Hearing Officer.
   a. The Disciplinary Hearing Officer shall be selected jointly by the parties within fourteen (14) calendar days of receipt by the City Manager of the employee's Request to Appeal.
   b. If the parties are unable to mutually agree on a Hearing Officer within the fourteen-day period, the City shall solicit a list of seven (7) neutrals from the State of California Mediation/Conciliation Service. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrators' names from the list until one remains. The parties shall make every effort to complete the striking process within ten (10)

calendar days of receipt of the list from the State.

c. If the Hearing Officer selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated within the same time period, unless the parties can otherwise mutually agree on the selection of a Hearing Officer.

d. The cost of the Hearing Officer shall be shared equally, with fifty percent (50%) of the fee paid by the City and fifty percent (50%) of the fee paid by the Employee Association.

4. Pre-Hearing Matters.

The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the Hearing Officer and the availability of counsel and witnesses. The hearing shall be private. The Hearing Officer may, prior to or during the hearing, grant a continuance for any reason the Hearing Officer believes to be important in order to reach a fair and proper decision. Neither party shall have *ex parte* communications with the Hearing Officer.

5. Conduct of the Hearing.

a. The hearing shall be conducted in the manner most conducive to the determination of the truth. Both the City and the employee may be represented by legal counsel or may elect to proceed without counsel. The employee may choose to be represented by an Association representative.

b. The Hearing Officer shall determine the relevancy, weight, and credibility of the testimony and evidence. The Hearing Officer shall not be bound by the technical rules of evidence. The Hearing Officer shall base their findings on the preponderance of the evidence. The City shall have the burden of proof.

c. Each side will be permitted an opening statement and closing argument. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present their witness(es) and evidence to rebut the charges.

d. A court reporter will be retained by the City to make a transcript of the hearing. No audio or video tape recording will be permitted. The employee or their representative may obtain a copy of the transcript of the hearing upon request and at their own cost.

e. Each side will be allowed to examine and cross-examine witnesses, who shall testify under oath. The employee filing the appeal may be called and examined as if under cross-examination.

f. The Hearing Officer shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The Hearing

Officer may consider the records of any relevant prior disciplinary actions against the employee, as long as those actions are final.

6. Findings of the Hearing Officer.
   After the conclusion of the hearing, the Hearing Officer shall prepare a recommended decision based on their findings of fact and application of law, and forward it to the City, the employee, and the Association. The recommended decision shall set forth which charges the Hearing Officer sustains or does not sustain and the reason(s) for the Hearing Officer's decision.

7. Decision of the City Manager.
   After receiving and considering the recommendation of the Hearing Officer, the City Manager may sustain or reject any or all of the charges filed against the employee. The City Manager may sustain, reject or modify the disciplinary action invoked against the employee. However, the City Manager may not increase the severity of the discipline originally invoked by the City. The City Manager's decision shall be the final administrative step.

APPEAL (Non-Safety Employees).

1. Right of Appeal.
An employee who has received a Notice of Disciplinary Action that provides for the right to appeal may, within fourteen (14) calendar days of its receipt, appeal the decision pursuant to the procedures set forth below. An employee, who fails to appeal the disciplinary action within the fourteen (14) day time period, forfeits his or her appeal and the disciplinary action shall be final and binding.

2. Procedure.
In order to Appeal the Disciplinary Action, the employee shall file with the City Manager a written answer to the charges contained in the Notice of Proposed Disciplinary Action and/or the Notice of Disciplinary Action and request the right to appeal the City's disciplinary action (collectively, the "Request to Arbitrate"). Upon receipt of the Request to Arbitrate, the City Manager shall initiate the Appeal process.

3. Appointment of Hearing Panel.

a. The Hearing Panel shall consist of one person selected by the City, one person selected by the Association, and a neutral chairperson selected jointly by the City and the Association. b. The neutral panel chairperson shall be selected jointly by the parties within fourteen (14) calendar days of receipt by the City Manager of the employee's Request to Appeal. c. If the parties are unable to mutually agree on a neutral panel chairperson within the fourteen-day period, the City shall solicit a list of seven (7) neutrals from the State of California Mediation/Conciliation Service. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrators' names from the list until one remains. The parties shall make every effort to complete the striking process within ten (10) calendar days of receipt of the list from the State. d. If the neutral selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated within the same time period, unless the parties can otherwise mutually agree on the selection of a neutral chairperson.

e. The cost of the neutral chairperson shall be shared equally, with fifty percent (50%) of the fee paid by the City and fifty percent (50%) of the fee paid by the Employee.

4. Pre-Hearing Matters.

The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the panel members and the availability of counsel and witnesses. The arbitration hearing shall be private. The panel may, prior to or during the hearing, grant a continuance for any reason the panel believes to be important in order to reach a fair and proper decision. Neither party shall have ex parte communications with the neutral panel chairperson.

5. Conduct of the Hearing.

a. The hearing shall be conducted in the manner most conducive to the determination of the truth. Both the City and the employee may be represented by legal counsel or may elect to proceed without counsel. The employee may choose to be represented by an Association representative.

b. The panel shall determine the relevancy, weight, and credibility of the testimony and evidence. The panel shall not be bound by the technical rules of evidence. The panel shall base its finding on the preponderance of the evidence. The City shall have the burden of proof.

c. Each side will be permitted an opening statement and closing argument. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present his/her witness(es) and evidence to rebut the charges.

d. A court reporter will be retained by the City to make a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and at his/her own cost.

e. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.

f. The panel shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The panel may consider the records of any relevant prior disciplinary actions against the employee, as long as those actions are final.

6. Findings of the Panel.
After the conclusion of the hearing, the hearing panel shall prepare a recommended decision based on its findings of fact and application of law, and forward it to the City, the employee, and the Association. The recommended decision shall set forth which charges the panel sustains or does not sustain and the reason(s) for the panel's decision. The panel's findings and recommended decision must be supported by a majority of the panel members (i.e., at least two panel members must agree on each finding or recommendation).

7. Decision of the City Manager.
After receiving and considering the recommendation of the hearing panel, the City Manager may sustain or reject any or all of the charges filed against the employee. The City Manager may sustain, reject or modify the disciplinary action invoked against the employee. However, the City Manager may not increase the severity of the discipline originally invoked by the City.

H. REASONS FOR REPRIMAND, DISCIPLINE, DEMOTION, SUSPENSION, OR DISCHARGE INCLUDE.

The following are examples of sufficient cause to warrant disciplinary action. However, cause to discipline an employee is not limited to these reasons alone:

- Absence without prior approval or excessive tardiness.
- Use of, or being under the influence of, illegal drugs or alcohol while on City business, or during work hours, or while representing the City.
- Violation of the City's anti-discrimination, anti-harassment policies and/or workplace violence policies.
- Failure to maintain any employment qualification, including but not

limited to driver's license or other certifications.

- Theft, pilferage, or misuse of City property.
- Falsification of public records.
- Dishonesty.
- Disorderly or immoral conduct.
- Incompetence.
- Failure to meet expected performance standards.
- Neglecting to perform expected job duties.
- Inability to perform the essential duties of the job (with reasonable accommodation, if required by law).
- Insubordination or willful or disobedience.
- Negligence or willful damage to public property or the personal property of another employee.
- Fraud in securing employment.
- Discourteous treatment of the public or other employees.
- Conviction of a felony (including pleas of guilty and nolo contendere), or a conviction of a misdemeanor (including pleas of guilty) where the misdemeanor conviction is related to the position held.
- Violation of any reasonable regulation, policy, rule, SOP, or order.
- Failure to maintain satisfactory working relationships with supervisors, employees, contractors, or the public.
- Interference with the work performance of others.
- Acceptance of bribes or extortion.
- Acceptance of any gift, reward, or other form of compensation in addition to regular compensation for performance of official duties other than as provided for by written City policy.
- Illegal gambling on City property or during working hours.

ARTICLE 17: LAYOFF PROCEDURE

The procedures set forth in the City of St. Helena Layoffs and Furloughs Policy shall apply during the term of this MOU.

ARTICLE 18: SEPARABILITY

Notwithstanding any provisions of this MOU to the contrary, in the event that any Article or Subsections thereof of this MOU shall be declared invalid by any Court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any Court of competent jurisdiction or any applicable State or Federal law or regulation diminish the

benefits provided by this MOU or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles and Subsections thereof affected. All other provisions of this MOU shall continue in full force and effect.

ARTICLE 19: TERM AND COMPLETION OF NEGOTIATIONS

Following approval by the City and the Association and ratification by the City Council, the term of this MOU shall commence on July 1, 2026~~5~~ and shall expire on June 30, 2027~~6~~.

During the term of this Agreement, the Association and the City agree that neither party shall be obligated to meet and confer with respect to any subject or matter covered by this Agreement, except as follows:

- The parties agree to meet and confer on any mandatory subjects of bargaining which have the potential to affect wages, hours, and other terms and conditions of employment (as defined by the MMBA), any City-proposed changes to the SHPFA job descriptions, Employee Handbook and/or related policies and procedures;
- The parties may mutually agree to meet and confer on any topic.

ARTICLE 20: SIGNATURES

This Memorandum of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA PROFESSIONAL FIRE FIGHTERS ASSOCIATION

_____

Richard Reed, Labor Negotiator

_____

Tyler Neiburger, President

_____

Aaron Mix, Vice President

CITY OF ST. HELENA

Approved by the City Council by Resolution Number 2026~~5~~-_____

_____

Aaron Slater, Labor Negotiator

~~_____~~

~~Joe Leach, Assistant City Manager/Director of Public Works~~

_____

Mandy Kellogg, Administrative Services Director

EXHIBIT A

Additional Duties (Safety Employees)

Visibility Triangle

Upon identification, Association members will take photos of any visibility triangle issues and educate responsible parties for resolution, as well as notify the appropriate department/personnel as applicable. In no event are members required to address previously approved permits which have become out of compliance with the visibility triangle.

Sidewalk Blocked Access and Safety Hazards

In the course of travel within the City, responding to calls for service, or by community member concern, Association members will identify safety hazards relative to sidewalk access and conditions, contact and educate the responsible owners, as well as coordinate with other Fire Personnel for additional compliance needed.

Red Curb Requests

Fire Department personnel will become the first level of request evaluation after submission from the public. The Fire Department's decision and response will then be forwarded to the Fire Inspector for authorization to the next approving department. The Senior Captain can sign off on the Department's response only in the Fire Inspector's absence.

Property Maintenance Safety Hazards

In the course of travel within the City, responding to calls for service, or by community member concern, Association members identifying fire safety hazards will notice the property owners and enforce compliance in accordance with the City Municipal Code.

Vegetation Management

Upon identification of hazardous vegetation deemed a nuisance, Association members will notice the property owners and enforce compliance in accordance with the City Municipal Code.

EXHIBIT B

Wages

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

St. Helena Professional Firefighters Association

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

Position	Timebase [6]	Steps A	B	C	D	E
Full-time Fire Department Positions						
Fire Inspector	Annual	93,633	98,315	103,231	108,392	113,812
	Monthly	7,803	8,193	8,603	9,033	9,484
	Hourly	45.02	47.27	49.63	52.11	54.72
Firefighter [1] [4] [5]	Annual	94,120	98,826	103,767	108,956	114,403
	Monthly	7,843	8,235	8,647	9,080	9,534
	Hourly	32.32	33.94	35.63	37.42	39.29
Engineer [1] [4] [5]	Annual	102,638	107,770	113,159	118,816	124,757
	Monthly	8,553	8,981	9,430	9,901	10,396
	Hourly	35.25	37.01	38.86	40.80	42.84
Captain [1] [4] [5]	Annual	112,926	118,572	124,501	130,726	137,262
	Monthly	9,410	9,881	10,375	10,894	11,439
	Hourly	38.78	40.72	42.75	44.89	47.14

[1] *Annual and Monthly salaries are based on a 56-hour work period with a total of 2,912 hours worked annually.*

[2] *Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:*

5 years - 2.5% of base salary

10 years - 5.0% of base salary

15 years - 7.5% of base salary

20 years - 10% of base salary

[3] *Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.*

[4] *Holiday Pay - Full-time employees will accrue 3.69 hours per pay period, which will be paid out each pay period at the employee's current hourly rate.*

[5] *Uniform Allowance - Employees shall receive uniform allowance in the amount of $1,200 divided evenly amongst 26 pay periods.*

[6] *Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

EXHIBIT C
Temporary Vacation Accrual Cap Adjustment

For the first six (6) months of the new MOU term commencing July 1, 2026, the City will

temporarily increase the annual Vacation accrual cap from 360 to 440 hours for Fire Captains only. The temporary cap will remain in place until the end of the MOU term, at which time Article 8(B) will be back in effect and affected Captains will not earn additional vacation if their accrued vacation balance is at or above 360 hours.

CITY OF ST. HELENA

ST. HELENA PROFESSIONAL FIRE FIGHTER ASSOCIATION

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF ST. HELENA

AND

ST. HELENA PROFESSIONAL FIRE FIGHTER ASSOCIATION

FOR THE PERIOD

JULY 1, 2026 THROUGH JUNE 30, 2027

CITY OF ST. HELENA

ST. HELENA PROFESSIONAL FIRE FIGHTER ASSOCIATION

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ARTICLE 1: PREAMBLE

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Professional Fire Fighters Association, hereinafter referred to as "Association," pursuant to the Meyers-Milias-Brown Act (MMBA), California Government Code Section 3500 et. seq. This includes meeting and conferring on matters which have the potential to affect wages, hours, and other terms and conditions of employment. The purpose of this MOU is the establishment of rates of compensation, hours of work, and other terms and conditions of employment. Employees subject to this MOU are also covered by the City of St. Helena's Employee Handbook currently in effect (Employee Handbook) and related City policies and procedures. In the event of a conflict between this MOU and the Employee Handbook or other City policies or procedures, the MOU shall control.

ARTICLE 2: RECOGNITION

The City recognizes the Association as the recognized and exclusive representative for the following regular full-time fire suppression employees (part-time positions are not included in the bargaining unit represented by the Association):

- Firefighter
- Fire Engineer
- Fire Captain
- Fire Inspector

ARTICLE 3: ASSOCIATION & CITY RIGHTS

A. ASSOCIATION RIGHTS.

The Association shall have the following rights and responsibilities:

1. Reasonable advance notice of any City ordinance, rules, resolution, or regulation directly relating to matters within the scope of this MOU.

2. The right to payroll deductions made for payment of Association dues and for City-approved programs.

3. The right to represent its members before the City Council or the City Council's designee with regard to wages, hours, and other matters within the scope of representation, subject to the provisions of applicable Federal, State, or City laws and regulations. Inclusion of topics in this MOU does not deem them "negotiable" as that term is defined by applicable law.

4. The use of City facilities for regular, normal, and lawful Association activities, providing the appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.

5. Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the City or with established safety or security requirements.

6. The City will notify the Association President (or other designated representative) at least 10 days before a new employee orientation meeting and allow an Association representative to meet with the new employees for up to 15 minutes at the end of the initial orientation meeting. If an employee is scheduled to receive orientation in fewer than 10 days from the date of hire, then the City will provide Association with as much advance notice as reasonably possible of the scheduled orientation meeting.

7. If the City has not conducted an in-person new employee orientation within thirty days of a newly hired employee's start date, and the new employee is working in person, the Association has a right to schedule an in-person meeting at the worksite during working hours. During that meeting, the exclusive representative shall be permitted to communicate directly with newly hired employees in the applicable bargaining unit for up to 30 minutes. The newly hired employees must be allowed paid time off, and relieved of other duties, for attending the meeting. Upon receiving a request from the Association, the City will provide an appropriate on-site meeting space within seven calendar days.

8. Reasonable accommodation that all new job openings within the City will be posted at minimum internally and qualified association members be given the opportunity to apply.

B. CITY RIGHTS.

After discussion and due consideration, it is recognized that, except as expressly stated herein, the parties agree that the City shall retain whatever rights and authority as are necessary for it to operate and direct the affairs of the City in all of its various aspects, including, but not limited to:

The exclusive right to determine the mission of its constituent departments, commissions, boards; set standards of service; determine the procedures and standards of selection for employment and promotions; direct its employees; establish and enforce dress and grooming standards; determine the methods and means to relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content and intent of job classifications; determine methods of financing; determine style and/or types of City-issued wearing apparel, equipment, or technology to be used; determine and/or change the facilities, methods, technology, means, organizational structure, and size and composition of the work force and allocate and assign work by which the City operations

are to be conducted; determine and change the number of locations, relocations, and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operations of the City; to assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice; establish and modify productivity and performance programs and standards; discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees for cause; establish reasonable employee performance standards including, but not limited to, quality, and quantity standards; and to require compliance therewith; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. The City Council on its own behalf and on behalf of the City, hereby retains and reserves unto itself all rights, power, authority, duty, responsibility, and obligations confirmed on and vested in it by the laws and Constitution of the State of California and the United States of America.

Neither party is waiving their right to bargain or meet or confer over the impacts of the City's exercise of such rights enumerated above, to the extent required by the MMBA and all governing and relevant laws.

ARTICLE 4: DEFINITIONS

Anniversary Date.
The date upon which a person is appointed to a position or as modified according to City Employee Handbook. The date determines eligibility for a salary step increase except as modified according to City Employee Handbook.

Benefits or Benefit Package.
City-paid Insurance, paid leaves, holidays, and other non-salary items which are part of the compensation paid to any employee.

City.
The City of St. Helena, California.

City Manager.
The City Manager of the City of St. Helena, California, or their designee.

City Service.
All positions in all departments and agencies of the City that are subject to control and regulation by the City Council of the City of St. Helena.

Classification.
The action of assigning a position to a class, that is, a particular type of employment in the City

Service designed to include all positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge, and ability may be required of incumbents and the same schedule or compensation may fairly be made to apply.

Compensation.
The salary, wages, allowances, and all other forms of valuable consideration earned by or paid to any employee by reason of their service in a Position, but not including reimbursement for expenses incurred in the course of employment. See Employee Handbook Rule 3.

Continuous Service.
Length of uninterrupted employment (including holidays and authorized paid or unpaid leave, but not including other periods of leave without pay or times on suspension, in a regular position) that is measured from the effective date of appointment until separation.

City Council.
The City Council of the City of St. Helena.

Department Head.
The individuals designated as the administrative head of a City department. A member of the managerial staff of the City, consisting of the City Manager, the Assistant City Manager, the Fire Chief, the Police Chief, the Administrative Services Director, the Director of Public Works, the Community Development Director, the City Clerk, the Community Services Director .

Emergency.
Emergency shall include an event that damages or continues to threaten damage to the public health, safety, welfare, or property and shall include but not be limited to the following:

- The repair or clearance of streets necessary for continued access to properties, including street sweeping.
- The repair of public utility facilities.
- The repair of City equipment necessary to maintain public safety services.
- Activities associated with natural or man-made catastrophe.
- Ongoing investigation, surveillance, or similar police activities and the obtaining and serving of search warrants.
- Shortage of personnel necessary to maintain public safety services.

Employee.
A person legally occupying a full-time Position or office in the City Service that is listed in Article 2, and receiving compensation for services, other than an independent contractor. Employee and Full-Time Employee have the same meaning as used in this MOU.

Fitness for Duty.
See Employee Handbook Rule 9, Section 9.15.

Full-Time Employee.
An employee who regularly works a full-time 40-hour or 56-hour schedule per week.

Holidays.
See Employee Handbook Rule 9, Section 9.1.

Job Description.
A formal account of an employee's responsibilities in regards to their classification and position.

Layoff Procedure.
See Employee Handbook Rule 11, Section 11.2.

Non-Probationary Employee.
An employee who has successfully completed the Probationary Period.

Non-Safety Employee.
An employee not part of the Firefighter (Firefighter, Fire Engineer, Fire Captain) series.

Position.
A specific office or employment provided by the budget, whether occupied or vacant, of limited term or regular term, and requiring the performance of certain duties and responsibilities assigned or delegated by the Appointing Authority.

Probationary Employee.
An employee who has not yet completed a prescribed Probationary Period.

Probationary Period.
A period to be considered an integral part of the examination, recruiting, testing, and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position, and during which an employee may be rejected from the position without cause and without right of appeal.

Safety Employee.
An employee in a classification of the Firefighter series (Firefighter, Fire Engineer, Fire Captain).

Salary Range.
The range of salary rates for a class; the classifications may be paid on an hourly or salaried basis, as applicable, and the term "salary" is utilized as a general term for cash compensation paid either an hourly or salaried basis.

Salary Rate.
The dollar amount of each step in a salary range, or the flat dollar amount for a class not having a salary range.

Salary Step.
The minimum through maximum salary increments of a salary range.

Salary Upon Appointment.
See Employee Handbook Rule 3, Section 3.1.

Standby.
A period or condition which requires that an employee be able to readily report to work and be prepared to undertake work tasks. This will normally include either remaining available by telephone or otherwise arranging for the immediate and convenient notification of an emergency condition and being prepared to immediately report to the site of the emergency.

Step Increases.
See Employee Handbook Rule 3, Section 3.3.

Supervisor.
The mid-management staff of the City to include the designated assistant to a Department Head or the head of a sub-department or division of a department.

Title.
The name applied to a Classification or to each Position included in the Classification.

Workday.
One calendar day during which an employee is normally scheduled to work. If the employee is engaged in shift work that begins on one calendar day and ends on the following day, only one workday is denoted.

The City Employee Handbook has additional definitions. Where differences exist between the Employee Handbook and this MOU, the MOU language shall prevail.

ARTICLE 5: WORK HOURS/WORK SCHEDULE

A. WORK HOURS.

1. The current scheduled workweek for full-time Firefighter, Fire Engineer, and Fire Captain is 56 average scheduled duty hours per week, which approximates 2,912 hours per year.

2. The current scheduled workweek for full-time Non-Safety employees is 40 hours per week, which is 2,080 hours per year.

3. Pursuant to Article 3(B) the City may change the work hours at any time, with 30 days' notice. In the event of a change, the City agrees meet or confer over the impacts of the City's exercise of such rights, to the extent required by the MMBA and all governing and relevant laws.

B. WORK SCHEDULE.

The current duty schedule for the classifications of Firefighter, Engineer, and Fire Captain is a "48-96" work schedule consisting of two (2) consecutive, uninterrupted, 24-hour shifts, followed by four (4) consecutive 24-hour days off with three (3) platoons known as A, B, and C shifts. Employees working the "48-96" work schedule shall report for duty at 0700 hours and go off duty at 0700, forty-eight (48) hours later. "Shift" means twenty-four (24) hours and "tour" means forty-eight (48) hours. An example of the "48-96" work schedule is as follows:

Example Duty Schedule (regular shift personnel):
"X" denotes tour of duty.
"O" denotes off duty.
XXOOOOXXOOOOXXOOOOXXOOOO

1. The current "48-96" schedule has an FLSA pay period cycle of 14-days. Overtime refers to hours worked that exceed 106 hours in a designated 14-day work period. Overtime hours are paid at a premium rate of time and one half the regular rate of pay as required by the FLSA.

2. The current work schedule for Non-Safety employees is a 40-hour work week consisting of either a Monday through Friday 8-hour workday with weekends off, or a 9/80 Flex Schedule.

3. The work schedule may be changed in the event of an emergency.

4. Pursuant to Article 3(B) the City may make a permanent change to the work schedule at any time, with 30 days' notice. In the event of a change, the City

agrees meet or confer over the impacts of the City's exercise of such rights, to the extent required by the MMBA and all governing and relevant laws.

C. FLEX SCHEDULE (Non-Safety Employees).

1. Eligibility.

A Flex Schedule is available to Fire Inspectors in order to allow them time during the workweek to accomplish tasks which do not require public contact (i.e., outside of the 8:00 a.m. to 5:00 p.m. public hours).

The Flex Schedule is voluntary, and subject to agreement by the employee and approval by the Department Head. Except in cases of emergency, the Department Head must provide at least 30 days' notice to terminate an employee's Flex Schedule.

The Flex Schedule will not impact the accrual of vacation, Sick Leave or other benefits. Vacation time or Sick Leave time will be deducted at the number of hours per day for those days which the leave is taken. For example, if an employee is absent on a day the employee was scheduled to work nine (9) hours, nine (9) hours of leave time shall be deducted, and if the employee is absent on a day the employee was scheduled to work eight (8) hours, eight (8) hours of leave time shall be deducted.

2. 9/80 Schedule and Workweek.

Employees on a 9/80 schedule are scheduled to work eight (8) nine-hour days, one (1) eight-hour day, and will have one (1) day off every two weeks.

The scheduled one (1) day off every two weeks shall be either Monday or Friday as approved by the Department Head, but must be consistent from week to week. Employees cannot change or flex their scheduled one (1) day off, unless the change is intended to be permanent and approved by the City.

For all employees working a 9/80 schedule, their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week which constitutes their alternating day off. For example, for an employee scheduled to work from 8:00 a.m. – 6:00 p.m. with every other Friday off, the workweek shall begin at noon on Friday, and end at noon the following Friday.

Employees Scheduled with Every other Friday Off.

During a two-week cycle, an employee working the 9/80 Flex Schedule will work nine hours per day Monday through Thursday and eight hours on Friday the first week. During the second week, the employee will work nine hours per day Monday through Thursday and be off on Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four hours into the employee's eight-hour shift.

In those instances where a holiday falls on the Friday Off, the preceding workday shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time off; or (2) working one additional hour on a scheduled work day during the same workweek that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of nine hours per day Monday – Thursday and in excess of eight hours on Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

Employees Scheduled with Every Other Monday Off

During a two-week cycle, an employee working the 9/80 Flex Schedule will work eight hours on Monday and nine hours per day Tuesday through Friday the first week. During the second week, the employee will be off on Monday and work nine hours per day Tuesday through Friday.

For FLSA forty hour per week determination, the 9/80 Flex Schedule workweek begins four (4) hours into the employee's eight (8) hour shift.

In those instances where a holiday falls on the Monday-Off, the subsequent work day shall be a day off with holiday pay. Holiday pay is computed at the rate of eight hours. In order for an employee to be paid for nine hours when a holiday is observed on a scheduled nine-hour work day, the employee must make up the additional one hour of pay by either (1) using one hour of vacation or compensatory time-off; or (2) working one additional hour on a scheduled work day during the same work week that includes the day the holiday is observed. Additionally, working the make-up hour, as described in this paragraph, shall not entitle the employee to overtime under the following paragraph.

Employees working a 9/80 Flex Schedule shall be entitled to overtime for hours worked in excess of eight hours on Monday and in excess of nine hours per day Tuesday – Friday. Employees will also receive overtime for all hours worked over 40 hours in each workweek (as defined above), in accordance with the FLSA.

D. MEAL BREAKS (Non-Safety Employees).

Full-Time Employees are scheduled a period of between 30 and 60 minutes,

generally in the middle of the workday, during which they are free to eat a meal or do personal errands. Unless directed otherwise, employees are not paid for this time and are free to leave the workplace.

E. REST BREAKS (Non-Safety Employees).
For each four (4) hours of work, conditions permitting, employees are granted a fifteen (15) minute rest break during which they may engage in personal conversations, move about, and otherwise "take a break" from the normal duties of their assignments. This time will be paid by the City as part of the workday.

ARTICLE 6: PERSONNEL MATTERS

A. PROBATIONARY PERIOD AND APPLICABILITY OF FIREFIGHTERS BILL OF RIGHTS ACT.

1. Probationary Period (Safety Employees).
Safety Employees covered by this Program shall serve a probationary period of eighteen (18) months. Probationary employees may be terminated without cause. As required by the Firefighters Bill of Rights Act, employees who have passed the probationary period shall be covered by the provisions of the Act, and the applicable disciplinary procedures for such employees is covered in established City policies.

Probationary Period (Non-Safety Employees).
Non-Safety Employees covered by this Program shall serve a probationary period of twelve (12) months. Probationary employees may be terminated without cause. Employees who have passed the probationary period shall be covered by the applicable disciplinary procedures in established City policies and this MOU, but not the Firefighters Bill of Rights Act.

2. Termination During Probationary Period.
If at any time prior to successful completion of the Probationary Period the City Manager determines that it is in the best interest of the City to terminate the employment of the Probationary Employee, it will be their discretion to do so without further justification. Probationary Employees are not entitled to the Disciplinary and Appeal Procedures set forth in Article 14 of this MOU and may be terminated at will, with or without notice.

3. Extension of Probationary Period.
If it appears that the employee will not successfully complete the prescribed Probationary Period, the City Manager also has the discretion of extending the Probationary Period once for an additional six months, if the City Manager feels it is in the best interest of the City to do so.

4. Promotional Probationary Period:
The length of probationary period for employees promoted to a position in a higher class shall be twelve (12) months beginning with the date of appointment to the new class. If employee is rejected during promotional probationary period, they have a conditional right of return to prior position pursuant to Section 6.4 of Employee Handbook.

B. EMPLOYEE EVALUATIONS.
Each employee shall be evaluated no less than annually by their Supervisor, according to a system approved by the City Manager. Each employee's evaluation shall be reviewed with the employee by the Department Head, after which the employee is expected to sign the evaluation. Signing the evaluation does not indicate agreement with that evaluation, and the employee may submit reasonable comments in explanation or rebuttal to its contents. After review by the City Manager, employee evaluations, including reasonable material submitted by the employee, will be placed in the employee's personnel file. A satisfactory or above evaluation must be obtained before each promotion, Classification upgrade, or step increase is granted.

ARTICLE 7: EMPLOYEE COMPENSATION

A. WAGES.
The wages for Employees covered by this agreement are set forth in Exhibit B, attached to this MOU.

B. BILINGUAL PAY.
Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee's base rate of pay. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base rate of pay. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

C. OUT-OF-CLASS PAY.
It may be necessary for Fire Captains, Fire Engineers, and Firefighters to work out-of-class as assigned by the Fire Chief separate from their assigned positions during emergency calls or complex incidents as determined by the Fire Chief or when the Fire Chief is not available to manage the incident or in the case when the Fire Chief is on vacation or in the case of staffing availability. In the case when any of these situations arise, the employee acting in the out-of-class assignment shall receive out-of-class pay of five percent (5%) of the employee's base wage rate for any assignment longer than two hours.

This time shall be recorded on the employee's time sheet and designated as out-of-class on the submitted time sheet. This designation and hours worked in this capacity shall be verified by the Fire Chief or his designee.

D. LONGEVITY PAY.

Longevity pay shall be provided to each permanent employee on the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay. At the employee's tenth anniversary, the longevity increment shall be increased to a total of five percent (5%) of rate of pay, at the fifteenth anniversary a total of seven and one-half percent (7.5%) of rate of pay, and at the twentieth anniversary, a total of ten percent (10%) of rate of pay.

E. OVERTIME PAY.

Employees shall be entitled to overtime pay in accordance with the requirements of applicable law for hours worked.

F. WORK PERIOD.

1. In accordance with Section 7(k) of the Fair Labor Standards Act (FSLA), the work period established by the City for Firefighter, Fire Engineer, and Fire Captain is a 14-day 106-hour work period.
2. The work period established by the City for non-safety employees is a 7-day 40-hour work period.

G. FLSA OVERTIME.

Pursuant to Section 7(k) of FSLA, the City agrees to compensate all firefighters for hours worked above the fifty-three hours per week at the normal overtime rate of pay (time and one-half) regardless of whether employees are on any type of paid leave.

The City agrees to compensate Non-Safety employees for overtime as stated in Article 5(C)(2) above.

Pursuant to Article 3(B) the City may change the Work Period at any time, with 30 days' notice. In the event of a change, the City agrees meet or confer over the impacts of the City's exercise of such rights, to the extent required by the MMBA and all governing and relevant laws.

H. OVERNIGHT STANDBY PAY.

In the discretion of the Fire Chief when standby coverage is required, Employees may sign up for overnight standby coverage. Employees signing up for overnight standby coverage will receive a stipend based on their rank within the department. Firefighters will receive $50 per overnight standby assignment. Engineers and officers will receive $75 per overnight standby assignment. The Stipend is paid in addition to hours worked during standby assignment.

I. COST OF LIVING ADJUSTMENT (COLA).

Wages paid and any special compensation shall be in accordance with the most recent applicable resolution adopted by the City Council, and any amendments thereto. Such resolutions are hereby incorporated as part of this MOU and are available from the City Clerk.

a. Effective July 1, 2026, each step in the salary schedule for all classifications shall be increased by a three percent (3%) Cost of Living Allowance.

J. HOLIDAY PAY ON HOLIDAYS.

In lieu of holiday time off, Safety employees shall receive additional holiday compensation on a prorated basis on each paycheck, for a total of twenty-six (26) paychecks annually, for ninety-six (96) hours equivalent to twelve (12) recognized City holidays at 11.2 hours per day. Member's compensation for the holidays shall be computed in the same fashion as is the rate of pay for vacation.

a. Holiday hours shall be earned as follows:
    - 11.2 hours per each holiday times twelve (12) recognized City holidays for a total of 134.4 hours of holiday compensation to be averaged over twenty-six (26) paychecks annually.
b. When required to work on a holiday, non-safety employees shall be paid twice the rate of pay at which the employee would be paid on a non-holiday. This section is not applicable to Standby Pay since call-out is not a normal designated workday.

K. HOLIDAYS (Non-Safety employees).

1. Holidays

The following holidays shall be recognized for all Non-Safety employees:

New Year's Day (January 1st)
Martin Luther King Day (Third Monday in January)
President's Day (Third Monday in February)
Memorial Day (Last Monday in May)
Juneteenth (June 19th)
Independence Day (July 4th)
Labor Day (First Monday in September)
Veteran's Day (November 11th)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving
Christmas Eve Day (December 24th)
Christmas Day (December 25th)

2. Exceptions.

When a holiday falls on a Saturday, the preceding Friday shall be deemed holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When Christmas Eve falls on a Friday, the preceding Thursday shall be deemed a holiday. When Christmas day falls on a Monday, the following Tuesday shall be deemed a holiday. When Christmas falls on a Thursday, the following Friday shall be a holiday in lieu of Christmas Eve Day

3. Observance.

Except for emergency services, all City offices shall be closed on recognized holidays established by Council resolution or ordinance.

4. Holiday Pay

Full-Time Employees shall receive full pay provided they are employed and in a paid status on the first working day prior to and following the holiday.

ARTICLE 8: TIME OFF AND LEAVES OF ABSENCE

A. VACATION LEAVE (Safety employees).

Firefighters, Fire Engineers, and Fire Captains shall accumulate vacation in accordance with the following vacation entitle schedule:

Years of Continuous Service	Vacation Hours Earned/Year
1-5 years	112
6th year	168
7th year	179

This pattern continues until 224 hours per year is reached. On the employee's 25th anniversary and every five years thereafter, an additional 11.2 hours will be awarded on that year.

B. VACATION ACCRUAL (Safety employees).

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this agreement. When an employee is on a leave without pay status, the employee shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, the employee shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate

then in effect.

Employees will not earn additional vacation leave once their accrued vacation balance has reached 360 hours.

C. VACATION USAGE (All employees).

An employee may not use vacation until the employee has completed six months of City service in the position. An employee may take vacation at a time approved by the Fire Chief. It is the policy of the City that employees take their normal provided vacation leave each year. Vacation shall be taken in minimum increments of two hours.

D. VACATION LEAVE (Non-Safety employees).

1. Rate of Accrual or Award.

Employees shall accrue or be awarded vacation pay based on their years of Continuous Employment at the following rates:

a. Less than five years of Continuous Employment: Full-Time Employees earn vacation at the rate of ten days per year. Vacation accrues on a monthly basis (six hours and forty minutes per month).

b. After five years of Continuous Employment with the City, Full-Time Employees will accrue vacation at the rate of fifteen days per year; after six years, sixteen days; after seven years, seventeen days; eight years, eighteen days; nine years, nineteen days; and ten years, twenty days per year.

c. After twenty-five years of Continuous Employment with the City, Full-Time Employees will earn one additional day of vacation each year and continue to earn one additional day of vacation every five years thereafter.

E. PERSONAL CONVENIENCE HOLIDAYS.

1. Except for the calendar year they are hired, on January 1st of each year, Firefighters, Fire Engineers, and Fire Captains earn 22.4 hours of Personal Convenience Holidays for use during that calendar year,. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 56 hours of Personal Convenience Holidays.

2. Each Non-Safety employee shall be eligible for two (2) Personal Convenience Holidays of eight (8) hours each per year. After five years of Continuous Employment, non-safety employees shall be eligible for an additional three (3) Personal Convenience Holidays each year. Personal Convenience Holidays are granted on January 1st of each year and must be used prior to the end of the calendar year and will not accrue. They may be taken at the employee's convenience, subject to the Department Head's approval. These Personal Convenience Holidays shall not incur additional expense to the City, e.g., causing another employee to work overtime, etc. Each Personal Convenience Holiday must be taken as a full day off. Employees do not receive

Personal Convenience Holidays during the calendar year in which they are hired.

F. SICK LEAVE.

1. Safety employees shall accrue sick leave at 11.2 hours per month.

    a. Upon initial hire into SHPFA, new full-time Safety employees will receive the equivalent to 10 pay periods of annual Sick leave accrual into their Sick leave account. Annual accrual of 11.2 hours per month will begin on the 11th pay period of employment, prorated for the remainder of their first year of employment.

2. Non-safety employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative Sick Policy and the provisions of this Article. The provisions of this Article 8(F) shall supersede any inconsistent provisions of the Sick Leave.

G. FAMILY CARE.

To the extent required by law, sick leave may be used to care for ill family members.

H. BEREAVEMENT LEAVE.

The City shall allow regular full-time employees to take up to five (5) days of bereavement leave, upon the death of a family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law).

Days of bereavement leave do not need to be consecutive; Bereavement leave must be completed within three (3) months of the date of the death; Employee shall be entitled to no less than five (5) days of leave; The employee may elect to use any accrued and unused paid leave that is otherwise available to them for bereavement leave (e.g., paid vacation, personal leave, accrued and available sick leave, or compensatory time off, etc.).

The City may request that the employee provide documentation of the death if requested within thirty (30) days of the first day of leave. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The City shall maintain the confidence of any employee requesting bereavement leave.

I. JURY OR WITNESS DUTY.

Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the

employee.

J. PREGNANCY DISABILITY LEAVE.
Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):

In addition to leave authorized by Article 8, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

K. CFRA AND FMLA LEAVE.
The Employee Handbook addresses leave rights under the federal Family and Medical Leave Act and the California Family Rights Act (also referred to as the California Medical Leave Act).

L. INDUSTRIAL ACCIDENT LEAVE.
The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws and California Labor Code Section 4850.

M. LEAVE OF ABSENCE WITHOUT PAY.
Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during their absence. Such leave may be extended up to one calendar year by action of the City Council.

N. MILITARY LEAVE.
An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Employee Handbook if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

O. COMPENSATORY TIME OFF.

Notwithstanding the provisions of this section, fire employees may be granted compensatory time off for overtime credit, at the discretion of the Fire Chief and with due regard to the wishes of the employee. Compensatory time off may be accumulated up to a maximum of one hundred twenty (120) hours.

ARTICLE 9: OTHER BENEFITS

A. UNIFORMS.

Safety employees shall receive an annual uniform allowance of $1,200. The uniform allowance will be paid out proportionately with each of the twenty-six (26) paychecks.

The City shall provide uniforms to employees in the classification of Fire Inspector. The Department shall establish and administer uniform standards, including the number and type of uniform items issued and replacement practices.

ARTICLE 10: HEALTH, DENTAL, LIFE AND DISABILITY INSURANCE

A. GENERAL PROVISIONS:

1. The City will pay the full cost of the employee's enrollment in City offered health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost of enrollment in City offered plans for dental coverage for the employee and their dependents. When an employee commences work with the City, the effective date of coverage of their benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire.

2. Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

3. Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

    a. Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.
    b. Employee may elect to "opt-out" of dental and vision at any time without

proof of alternate coverage (stipend does not apply to dental and vision).

c. The monthly stipend will not increase if electing to "opt-out" of additional plans.
d. It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.
e. In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.
f. If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.
g. Stipends will be paid the month following election (if elected January 1, stipend will be included in first payroll check of February) and are taxable as income (regular payroll taxes apply).

B. LIFE INSURANCE.

The City will provide term life insurance for each Safety employee in the amount of $50,000.

The City will provide term life insurance for each Non-Safety employee in the amount of $25,000.

Employees may elect to increase the value of their life insurance policy by $20,000 at their own expense. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

C. SHORT-TERM DISABILITY INSURANCE.

The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

D. VISION CARE.

The City will pay for vision care benefits, for the employee and all dependents through the City's vision insurance plan.

ARTICLE 11: RETIREMENT BENEFITS

A. CALPERS.

Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS).

1. Safety Employees

Tier One. Employees Hired Before July 1, 2012 (Tier One Classic Members)

This section 3.1 (including subsections) shall apply to employees hired by the City of

St. Helena in full-time safety positions with CalPERS membership before July 1, 2012.

- 1/2 at 55 Pension Formulas: The "1/2 @ 55" retirement program will be available to members covered by this Section.
- Final Compensation Based On 36-Months: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 3.1 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 20037.
- Required Member Contributions:
  Members covered shall pay, through payroll deduction, the full 10.1% member contribution for the Safety Group.

PEPRA. 2% at 57 For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

- This Section (including subsections) shall apply to members who were hired as full-time employees eligible for CalPERS membership on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).
- 2% at 57 Pension Formulas: The "2% @ 57" retirement program will be available to members covered by this Section 3.3.
- Final Compensation Based On 36-Months: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 3.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.
- Required Member Contributions:

  Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

2. Non-Safety Employees

Tier One 2% at 55 Retirement Program – Employees Hired Before July 1, 2012 (Tier 1 Classic Members)

This Tier One Section (including subsections) shall apply to employees hired before July 1, 2012:

a. 2% at 55 Pension Formula

The "2% @ 55" retirement program will be available to employees covered by

this Section.

b. Final Compensation Based On 12-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

c. Required Employee Contributions

- Member Contribution

  Employees covered by this Tier One Section shall continue to pay, through payroll deduction, the full 7.0% member contribution.

- Pension Cost Sharing

  Effective January 9, 2016, employees covered by this Section 1 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

Tier Two: 2% at 60 Retirement Program for Employees Hired On or After July 1, 2012, and Before January 1, 2013, and Employees Qualified for Reciprocity (Tier Two Classic Members)

This Tier Two Section (including subsections) shall apply to employees hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 2 (including subsections) shall apply to employees hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

A. 2% at 60 Pension Formula

The "2% @ 60" retirement program will be available to employees covered by this Section 2.

B. Final Compensation Based On 36-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

C. Required Employee Contributions

- Member Contribution

Employees covered by this Tier Two Section shall continue to pay, through payroll deduction, the 7.0% member contribution.

- Pension Cost Sharing

  Effective the first full pay period in January 2016, employees covered by this Section 2 shall pay, through payroll deduction, the full 7.0% member contribution and an additional 1% of PERSable compensation toward the City's required contribution for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

Tier Three: 2% at 62 PEPRA Retirement Tier Required For Employees Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member)

This Tier Three Section (including subsections) shall apply to employees who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

a. 2% at 62 Pension Formula

The "2% @ 62" retirement program will be available to employees covered by this Tier Three Section.

b. Final Compensation Based On 36-Month Period

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

c. Required Employee Contributions

i. Required 50% of Normal Costs

As required by Government Code Section 7522.30, effective January 1, 2013, employees covered by this Section 3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

ii. Pension Cost Sharing

Effective the first day of the first full pay period in January 2016, in addition to paying 50% of normal costs as described above, employees covered by this Section 3 shall pay, through payroll deduction, an additional 1.0% of PERSable compensation toward the City's normal cost of pension benefits as permitted by Government Code Section 20516.

3. Converting Sick Leave Balance.
   An employee who retires may convert their unused sick leave balance to service credit as provided by Government Code Section 20965.

4. Other Options Included In CalPERS Contract.
   Employees shall be eligible for other options included in the City's contract with CalPERS applicable to safety employees as stated in that contract, and allowed by law.

5. Implementation of Internal Revenue Code Section 414(h)(2).
   As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

6. All Provisions Subject to Requirements of Law.
   The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this MOU and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

B. 401(A) MONEY PURCHASE PLAN
CITY CONTRIBUTION TO FULL-TIME PEPRA AND FULL-TIME CLASSIC SHPFA SAFETY EMPLOYEES.

The 401(a) Money Purchase Plan benefit established by the parties as consideration in lieu of a prior salary adjustment shall continue as follows:

1. The City shall make a four percent (4%) pre-tax base salary contribution to the 401(a) Money Purchase Plan account of each full-time PEPRA and full-time Classic Safety member each pay period, up to the annual limit under IRC §415(c).
2. These contribution limits are inclusive of the contributions of the City, which also includes any contributions of the City or employee to any other 401(a) accounts the full-time PEPRA and Classic safety employees hold with the City or other entities related to the City that meet IRS requirements.
3. Because the City contribution is derived from base salary, the City's dollar contribution to each full-time PEPRA member's and full-time Classic member's 401(a) Money Purchase Plan account shall increase with any increase to the full-time PEPRA and full-time Classic base salary, subject to the contribution limits set forth above.
4. In no event will the City's contribution exceed four percent (4%) of the full-time members' pre-tax base salary.
5. No employee contribution will be permitted to the employee's 401(a) Money Purchase

Plan account.

6. This provision shall be in addition to the current retirement formula through CalPERS, 2%@57 (PEPRA) and ½@55 (Classic).

C. DEFERRED COMPENSATION PLAN (457).

The City offers a Deferred Compensation Plan under which employees may designate portions of their salaries to be deferred for tax purposes. The City will equally match an employee's deferred compensation contribution, not-to-exceed seventy-five dollars ($75.00) per month. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

If the City increases the Deferred Compensation monthly employer contribution applicable to any other represented employee bargaining unit for the term of this MOU, employees covered herein shall receive the same monthly contribution effective on the same date.

D. RETIREMENT HEALTH SAVINGS (RHS) PLAN.

The City agrees to establish an RHS Plan through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

E. SOCIAL SECURITY PAYMENT.

Employee contributions for Social Security are the responsibility of the employee and will not be reimbursed by the City.

ARTICLE 12: TRAINING AND PROFESSIONAL GROWTH

A. TUITION REIMBURSEMENT.

The City of St. Helena encourages professional growth which is beneficial to both the City and the employees. The City will provide reimbursements for employees up to $3,500 per fiscal year for the cost of books and tuition incurred for which the employee earns college credits for classes taken in pursuit of an academic degree from an accredited college or university, which would promote professional development within City of St. Helena employment. The program is voluntary.

B. SPECIALIZED SCHOOLS AND TRAINING.

Individual Full-Time employees will be reimbursed for up to $750.00 per year in educational expenses for job-related courses. The total amount reimbursed to all employees in the unit represented by the Association through this program will not exceed $4,500.00 per year, subject to the City Manager's determination that courses and training are job-related. This provision does

not include payment of fees or tuition for course work taken in pursuit of an academic degree. The program is voluntary.

1. Courses in A and B above require pre-approval prior to the date of enrollment in the course of study to ensure the expense is eligible under the MOU.
2. The combined amount of reimbursement for sections A and B shall not exceed $3,500 per year per employee.

To promote continued development of skills, knowledge, and abilities among the Employee, the Fire Chief may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

ARTICLE 13: BENEFITS ON SEPARATION

Upon separation from employment, all benefits provided by the City to an employee shall be terminated with the following exceptions:

A. COBRA CONTINUATION.

An employee leaving City employment may be entitled to certain insurance coverage opportunities, at employee's expense, under the federally mandated COBRA Program and California counterpart. Employee will receive notice of COBRA options and must timely elect benefit continuation.

B. CONTINUATION OF CERTAIN INSURANCE POLICIES.

Upon retirement from City service, an employee enrolled immediately preceding retirement in an insurance program (other than life insurance) maintained or sponsored by the City, may continue to be enrolled in such program subject to the conditions of the applicable insurance plan and set forth below.

1. Conditions.
   a. That continued enrollment has the approval of the insurance company concerned.
   b. Enrollment will cease at such time as the City terminates or converts an insurance program.
   c. The retired employee shall be responsible for the entire premium and shall either regularly reimburse the City for the full premium payment or make payments directly to the insurance company.

ARTICLE 14: ADDITIONAL DUTIES

See Exhibit A.

ARTICLE 15: GRIEVANCE PROCEDURE

A. GRIEVANCE DEFINED.

A grievance is a formal allegation by a member of the Association or by the Association on behalf of a member, regarding an alleged violation of a specific provision of this MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline, performance evaluations, layoff, demotion, reprimand, transfer, denial of reinstatement or denial of step increase. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.

B. PROCEDURE.

1. Step 1: Informal Discussion.

Within ten (10) calendar days of the occurrence or when they become aware of an act in dispute an employee shall discuss it with their immediate Supervisor, who shall investigate and attempt to resolve the matter. The Supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, they may proceed to Step 2.

2. Step 2: Department Head Determination.

Any dispute not resolved at Step 1 may be submitted to the Department Manager in writing within ten (10) calendar days after the Supervisor's response in Step 1. The written statement should cite the specific provision of this MOU in dispute. A copy of the written statement shall be provided to the affected employee's immediate Supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee and the Department Head who shall attempt to resolve the matter. The Department Head shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, they may proceed to the next step.

3. Step 3: City Manager Review.

Any dispute not resolved at Step 2 may be submitted in writing to the City Manager, with copies of the Step 2 response, within five (5) calendar days after the Department Manager's response. The City Manager shall provide written confirmation of receipt of the dispute to the employee, and shall schedule a meeting within five (5) calendar days, to discuss the matter with the employee. After consideration of the facts, the City Manager shall give a written decision to the employee within ten (10) calendar days after the meeting.

4. Step 4: City Council Review.

The decision of the City Manager may be appealed to the City Council for review if the grievance remedy sought has a value exceeding $25,000. In such event the employee may request a hearing before the City Council. Such request for hearing must be submitted in writing within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council Agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options: (1) refuse to hear the appeal; (2) make a decision on the documentation submitted; or (3) hold a hearing after which they shall make a decision.

The decision of the City Council shall be final.

C. DEADLINES.

Failure to timely initiate a grievance or timely advance it properly to the next level shall constitute a waiver of the grievance, However, the parties may mutually agree to extend any of the above deadlines in writing, for example in the event of an involved party's prolonged illness or in response to other unavoidable circumstances.

ARTICLE 16: RESIGNATION, TERMINATION AND DISCIPLINARY ACTION

A. RESIGNATION.

An employee wishing to separate from service to the City in good standing shall file with the Department Head, at least two (2) weeks prior to leaving City service, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the Personnel Office with a Personnel Action Form. Failure to give two (2) weeks' notice shall be entered upon the service record of the employee and may be cause for denying future employment by the City. The resignation of an employee who fails to give the required notice shall be reported immediately to the Human Resources Division by the Department Head.

B. EXIT INTERVIEW.

Any person leaving City employment shall have the opportunity for an exit interview. The purpose of the interview shall be to allow the City to receive, and the employee the opportunity to provide, the employee's candid observation of City employment in order to help improve personnel management and departmental functioning. Such interviews normally shall be conducted no earlier than fifteen (15) days prior to nor more than fifteen (15) days later than the employee's effective date of retirement or termination of employment.

C. DISCIPLINARY AUTHORITY.

A Full-Time Employee may be disciplined or discharged by their Department Head but shall have the right to appeal the discipline or discharge for final determination by the City Manager as set forth below.

D. PROBATIONARY EMPLOYEES.

In accordance with the City's policy on Probationary Employees, Probationary Employees are not entitled to the Disciplinary Procedures or Appeal rights set forth in this Article 14. Probationary Employees are at-will employees and may be disciplined or terminated at-will, without notice and without cause. The City has no obligation to limit its reasons for discipline or termination to those set forth in Subparagraph H. The City's willingness to discipline or terminate an employee in accordance with this Article 14 does not alter the at-will status of the Probationary Employee's employment.

E. DISCIPLINARY ACTIONS.

For employees who have passed the probationary period the City generally will apply principles of progressive discipline in response to actions constituting cause for discipline that reasonably are subject to remediation. However, the City may discipline employees without progression, up to and including termination, in instances where the City reasonably determines that the action at issue is sufficiently serious and/or remediation is not appropriate.

The following are appropriate disciplinary actions that may be taken as corrective measures.

1. Reprimand.

An employee may be reprimanded by their Supervisor, Department Head, or the City Manager. A reprimand may be either verbal or written. A note may be made of a verbal reprimand and placed in the employee's personnel file, and a written reprimand will be placed in the employee's personnel file. Grounds for reprimand include, but are not limited to, those listed in Subparagraph H below. Reprimands are not subject to Discipline Procedures and the right to Appeal. However, the employee has the right to meet with the Supervisor/Department Head who issued the reprimand before the reprimand is placed in the employee's personnel file. The

employee may also rebut the reprimand by providing a written statement which will be included in the employee's personnel file along with the written reprimand.

2. Suspension.

   An employee may be suspended by their Department Head. Suspension may be imposed for disciplinary purposes or may be imposed pending investigation and possible discharge. While the matter is being investigated, employee shall continue to receive salary and benefits. Suspension shall be for a fixed period of time. Grounds for suspension include, but are not limited to, those listed in Subparagraph H below. Suspension of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

3. Reduction in Salary.

   A Department Head may reduce the salary of an employee for disciplinary reasons, provided that such reduction shall be to a step or percentage within the salary range of the Classification held by the employee. A new Anniversary date (for purpose of salary increases only) shall be established as of the effective date of the reduction in salary, unless the reduction is for a specified period of time, in which case the Anniversary date would not change, or unless otherwise recommended by the Department Head. Reductions in salary of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

4. Demotion.

   A Department Head may demote an employee for disciplinary reasons to any Classification with a lower salary, provided the employee meets the minimum qualifications for the lower-level class. The employee shall not be eligible for promotion for a period of six (6) months unless otherwise recommended by the Department Head. Disciplinary demotions of Full-Time Employees who have completed their Probationary Period are subject to Discipline Procedures and the right to Appeal.

5. Dismissal.

   A Department Head may dismiss an employee for Cause, as set forth in Subparagraph H, below. Dismissal of Full-Time Employees who have completed their Probationary Period is subject to Discipline Procedures and the right to Appeal.

F. DISCIPLINARY PROCEDURE (Safety Employees).

1. Initial Inquiry.

   An alleged violation of policy, procedure, rules, regulations, directives, orders, or laws there shall be an inquiry by the employee's Supervisor or other designated investigator before the employee may be subject to discipline for the violation. The scope and formality level of the inquiry may vary based on the applicable circumstances. Upon completion, there shall be a written report of the conclusions made. A formal investigation report should also include the employee's statement, the specific violations, all available facts related to the alleged violation(s), and statements of witnesses, if any. When a supervisor, Administrative Services Director, or other City manager conducts the inquiry, they may also recommend appropriate discipline. Based on the information received in the investigation, the Supervisor shall determine appropriate disciplinary action except where a Department Head level determination is required.

2. Notice of Proposed Discipline.

   For discipline above the level of a written reprimand, the Supervisor shall provide written notice of the proposed disciplinary action to the affected employee. The notice of proposed discipline shall contain the following information:

   a. A statement which clearly defines the intent to take action and the specific action to be taken;

   b. The date the action is intended to take effect;

   c. A statement of the rule(s) or regulation(s) that has/have allegedly been violated;

   d. A statement of the specific action, charge(s), and facts on which the proposed action is based;

   e. Copies of the written materials, reports, and documents considered by the Department Head in their decision to impose the proposed action.

   f. Notice of the employee's right to respond to the charges, verbally or in writing, to the Department Head within seven (7) calendar days of receipt of the Notice of Proposed Discipline. A statement that the failure to respond within the prescribed time period following receipt of the Notice of Proposed Discipline shall constitute a waiver of the right to respond and the proposed discipline will be imposed.

3. Proposed Discipline Deferred.

If the employee or designated representative requests the right to respond, either orally or in writing, the imposition of proposed discipline shall be deferred until after a pre-disciplinary (Skelly) hearing.

4. Pre-Disciplinary (Skelly) Hearing.

   Where a written or oral response has been elected, the Department Head shall schedule, coordinate, and conduct a Pre-Disciplinary Hearing, which shall be audio recorded, within ten (10) calendar days of the employee's request. The purpose of the hearing is for the employee to provide additional information and facts relevant to the alleged violation in order for the Department Head to have all the facts prior to making a final decision regarding the proposed disciplinary action. The employee may elect to have representation at the hearing. If the employee fails to appear at or provide a written statement for the Pre-Disciplinary Hearing, his or her right to appeal the proposed discipline is forfeited.

5. Notice of Disciplinary Action.

   Within seven (7) working days of the Pre-Disciplinary Hearing, the Department Head will notify the affected employee with a written Notice of Disciplinary Action. The Disciplinary Action will have been made following a factual finding and review of all the information provided. If the Department Head determines not to impose any disciplinary action, they will notify the employee of this as well. The Notice of Disciplinary Action shall state the disciplinary action, the date it will take effect, and the employee's right to appeal, if any. Disciplinary actions may be imposed prior to hearing the employee's post Skelly Appeal hearing or other disciplinary hearing.

6. Paid Administrative Leave.

   The Department Head shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action (as well as for other legitimate business purpose as determined in the discretion of the Department Head.)

7. Exclusions.

   The provisions of this Article 14 shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions, employee reclassifications, reprimand, transfers without loss of pay, performance evaluations, or economic layoffs. Nor do the provisions of this Article 14 apply to Probationary Employees.

DISCIPLINARY PROCEDURE (Non-Safety Employees).

1. Initial Investigation.

An alleged violation of policy, procedure, rules, regulations, directives, orders, or laws shall be investigated by the employee's Supervisor or other designated investigator before the employee may be subject to discipline for the violation. The investigator shall complete a written report of

the investigation, including the employee's statement, the specific violations, all available facts related to the alleged violation(s), and statements of witnesses, if any. The investigator may recommend appropriate discipline. Based on the information received in the investigation, the Supervisor shall determine appropriate disciplinary action.

2. Notice of Proposed Discipline.

The Supervisor shall provide written notice of the proposed disciplinary action to the affected employee. The notice of proposed discipline shall contain the following information:

- A statement which clearly defines the intent to take action and the specific action to be taken;
- The date the action is intended to take effect;
- A statement of the rule(s) or regulation(s) that has/have allegedly been violated;
- A statement of the specific action, charge(s), and facts on which the proposed action
- is based;
- Copies of the written materials, reports, and documents considered by the Department Head in his/her decision to impose the proposed action.
- Notice of the employee's right to respond to the charges, verbally or in writing, to the Department Head within seven (7) calendar days of receipt of the Notice of Proposed Discipline. A statement that the failure to respond within the prescribed time period following receipt of the Notice of Proposed Discipline shall constitute a waiver of the right to respond and the proposed discipline will be imposed.

3. Proposed Discipline Deferred.

If the employee or designated representative requests the right to respond, either orally or in writing, the imposition of proposed discipline shall be deferred until after a pre-disciplinary (Skelly) hearing.

4. Pre-Disciplinary (Skelly) Hearing.

Where a written or oral response has been elected, the Department Head shall schedule, coordinate, and conduct a Pre-Disciplinary Hearing within ten (10) calendar days of the employee's request. The purpose of the hearing is for the employee to provide additional information and facts relevant to the alleged violation in order for the Department Head to have all the facts prior to making a final decision regarding the proposed disciplinary action. The employee may elect to have representation at the hearing. If the employee fails to appear at or provide a written statement for the Pre-Disciplinary Hearing, his or her right to appeal the proposed discipline is forfeited.

5. Notice of Disciplinary Action.

Within seven (7) working days of the Pre-Disciplinary Hearing, the Department Head will notify the affected employee with a written Notice of Disciplinary Action. The Disciplinary Action will have been made following a factual finding and review of all the information provided. If the Department Head determines not to impose any disciplinary action, he or she will notify the employee of this as well. The Notice of Disciplinary Action shall state the disciplinary action, the date it will take effect, and the employee's right to appeal, if any. Disciplinary actions may be imposed prior to hearing the employee's post Skelly Appeal hearing or other disciplinary hearing.

6. Paid Administrative Leave.

The Department Head shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.

7. Exclusions.

The provisions of this Article 14 shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions, employee reclassifications, reprimand, transfers without loss of pay, performance evaluations, or economic layoffs. Nor do the provisions of this Article 14 apply to Probationary Employees.

G. APPEAL (Safety Employees).

1. Right of Appeal.

An employee who has received a Notice of Disciplinary Action that provides for the right to appeal may, within fourteen (14) calendar days of its receipt, appeal the decision pursuant to the procedures set forth below. An employee who fails to appeal the

disciplinary action within the fourteen (14) day time period, forfeits their appeal and the disciplinary action shall be final and binding.

2. Procedure.

   In order to Appeal the Disciplinary Action, the employee shall file with the City Manager a written answer to the charges contained in the Notice of Proposed Disciplinary Action and/or the Notice of Disciplinary Action and request the right to appeal the City's disciplinary action (collectively, the "Request for Disciplinary Hearing"). Upon receipt of the Request for Disciplinary Hearing, the City Manager shall initiate the Appeal process.

3. Association-Sponsored Appeals - Appointment of Hearing Officer.

   a. The Disciplinary Hearing Officer shall be selected jointly by the parties within fourteen (14) calendar days of receipt by the City Manager of the employee's Request to Appeal.
   b. If the parties are unable to mutually agree on a Hearing Officer within the fourteen-day period, the City shall solicit a list of seven (7) neutrals from the State of California Mediation/Conciliation Service. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrators' names from the list until one remains. The parties shall make every effort to complete the striking process within ten (10) calendar days of receipt of the list from the State.
   c. If the Hearing Officer selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated within the same time period, unless the parties can otherwise mutually agree on the selection of a Hearing Officer.
   d. The cost of the Hearing Officer shall be shared equally, with fifty percent (50%) of the fee paid by the City and fifty percent (50%) of the fee paid by the Employee Association.

4. Pre-Hearing Matters.

   The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the Hearing Officer and the availability of counsel and witnesses. The hearing shall be private. The Hearing Officer may, prior to or during the hearing, grant a continuance for any reason the Hearing Officer believes to be important in order to reach a fair and proper decision. Neither party shall have *ex parte* communications with the Hearing Officer.

5. Conduct of the Hearing.

   a. The hearing shall be conducted in the manner most conducive to the determination

of the truth. Both the City and the employee may be represented by legal counsel or may elect to proceed without counsel. The employee may choose to be represented by an Association representative.

b. The Hearing Officer shall determine the relevancy, weight, and credibility of the testimony and evidence. The Hearing Officer shall not be bound by the technical rules of evidence. The Hearing Officer shall base their findings on the preponderance of the evidence. The City shall have the burden of proof.

c. Each side will be permitted an opening statement and closing argument. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present their witness(es) and evidence to rebut the charges.

d. A court reporter will be retained by the City to make a transcript of the hearing. No audio or video tape recording will be permitted. The employee or their representative may obtain a copy of the transcript of the hearing upon request and at their own cost.

e. Each side will be allowed to examine and cross-examine witnesses, who shall testify under oath. The employee filing the appeal may be called and examined as if under cross-examination.

f. The Hearing Officer shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The Hearing Officer may consider the records of any relevant prior disciplinary actions against the employee, as long as those actions are final.

6. Findings of the Hearing Officer.

After the conclusion of the hearing, the Hearing Officer shall prepare a recommended decision based on their findings of fact and application of law, and forward it to the City, the employee, and the Association. The recommended decision shall set forth which charges the Hearing Officer sustains or does not sustain and the reason(s) for the Hearing Officer's decision.

7. Decision of the City Manager.

After receiving and considering the recommendation of the Hearing Officer, the City Manager may sustain or reject any or all of the charges filed against the employee. The City Manager may sustain, reject or modify the disciplinary action invoked against the employee. However, the City Manager may not increase the severity of the discipline originally invoked by the City. The City Manager's decision shall be the final administrative step.

APPEAL (Non-Safety Employees).

1. Right of Appeal.

An employee who has received a Notice of Disciplinary Action that provides for the right to appeal may, within fourteen (14) calendar days of its receipt, appeal the decision pursuant to the procedures set forth below. An employee, who fails to appeal the disciplinary action within the fourteen (14) day time period, forfeits his or her appeal and the disciplinary action shall be final and binding.

2. Procedure.

In order to Appeal the Disciplinary Action, the employee shall file with the City Manager a written answer to the charges contained in the Notice of Proposed Disciplinary Action and/or the Notice of Disciplinary Action and request the right to appeal the City's disciplinary action (collectively, the "Request to Arbitrate"). Upon receipt of the Request to Arbitrate, the City Manager shall initiate the Appeal process.

3. Appointment of Hearing Panel.

a. The Hearing Panel shall consist of one person selected by the City, one person selected by the Association, and a neutral chairperson selected jointly by the City and the Association. b. The neutral panel chairperson shall be selected jointly by the parties within fourteen (14) calendar days of receipt by the City Manager of the employee's Request to Appeal. c. If the parties are unable to mutually agree on a neutral panel chairperson within the fourteen-day period, the City shall solicit a list of seven (7) neutrals from the State of California Mediation/Conciliation Service. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrators' names from the list until one remains. The parties shall make every effort to complete the striking process within ten (10) calendar days of receipt of the list from the State. d. If the neutral selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated within the same time period, unless the parties can otherwise mutually agree on the selection of a neutral chairperson.

b. The cost of the neutral chairperson shall be shared equally, with fifty percent (50%) of the fee paid by the City and fifty percent (50%) of the fee paid by the Employee.

4. Pre-Hearing Matters.

The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the panel members and the availability of counsel and

witnesses. The arbitration hearing shall be private. The panel may, prior to or during the hearing, grant a continuance for any reason the panel believes to be important in order to reach a fair and proper decision. Neither party shall have ex parte communications with the neutral panel chairperson.

5. Conduct of the Hearing.

a. The hearing shall be conducted in the manner most conducive to the determination of the truth. Both the City and the employee may be represented by legal counsel or may elect to proceed without counsel. The employee may choose to be represented by an Association representative.

b. The panel shall determine the relevancy, weight, and credibility of the testimony and evidence. The panel shall not be bound by the technical rules of evidence. The panel shall base its finding on the preponderance of the evidence. The City shall have the burden of proof.

c. Each side will be permitted an opening statement and closing argument. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present his/her witness(es) and evidence to rebut the charges.

d. A court reporter will be retained by the City to make a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and at his/her own cost.

e. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.

f. The panel shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The panel may consider the records of any relevant prior disciplinary actions against the employee, as long as those actions are final.

6. Findings of the Panel.

After the conclusion of the hearing, the hearing panel shall prepare a recommended decision based on its findings of fact and application of law, and forward it to the City, the employee, and the Association. The recommended decision shall set forth which charges the panel sustains or does not sustain and the reason(s) for the panel's decision. The panel's findings and recommended decision must be supported by a majority of the panel members (i.e., at least two panel members must agree on each finding or recommendation).

7. Decision of the City Manager.

After receiving and considering the recommendation of the hearing panel, the City Manager may

sustain or reject any or all of the charges filed against the employee. The City Manager may sustain, reject or modify the disciplinary action invoked against the employee. However, the City Manager may not increase the severity of the discipline originally invoked by the City.

H. REASONS FOR REPRIMAND, DISCIPLINE, DEMOTION, SUSPENSION, OR DISCHARGE.

The following are examples of sufficient cause to warrant disciplinary action. However, cause to discipline an employee is not limited to these reasons alone:

- Absence without prior approval or excessive tardiness.
- Use of, or being under the influence of, illegal drugs or alcohol while on City business, or during work hours, or while representing the City.
- Violation of the City's anti-discrimination, anti-harassment policies and/or workplace violence policies.
- Failure to maintain any employment qualification, including but not limited to driver's license or other certifications.
- Theft, pilferage, or misuse of City property.
- Falsification of public records.
- Dishonesty.
- Disorderly or immoral conduct.
- Incompetence.
- Failure to meet expected performance standards.
- Neglecting to perform expected job duties.
- Inability to perform the essential duties of the job (with reasonable accommodation, if required by law).
- Insubordination or willful or disobedience.
- Negligence or willful damage to public property or the personal property of another employee.
- Fraud in securing employment.
- Discourteous treatment of the public or other employees.
- Conviction of a felony (including pleas of guilty and nolo contendere), or a conviction of a misdemeanor (including pleas of guilty) where the misdemeanor conviction is related to the position held.
- Violation of any reasonable regulation, policy, rule, SOP, or order.

- Failure to maintain satisfactory working relationships with supervisors, employees, contractors, or the public.
- Interference with the work performance of others.
- Acceptance of bribes or extortion.
- Acceptance of any gift, reward, or other form of compensation in addition to regular compensation for performance of official duties other than as provided for by written City policy.
- Illegal gambling on City property or during working hours.

ARTICLE 17: LAYOFF PROCEDURE

The procedures set forth in the City of St. Helena Layoffs and Furloughs Policy shall apply during the term of this MOU.

ARTICLE 18: SEPARABILITY

Notwithstanding any provisions of this MOU to the contrary, in the event that any Article or Subsections thereof of this MOU shall be declared invalid by any Court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any Court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this MOU or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles and Subsections thereof affected. All other provisions of this MOU shall continue in full force and effect.

ARTICLE 19: TERM AND COMPLETION OF NEGOTIATIONS

Following approval by the City and the Association and ratification by the City Council, the term of this MOU shall commence on July 1, 2026 and shall expire on June 30, 2027.

During the term of this Agreement, the Association and the City agree that neither party shall be obligated to meet and confer with respect to any subject or matter covered by this Agreement, except as follows:

- The parties agree to meet and confer on any mandatory subjects of bargaining which have the potential to affect wages, hours, and other terms and conditions of employment (as defined by the MMBA), any City-proposed changes to the SHPFA job descriptions, Employee Handbook and/or related policies and procedures;
- The parties may mutually agree to meet and confer on any topic.

ARTICLE 20: SIGNATURES

This Memorandum of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA PROFESSIONAL FIRE FIGHTERS ASSOCIATION

_____

Richard Reed, Labor Negotiator

_____

Tyler Neiburger, President

_____

Aaron Mix, Vice President

CITY OF ST. HELENA

Approved by the City Council by Resolution Number 2026-_____

_____

Aaron Slater, Labor Negotiator

_____

Mandy Kellogg, Administrative Services Director

EXHIBIT A

Additional Duties (Safety Employees)

Visibility Triangle

Upon identification, Association members will take photos of any visibility triangle issues and educate responsible parties for resolution, as well as notify the appropriate department/personnel as applicable. In no event are members required to address previously approved permits which have become out of compliance with the visibility triangle.

Sidewalk Blocked Access and Safety Hazards

In the course of travel within the City, responding to calls for service, or by community member concern, Association members will identify safety hazards relative to sidewalk access and conditions, contact and educate the responsible owners, as well as coordinate with other Fire Personnel for additional compliance needed.

Red Curb Requests

Fire Department personnel will become the first level of request evaluation after submission from the public. The Fire Department's decision and response will then be forwarded to the Fire Inspector for authorization to the next approving department. The Senior Captain can sign off on the Department's response only in the Fire Inspector's absence.

Property Maintenance Safety Hazards

In the course of travel within the City, responding to calls for service, or by community member concern, Association members identifying fire safety hazards will notice the property owners and enforce compliance in accordance with the City Municipal Code.

Vegetation Management

Upon identification of hazardous vegetation deemed a nuisance, Association members will notice the property owners and enforce compliance in accordance with the City Municipal Code.

EXHIBIT B

Wages

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

St. Helena Professional Firefighters Association

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

Position	Timebase [6]	Steps A	B	C	D	E
Full-time Fire Department Positions						
Fire Inspector	Annual	93,633	98,315	103,231	108,392	113,812
	Monthly	7,803	8,193	8,603	9,033	9,484
	Hourly	45.02	47.27	49.63	52.11	54.72
Firefighter [1] [4] [5]	Annual	94,120	98,826	103,767	108,956	114,403
	Monthly	7,843	8,235	8,647	9,080	9,534
	Hourly	32.32	33.94	35.63	37.42	39.29
Engineer [1] [4] [5]	Annual	102,638	107,770	113,159	118,816	124,757
	Monthly	8,553	8,981	9,430	9,901	10,396
	Hourly	35.25	37.01	38.86	40.80	42.84
Captain [1] [4] [5]	Annual	112,926	118,572	124,501	130,726	137,262
	Monthly	9,410	9,881	10,375	10,894	11,439
	Hourly	38.78	40.72	42.75	44.89	47.14

[1] Annual and Monthly salaries are based on a 56-hour work period with a total of 2,912 hours worked annually.

[2] Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary

10 years - 5.0% of base salary

15 years - 7.5% of base salary

20 years - 10% of base salary

[3] Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

[4] Holiday Pay - Full-time employees will accrue 3.69 hours per pay period, which will be paid out each pay period at the employee's current hourly rate.

[5] Uniform Allowance - Employees shall receive uniform allowance in the amount of $1,200 divided evenly amongst 26 pay periods.

[6] Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.

EXHIBIT C

Temporary Vacation Accrual Cap Adjustment

For the first six (6) months of the new MOU term commencing July 1, 2026, the City will temporarily increase the annual Vacation accrual cap from 360 to 440 hours for Fire Captains only. The temporary cap will remain in place until the end of the MOU term, at which time Article 8(B) will be back in effect and affected Captains will not earn additional vacation if their accrued vacation balance is at or above 360 hours.

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

Police Officers Association

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Dispatcher	Annual	73,649	77,332	81,198	85,258	89,521
	Monthly	6,137	6,444	6,767	7,105	7,460
	Hourly	35.41	37.18	39.04	40.99	43.04
Property & Evidence Technician	Annual	73,649	77,332	81,198	85,258	89,521
	Monthly	6,137	6,444	6,767	7,105	7,460
	Hourly	35.41	37.18	39.04	40.99	43.04
Records Supervisor	Annual	88,407	92,827	97,469	102,342	107,459
	Monthly	7,367	7,736	8,122	8,529	8,955
	Hourly	42.50	44.63	46.86	49.20	51.66
Police Officer Trainee	Annual	61,069	64,122	67,328	70,695	74,229
	Monthly	5,089	5,344	5,611	5,891	6,186
	Hourly	29.36	30.83	32.37	33.99	35.69
Police Officer	Annual	102,771	107,909	113,305	118,970	124,918
	Monthly	8,564	8,992	9,442	9,914	10,410
	Hourly	49.41	51.88	54.47	57.20	60.06
Sergeant	Annual	123,374	129,543	136,020	142,821	149,962
	Monthly	10,281	10,795	11,335	11,902	12,497
	Hourly	59.31	62.28	65.39	68.66	72.10

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary

10 years - 5.0% of base salary

15 years - 7.5% of base salary

20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of an additional $150.00 per month.

(3) POST Certificates - Additional monthly salary compensation shall be received by an employee attaining certificates, as follows:

POST Intermediate Certificate - $250.00

POST Advanced Certificate - $400.00

POST Records Supervisor Certificate - $150.00

(4) Special Assignment Pay:

Motorcycle Officer, Range Master or Reserve Coordinator - $200.00 per month

Field Training Officers or Communication Training Officers - 7% of their daily salary, per day, while assigned to the trainee

Canine, Officer Investigator Position, and School Resource Officer - 3% of base salary

Police Service Dog Handler - $376.41 per pay period

(5) Holiday Pay - Full-time employees will accrue 3.69 hours per pay period, which will be paid out each pay period at the employee's current hourly rate.

(6) Uniform Allowance - Employees shall receive uniform allowance as follows:

Sworn Personnel - $1,250.00

Dispatch and CSO Personnel - $1,000.00

Motorcycle Officers - 1 pair of Police motorcycle boots, 2 pairs of Police motorcycle pants, 1 Police motorcycle leather jacket, 2 sets of riding gloves (1 cold weather and 1 warm set) and Protective eyeglasses (not to exceed $150.00)

Bicycle Patrol - Gloves, Helmet, Padded Shorts, Padded Pants, Protective Eyeglasses, Pedal Retention Devices, and Inclement Weather Clothing

**Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

Police Officers Association

Approved and Adopted August 11, 2026

Effective January 1, 2027

FY 2026-2027

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Dispatcher	Annual	73,649	77,332	81,198	85,258	89,521
	Monthly	6,137	6,444	6,767	7,105	7,460
	Hourly	35.41	37.18	39.04	40.99	43.04
Property & Evidence Technician	Annual	73,649	77,332	81,198	85,258	89,521
	Monthly	6,137	6,444	6,767	7,105	7,460
	Hourly	35.41	37.18	39.04	40.99	43.04
Records Supervisor	Annual	88,407	92,827	97,469	102,342	107,459
	Monthly	7,367	7,736	8,122	8,529	8,955
	Hourly	42.50	44.63	46.86	49.20	51.66
Police Officer Trainee	Annual	61,069	64,122	67,328	70,695	74,229
	Monthly	5,089	5,344	5,611	5,891	6,186
	Hourly	29.36	30.83	32.37	33.99	35.69
Police Officer	Annual	103,799	108,989	114,438	120,160	126,168
	Monthly	8,650	9,082	9,537	10,013	10,514
	Hourly	49.90	52.40	55.02	57.77	60.66
Sergeant	Annual	124,608	130,838	137,380	144,249	151,461
	Monthly	10,384	10,903	11,448	12,021	12,622
	Hourly	59.91	62.90	66.05	69.35	72.82

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary

10 years - 5.0% of base salary

15 years - 7.5% of base salary

20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of an additional $150.00 per month.

(3) POST Certificates - Additional monthly salary compensation shall be received by an employee attaining certificates, as follows:

POST Intermediate Certificate - $250.00

POST Advanced Certificate - $400.00

POST Records Supervisor Certificate - $150.00

(4) Special Assignment Pay:

Motorcycle Officer, Range Master or Reserve Coordinator - $200.00 per month

Field Training Officers or Communication Training Officers - 7% of their daily salary, per day, while assigned to the trainee

Canine, Officer Investigator Position, and School Resource Officer - 3% of base salary

Police Service Dog Handler - $376.41 per pay period

(5) Holiday Pay - Full-time employees will accrue 3.69 hours per pay period, which will be paid out each pay period at the employee's current hourly rate.

(6) Uniform Allowance - Employees shall receive uniform allowance as follows:

Sworn Personnel - $1,250.00

Dispatch and CSO Personnel - $1,000.00

Motorcycle Officers - 1 pair of Police motorcycle boots, 2 pairs of Police motorcycle pants, 1 Police motorcycle leather jacket, 2 sets of riding gloves (1 cold weather and 1 warm set) and Protective eyeglasses (not to exceed $150.00)

Bicycle Patrol - Gloves, Helmet, Padded Shorts, Padded Pants, Protective Eyeglasses, Pedal Retention Devices, and Inclement Weather Clothing

**Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

St. Helena Employee Association - Miscellaneous Group

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Office Assistant	Annual	55,864	58,657	61,590	64,670	67,903
	Monthly	4,655	4,888	5,133	5,389	5,659
	Hourly	26.86	28.20	29.61	31.09	32.65
Library Associate I	Annual	56,761	59,599	62,579	65,708	68,994
	Monthly	4,730	4,967	5,215	5,476	5,749
	Hourly	27.29	28.65	30.09	31.59	33.17
Maintenance Worker I	Annual	61,462	64,535	67,762	71,150	74,708
Buildings & Streets; Parks & Trees	Monthly	5,122	5,378	5,647	5,929	6,226
	Hourly	29.55	31.03	32.58	34.21	35.92
Library Associate II	Annual	62,466	65,590	68,869	72,313	75,928
	Monthly	5,206	5,466	5,739	6,026	6,327
	Hourly	30.03	31.53	33.11	34.77	36.50
Recreation Coordinator	Annual	64,404	67,624	71,005	74,555	78,283
	Monthly	5,367	5,635	5,917	6,213	6,524
	Hourly	30.96	32.51	34.14	35.84	37.64
Permit Technician I	Annual	66,759	70,097	73,602	77,282	81,147
Planning; Building	Monthly	5,563	5,841	6,134	6,440	6,762
	Hourly	32.10	33.70	35.39	37.16	39.01
Accounting Technician I	Annual	67,004	70,354	73,871	77,565	81,443
	Monthly	5,584	5,863	6,156	6,464	6,787
	Hourly	32.21	33.82	35.52	37.29	39.16
Administrative Assistant	Annual	67,034	70,386	73,905	77,601	81,481
	Monthly	5,586	5,866	6,159	6,467	6,790
	Hourly	32.23	33.84	35.53	37.31	39.17
Maintenance Worker II	Annual	67,606	70,986	74,536	78,263	82,176
Buildings & Streets; Parks & Trees	Monthly	5,634	5,916	6,211	6,522	6,848
	Hourly	32.50	34.13	35.83	37.63	39.51
Senior Library Associate	Annual	68,681	72,116	75,721	79,507	83,483
	Monthly	5,723	6,010	6,310	6,626	6,957
	Hourly	33.02	34.67	36.40	38.22	40.14
Maintenance Worker I	Annual	70,511	74,036	77,738	81,625	85,706
Underground Utilities	Monthly	5,876	6,170	6,478	6,802	7,142
	Hourly	33.90	35.59	37.37	39.24	41.20
Librarian I	Annual	70,755	74,293	78,007	81,908	86,003
	Monthly	5,896	6,191	6,501	6,826	7,167
	Hourly	34.02	35.72	37.50	39.38	41.35

Position	Timebase*	Steps A	B	C	D	E
Plant Operator in Training	Annual	72,036	75,638	79,420	83,391	87,560
Water; Wastewater	Monthly	6,003	6,303	6,618	6,949	7,297
	Hourly	34.63	36.36	38.18	40.09	42.10
Human Resources Technician [5]	Annual	72,929	76,576	80,404	84,425	88,646
	Monthly	6,077	6,381	6,700	7,035	7,387
	Hourly	35.06	36.82	38.66	40.59	42.62
Permit Technician II	Annual	73,429	77,100	80,955	85,003	89,253
Planning; Building	Monthly	6,119	6,425	6,746	7,084	7,438
	Hourly	35.30	37.07	38.92	40.87	42.91
Accounting Technician II	Annual	73,706	77,391	81,261	85,324	89,590
	Monthly	6,142	6,449	6,772	7,110	7,466
	Hourly	35.44	37.21	39.07	41.02	43.07
Executive Assistant	Annual	73,744	77,431	81,303	85,368	89,636
	Monthly	6,145	6,453	6,775	7,114	7,470
	Hourly	35.45	37.23	39.09	41.04	43.09
Lead Maintenance Worker	Annual	74,373	78,092	81,996	86,096	90,401
Buildings & Streets; Parks & Trees	Monthly	6,198	6,508	6,833	7,175	7,533
	Hourly	35.76	37.54	39.42	41.39	43.46
Engineering Technician I	Annual	75,332	79,099	83,054	87,206	91,567
	Monthly	6,278	6,592	6,921	7,267	7,631
	Hourly	36.22	38.03	39.93	41.93	44.02
Administrative Records Assistant	Annual	77,328	81,195	85,254	89,517	93,993
	Monthly	6,444	6,766	7,105	7,460	7,833
	Hourly	37.18	39.04	40.99	43.04	45.19
Maintenance Worker II	Annual	77,568	81,447	85,519	89,795	94,285
Underground Utilities	Monthly	6,464	6,787	7,127	7,483	7,857
	Hourly	37.29	39.16	41.11	43.17	45.33
Librarian II	Annual	77,824	81,715	85,801	90,091	94,595
	Monthly	6,485	6,810	7,150	7,508	7,883
	Hourly	37.42	39.29	41.25	43.31	45.48
Environmental Services Technician I	Annual	79,935	83,932	88,129	92,535	97,162
	Monthly	6,661	6,994	7,344	7,711	8,097
	Hourly	38.43	40.35	42.37	44.49	46.71
Permit Technician III	Annual	80,775	84,813	89,054	93,507	98,182
Planning; Building	Monthly	6,731	7,068	7,421	7,792	8,182
	Hourly	38.83	40.78	42.81	44.96	47.20
Senior Accounting Technician	Annual	81,071	85,125	89,381	93,850	98,543
	Monthly	6,756	7,094	7,448	7,821	8,212
	Hourly	38.98	40.93	42.97	45.12	47.38

Position	Timebase*	Steps A	B	C	D	E
Engineering Technician II	Annual	82,860	87,003	91,354	95,921	100,717
	Monthly	6,905	7,250	7,613	7,993	8,393
	Hourly	39.84	41.83	43.92	46.12	48.42
Plant Operator I	Annual	82,884	87,028	91,380	95,949	100,746
Water; Wastewater	Monthly	6,907	7,252	7,615	7,996	8,396
	Hourly	39.85	41.84	43.93	46.13	48.44
Assistant Planner	Annual	85,907	90,203	94,713	99,448	104,421
	Monthly	7,159	7,517	7,893	8,287	8,702
	Hourly	41.30	43.37	45.53	47.81	50.20
Lead Maintenance Worker	Annual	85,321	89,587	94,066	98,770	103,708
Underground Utilities	Monthly	7,110	7,466	7,839	8,231	8,642
	Hourly	41.02	43.07	45.22	47.49	49.86
Senior Librarian	Annual	85,601	89,881	94,375	99,094	104,049
	Monthly	7,133	7,490	7,865	8,258	8,671
	Hourly	41.15	43.21	45.37	47.64	50.02
Recreation Supervisor	Annual	87,866	92,260	96,872	101,716	106,802
	Monthly	7,322	7,688	8,073	8,476	8,900
	Hourly	42.24	44.36	46.57	48.90	51.35
Environmental Services Technician II	Annual	87,924	92,320	96,936	101,783	106,872
	Monthly	7,327	7,693	8,078	8,482	8,906
	Hourly	42.27	44.38	46.60	48.93	51.38
Junior Engineer	Annual	88,555	92,983	97,632	102,514	107,639
	Monthly	7,380	7,749	8,136	8,543	8,970
	Hourly	42.57	44.70	46.94	49.29	51.75
Plant Operator II	Annual	91,131	95,688	100,472	105,496	110,771
Water; Wastewater	Monthly	7,594	7,974	8,373	8,791	9,231
	Hourly	43.81	46.00	48.30	50.72	53.26
Senior Engineering Technician	Annual	91,147	95,704	100,489	105,514	110,789
	Monthly	7,596	7,975	8,374	8,793	9,232
	Hourly	43.82	46.01	48.31	50.73	53.26
Associate Planner	Annual	94,495	99,220	104,181	109,390	114,860
	Monthly	7,875	8,268	8,682	9,116	9,572
	Hourly	45.43	47.70	50.09	52.59	55.22
Human Resources Analyst [6]	Annual	96,943	101,790	106,879	112,223	117,834
	Monthly	8,079	8,482	8,907	9,352	9,820
	Hourly	46.61	48.94	51.38	53.95	56.65
Administrative Analyst	Annual	97,830	102,722	107,858	113,251	118,913
Public Works Financial Analyst	Monthly	8,153	8,560	8,988	9,438	9,909
	Hourly	47.03	49.39	51.85	54.45	57.17

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Buildings & Streets Superintendent	Annual	98,104	103,010	108,160	113,568	119,247
Parks & Trees Superintendent	Monthly	8,175	8,584	9,013	9,464	9,937
	Hourly	47.17	49.52	52.00	54.60	57.33
Plant Operator III	Annual	100,683	105,717	111,002	116,553	122,380
Water; Wastewater	Monthly	8,390	8,810	9,250	9,713	10,198
	Hourly	48.41	50.83	53.37	56.03	58.84
Assistant Engineer	Annual	102,280	107,394	112,764	118,402	124,322
	Monthly	8,523	8,950	9,397	9,867	10,360
	Hourly	49.17	51.63	54.21	56.92	59.77
Underground Utilities Superintendent	Annual	103,052	108,204	113,614	119,295	125,260
	Monthly	8,588	9,017	9,468	9,941	10,438
	Hourly	49.54	52.02	54.62	57.35	60.22
Associate Civil Engineer	Annual	112,517	118,143	124,050	130,253	136,765
	Monthly	9,376	9,845	10,338	10,854	11,397
	Hourly	54.09	56.80	59.64	62.62	65.75
Chief Plant Operator	Annual	121,083	127,137	133,494	140,168	147,177
Water; Wastewater	Monthly	10,090	10,595	11,124	11,681	12,265
	Hourly	58.21	61.12	64.18	67.39	70.76

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary

10 years - 5.0% of base salary

15 years - 7.5% of base salary

20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

(3) Standby Pay - Shall be paid at a rate of $525.00 per week to those employees in the Public Works Department who are required to be on Standby for an entire week

(4) Certification Pay - $100.00 per month for each governmental certificate or licensing as follows:

"Operator Cross-certification" (Class I or above) for employees assigned to the Water Treatment Plant or Wastewater Treatment Plant.

Playground Inspection Certification for employees in the Parks Division.

Wastewater Collections Certificate for employees in the Wastewater Collections/Sewer Division.

(5) Certification Pay - $200.00 per month for each governmental certificate or licensing as follows:

A necessary pesticide certificate for Public Works employees responsible for pesticide application programs for the City.

Certification for back-flow prevention devices for Public Works employees.

Arborist Certificate for employees in the Parks Division.

Class B Drivers License.

(6) Confidential Pay - 3% pay differential added to the employee's base salary.

**Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

St. Helena Professional Firefighters Association

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

		Steps				
Position	**Timebase [6]**	**A**	**B**	**C**	**D**	**E**
Full-time Fire Department Positions						
Fire Inspector	Annual	93,633	98,315	103,231	108,392	113,812
	Monthly	7,803	8,193	8,603	9,033	9,484
	Hourly	45.02	47.27	49.63	52.11	54.72
Firefighter [1] [4] [5]	Annual	94,120	98,826	103,767	108,956	114,403
	Monthly	7,843	8,235	8,647	9,080	9,534
	Hourly	32.32	33.94	35.63	37.42	39.29
Engineer [1] [4] [5]	Annual	102,638	107,770	113,159	118,816	124,757
	Monthly	8,553	8,981	9,430	9,901	10,396
	Hourly	35.25	37.01	38.86	40.80	42.84
Captain [1] [4] [5]	Annual	112,926	118,572	124,501	130,726	137,262
	Monthly	9,410	9,881	10,375	10,894	11,439
	Hourly	38.78	40.72	42.75	44.89	47.14

[1] Annual and Monthly salaries are based on a 56-hour work period with a total of 2,912 hours worked annually.

[2] Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary

10 years - 5.0% of base salary

15 years - 7.5% of base salary

20 years - 10% of base salary

[3] Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

[4] Holiday Pay - Full-time employees will accrue 3.69 hours per pay period, which will be paid out each pay period at the employee's current hourly rate.

[5] Uniform Allowance - Employees shall receive uniform allowance in the amount of $1,200 divided evenly amongst 26 pay periods.

[6] Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Administrative Services Department

DATE:	August 11, 2026
FROM:	Mandy Kellogg, Director of Administrative Services
SUBJECT:	Proposed Approval of a Resolution: (1) Approving Amendments to the Unrepresented Compensation Program for a One-year period Commencing on July 1, 2026 and expiring on June 30, 2027; and (2) Adopting and Approving the Publicly Available Pay Schedules in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for classifications covered under the Unrepresented Compensation Program and certain Part-time classifications.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to approve amendments to the Unrepresented Program and approve and adopt salary schedules for Unrepresented classifications, which includes Mid-Management, Executive, and Part-time staff, effective July 1, 2026.
FINANCIAL IMPACT:	The total financial impact of the salary and benefit adjustments is approximately $156,100. The total increase has been included in the Fiscal Year 2026-27 Operating Budget adopted by City Council on June 10, 2025.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
In addition to three represented collective bargaining groups, the City of St. Helena has one group of unrepresented employees, which includes Mid-Management, Executive, and Part-time classifications.

The City maintains an Unrepresented Compensation Program to define and periodically update compensation and benefits for the Mid-Management and Executive classifications. The existing Unrepresented Compensation Program expired on June 30, 2026.

DISCUSSION:
The Unrepresented Compensation Program defines compensation and benefits for mid-management and executive classifications. There are currently 17 budgeted positions within these classifications.

The attached program reflects changes with the following key components:

- Term – The contract is for a one-year term, effective July 1, 2026 through June 30, 2027.
- Annual Cost of Living Adjustment (COLA) – 3% COLA effective July 1, 2026.
- Out-of-Class Pay – Increase from up to 5.0% to 10.0% with City Manager approval under the Pay for Performing Partial Duties of Higher Class section.
- Medical Insurance Opt-Out Stipend – Employees eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may receive an opt-out stipend of $300 per month.
- Holiday Leave – Remove Cesar Chavez Birthday – March 31st as an approved holiday and add Juneteenth – June 19th as an approved holiday.
- NEW Section – Add Flexible Work Schedules language.
- Vacation Leave – Add language to give the City Manager authority to increase the vacation cap from 280 hours on a case-by-case basis.
- Executive Leave – Add language to give the City Manager authority to authorize an additional 40 hours of Executive Leave on July 1st for those classifications that are currently only receiving 40 hours of Executive Leave on January 1st on a case-by-case basis.
- Other Benefits – Replace one-time $25 health club membership with flexible annual wellness reimbursement up to $500 and reduce Charity Event reimbursement from $750 annually to $250 annually.

The updates to the Unrepresented Compensation Program are provided as Attachment 1 (redlined version) and Attachment 2 (clean version). Additional amendments have been incorporated throughout the document to clarify existing practices and improve overall language consistency.

Salary Schedules

The City of St. Helena contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees. As a public employer, the City must abide by the Government Code when establishing and reporting employee compensation. The California Code of Regulations (CCR) Title 2, Section 570.5 provides that each pay schedule meets the following requirements:

- Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws.
- Identifies the position title for every employee position.
- Shows the pay rate for each classification.
- Indicates the time base for each pay rate.
- CalPERS uses the City's pay schedules to determine final compensation and to calculate retirement benefits for the City's employees. Inaccurate pay schedules could negatively impact an employee's final retirement calculation or delay receipt of the appropriate retirement compensation.

Based on salary adjustments outlined in the Unrepresented Compensation Program, it is necessary to adopt new salary schedules for Fiscal Year 2026-27 effective July 1, 2026 (Attachments 3–5). In addition, staff proposed an increase for the part-time classifications that is equivalent to the recommendations in MOUs to ensure the part-time salaries are in-line with the rest of the organization.

ENVIRONMENTAL REVIEW:
None.

GOAL:
Goal 6: Improve Employee Recruitment, Retention, & Morale

ATTACHMENTS:
1. Resolution - Unrepresented Updates and Salary Schedule Adoption
2. Attachment 1 - Unrepresented Compensation Program - Redline Version
3. Attachment 2 - Unrepresented Compensation Program - Clean Version
4. Attachment 3 - FY27 MidManagement Salary Schedule Effective 7.1.2026
5. Attachment 4 - FY27 Executive Salary Schedule Effective 7.1.2026
6. Attachment 5 - FY27 Part-time.Extra Help Salary Schedule Effective 7.1.2026

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

Resolution of the City Council of the City of St. Helena:

(1) Approving an Amendment to the Unrepresented Compensation Program for a One-year period Commencing on July 1, 2026 and expiring on June 30, 2027

(2) Adopting and Approving the Publicly Available Pay Schedules in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for classifications covered under Unrepresented Compensation Program, and certain Part-time Classifications.

RECITALS

A. The Unrepresented Compensation Program expires on June 30, 2025; and

B. The amendments to the Unrepresented Compensation Program are included in Attachment 1 and Attachment 2; and

C. The City of St. Helena contracts with the California Public Employee Retirement System ("CalPERS") to provide retirement benefits for its employees; and

D. Pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

E. On August 11, 2026, via this resolution City Council is ratifying one-year agreements with the members covered under the Unrepresented Compensation Program which includes an increase to base salary for each of the classifications, as well as certain part-time classifications; and

F. Staff updated the pay scale with an effective date of July 1, 2026.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council hereby approves and incorporates by reference the attached Unrepresented Compensation Program for the period July 1, 2026 - June 30, 2027; and

2. That the City of St. Helena Publicly Available Salary Schedule which includes a revised salary schedule for classifications covered by the Unrepresented Compensation Program, and certain part-time classifications and contained in Attachment 3, Attachment 4, and Attachment 5 are hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5; and
3. That the revised City of St. Helena Publicly Available Salary Schedule makes no changes to the salary schedules for other classifications; and
4. That the City of St. Helena Publicly Available Salary Schedule will be posted on the City's website and will be made available for public inspection for not less than five years.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Paul Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Diaz:

Council Member Spadarotto:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Andrew Bradley, City Clerk

UNREPRESENTED COMPENSATION PROGRAM

~~Twelfth Amendment~~

Approved on August 11, 2026~~June 24, 2025~~

Effective July 1, 2026~~5~~ to June 30, 2027~~6~~

Original Adoption Date~~Adopted~~: March 8, 2016

~~First Amendment: June 24, 2016~~

~~Second Amendment: September 13, 2016~~

~~Third Amendment: June 27, 2017~~

~~Fourth Amendment: May 8, 2018~~

~~Fifth Amendment: October 8, 2019~~

~~Sixth Amendment: October 22, 2019~~

~~Seventh Amendment: July 14, 2020~~

~~Eighth Amendment: October 13, 2020~~

~~Ninth Amendment (inadvertently numbered as Eighth): February 9, 2021~~

~~Tenth Amendment: February 8, 2022~~

CITY OF ST. HELENA
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM

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SECTION 1: INTRODUCTION

All provisions of this resolution only apply to At-will Executive Management, Mid-Management, and Confidential employees (together "Employees") as defined herein.

1.1 Employee Definitions:

At-Will Executive Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads.

Mid-Management Employee – an employee whose position is just below the department heads or City Manager and is responsible for managing a distinct responsibility area. Mid-Managers are in regular City service and are not at-will.

Confidential Employee – a Mid-Management employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

1.2 Purpose of the Unrepresented Employee Compensation Program:

For At-Wwill Executive Management, Mid-Management, and Confidential employees (together "Employees"), this resolution is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining good department heads and mid-managers and strengthening the managers (if any) who's effectiveness and performances fall short of reasonable levels of expectation. This resolution is also referred to herein as the "Unrepresented Program." This resolution sets forth all of the compensation and benefits for the positions set forth in section 1.3.

1.3 Employees Covered:

Employees covered under this program shall include the following:

A. At-Will Executive Management

Director of Administrative Services

Assistant City Manager
Director of Community Development
Director of Community Services
Deputy City Manager
Fire Chief
Police Chief
Director of Public Works
City Clerk

B. Mid-Management
Assistant Director of Public Works
Chief Building Official
Deputy Director of Community Services
Library Manager
Police Lieutenant
Management Analyst
Project Manager
Public Works Assistant Operations Manager
Public Works Operations Manager
Senior Management Analyst (Non-Confidential)
Senior Planner
Senior Engineer

C. Confidential
Administrative Services Manager
Assistant Administrative Services Director
Assistant to the City Manager
Finance Manager
Human Resources Manager
Program Manager
Senior Management Analyst

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-Wwill Management, Mid- Management, or Confidential based upon the nature of the work.

1.4 Exempt Status of Employees Covered:

The City has reviewed the salaries and duties of the Employees covered under the Unrepresented Program and has determined that these employees are exempt from the overtime provisions of the federal Fair Labor Standards Act.

SECTION 2: EMPLOYMENT CONTRACTS

The Executive Management employees as designated in Section 1.3(A) shall be "At--Will" employees, and shall enter into an employment contract, confirming the "At--Will" status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-Wwill Executive Management employees will be approved by the City Manager, or, in the case of the City Manager's employment contract, approved by the Council, pursuant to the terms of the City of St. Helena Municipal Code, authorizing the City Manager to appoint all At-Wwill Executive Management employees except the City Attorney.

SECTION 3: EMPLOYMEE SALARY COMPENSATION

3.1 Annual Salary Adjustment:

Effective July 1, 20265, all bargaining unit members shall receive a Cost of Living (COLA) increase of three (3) percent.

3.2 Salary Schedule:

The salary ranges for Employees covered by this Unrepresented Compensation Program are set forth in Exhibit 1, attached to this resolution, and made a part hereof by reference.

3.3 Confidential Pay Differential:

Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time, and the City will take appropriate steps to reclassify the position.

3.4 Bilingual Pay:

Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the

designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

3.5 Out-Of-Class Pay

Pay for Performing Full Duties of Higher Class: When, because of the absence of a Department Head, Executive Management, Mid-Management, or Confidential personnel, an Employee performs substantially all of the functions (full-time) of a higher Classification, the Employee will receive an increase of ten percent (10%) of his/her base wage. The increase will be effective after the third (3rd) week of the assumption of those duties and continue during the period those duties are being performed by the employee on a full-time basis. Out-Of-Class-Pay must be pre-approved, in writing, by the City Manager, and will be reportable to CalPERS as special compensation to the extent permitted by CalPERS rules and regulations.

Pay for Performing Partial Duties of Higher Class: When an Employee is temporarily assigned to perform substantial functions of a higher classification for at least a period of one month, but does not perform those additional duties on a full-time basis and/or the Employee assigned to the position normally responsible for the duties is not absent, the City Manager has the discretion to provide an increase of up to ten~~five~~ percent (10~~5~~%) of the Employee's normal base wage effective on the first day of assumption of the substantial additional duties and continuing until the City Manager determines that the assignment of the additional duties ceases. This additional pay is provided at the City Manager's sole discretion and must be pre-approved in writing. Under current CalPERS rules and regulations, this pay for performing partial duties of the higher class is not reportable special compensation.

3.6 Longevity Pay

Longevity pay shall be provided to each permanent employee starting with the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay.

SECTION 4: RETIREMENT BENEFITS

Management Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS) as described in this Section 4.

4.1 Tier One: 2% at 55 Retirement Program (Miscellaneous Group) and 3% at 50 (Safety Group) – Employees Hired Before July 1, 2012 (Tier One Classic Members) This section 4.1 (including subsections) shall apply to miscellaneous employees hired before July 1, 2012.

4.1.1 2% at 55 or 3% at 50 Pension Formulas: The "2% @ 55" (for miscellaneous employees) or "3% @ 50" (for safety employees) retirement programs will be available to members covered by this Section 4.1.

4.1.2 Final Compensation Based On 12-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

4.1.3 Required Member Contributions:

4.1.3.1 Members covered by this Section 4.1 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.1.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous members covered by this Section 4.1 shall pay, through payroll deduction, the full 7.0% employee contribution plus an additional 1% of compensation earnable toward the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.2 Tier Two: 2% at 60 Retirement Program (Miscellaneous Group) or 3% at 55 (Safety Group) for Members Hired On or After July 1, 2012, and Before December 31, 2012, and Unit Members Qualified for Reciprocity (Tier Two Classic Members): This Section 4.2 (including subsections) shall apply to members hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 4.2 shall apply to members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

4.2.1 2% at 60 or 3% at 55 Pension Formulas: The "2% @ 60" (for miscellaneous) or "3% @ 55" (for safety) retirement programs will be available to members covered by this Section 4.2.

4.2.2 Final Compensation Based On 36-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

4.2.3 Required Member Contributions:

4.2.3.1 Employees covered by this Section 4.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.2.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous employees covered by this Section 4.2 shall pay, through payroll deduction, the full 7.0% member contribution plus an additional 1% of compensation earnable towards the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.3 Tier Three: 2% at 62 PEPRA Retirement Tier (Miscellaneous Group) or 3% at 57 (Safety Group) is Required For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

This Section 4.3 (including subsections) shall apply to members who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

4.3.1 2% at 62 or 3% at 57 Pension Formulas: The "2% @ 62" (for miscellaneous) or "3% @ 57" (for safety) retirement programs will be available to members covered by this Section 4.3.

4.3.2 Final Compensation Based On 36-Months: Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

4.3.3 Required Member Contributions

4.3.3.1 Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

4.3.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS

contract providing for cost sharing (expected Spring of 2016), in addition to paying 50% of normal costs as described above, employees covered by this Section 4.3 shall pay, through payroll deduction, an additional 1.0% of pensionable compensation toward the City's cost of pension benefits as permitted by Government Code Section 20516.

4.4 Cost Sharing Implementation – All Tiers:

CalPERS mandates an election of employees, separate from adoption of this resolution, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable, the City will initiate the contract amendment process for miscellaneous employee cost sharing. Upon completion of the City's amendment to the CalPERS contract, miscellaneous member contributions will be made pursuant to Government Code Section 20516, Member Cost Sharing of Additional Benefits. The City will consider cost sharing for the Fire Chief at a future date.

4.5 Converting Sick Leave Balance:

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination will not be available for conversion to service credit.

4.6 Other Options Included In CalPERS Contract:

Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

4.7 Implementation of Internal Revenue Code Section 414(h)(2):

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

4.8 All Provisions Subject to Requirements of Law:

The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this Unrepresented Compensation Program Resolution and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

SECTION 5: INSURANCE BENEFITS

5.1 General Provisions:

The City will pay the full cost of the employee's health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost for dental coverage for the employee and her/his dependents. When an employee commences work with the City, the effective date of coverage of his/her benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire. Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

5.2 Medical Waiver:

Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

5.2.1 Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.

5.2.2 Employee may elect to "opt-out" of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).

5.2.3 The monthly stipend will not increase if electing to "opt-out" of additional plans.

5.2.4 It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.

5.2.5 In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.

5.2.6 If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.

5.32 Life Insurance:

The City will provide term life insurance for each employee, not to exceed $50,000. Employees may elect to increase the value of their life insurance policy by $30,000 at their own expense for a total policy value of $80,000. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

5.43 Short-term Disability Insurance:
The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

5.5 ~~5.4~~ Vision Care:
The City will pay for vision care benefits, for the employee and all dependents through VSP Vision Care Insurance.

SECTION 6: ALTERNATIVE WORK SCHEDULE

The City Manager, with the recommendation of the applicable Department Head, may approve an employee to work an alternative work schedule consisting of either a 9/80 or 4/10 schedule, based on the operational needs of the City.

Employees on a 9/80 schedule shall work eight (8) nine-hour days and one (1) eight-hour day over a two-week period, with one (1) regularly scheduled day off every other week. Employees on a 4/10 schedule shall work four (4) ten-hour days each workweek with one (1) regularly scheduled day off each week.

The regularly scheduled day off shall be either Monday or Friday, as approved by the Department Head and City Manager, and shall remain consistent unless a permanent change is approved.

If a City-observed holiday falls on an employee's regularly scheduled day off, the employee shall observe the holiday on the preceding workday for a Friday day off or the following workday for a Monday day off. Holiday pay shall be limited to eight (8) hours. Employees whose regular work schedule exceeds eight (8) hours on the observed holiday may, use accrued leave or adjust their work schedule during the applicable work period to account for the additional hours.

Alternative work schedules are subject to the operational needs of the City and may be modified or discontinued at any time by the City Manager.

SECTION 7~~6~~: HOLIDAYS

All Unrepresented employees shall receive 12 paid holidays per year, as follows:

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King, Jr. Birthday	3rd Monday in January

President's Day	3rd Monday in February
~~Cesar Chavez Birthday~~	~~March 31st~~
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday Following Thanksgiving
Christmas Eve Day	December 24th
Christmas Day	December 25th

It is the intent of this resolution that all full-time employees receive 12 paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, s/he may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

Floating Holidays: Except for the calendar year they are hired, on January 1st of each year, employees earn 16 hours of floating holiday for use during that calendar year, taken in at least 8-hour increments. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 40 hours of floating holiday.

SECTION 8~~7~~: VACATION LEAVE

8~~7~~.1 Vacation Entitlement:

Employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

Years of Continuous Service	Vacation Days Earned/Year
1 – 5 years	10
6th year	15
7th year	16

This pattern continues until 20 days per year is reached. On the employee's 25th anniversary and every five years thereafter, one additional day will be awarded on that year.

8~~7~~.2 Vacation Accrual:

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

An employee who was a member of the unrepresented compensation program before May 8, 2018 may accrue a maximum of 380 vacation hours. An employee who is hired or promoted into an unrepresented compensation position on or after May 8, 2018 may accrue a maximum of 280 vacation hours.

Vacation Accrual Exception. The City Manager may, at their sole discretion, authorize a temporary increase to the maximum vacation accrual for an employee whose maximum accrual is **280 hours** when the employee has been unable to use accrued vacation due to workload, operational requirements, staffing needs, or other circumstances determined by the City Manager to be in the best interest of the City. The City Manager shall determine the amount and duration of any temporary increase, and such approval shall not establish a precedent or entitlement for future exceptions.

8~~7~~.3 Vacation Usage:

An employee may take vacation at a time approved by the employee's direct supervisor, or, in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year.

Employees should not be earning vacation leave once their accrued vacation balance has reached 380/280 hours. All employees who have accrued at least 380/280 hours of vacation shall expend at least 80 hours of vacation leave per calendar year with at least 40 hours being consecutive.

SECTION 9~~8~~: EXECUTIVE LEAVE

In recognition of the extra hours required to perform at the level of management, including attendance at numerous meetings outside normal working hours and the fact that

employees who are exempt from FLSA are not compensated for overtime work, the following executive leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to five (5) days Executive Leave annually at the discretion of the City Manager provided on January 1st of each year. On January 1st of each year, all hours not taken in the prior year will be lost unless an extension of time is granted by the City Manager. Additionally, ~~at-will executive staff, the Assistant Administrative Services Director, the Assistant Public Works Director, and the Assistant to the City Manager~~ unrepresented employees may receive up to another five (5) days Executive Leave annually at the discretion of the City Manager provided on July 1st of each year, and all hours not taken by December 31st of the same year will be lost unless an extension of time is granted by the City Manager.

Newly hired employees shall have Executive Leave awarded to them in the following pro-rated manner:

If the employee is hired from:

January – March	40 hours awarded on the date of hire
April – June	30 hours awarded on the date of hire
July – September	20 hours awarded on the date of hire, 40 hours additional ~~at-will~~
October – December	10 hours awarded on the date of hire, 20 hours additional ~~at-will~~

SECTION 10~~9~~: OTHER LEAVES OF ABSENCE

10~~9~~.1 Sick Leave:

Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative on Sick Leave.

10~~9~~.2 Family Care:

Except as otherwise required by state or federal law, sick leave may be used to care for the employee's child, spouse, or domestic partner who is incapacitated by a serious health condition as defined by state of federal Law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

10~~9~~.3 Bereavement Leave:

Leave with pay up to 3 days per year in state/5 days out of state shall be granted by the City Manager to employees in case of the death of spouse or domestic partner regardless of gender, parent or step-parent, grand-parent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement leave shall not be charged against any accumulated leave. Additional time off (vacation, executive leave) may be taken if approved by the City Manager.

10~~9~~.4 Industrial Accident Leave:

The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws.

10~~9~~.5 Miscellaneous Leave With Pay:

Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

10~~9~~.6 Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act:

Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or to care for a child, parent or spouse of the employee who has a serious health condition; for a "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces; or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

10~~9~~.7 Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):

In addition to leave authorized by Section 9.6, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total

of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

10~~9~~.8 Leave of Absence Without Pay:

Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during her/his absence. Such leave may be extended up to one calendar year by action of the City Council.

10~~9~~.9 Military Leave:

An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Personnel Policies Manual if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 1~~1~~0: TRAINING AND PROFESSIONAL GROWTH

1~~1~~0.1 Professional Seminars and Training:

To promote continued development of skills, knowledge, and abilities among the Employee, the City Manager may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

1~~1~~0.2 Professional Membership Fees:

Most At-Wwill Executive Management, Mid-Management, and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

11~~0~~.3 College Tuition Reimbursement:

An employee who is taking courses in a field related to his/her employment may receive reimbursement for tuition and/or materials up to $3,500 per year of the reasonable cost for books and tuition per fiscal year.

SECTION 12~~1~~: OTHER BENEFITS

12~~1~~.1 Vehicle Reimbursement:

Covered employees to a far greater extent than most other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance of $200 per month. In addition, if travel is required by the employee in his/her personal vehicle beyond the County line, mileage shall be reimbursed at the same rate as set by the IRS.

12~~1~~.2 Deferred Compensation Plan:

Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. To the extent allowed by law, such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The City shall match up to $200 per month to the employee's contribution into the City's deferred compensation program. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

12~~1~~.3 Retirement Health Savings (RHS) Plan:

The City agrees to establish an RHS Plan through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

12~~1~~.4 ~~Health Club Membership~~Flexible Wellness Allowance:

~~The City will pay a one-time membership fee of $25.00 towards employee enrollment in a health clubs~~. The City shall provide eligible employees with a wellness allowance of up

to $500 per fiscal year to support activities, services, or equipment that promote the employee's health and well-being. Eligible expenses may include, but are not limited to, fitness center memberships, exercise classes, recreational sports fees, wellness programs, fitness equipment, and other health-related expenses as approved by the City Manager or their designee.

12~~1~~.5 Sick Leave Payout:

11.5.1 Payout upon separation, the City will pay out 50% of accrued sick leave for an employee who was an unrepresented compensation member before May 8, 2018. A new City employee who is hired into an unrepresented compensation position on or after May 8, 2018 will not be eligible for any sick leave pay out.

12~~1~~.5.2 Retirees conversion, upon meeting REMIFs retiree eligibility to participate in retiree benefits, an employee who was an unrepresented compensation member before May 8, 2018, will have the option of using 100% of their accrued sick leave towards health premiums. A new City employee who is hired into an unrepresented compensation position on or after May 8, 2018 will not be eligible to convert any of their accrued sick leave towards health premiums.

12~~1~~.5.3 The City will not pay the employee upon separation in good standing from the City employment for unused sick leave accrued on or after July 1, 2020. No new sick leave hours will be eligible for the conversion or payout benefits described 12 in Section 11.4 of the Program beginning July 1, 2020. Those employees who had accrued hours eligible for this benefit on or before June 30, 2020 will have such eligible hours placed into a separate bank and will be permitted to convert them in accordance with the provisions of Section 11.4.

12~~1~~.6 St. Helena Charity Based Events:

In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of $~~7~~250.00 per calendar year.

12~~1~~.7 Uniform Allowance:

Sworn Personnel that are members of the unrepresented compensation program shall receive an annual uniform allowance in the amount of $1,250. The Uniform Allowance will be paid twice a year: in December and June, in equal amounts.

SECTION 13~~2~~: TERMINATION ALLOWANCE

13~~2~~.1 Severance Pay:

In order to foster job security within a professional climate, At-W~~w~~ill Executive Management employees who receive no protection from the City's Personnel System may be entitled to severance pay when they are discharged from the City service. At-W~~w~~ill Management employees terminated for cause are not eligible for severance benefits.

13~~2~~.2 Allowance Schedule:

At-W~~w~~ill Executive Management employees shall generally be entitled to two (2) months' salary, excluding fringe benefits. All specific severance pay terms and conditions must be included in the employee's Employment Contract, as noted in section 2 (Employment Contracts). In no event shall an employee receive a severance that is greater than the employee's salary multiplied by the number of months left on the unexpired term of the employee's employment contract, and all severance provisions shall comply with all other requirements of law.

UNREPRESENTED COMPENSATION PROGRAM

Approved on August 11, 2026

Effective July 1, 2026 to June 30, 2027

Original Adoption Date: March 8, 2016

CITY OF ST. HELENA
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM

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SECTION 1: INTRODUCTION

All provisions of this resolution only apply to At-will Executive Management, Mid-Management, and Confidential employees (together "Employees") as defined herein.

1.1 Employee Definitions:

At-Will Executive Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads.

Mid-Management Employee – an employee whose position is just below the department heads or City Manager and is responsible for managing a distinct responsibility area. Mid-Managers are in regular City service and are not at-will.

Confidential Employee – a Mid-Management employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

1.2 Purpose of the Unrepresented Employee Compensation Program:

For At-Will Executive Management, Mid-Management, and Confidential employees (together "Employees"), this resolution is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining good department heads and mid-managers and strengthening the managers (if any) who's effectiveness and performances fall short of reasonable levels of expectation. This resolution is also referred to herein as the "Unrepresented Program." This resolution sets forth all of the compensation and benefits for the positions set forth in section 1.3.

1.3 Employees Covered:

Employees covered under this program shall include the following:

A. At-Will Executive Management

Director of Administrative Services
Assistant City Manager
Director of Community Development
Director of Community Services

Deputy City Manager
Fire Chief
Police Chief
Director of Public Works
City Clerk

B. Mid-Management
Assistant Director of Public Works
Chief Building Official
Deputy Director of Community Services
Library Manager
Police Lieutenant
Management Analyst
Project Manager
Public Works Assistant Operations Manager
Public Works Operations Manager
Senior Management Analyst (Non-Confidential)
Senior Planner
Senior Engineer

C. Confidential
Administrative Services Manager
Assistant Administrative Services Director
Assistant to the City Manager
Finance Manager
Human Resources Manager
Program Manager
Senior Management Analyst

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-Will Management, Mid- Management, or Confidential based upon the nature of the work.

1.4 Exempt Status of Employees Covered:

The City has reviewed the salaries and duties of the Employees covered under the Unrepresented Program and has determined that these employees are exempt from the overtime provisions of the federal Fair Labor Standards Act.

SECTION 2: EMPLOYMENT CONTRACTS

The Executive Management employees as designated in Section 1.3(A) shall be “At-Will” employees, and shall enter into an employment contract, confirming the “At-Will” status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-Will Executive Management employees will be approved by the City Manager, or, in the case of the City Manager’s employment contract, approved by the Council, pursuant to the terms of the City of St. Helena Municipal Code, authorizing the City Manager to appoint all At-Will Executive Management employees except the City Attorney.

SECTION 3: EMPLOYMEE SALARY COMPENSATION

3.1 Annual Salary Adjustment:

Effective July 1, 2026, all bargaining unit members shall receive a Cost of Living (COLA) increase of three (3) percent.

3.2 Salary Schedule:

The salary ranges for Employees covered by this Unrepresented Compensation Program are set forth in Exhibit 1, attached to this resolution, and made a part hereof by reference.

3.3 Confidential Pay Differential:

Each Confidential employee will receive a 3% pay differential to be added to the employee’s base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time, and the City will take appropriate steps to reclassify the position.

3.4 Bilingual Pay:

Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee’s base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee’s base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

3.5 Out-Of-Class Pay

Pay for Performing Full Duties of Higher Class: When, because of the absence of a Department Head, Executive Management, Mid-Management, or Confidential personnel, an Employee performs substantially all of the functions (full-time) of a higher Classification, the Employee will receive an increase of ten percent (10%) of his/her base wage. The increase will be effective after the third (3rd) week of the assumption of those duties and continue during the period those duties are being performed by the employee on a full-time basis. Out-Of-Class-Pay must be pre-approved, in writing, by the City Manager, and will be reportable to CalPERS as special compensation to the extent permitted by CalPERS rules and regulations.

Pay for Performing Partial Duties of Higher Class: When an Employee is temporarily assigned to perform substantial functions of a higher classification for at least a period of one month, but does not perform those additional duties on a full-time basis and/or the Employee assigned to the position normally responsible for the duties is not absent, the City Manager has the discretion to provide an increase of up to ten percent (10%) of the Employee's normal base wage effective on the first day of assumption of the substantial additional duties and continuing until the City Manager determines that the assignment of the additional duties ceases. This additional pay is provided at the City Manager's sole discretion and must be pre-approved in writing. Under current CalPERS rules and regulations, this pay for performing partial duties of the higher class is not reportable special compensation.

3.6 Longevity Pay

Longevity pay shall be provided to each permanent employee starting with the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay.

SECTION 4: RETIREMENT BENEFITS

Management Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS) as described in this Section 4.

4.1 Tier One: 2% at 55 Retirement Program (Miscellaneous Group) and 3% at 50 (Safety Group) – Employees Hired Before July 1, 2012 (Tier One Classic Members)

This section 4.1 (including subsections) shall apply to miscellaneous employees hired before July 1, 2012.

4.1.1 2% at 55 or 3% at 50 Pension Formulas: The "2% @ 55" (for miscellaneous employees) or "3% @ 50" (for safety employees) retirement programs will be available to members covered by this Section 4.1.

4.1.2 Final Compensation Based On 12-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

4.1.3 Required Member Contributions:

4.1.3.1 Members covered by this Section 4.1 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.1.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous members covered by this Section 4.1 shall pay, through payroll deduction, the full 7.0% employee contribution plus an additional 1% of compensation earnable toward the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.2 Tier Two: 2% at 60 Retirement Program (Miscellaneous Group) or 3% at 55 (Safety Group) for Members Hired On or After July 1, 2012, and Before December 31, 2012, and Unit Members Qualified for Reciprocity (Tier Two Classic Members): This Section 4.2 (including subsections) shall apply to members hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 4.2 shall apply to members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

4.2.1 2% at 60 or 3% at 55 Pension Formulas: The "2% @ 60" (for miscellaneous) or "3% @ 55" (for safety) retirement programs will be available to members covered by this Section 4.2.

4.2.2 Final Compensation Based On 36-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

4.2.3 Required Member Contributions:

4.2.3.1 Employees covered by this Section 4.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution

for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.2.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous employees covered by this Section 4.2 shall pay, through payroll deduction, the full 7.0% member contribution plus an additional 1% of compensation earnable towards the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.3 Tier Three: 2% at 62 PEPRA Retirement Tier (Miscellaneous Group) or 3% at 57 (Safety Group) is Required For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

This Section 4.3 (including subsections) shall apply to members who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

4.3.1 2% at 62 or 3% at 57 Pension Formulas: The "2% @ 62" (for miscellaneous) or "3% @ 57" (for safety) retirement programs will be available to members covered by this Section 4.3.

4.3.2 Final Compensation Based On 36-Months: Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

4.3.3 Required Member Contributions

4.3.3.1 Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

4.3.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (expected Spring of 2016), in addition to paying 50% of normal costs as described above, employees covered by this Section 4.3 shall pay, through payroll deduction, an additional 1.0% of pensionable compensation toward the City's cost of pension benefits as permitted by Government Code Section 20516.

4.4 Cost Sharing Implementation – All Tiers:

CalPERS mandates an election of employees, separate from adoption of this resolution, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable, the City will initiate the contract amendment process for miscellaneous employee cost sharing. Upon completion of the City's amendment to the CalPERS contract, miscellaneous member contributions will be made pursuant to Government Code Section 20516, Member Cost Sharing of Additional Benefits. The City will consider cost sharing for the Fire Chief at a future date.

4.5 Converting Sick Leave Balance:

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination will not be available for conversion to service credit.

4.6 Other Options Included In CalPERS Contract:

Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

4.7 Implementation of Internal Revenue Code Section 414(h)(2):

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

4.8 All Provisions Subject to Requirements of Law:

The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this Unrepresented Compensation Program Resolution and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

SECTION 5: INSURANCE BENEFITS

5.1 General Provisions:

The City will pay the full cost of the employee's health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost for dental coverage for the employee and her/his dependents. When an employee commences work with the City, the effective date of coverage of his/her benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of

the month following date of hire. Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

5.2 Medical Waiver:

Employees who are eligible for Employer-sponsored medical insurance and who voluntarily decline such coverage during open enrollment because they are covered under another group medical insurance plan may elect to receive an opt-out stipend of three hundred dollars ($300) per month.

- *5.2.1* Employee must provide satisfactory proof of coverage under another plan (spouse, significant other, domestic partner, parent, etc.), with the exception of employees covered under any governmental/state medical care program like Medi-Cal, who are not eligible to receive the stipend.
- *5.2.2* Employee may elect to "opt-out" of dental and vision at any time without proof of alternate coverage (stipend does not apply to dental and vision).
- *5.2.3* The monthly stipend will not increase if electing to "opt-out" of additional plans.
- *5.2.4* It is the employee's responsibility to inform Human Resources immediately if and when they will no longer be eligible or covered under an alternate medical plan.
- *5.2.5* In the event a qualifying event triggers an employee to lose alternate coverage, employee will be re-enrolled under St. Helena's medical plan.
- *5.2.6* If an employee loses alternate coverage and is re-enrolled in the City's plan, their monthly stipend will end immediately.

5.3 Life Insurance:

The City will provide term life insurance for each employee, not to exceed $50,000. Employees may elect to increase the value of their life insurance policy by $30,000 at their own expense for a total policy value of $80,000. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

5.4 Short-term Disability Insurance:

The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

5.5 Vision Care:

The City will pay for vision care benefits, for the employee and all dependents through VSP Vision Care Insurance.

SECTION 6: ALTERNATIVE WORK SCHEDULE

The City Manager, with the recommendation of the applicable Department Head, may approve an employee to work an alternative work schedule consisting of either a 9/80 or 4/10 schedule, based on the operational needs of the City.

Employees on a 9/80 schedule shall work eight (8) nine-hour days and one (1) eight-hour day over a two-week period, with one (1) regularly scheduled day off every other week. Employees on a 4/10 schedule shall work four (4) ten-hour days each workweek with one (1) regularly scheduled day off each week.

The regularly scheduled day off shall be either Monday or Friday, as approved by the Department Head and City Manager, and shall remain consistent unless a permanent change is approved.

If a City-observed holiday falls on an employee's regularly scheduled day off, the employee shall observe the holiday on the preceding workday for a Friday day off or the following workday for a Monday day off. Holiday pay shall be limited to eight (8) hours. Employees whose regular work schedule exceeds eight (8) hours on the observed holiday may, use accrued leave or adjust their work schedule during the applicable work period to account for the additional hours.

Alternative work schedules are subject to the operational needs of the City and may be modified or discontinued at any time by the City Manager.

SECTION 7: HOLIDAYS

All Unrepresented employees shall receive 12 paid holidays per year, as follows:

Holiday	Day Observed
New Year’s Day	January 1
Martin Luther King, Jr. Birthday	3rd Monday in January
President’s Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran’s Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday Following Thanksgiving
Christmas Eve Day	December 24th
Christmas Day	December 25th

It is the intent of this resolution that all full-time employees receive 12 paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, s/he may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

Floating Holidays: Except for the calendar year they are hired, on January 1st of each year, employees earn 16 hours of floating holiday for use during that calendar year, taken in at least 8-hour increments. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 40 hours of floating holiday.

SECTION 8: VACATION LEAVE

8.1 Vacation Entitlement:

Employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

Years of Continuous Service	Vacation Days Earned/Year
1 – 5 years	10
6th year	15
7th year	16

This pattern continues until 20 days per year is reached. On the employee's 25th anniversary and every five years thereafter, one additional day will be awarded on that year.

8.2 Vacation Accrual:

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

An employee who was a member of the unrepresented compensation program before May 8, 2018 may accrue a maximum of 380 vacation hours. An employee who is hired or promoted into an unrepresented compensation position on or after May 8, 2018 may accrue a maximum of 280 vacation hours.

Vacation Accrual Exception. The City Manager may, at their sole discretion, authorize a temporary increase to the maximum vacation accrual for an employee whose maximum accrual is **280 hours** when the employee has been unable to use accrued vacation due to workload, operational requirements, staffing needs, or other circumstances determined by the City Manager to be in the best interest of the City. The City Manager shall determine the amount and duration of any temporary increase, and such approval shall not establish a precedent or entitlement for future exceptions.

8.3 Vacation Usage:

An employee may take vacation at a time approved by the employee's direct supervisor, or, in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year.

Employees should not be earning vacation leave once their accrued vacation balance has reached 380/280 hours. All employees who have accrued at least 380/280 hours of vacation shall expend at least 80 hours of vacation leave per calendar year with at least 40 hours being consecutive.

SECTION 9: EXECUTIVE LEAVE

In recognition of the extra hours required to perform at the level of management, including attendance at numerous meetings outside normal working hours and the fact that employees who are exempt from FLSA are not compensated for overtime work, the following executive leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to five (5) days Executive Leave annually at the discretion of the City Manager provided on January 1st of each year. On January 1st of each year, all hours not taken in the prior year will be lost unless an extension of time is granted by the City Manager. Additionally, unrepresented employees may receive up to another five (5) days Executive Leave annually at the discretion of the City Manager provided on July 1st of each year, and all hours not taken by December 31st of the same year will be lost unless an extension of time is granted by the City Manager.

Newly hired employees shall have Executive Leave awarded to them in the following pro-rated manner:

If the employee is hired from:

January – March	40 hours awarded on the date of hire
April – June	30 hours awarded on the date of hire
July – September	20 hours awarded on the date of hire, 40 hours additional
October – December	10 hours awarded on the date of hire, 20 hours additional

SECTION 10: OTHER LEAVES OF ABSENCE

10.1 Sick Leave:
Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative on Sick Leave.

10.2 Family Care:
Except as otherwise required by state or federal law, sick leave may be used to care for the employee's child, spouse, or domestic partner who is incapacitated by a serious health condition as defined by state of federal Law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

10.3 Bereavement Leave:
Leave with pay up to 3 days per year in state/5 days out of state shall be granted by the City Manager to employees in case of the death of spouse or domestic partner regardless of gender, parent or step-parent, grand-parent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement leave shall not be charged against any accumulated leave. Additional time off (vacation, executive leave) may be taken if approved by the City Manager.

10.4 Industrial Accident Leave:
The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws.

10.5 Miscellaneous Leave With Pay:
Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official

duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

10.6 Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act:

Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or to care for a child, parent or spouse of the employee who has a serious health condition; for a "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces; or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

10.7 Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):

In addition to leave authorized by Section 9.6, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

10.8 Leave of Absence Without Pay:

Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during her/his absence. Such leave may be extended up to one calendar year by action of the City Council.

10.9 Military Leave:

An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Personnel Policies Manual if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 11: TRAINING AND PROFESSIONAL GROWTH

11.1 Professional Seminars and Training:

To promote continued development of skills, knowledge, and abilities among the Employee, the City Manager may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

11.2 Professional Membership Fees:

Most At-Will Executive Management, Mid-Management, and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

11.3 College Tuition Reimbursement:

An employee who is taking courses in a field related to his/her employment may receive reimbursement for tuition and/or materials up to $3,500 per year of the reasonable cost for books and tuition per fiscal year.

SECTION 12: OTHER BENEFITS

12.1 Vehicle Reimbursement:

Covered employees to a far greater extent than most other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance

of $200 per month. In addition, if travel is required by the employee in his/her personal vehicle beyond the County line, mileage shall be reimbursed at the same rate as set by the IRS.

12.2 Deferred Compensation Plan:

Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. To the extent allowed by law, such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The City shall match up to $200 per month to the employee's contribution into the City's deferred compensation program. Employees may elect to make traditional (pre-tax) and/or ROTH (post-tax) contributions to the plan, up to the maximum allowed, under IRS rules.

12.3 Retirement Health Savings (RHS) Plan:

The City agrees to establish an RHS Plan through MissionSquare. The plan will be voluntary and contributions will be made by members as allowed under IRS rules.

12.4 Flexible Wellness Allowance:

. The City shall provide eligible employees with a wellness allowance of up to $500 per fiscal year to support activities, services, or equipment that promote the employee's health and well-being. Eligible expenses may include, but are not limited to, fitness center memberships, exercise classes, recreational sports fees, wellness programs, fitness equipment, and other health-related expenses as approved by the City Manager or their designee.

12.5 Sick Leave Payout:

11.5.1 Payout upon separation, the City will pay out 50% of accrued sick leave for an employee who was an unrepresented compensation member before May 8, 2018. A new City employee who is hired into an unrepresented compensation position on or after May 8, 2018 will not be eligible for any sick leave pay out.

12.5.2 Retirees conversion, upon meeting REMIFs retiree eligibility to participate in retiree benefits, an employee who was an unrepresented compensation member before May 8, 2018, will have the option of using 100% of their accrued sick leave towards health premiums. A new City employee who is hired into an unrepresented compensation position on or after May 8, 2018 will not be eligible to convert any of their accrued sick leave towards health premiums.

12.5.3 The City will not pay the employee upon separation in good standing from the City employment for unused sick leave accrued on or after July 1, 2020. No new sick leave hours will be eligible for the conversion or payout benefits described 12 in Section 11.4 of the Program beginning July 1, 2020. Those employees who had accrued hours eligible for this benefit on or before June 30, 2020 will have such eligible hours placed into a separate bank and will be permitted to convert them in accordance with the provisions of Section 11.4.

12.6 St. Helena Charity Based Events:

In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of $250.00 per calendar year.

12.7 Uniform Allowance:

Sworn Personnel that are members of the unrepresented compensation program shall receive an annual uniform allowance in the amount of $1,250. The Uniform Allowance will be paid twice a year: in December and June, in equal amounts.

SECTION 13: TERMINATION ALLOWANCE

13.1 Severance Pay:

In order to foster job security within a professional climate, At-Will Executive Management employees who receive no protection from the City's Personnel System may be entitled to severance pay when they are discharged from the City service. At-Will Management employees terminated for cause are not eligible for severance benefits.

13.2 Allowance Schedule:

At-Will Executive Management employees shall generally be entitled to two (2) months' salary, excluding fringe benefits. All specific severance pay terms and conditions must be included in the employee's Employment Contract, as noted in section 2 (Employment Contracts). In no event shall an employee receive a severance that is greater than the employee's salary multiplied by the number of months left on the unexpired term of the employee's employment contract, and all severance provisions shall comply with all other requirements of law.

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

Mid-Management Exempt

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Management Analyst	Annual	101,024	106,076	111,379	116,948	122,796
	Monthly	8,419	8,840	9,282	9,746	10,233
	Hourly	48.57	51.00	53.55	56.23	59.04
Senior Management Analyst	Annual	110,469	115,992	121,792	127,881	134,275
	Monthly	9,206	9,666	10,149	10,657	11,190
	Hourly	53.11	55.77	58.55	61.48	64.56
Public Works Assistant Operations Manager	Annual	117,875	123,769	129,957	136,455	143,278
	Monthly	9,823	10,314	10,830	11,371	11,940
	Hourly	56.67	59.50	62.48	65.60	68.88
Recreation Manager	Annual	118,722	124,658	130,891	137,435	144,307
	Monthly	9,893	10,388	10,908	11,453	12,026
	Hourly	57.08	59.93	62.93	66.07	69.38
Senior Planner	Annual	130,641	137,173	144,032	151,233	158,795
	Monthly	10,887	11,431	12,003	12,603	13,233
	Hourly	62.81	65.95	69.25	72.71	76.34
Project Manager	Annual	130,641	137,173	144,032	151,233	158,795
	Monthly	10,887	11,431	12,003	12,603	13,233
	Hourly	62.81	65.95	69.25	72.71	76.34
Public Works Operations Manager	Annual	130,641	137,173	144,032	151,233	158,795
	Monthly	10,887	11,431	12,003	12,603	13,233
	Hourly	62.81	65.95	69.25	72.71	76.34
Chief Building Official	Annual	145,012	152,262	159,875	167,869	176,263
	Monthly	12,084	12,689	13,323	13,989	14,689
	Hourly	69.72	73.20	76.86	80.71	84.74
Deputy Director of Community Services - Library	Annual	145,647	152,930	160,576	168,605	177,035
	Monthly	12,137	12,744	13,381	14,050	14,753
	Hourly	70.02	73.52	77.20	81.06	85.11
Senior Civil Engineer	Annual	146,300	153,615	161,296	169,361	177,829
	Monthly	12,192	12,801	13,441	14,113	14,819
	Hourly	70.34	73.85	77.55	81.42	85.49
Lieutenant	Annual	147,758	155,146	162,903	171,048	179,600
	Monthly	12,313	12,929	13,575	14,254	14,967
	Hourly	71.04	74.59	78.32	82.23	86.35
Assistant Director of Public Works	Annual	157,011	164,862	173,105	181,760	190,848
	Monthly	13,084	13,738	14,425	15,147	15,904
	Hourly	75.49	79.26	83.22	87.38	91.75

Position	Timebase*	Steps A	B	C	D	E
Confidential Positions						
Management Analyst [1]	Annual	101,024	106,076	111,379	116,948	122,796
	Monthly	8,419	8,840	9,282	9,746	10,233
	Hourly	48.57	51.00	53.55	56.23	59.04
Senior Management Analyst [1]	Annual	110,469	115,992	121,792	127,881	134,275
	Monthly	9,206	9,666	10,149	10,657	11,190
	Hourly	53.11	55.77	58.55	61.48	64.56
Assistant to the City Manager [1]	Annual	128,623	135,054	141,807	148,898	156,342
	Monthly	10,719	11,255	11,817	12,408	13,029
	Hourly	61.84	64.93	68.18	71.59	75.16
Human Resources Manager [1]	Annual	132,348	138,965	145,913	153,209	160,870
	Monthly	11,029	11,580	12,159	12,767	13,406
	Hourly	63.63	66.81	70.15	73.66	77.34
Program Manager [1]	Annual	135,701	142,487	149,611	157,091	164,946
	Monthly	11,308	11,874	12,468	13,091	13,745
	Hourly	65.24	68.50	71.93	75.52	79.30
Finance Manager [1]	Annual	141,697	148,782	156,221	164,032	172,234
	Monthly	11,808	12,398	13,018	13,669	14,353
	Hourly	68.12	71.53	75.11	78.86	82.80
Assistant Director of Administrative Services [1]	Annual	152,193	159,802	167,793	176,182	184,991
	Monthly	12,683	13,317	13,983	14,682	15,416
	Hourly	73.17	76.83	80.67	84.70	88.94

[1] Confidential Pay - 3% pay differential added to the employee's base salary.

[2] Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

[3] Longevity Pay - Longevity pay shall be provided to each permanent employee starting with the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay.

**Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

Executive Management - Department Heads

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
City Clerk	Annual	132,114	138,720	145,656	152,938	160,585
	Monthly	11,009	11,560	12,138	12,745	13,382
	Hourly	63.52	66.69	70.03	73.53	77.20
Deputy City Manager	Annual	157,105	164,960	173,208	181,869	190,962
	Monthly	13,092	13,747	14,434	15,156	15,913
	Hourly	75.53	79.31	83.27	87.44	91.81
Directory of Community Services	Annual	176,318	185,134	194,391	204,111	214,316
	Monthly	14,693	15,428	16,199	17,009	17,860
	Hourly	84.77	89.01	93.46	98.13	103.04
Director of Administrative Services	Annual	176,361	185,179	194,438	204,160	214,368
	Monthly	14,697	15,432	16,203	17,013	17,864
	Hourly	84.79	89.03	93.48	98.15	103.06
Director of Community Development	Annual	196,324	206,140	216,447	227,270	238,633
	Monthly	16,360	17,178	18,037	18,939	19,886
	Hourly	94.39	99.11	104.06	109.26	114.73
Director of Public Works	Annual	196,324	206,140	216,447	227,270	238,633
	Monthly	16,360	17,178	18,037	18,939	19,886
	Hourly	94.39	99.11	104.06	109.26	114.73
Fire Chief	Annual	200,856	210,899	221,444	232,516	244,142
	Monthly	16,738	17,575	18,454	19,376	20,345
	Hourly	96.57	101.39	106.46	111.79	117.38
Police Chief	Annual	209,567	220,045	231,047	242,600	254,730
	Monthly	17,464	18,337	19,254	20,217	21,227
	Hourly	100.75	105.79	111.08	116.63	122.47
Assistant City Manager	Annual	209,281	219,745	230,732	242,268	254,382
	Monthly	17,440	18,312	19,228	20,189	21,198
	Hourly	100.62	105.65	110.93	116.48	122.30
City Manager	Annual	254,417		292,580		336,467
	Monthly	21,201		24,382		28,039
	Hourly	122.32		140.66		161.76

(1) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

(2) Longevity Pay - Longevity pay shall be provided to each permanent employee starting with the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay.

**Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

Part-time, Extra-Help, and Elected Officials

Approved and Adopted August 11, 2026

Effective July 1, 2026

FY 2026-2027

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Part-time Classifications						
Casual Worker I	Hourly	18.78	19.72	20.70	21.74	22.82
Casual Worker II	Hourly	19.71	20.70	21.73	22.82	23.96
Casual Worker III	Hourly	23.72	24.91	26.15	27.46	28.83
Casual Worker IV	Hourly	30.26	31.77	33.36	35.03	36.78
Casual Worker V	Hourly	38.60	40.53	42.56	44.69	46.92

		Steps				
Position	**Timebase***	**A**	**B**	**C**	**D**	**E**
Part-time Firefighter Classifications						
Firefighter	Hourly	32.32	33.94	35.63	37.42	39.29
Engineer	Hourly	35.25	37.01	38.86	40.80	42.84
Captain	Hourly	38.78	40.72	42.75	44.89	47.14
Assistant Chief	Hourly	40.87	42.91	45.06	47.31	49.68

Position	**Timebase***	
Extra Help Classifications		
Technical Associate	Hourly	26.86 - 70.76
Professional Associate	Hourly	48.57 - 91.75
Executive Associate	Hourly	63.52 - 122.30

Position		
Elected Positions		
Mayor [(1)]	Annual	18,000
Vice Mayor [(1)]	Annual	11,400
Council Member [(1)]	Annual	11,400
Planning Chairperson [(1)]	Annual	1,200
Planning Vice Chairperson [(1)]		
Planning Commissioner [(1)]		

[(1)] *Salaries do not have a scale.*

**Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*

Definitions:

Part-time and Extra Help positions are limited to 999 hours annually. Salaries for PERS retired annuitants must meet PERS requirements and are limited to 960 hours. If a PERS retired annuitant is performing part-time services for a position identified on the City's Salary Schedule for full-time positions, the City pays the employee an hourly rate based on the Salary Schedule for full-time positions. Consult Human Resources for assistance in determining the appropriate hourly rates for part-time, limited-term, extra-help or retired annuitants.

Technical Associate

On a part-time, limited-term or extra-help basis and under general supervision, provides temporary technical or para-professional support for a variety of city offices.

Professional Associate

On a part-time, limited-term or extra-help basis and under general supervision, provides temporary professional support for a variety of city offices.

Executive Associate

On a part-time, limited-term or extra-help basis, provides temporary executive level support for a variety of city offices.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Public Works Department

DATE:	August 11, 2026
FROM:	Eric Janzen, Asst. PW Director
SUBJECT:	Consideration and Adoption of the Napa Countywide Active Transportation Plan
RECOMMENDED ACTION:	Staff recommends City Council approve the attached Resolution and adopt the Napa Countywide Active Transportation Plan.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	To adopt the Napa Countywide Active Transportation Plan.
FINANCIAL IMPACT:	None
CEQA DETERMINATION:	Exempt pursuant to Public Resources Code (PRC) §21080.20

BACKGROUND:
The Napa Countywide Active Transportation Plan (AT Plan) serves as a comprehensive update to the prior Countywide Bicycle Plan (2019) and Countywide Pedestrian Plan (2016). New and innovative approaches to active transportation policy and infrastructure, as well as changes in law necessitate periodic updates to ensure that planned improvements align with local and regional goals, and to better compete for limited funding to support the build-out of the active transportation network.

The AT Plan also helps the City maintain eligibility for funding opportunities benefiting active transportation and road safety improvement projects.

With extensive input from the community and deep guidance from stakeholder agencies, the AT Plan establishes a vision for walking, bicycling and other non-automotive transportation options such as e-bikes and e-scooters throughout the county. The Plan documents the existing environment, presents a thoughtful set of recommended projects and other strategies, and includes an achievable implementation plan to make active transportation safer, more accessible, and more convenient for residents and visitors to the region.

DISCUSSION:

NVTA has engaged in extensive outreach with St. Helena residents, our Active Transportation and Sustainability Committee (ATSC), and the City Council.

Throughout 2025, in partnership with Public Works, NVTA conducted public outreach, gathering public comments via online survey and in-person at community events including the St. Helena Farmer's Market and the Harvest Festival.

On October 1, 2025, NVTA presented the development roadmap for the AT Plan to the Active Transportation and Sustainability Committee (ATSC). ATSC provided comments which were incorporated into the Plan.

On October 28, 2025, NVTA presented the development roadmap for the AT Plan to Council. Council and the public provided comments which were incorporated into the AT Plan.

The draft AT Plan was published for public review on February 18, 2026.

The draft AT Plan was presented to the Active Transportation and Sustainability Committee (ATSC) on April 1, 2026. ATSC provided additional comments and these comments were incorporated into the AT Plan by NVTA staff prior to adoption by the NVTA Board on April 15, 2026.

The final AT Plan was presented to the Active Transportation and Sustainability Committee (ATSC) on June 3, 2026. ATSC provided additional comments. Unfortunately, these comments were issued too late to be incorporated into the AT plan during this cycle. Fortunately, there will be opportunities to include the ATSC comments at a future date to be determined.

Public Works Staff have reviewed the final AT Plan and find it to be consistent with the comments received prior to April 15, 2026, our community's needs, and the City's other adopted transportation plans. Public Works recommends the City Council adopt the Napa Countywide Active Transportation Plan.

ENVIRONMENTAL REVIEW:
Exempt pursuant to Public Resources Code (PRC) §21080.20

GOAL:
Goal 2: Improve Infrastructure & Further Environmental SustainabilityGoal 5: Enhance Quality of Life

ATTACHMENTS:
1. Resolution - Adopt Countywide AT Plan a
2. Napa Countywide AT Plan_Final_2026-04-10
3. Public Comment - Carlotta Sainato, Napa County Bicycle Coalition

CITY OF ST. HELENA
RESOLUTION NO. 2026-

Consideration and Adoption of the Napa Countywide Active Transportation Plan

RECITALS

A. The Napa Valley Transportation Authority has prepared the Napa Countywide Active Transportation Plan (AT Plan); and

B. The AT Plan serves as a comprehensive update to the prior Countywide Bicycle Plan (2019) and Countywide Pedestrian Plan (2016); and

C. The AT Plan has been prepared in partnership with the City of St. Helena; and

D. NVTA has engaged in extensive outreach with St. Helena residents, our Active Transportation and Sustainability Committee (ATSC), and the City Council; and

E. The AT Plan maintains City eligibility for funding opportunities benefiting active transportation and road safety improvement projects; and

F. The Public Works Director has reviewed the final AT Plan and finds it to be consistent with the public comments received, the community's needs, and the City's other adopted transportation plans.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Approves the Resolution Adopting the Napa Countywide Active Transportation Plan.

Approved at a regular meeting of the St. Helena City Council on August 11, 2026 by the following vote:

Mayor Dohring: _____

Vice Mayor Deasy: _____

Council Member Barak: _____

Council Member Spadarotto: _____

Council Member Diaz: _____

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Andrew Bradley, City Clerk

Napa Countywide
Active Transportation Plan

Final Plan | April 2026

NVTA
NAPA VALLEY TRANSPORTATION AUTHORITY

GHD

circlepoint

TOOLE DESIGN

Acknowledgments

Jurisdiction Partners

City of Calistoga

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Greg Desmond

David Fradelizio

City of St. Helena

Joe Leach

Maya DeRosa

Eric Janzen

Jackie O'Neal

Town of Yountville

John Ferons

Aaron Hecock

Rosalba Ramirez

City of Napa

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Chapter 1 Introduction

Located in the northern San Francisco Bay region, Napa County is renowned worldwide as a premier winemaking region and cherished locally as a vibrant place to live, work, and visit. In addition to the many wineries and restaurants, the county offers a wide variety of outdoor recreation opportunities including mountain biking, hiking, swimming, and more. The region's mild climate makes it a year-round destination for outdoor activities and makes active transportation an attractive option for most of the year.

With input from the community and guidance from stakeholder agencies, this Napa Countywide Active Transportation Plan (AT Plan) captures a vision for walking, bicycling and other non-automotive transportation options such as e-bikes and e-scooters throughout the county over the next 25 years. The AT Plan documents the existing environment and presents a thoughtful set of recommended projects and other strategies to make active transportation safer, more accessible, and more convenient for residents and visitors to the region. The AT Plan provides an achievable implementation framework to complete the proposed strategies by 2050.

Napa Countywide

Napa County has a total population of 136,070 residents. There are five incorporated jurisdictions within Napa County, all located along the north/south spine formed by State Route (SR) 128 / SR 29 in the western portion of the county. From north to south, they are the City of Calistoga, the City of St. Helena, the Town of Yountville, the City of Napa, and the City of American Canyon.

Unincorporated areas outside these jurisdictions are dominated by vineyards along the valley floor and a mix of forests, grazing land, and open spaces in the mountains to the east and west. Several small residential communities are located throughout the unincorporated County of Napa, including Deer Park, Angwin, Pope Valley, Carneros, and Circle Oaks, among others.

The eastern portion of the county is dominated by foothills and the Vaca Range mountains, which include Lake Berryessa, a popular recreational destination and major reservoir for Solano County. The Mayacamas Range runs along the western edge of the County, separating the Napa and Sonoma valleys.

City of Calistoga

The City of Calistoga covers approximately 2.5 square miles and has a population of 5,159 residents. Calistoga is located in the northern part of the Napa Valley at the junction of SR 29 and SR 128. Calistoga is a walkable small town, made up of a vibrant main street set within pedestrian-oriented neighborhoods and surrounded by wineries, vineyards, and other agricultural lands.

City of St. Helena

St. Helena is a town of 5,378 residents and covers 5.6 square miles. The city is centrally located in the heart of the upper Napa Valley. St. Helena is bisected by SR 29 (also known as Main Street) and surrounded agricultural uses. The community stands out in the Valley for its unique historic character. Major economic drivers in St. Helena include agriculture, winemaking, tourism, and education.

Town of Yountville

The Town of Yountville is approximately 1.5 square miles and has a population of 3,396 residents. The town is located halfway between Napa and St. Helena along SR 29. The Yountville Veterans Home is a focal point in the town and accounts for between one-quarter and one-third of the Town's population. Yountville began as an agricultural settlement surrounded by fields and vineyards, and it remains small and compact to this day.

City of Napa

The City of Napa is the county seat and the largest city in the county, with a population of 78,816 residents and an area of 18.4 square miles. Highway 29 runs north/south through the City with other major highways (SR 12, 121, 221) crossing the City and providing access to nearby communities and the greater region. The community offers a multitude of options for entertainment, dining, cultural and recreational experiences; quaint and historic neighborhoods; an active and historic Downtown; and access to recreation, nature, and the Napa River.

City of American Canyon

The City of American Canyon is approximately 6.5 square miles and has a population of 21,698 residents. The city is located in southern Napa County along SR 29, in the world-famous Napa Valley wine growing region and in close proximity to the San Francisco Bay.

American Canyon serves as a wine processing hub; and is a vibrant and diverse community. Because of its strategic location at the southern end of Napa County and with easy access to state and interstate highways, American Canyon's industrial district is home to millions of square feet of wine processing, bottling storage, and shipping space.

County of Napa

The unincorporated areas of the county are predominantly rural, characterized by wineries, vineyards, open space, and hills. Small communities and neighborhoods in the county including Angwin, Lake Berryessa, Rutherford, Oakville, and Silverado are linked primarily by two-lane rural roadways and state routes. There are approximately 21,623 residents in the unincorporated areas.

Purpose of this Plan

The Napa Valley Transportation Authority (NVTA) is the county transportation agency (CTA) and oversees both short- and long-range transportation planning in Napa County. NVTA works closely with the County, Town, and Cities to improve streets, highways, transit, bikeways, and pedestrian facilities.

Since the development of the 2016 Countywide Pedestrian Plan and the 2019 Countywide Bicycle Plan, Napa Countywide's population has grown, transportation demand has changed, and active transportation best practices have been updated. NVTA has developed this Countywide AT Plan to address these changes and reflect the current regional transportation priorities. This AT Plan is the culmination of more than a year of community engagement, technical analysis, and stakeholder input to update and consolidate prior countywide pedestrian and bicycle planning efforts into one document.

By developing this countywide AT Plan, NVTA provides a framework for consistency in bicycle and pedestrian facilities, policies, and programs across all jurisdictions, supporting both formula and discretionary funding of infrastructure and programs.

Planning Context

This Countywide AT Plan helps NVTA do its part to implement and achieve the goals, guiding principles, and targets set forth by local, regional, and statewide planning documents. The planning process began with a thorough screen of all planning efforts relevant to active transportation in Napa County, which ultimately informed the development of countywide infrastructure recommendations, programs, and policies. The goal of the screen was to develop a framework of policies that provide consistency throughout the region, while also responding to the unique needs of local jurisdictions.

Below is a list of the programs and policies reviewed for the AT Plan. See Appendix A for the complete project, policy, and program consistency screen.

Statewide Plan

- Toward an Active California (2017)

Regional Plans

- Metropolitan Transportation Commission (MTC) Plan Bay Area 2050 (2024)
- NVTA Vision Zero Plan (2023)
- Advancing Mobility 2045 (2021; update underway)
- Caltrans District 4 Bicycle Plan (2025) and Pedestrian Plan (2021)
- SR 29 Comprehensive Multimodal Corridor Plan (CMCP, 2020)
- NVTA Napa Countywide Bicycle Plan (2019)
- Napa County Bicycle Coalition: Napa County Safe Routes to School Program Published Reports (2018-2022)
- NVTA Napa Countywide Pedestrian Master Plan (2016)

Local Plans and Reports

Local plans and reports that inform this plan include General Plans, Local Road Safety Plans, and Active Transportation Plans.

- City of Calistoga
  - Calistoga General Plan (2014)
  - Calistoga Active Transportation Plan (2014)
- City of St. Helena
  - St. Helena 2040 General Plan (2019)
- Town of Yountville
  - Envision Yountville General Plan (2019)
- City of Napa
  - City of Napa Local Road Safety Plan (LRSP, 2022)
  - Napa 2040 General Plan (2022)
- City of American Canyon
  - City of American Canyon Local Road Safety Plan (LRSP, 2022)
  - Broadway District Specific Plan (2019)
- County of Napa
  - Napa County Local Road Safety Plan (LRSP, 2022)
  - Napa County General Plan (2008)

In addition, this plan is coordinated with several concurrent, ongoing projects and planning efforts to align recommendations:

- NVTA Accessible Transportation Needs Assessment (2025)
- NVTA Travel Behavior Study (2025)
- NVTA Community Based Transportation Plan (2025)
- City of St. Helena Streets Master Plan (anticipated 2026)
- City of American Canyon General Plan 2040 (2025)

Organization of this Plan

Chapters 1-6 present countywide analysis, findings, and recommendations for active transportation. Chapters 7-12 present individual Active Transportation Plans intended to be adopted by each of the five Cities/Town and the County. These individual chapters focus on the existing conditions, analysis, and recommendations for each jurisdiction. After the chapters, six appendices are provided, expanding on and addressing topics discussed throughout the AT Plan.

Vision Statement

A countywide vision statement and subsequent goals and objectives were developed to guide the planning process and the recommendations made by this plan. The vision statement was developed by NVTA and was informed by current and past planning efforts, existing transportation needs, and input from the community and local jurisdictions.

The vision is the basis for the goals and objective outlined below, which ultimately guided the analysis conducted and development of recommendations. These goals prioritize safety and connectivity, while also addressing equity, accessibility, sustainability, and infrastructure maintenance and project accountability.

"Napa County will be an active transportation-friendly community with a connected and comfortable network designed for all ages and abilities.

This comprehensive active transportation network will provide residents and visitors with safe, convenient, and enjoyable access to destinations throughout Napa County and beyond, supporting everyday commuting, non-work trips, and recreation, and promoting a high quality of life."

Vision Zero

In 2023, NVTA adopted a Vision Zero Plan, which aims to eliminate traffic related deaths and serious injuries by 2030. The AT Plan is one tool NVTA can use to achieve this goal. As compared to the Vision Zerio Plan, The AT Plan provides a wider range recommendations specific to pedestrians, bicyclists, and other non-motorized users. The analysis conducted to develop this plan, and the subsequent infrastructure and policy recommendations, are all guided by the vision of a safe active transportation network that supports the region's most vulnerable road users.

Vehicle Miles Traveled Reduction

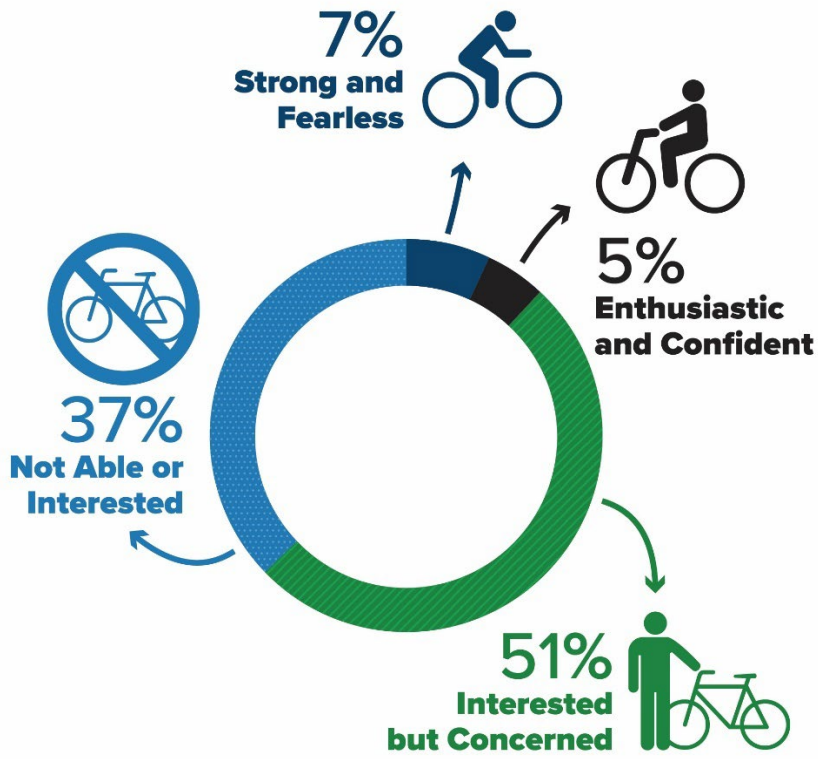
Encouraging active travel and reducing vehicle miles traveled (VMT) is key to achieving regional climate and sustainability goals. Advancing Mobility 2045 sets four goals related to sustainability:

- Reduce greenhouse gas emissions by 19 percent per capita
- Reduce vehicle miles traveled by 15 percent per capita
- Increase work trips made by bicycling or walking to 10 percent mode share
- Maintain or increase transit ridership

People are typically willing to walk up to one half-mile, and willing to bike up to two miles. The AT Plan explores opportunities for mode shift for these "short trips" by recommending active transportation near key destinations where it is feasible to walk or bike.

All Ages and Abilities

Providing comfortable active transportation facilities for all users, regardless of age and ability, is key for reducing reliance on driving and increasing active travel. While a portion of the population are uninterested in riding a bicycle under any condition, a majority of people are "interested but concerned", meaning they may want to ride a bicycle, but feel uncomfortable riding with or adjacent to high-speed, high-volume traffic.[1] These riders, which comprise between 50 and 60 percent of the population, typically prefer riding in off-street pathways, on lower volume streets, or in conditions where their interactions with motor vehicles are limited. The vision statement guides the AT Plan to support these riders in an effort to encourage bicycling in Napa County. Perceived safety or comfort riders experience on a given road can be measured by Level of Traffic Stress (LTS). LTS considers a variety of factors that may impact a bicyclist's experience, including whether a bicycle facility is present, how wide it is, the speed and volume of adjacent vehicle traffic, and more. A complete LTS analysis can be found in Chapter 4 Needs Assessment.



[1] Jennifer Dill and Nathan McNeil, "Revisiting the Four Types of Cyclists: Findings from a National Survey," Transportation Research Record: Journal of the Transportation Research Board, 2587: 90-99, 2016.

Goals and Objectives

The following goals and objectives outlined in Table 1.1 were developed to advance the vision statement and aim to achieve vision zero, reduce vehicle miles traveled, and provide an active transportation network for all ages and abilities.

Table 1.1: Napa AT Plan Goals and Objectives

Goal	Objective
Goal 1: Safety Improve safety for all users of the transportation system, especially vulnerable road users (those who use active transportation).	**Objective 1.1** Reduce level of traffic stress (LTS) on the bicycle network by using LTS as a tool for facility design. For example, if a facility scores LTS 3 or 4 (high stress), use design to reduce to a low stress score of LTS 1 or 2.
	Objective 1.2 Improve safety for vulnerable users by enhancing roadway crossings, particularly intersections on the High Injury Network.
	Objective 1.3 Achieve the Vision Zero goal of zero severe injuries and fatalities by 2035.
Goal 2: Equity & Accessibility Develop an active transportation network that supports all ages and abilities and prioritize access for underserved communities.	**Objective 2.1** Strive for a bicycle network that is comfortable for the "interested but concerned" bicyclist by implementing new and enhanced low-stress facilities on the primary network.
	Objective 2.2 Prioritize funding for new and enhanced bicycle and pedestrian infrastructure for underserved communities, including communities where people rely on active and public transportation as their primary modes.
	Objective 2.3 Upgrade all pedestrian facilities to be ADA- and PROWAG-compliant so that users with disabilities can comfortably use the network.
Goal 3: Connectivity Efficiently implement a connected network that allows active transportation users to directly access key destinations without interruption.	**Objective 3.1** Prioritize gap closures in the active transportation network over new infrastructure that does not connect to the existing network.
	Objective 3.2 Identify opportunities to use quick-build techniques to get projects on the ground in shorter timelines, and to test treatments before installing fixed infrastructure.

Goal	Objective
Goal 4: Sustainability & Mode Shift Invest in complementary programs to reduce greenhouse gas emissions and increase active transportation mode share.	**Objective 4.1** Partner with local businesses to create robust Transportation Demand Management programs that support the local economy while reducing VMT and greenhouse gas emissions.
	Objective 4.2 Achieve a countywide active transportation mode share[2] of 10% by 2050
Goal 5: Maintenance Evaluation & Data Collection Support the longevity of the active transportation network through maintenance and evaluation.	**Objective 5.1** Develop and implement a maintenance program that includes all facilities within the public right-of-way, including shared facilities, dedicated active transportation facilities, and amenities.
	Objective 5.2 Utilize pre/post data collection to evaluate project success, including metrics such as volume, speed, mode, as well as qualitative community feedback.
	Objective 5.3 Maintain a publicly accessible record of past and planned active transportation projects and priorities.

[2] Mode share is defined as the percentage of total trips taken using a given type of transportation (e.g. transit, single occupancy vehicle) for any purpose (work, shopping, recreation, etc.) that begin and/or end in Napa County. Active transportation includes but is not limited to those trips that occur by walking, bicycling, e-bike, scooter, or other human-powered and battery-electric assisted mobility devices.

Chapter 2
Existing Active Transportation Environment

This chapter presents a review of existing conditions for active transportation throughout Napa County. Understanding the current environment establishes a foundation for recommended facilities, policies, and programs, and documents a baseline against which future progress can be measured. Existing facilities are also important for understanding ongoing maintenance obligations to ensure a safe and accessible network.

Demographics

The following demographic information is based on American Community Survey (ACS) 2023 five-year estimates.

Age

Communities of all ages benefit from a connected and accessible active transportation network. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood, contributing to active lifestyles. Active lifestyles are linked to many physical and mental benefits such as cardiovascular health, improved mental health, and for areas, can form a large sense of community. Figure 2.1 shows the age distribution of Napa County residents. The median age is 42.8 years old, though 28% of the population are under 25.

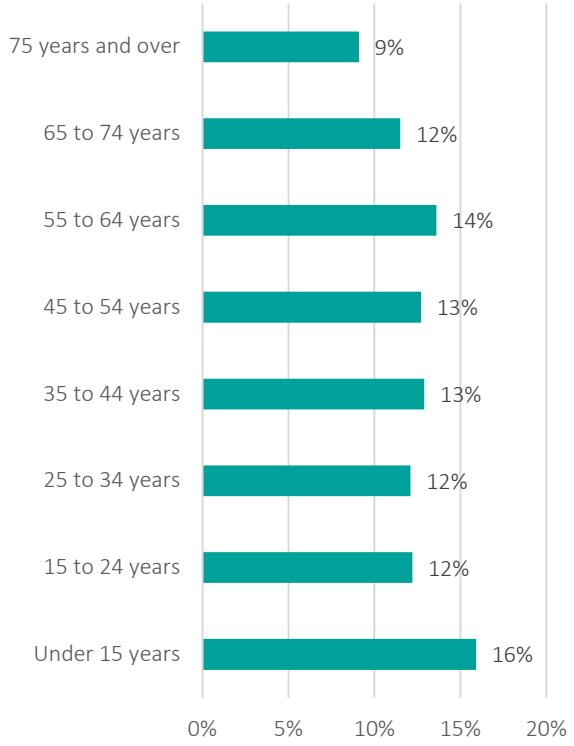


Figure 2.1: Napa Countywide Age

Income

Figure 2.2 shows household income for Napa County. Napa County has a median household income (MHI) of $108,970, slightly higher than the state of California's MHI of $96,334. The California low-income level for a family of 3 (average household size in Napa County is approximately 2.66 people) is $29,657 annually. Around 12 percent of Napa County households fall below the federal poverty level. Lower-income community members are more likely to rely on active transportation and transit as opposed to car travel. Providing adequate active transportation will support connectivity for these residents.

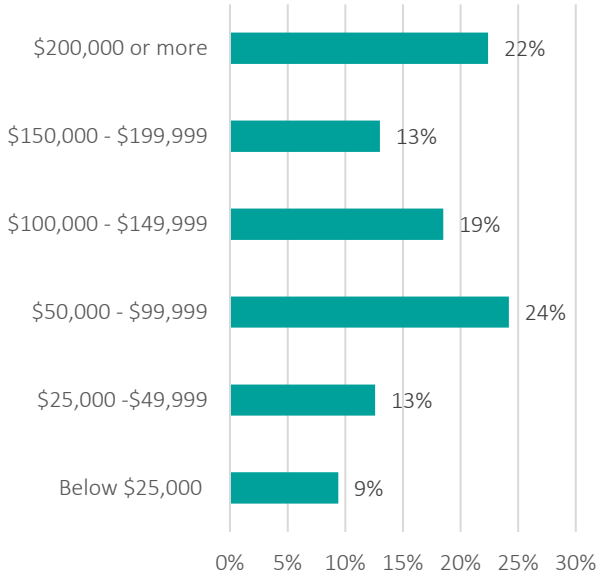


Figure 2.2: Napa Countywide Household Income

Travel Behavior

Travel behavior data is based on American Community Survey (ACS) 2023 five-year estimates, as well as excerpted from the 2025 NVTA Travel Behavior Study (TBS).

According to the TBS, there are fewer Napa County residents and fewer Napa County based employees in 2025 than there were in 2018. Napa County is exporting fewer and importing more workers, and more residents are working from home. The TBS reports that traffic passing through Napa County has increased, while trips that enter and leave Napa County from nearby regional (inter-county trips) have decreased. Internal Napa County trips have increased by 5%.

Typically, people are willing to walk up to one half-mile or bicycle up to two miles to their destinations. Short driving trips under two miles present the potential for mode shift, or the opportunity to encourage active travel instead of driving. There may be potential for mode shift among shorter trips within jurisdictions, or between cities along regional routes like the Vine Trail.

Mode Share

Figure 2.3 provides an overview of commute mode share in Napa County for workers 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates for 2016 and 2023. The data does not include non-work trips.

Most Napa County residents drive to work, either alone or by carpooling. Since 2016, more residents are working from home, likely due to the Covid-19 pandemic, and fewer residents are driving alone or carpooling to work.

Though 13 percent of all workers who live in Napa County work from home and do not have a commute, there may be opportunities to increase active travel for non-work and recreational trips.

Trip Length

Figure 2.4 shows average trip length for weekday and weekend trips from the 2025 Travel Behavior Study. About a quarter of trips in Napa County are under 2 miles—focusing on improving active transportation infrastructure for these trips could increase rates of walking and bicycling.

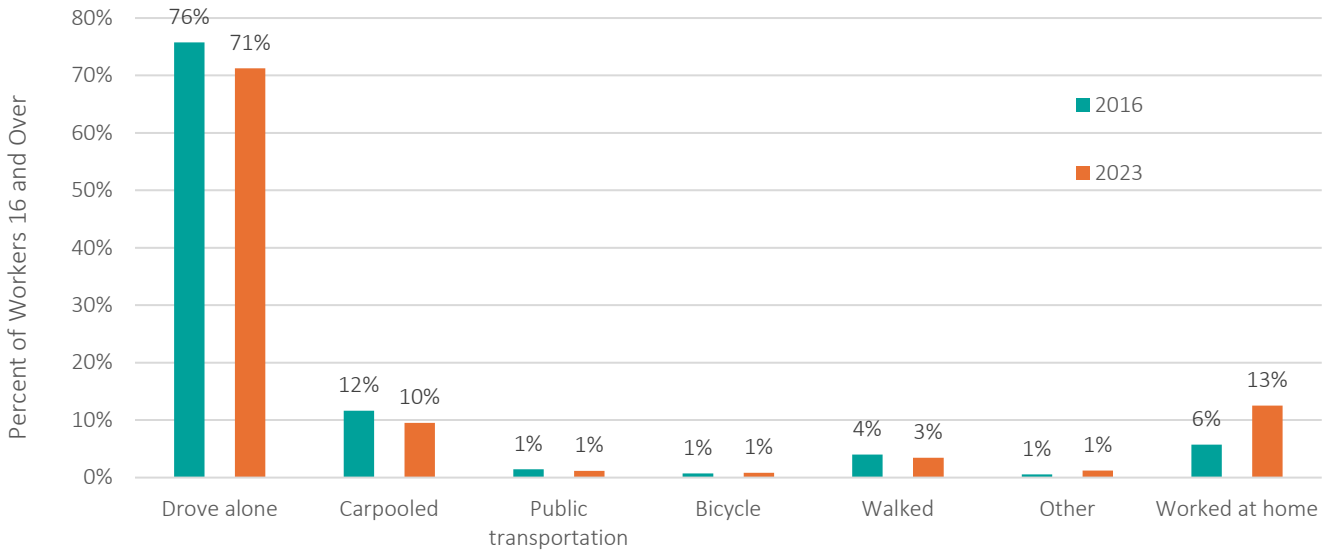


Figure 2.3: Napa Countywide Means of Transportation to Work

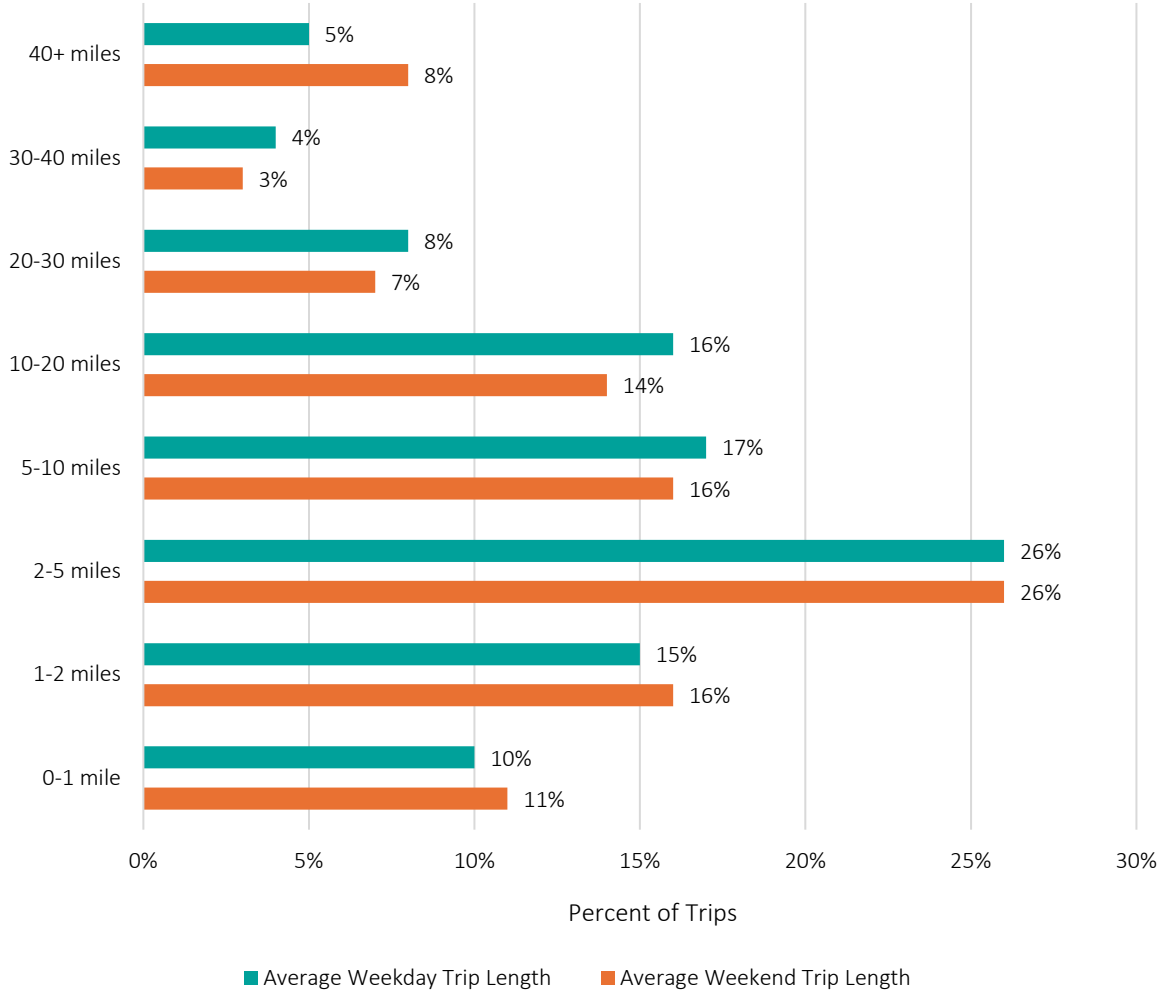


Figure 2.4: Napa Countywide Trip Length

Travel Between Jurisdictions

The TBS also provides information about travel between jurisdictions. Table 2.1 shows where trips begin and end for each jurisdiction. In American Canyon, Calistoga, and the City of Napa, most trips end in the same jurisdiction where they started. Trips that begin in St. Helena, Yountville, or the unincorporated County of Napa are more likely to end in a different jurisdiction.

Transit

While this chapter details the existing pedestrian and bicycle facilities, NVTA recognizes that transit is a key component to the active transportation network. Transit riders rely on the active transportation network to travel to and from their transit stop, often referred to as "first- and last-mile connectivity."

The Vine is the county's bus system and is operated by NVTA. The Vine is comprised of local routes serving the City of Napa and adjacent areas, and regional routes that connect residents and visitors to the Up Valley Communities (Calistoga, St. Helena, and Yountville) as well as the Bay Area. Local jurisdictions also feature their own fixed and on-demand transit services. The transit network expands how far pedestrians, bicyclists, and other non-motorized users can travel, connecting them to regional destinations.

Transit mode share for commuters comprises 1% of all trips, through NVTA recognizes transit is also used for non-work trips. Bolstering the active transportation network near transit stops and along key routes would improve first- and last-mile connectivity and encourage transit mode shared for commuting, non-work trips, and recreation.

Table 2.1: Travel Between Jurisdictions (2025 Travel Behavior Study)

Destination					
American Canyon	**Calistoga**	**City of Napa**	**County of Napa**	**St. Helena**	**Yountville**
Trips originating in American Canyon					
76%	<1%	17%	6%	<1%	1%
Trips originating in Calistoga					
1%	60%	5%	23%	10%	<1%
Trips originating in the City of Napa					
2%	<1%	87%	9%	1%	1%
Trips originating in the County of Napa					
5%	4%	39%	39%	10%	3%
Trips originating in St. Helena					
1%	6%	16%	28%	46%	2%
Trips originating in Yountville					
3%	1%	39%	20%	5%	31%

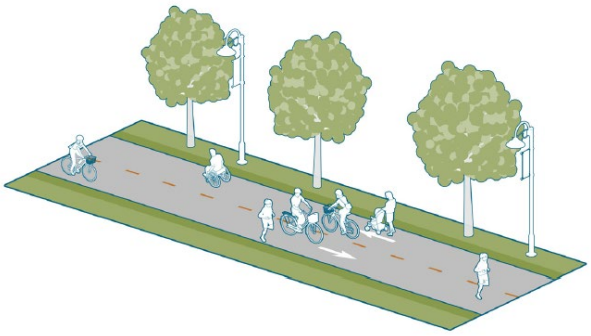
Bicycle and Pedestrian Facilities

Bikeways

In California, dedicated bicycle facilities are categorized into one of four "classes" based on the amount of separation they offer from traffic. Some classes have variations within them that can improve bicyclist comfort or respond to different roadway contexts. For more information on bicycle and pedestrian facilities, see Appendix D: Treatment Toolkit.

Shared-Use Paths (Class I)

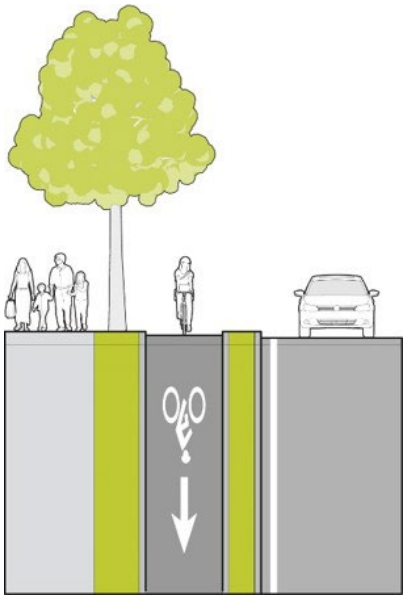
A shared-use path is a two-way facility physically separated from motor vehicle traffic and used by bicyclists, pedestrians, and other non-motorized users. Shared-use paths can be located in an independent alignment, such as a greenbelt or abandoned railroad, or constructed adjacent to a roadway.



Shared-use Path (Class I)

Separated Bikeways (Class IV)

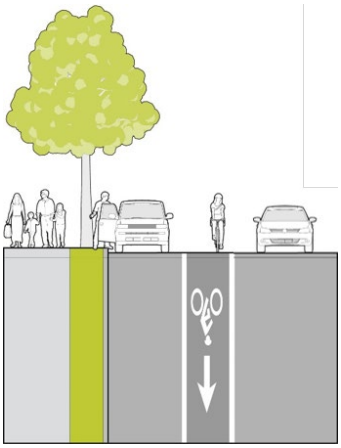
Separated bikeways or bike lanes are a dedicated bikeway facility type that combines the user experience of a shared-use path with the on-street infrastructure of a conventional bike lane. They are physically separated from motor vehicle traffic by curbs, bollards, parked cars, or other vertical elements, and are distinct from the sidewalk. Separated bike lanes can be constructed at sidewalk grade, roadway grade, or an intermediate grade between the sidewalk and street. Separated bike lanes can be designed to serve one-way bicyclist traffic or two-way bicyclist traffic.



Separated Bikeway (Class IV)

Bicycle Lanes (Class II)

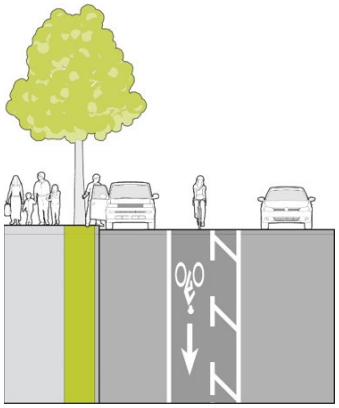
Bike lanes provide an exclusive space for bicyclists in the roadway. Bike lanes are delineated with lines and symbols on the roadway surface. Bike lanes are for one-way travel and are normally provided in both directions on two-way streets or on one side of a one-way street. Bicyclists may leave the bike lane as necessary to make turns, pass other bicyclists, avoid debris, or other potential conflicts or hazards, or to properly position themselves for other necessary movements.



Bicycle Lane (Class II)

Buffered Bicycle Lanes (Class II)

Buffered bike lanes are created by painting a buffer zone between the bike lane and the adjacent travel lane. Buffers are typically used between bike lanes and motor vehicle travel lanes to increase bicyclists' comfort. However, buffers can also be painted in the "door zone" between the right edge of the bike lane and the parking lane in locations with high parking turnover to discourage bicyclists from riding too close to parked vehicles.



Buffered Bicycle Lane (Class II)

Urban Bicycle Routes (Class III)

Urban bike routes are neighborhood streets where the travel lane is shared between bicyclists and motorists. Urban bicycle routes are designed for lower speeds and average daily traffic below 3,000 vehicles. These facilities may be marked with sharrow pavement markings and bicycle signage to alert drivers that they are sharing the road with non-motorized users.

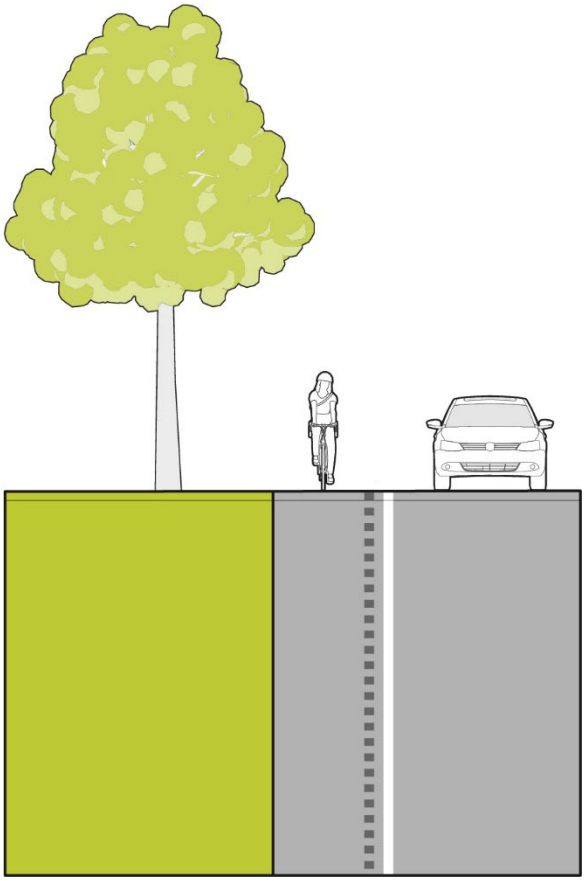
Bicycle Boulevards (Class III)

Like bicycle routes, bicycle boulevards are designed for bicyclists to ride with vehicle traffic. However, they emphasize slow vehicle speeds and are often located on quitter, residential streets. Traffic calming treatments are often employed on bicycle boulevards to slow traffic, including speed humps, traffic diverters, pavement markings, and more.

Bicycle Boulevard (Class III)

Rural Bicycle Routes (Class III)

In rural areas, rural bicycle routes are applicable on roadways with posted speed limits of less than 35 mph.[3] Bicyclists are instructed to share the lane with vehicle traffic or ride in the shoulder. This type of facility is typical where dedicated bikeways either will not fit on the street or would not be appropriate given the surrounding context.



Rural Bicycle Route (Class III)

Unclassified Bicycle Routes

Unclassified bike routes are rural roadways popular with recreational bicyclists that have no dedicated bike facilities and posted speed limits of 35 mph or greater. The high posted speed limits preclude these roads from being Bicycle Routes, but a designation acknowledges that bicyclists use these roads.

Bicycle Parking

Bicycle parking enhances the effectiveness of bicycle networks by providing locations for the secure storage of bicycles at the end of a trip. Sometimes called visitor parking, short-term parking is intended for shorter stays at locations such as shops, recreational facilities, businesses, and other institutions. Bicycle parking requires far less space than automobile parking; in fact, ten bicycles can typically park in the area needed for a single car.

Long-term bike parking is intended for residents in multi-unit buildings, workers, transit users, and others not attending to their bicycle for longer periods of time (generally two hours or longer). Typically used for long-term bicycle parking, bicycle lockers are secure, locked boxes that store a single bicycle. Bicycle lockers are concentrated in the City of Napa, but they are also available in Calistoga, Yountville, and American Canyon.

BikeLink cards grant users access to long-term bicycle parking lockers. In some cases, larger housing or commercial sites may have dedicated indoor bike rooms or other long-term bicycle storage options.

Bicycle parking locations shown in maps throughout this plan were mapped utilizing Survey 123, an online GIS-based data collection platform. Volunteer data collectors were recruited by the Napa County Bicycle Coalition and trained on data collection by NVTA staff. Volunteers contributed many dozens of hours identifying existing bike parking locations throughout Napa County and collecting information about the type of parking and compliance with bike parking best practices.

Pedestrian Facilities

Sidewalks

Sidewalks play a critical role in the character, function, enjoyment, and accessibility of neighborhoods, main streets, and other community destinations. In addition to providing space for

[3] SB 1216: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB1216

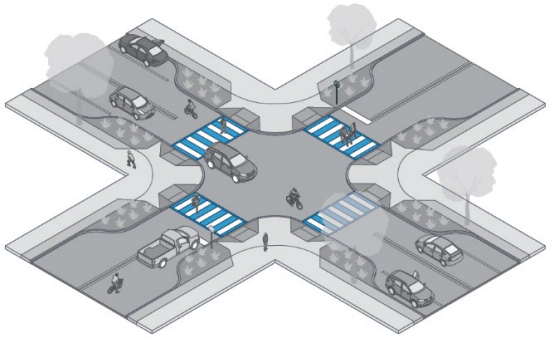
pedestrians separated from motor vehicles, sidewalks also accommodate street trees and other plantings, stormwater infrastructure, streetlights, and bicycle parking.

Sidewalks vary by street type and expected pedestrian activity. Sidewalks along downtown corridors may be wider to accommodate window shopping, higher pedestrian volumes, and street amenities like benches and trash receptacles, while neighborhood sidewalks are often narrower. Other characteristics that may impact sidewalk width include building scale, character of the surrounding environment, or available right-of-way.

Marked Crosswalks

Legal crosswalks exist at all locations where sidewalks meet the roadway, regardless of whether pavement markings are present. Drivers are legally required to yield to pedestrians at intersections, even when there are no pavement markings for crosswalks.

Providing marked crosswalks communicates to drivers that pedestrians may be present and helps guide pedestrians to locations where they should cross the street. In addition to pavement markings, crosswalks may include signals/beacons, warning signs, and raised platforms.



Marked Crosswalks

Unmarked Crosswalks

Even when no marked crosswalk is present, pedestrians have the right-of-way to cross at most intersections. This is known as an unmarked crosswalk. Unmarked crosswalks are part of the pedestrian network and are frequently used by pedestrians when no other crossing infrastructure is present.

Unmarked crosswalks are appropriate along streets with minimal levels of traffic. However, marked crosswalks and crossing enhancements should be considered where at key crossing locations on streets with more than minimal levels of traffic.

Curb Ramps

Curb ramps transition pedestrian from the sidewalk to the street. Curb ramps improve accessibility specifically for people with disabilities, but benefit all pedestrians, including those pushing strollers, grocery carts, suitcases, or bicycles. Curb ramps should meet requirements defined by Right-of-Way Accessibility Guidelines (PROWAG), including proper slopes, grade breaks, side treatments, and detectable warning surfaces. In reality, many curb ramps throughout Napa County may not meet all PROWAG requirements.

Crossing Enhancements

Safety at crossing locations may be enhanced through a variety of physical infrastructure measures, lighting, signage, and policy. Many of these crossing enhancements already exist in parts of the county or are being considered for implementation. For more information, see Appendix D: Treatment Toolkit.

- Rectangular rapid flashing beacons (RRFB) and pedestrian hybrid beacons (PHB): alert drivers to pedestrian activity at midblock crossings, or at intersections where traffic signals or stop signs are not present
- Pedestrian scale lighting: typically, shorter than roadway-scale light fixtures, lamps are installed along corridors to illuminate walkways or at intersections to enhance crossing safety at night or in low-light conditions
- Daylighting: restricts parking within 20-feet of a crossing location to improve sightlines (required in California under AB 1330).

- Curb extensions: extension of the sidewalk at a crossing location meant to shorten crossing distances and reduce driver speeds.
- Raised crosswalks: slow traffic and improve motorists yielding to pedestrians.
- Crossing islands: raised island located in the middle of a crossing to allow pedestrians to cross one lane of traffic at a time.

Existing Active Transportation Network

The active transportation network detailed in this section identifies dedicated pedestrian and bicycle facilities in Napa County. It is important to note that many residents who rely on active modes of transportation travel along the road network regardless of the presence of active transportation facilities.

Existing Bicycle Network

Napa County's existing bicycle facilities include denser networks of bicycle lanes, routes, and paths in more heavily populated areas with more limited connections through rural areas. Table 2.2 below lists the total mileage of each bicycle facility type by jurisdiction within Napa County. The countywide bicycle network is mapped in Figure 2.5 through Figure 2.21. Data collection for existing facilities occurred in 2024; more recently completed facilities may not appear on maps or in mileage counts.

The on-street bikeway network provides both intra-city and regional bicycle connections. Many of the County's bike lanes are in the City of Napa. These bike lanes are typically located on primary arterials and collectors with higher vehicle capacity and speeds. Bike lanes (Class II) are also present on some rural roadways, such as SR 29 and Silverado Trail, where the road shoulder is designated as the bike lane.

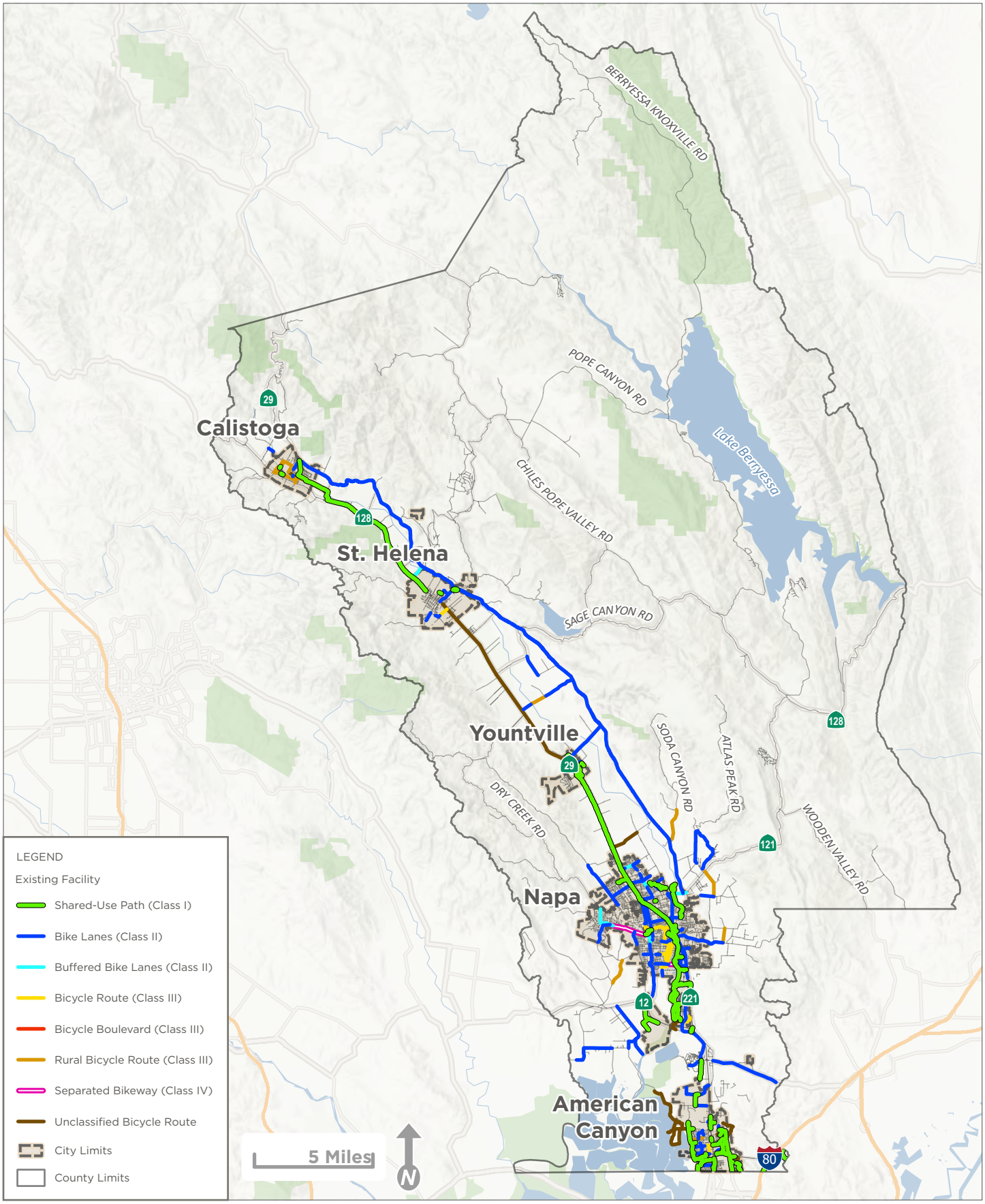
Bicycle Routes (Class III) and unclassified bicycle routes are present throughout incorporated and unincorporated parts of the County. The City of Napa has the most bicycle routes of all incorporated jurisdictions. Unclassified bicycle routes are common throughout the unincorporated County. Bicycle routes in the unincorporated County are primarily located west of American Canyon and east of the City of Napa.

The off-street shared-use path network centers around the Vine Trail, which currently has segments between Calistoga and St. Helena, and through the Town of Yountville and the City of Napa and includes other recreational facilities. Other off-street path networks provide regional bicycle connections between communities, as well as within some jurisdictions such as the City of Napa, American Canyon, and the Town of Yountville.

Table 2.2: Napa Countywide Existing Bicycle Facility Mileage

Jurisdiction	Shared Use Paths (Class I)	Separated Bikeways (Class IV)	Bicycle Lanes (Class II) *	Bicycle Routes (Class III) *	Unclassified Bicycle Routes	Total
City of Calistoga	2.3		1.6	3.5	0.4	7.8
City of St Helena	1.3		1.8	0.6	0.9	4.6
Town of Yountville	2.4		0.7	0.4		3.5
City of Napa	18.6	1.9	28.4	5.3		54.2
City of American Canyon	11.0		6.0	1.1	1.9	20.0
County of Napa	11.5		52.2	5.1	14.7	83.5
Total	**47.0**	**1.9**	**90.7**	**16.0**	**17.9**	**173.6**

**In this table, buffered bicycle lanes are included under Bicycle Lanes (Class II) and rural bicycle routes, and bicycle boulevard are included under Bicycle Routes (Class III).*

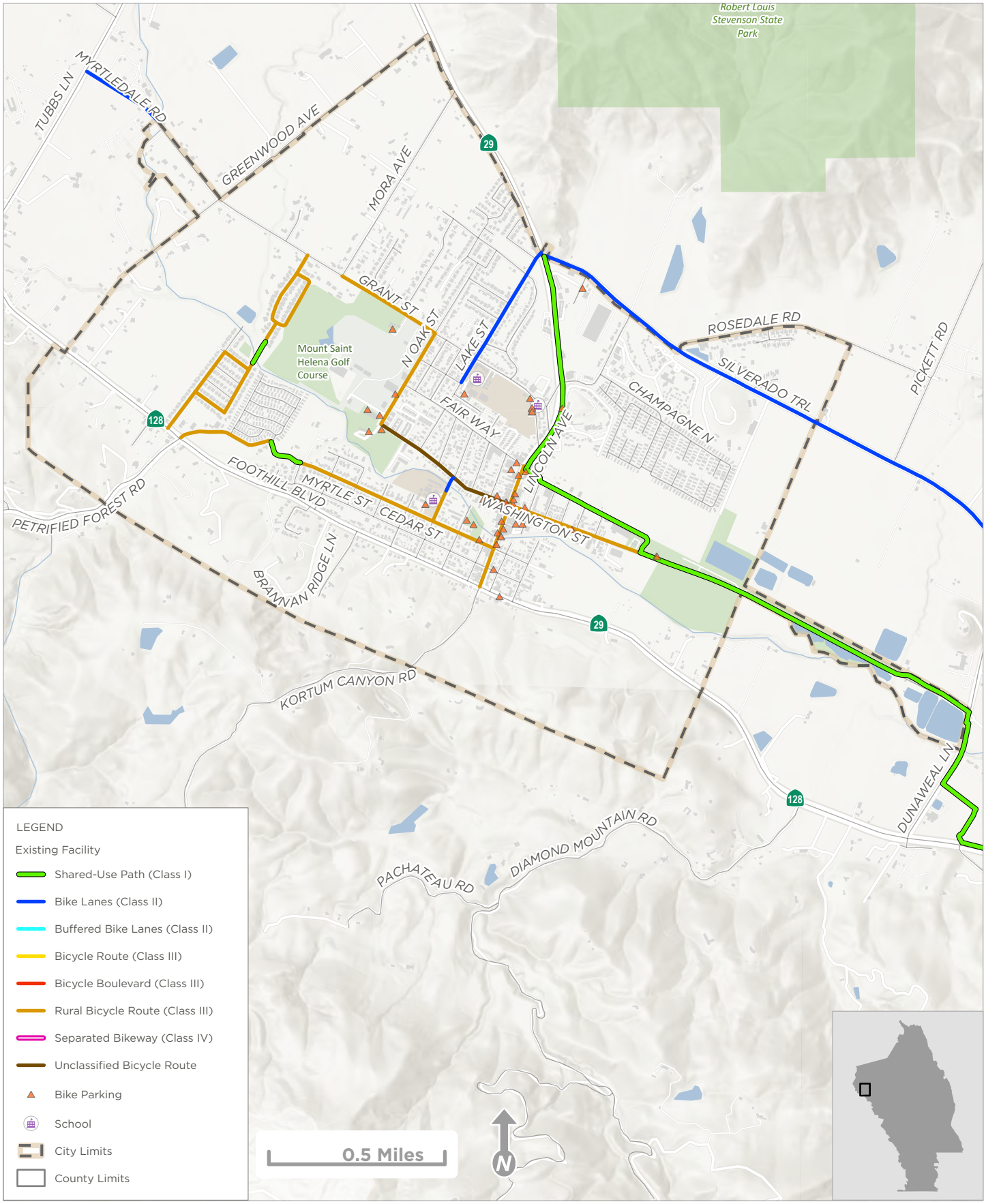


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Napa Countywide
Existing Bicycle Facilities

FIGURE 2.5



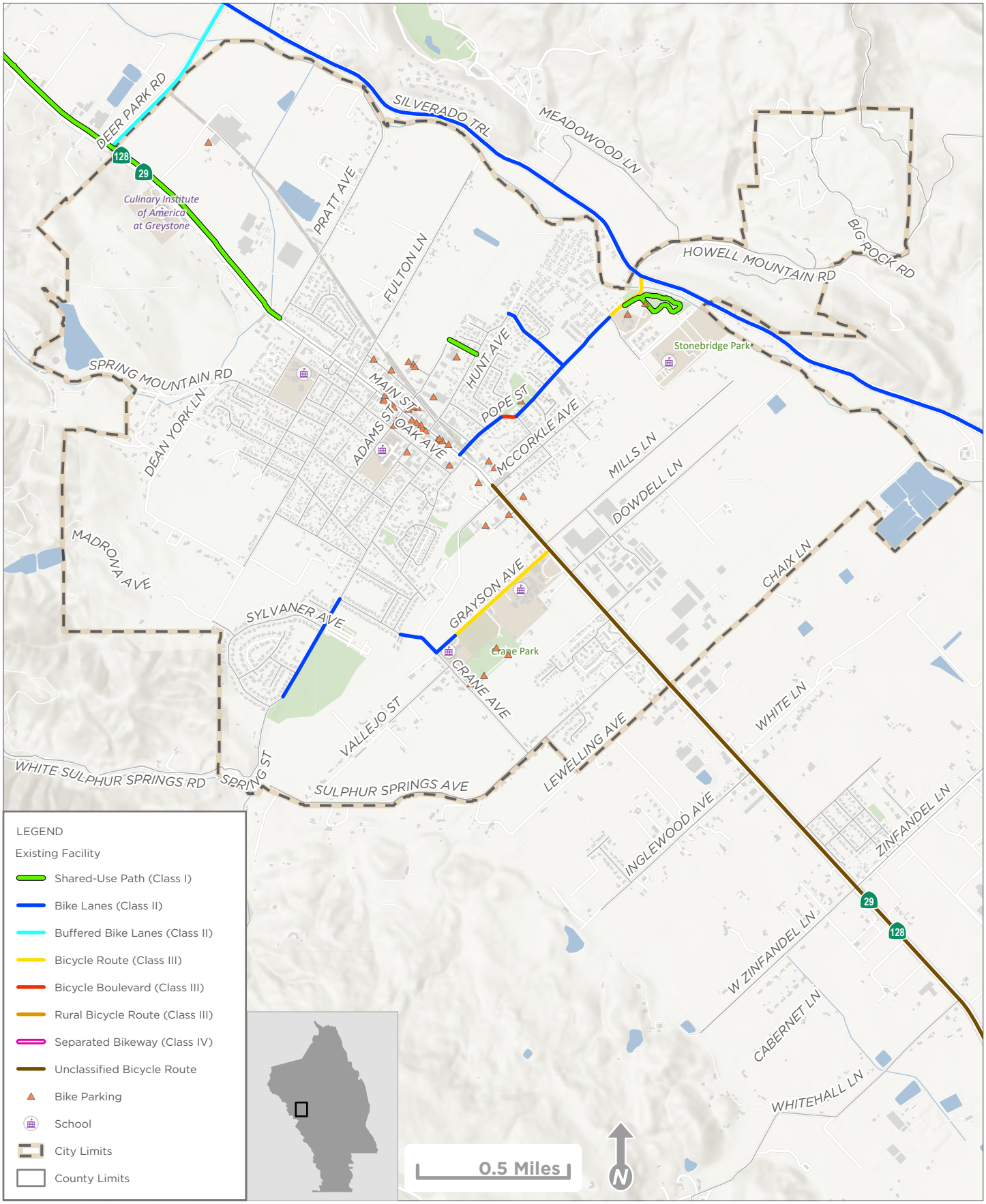
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing Bicycle Facilities

FIGURE 2.6

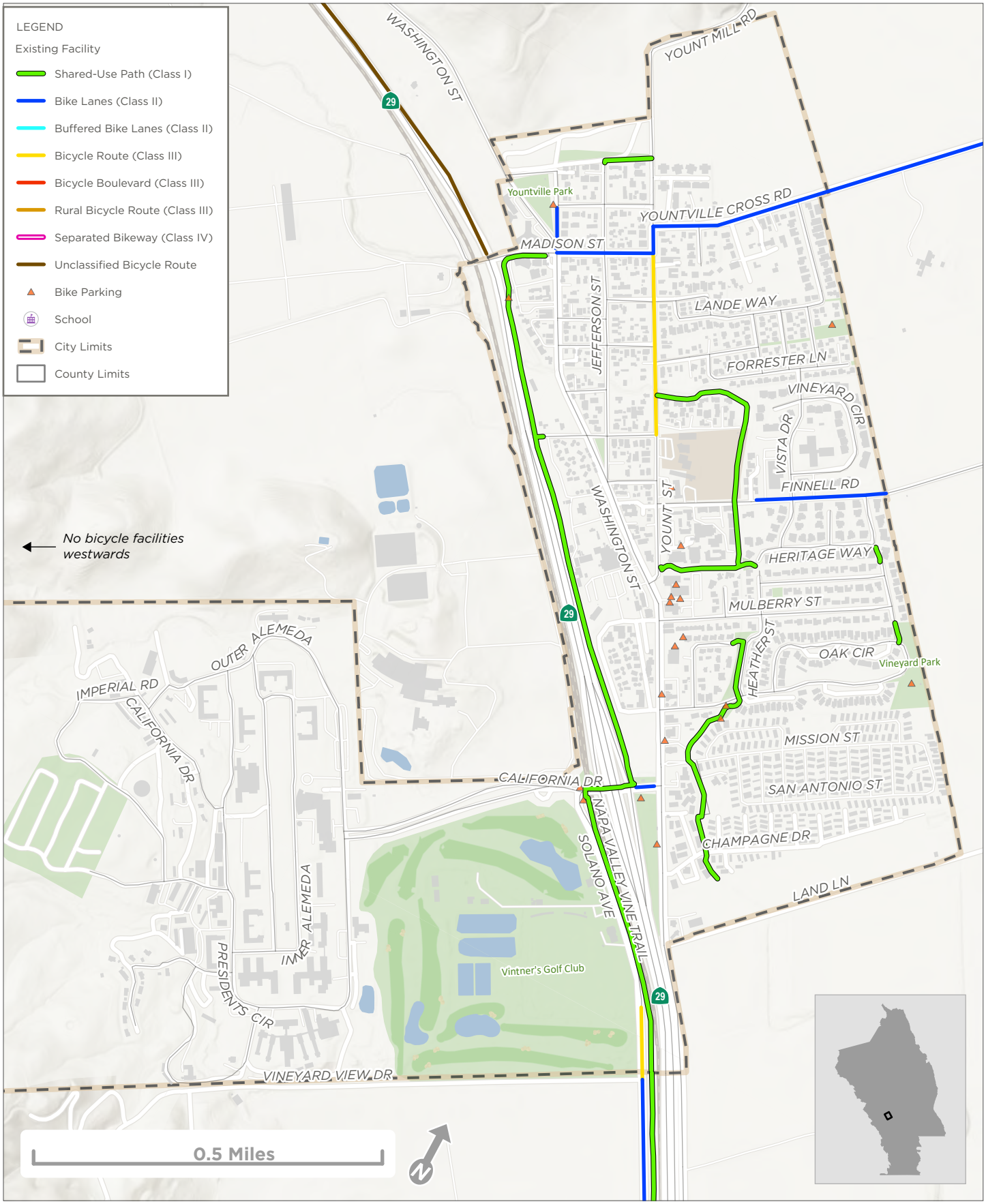


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing Bicycle Facilities

FIGURE 2.7

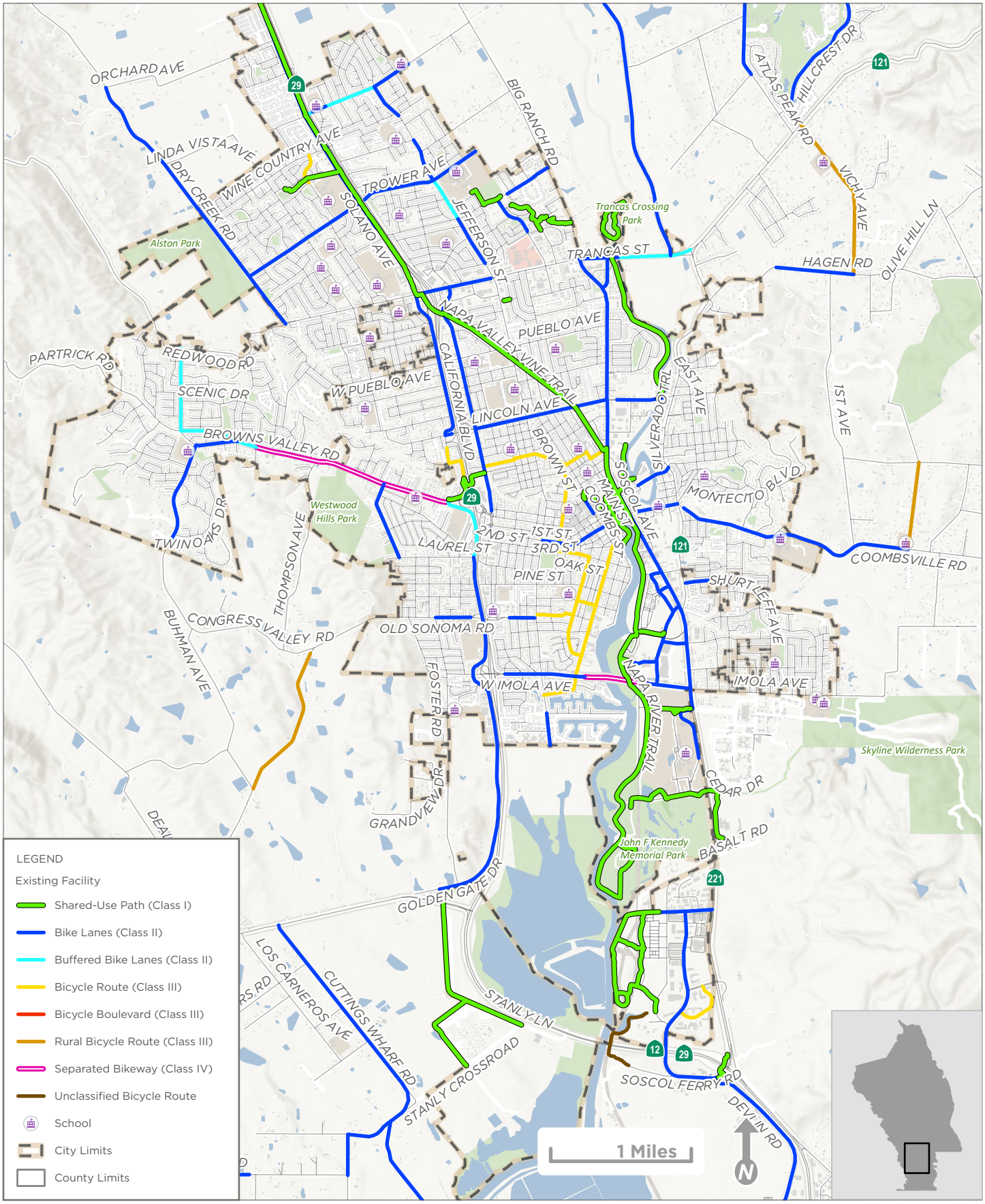


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing Bicycle Facilities

FIGURE 2.8

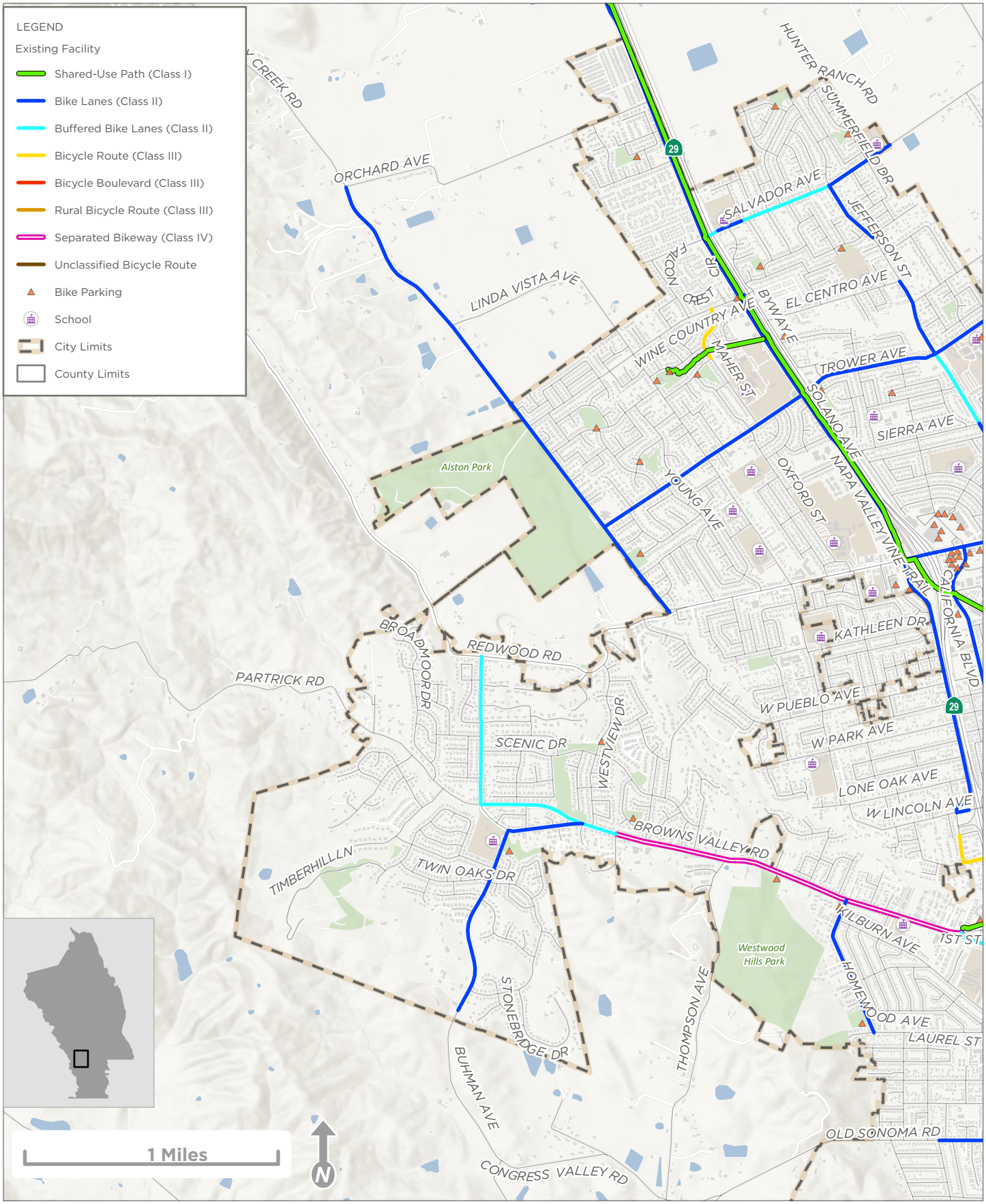


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing Bicycle Facilities

FIGURE 2.9

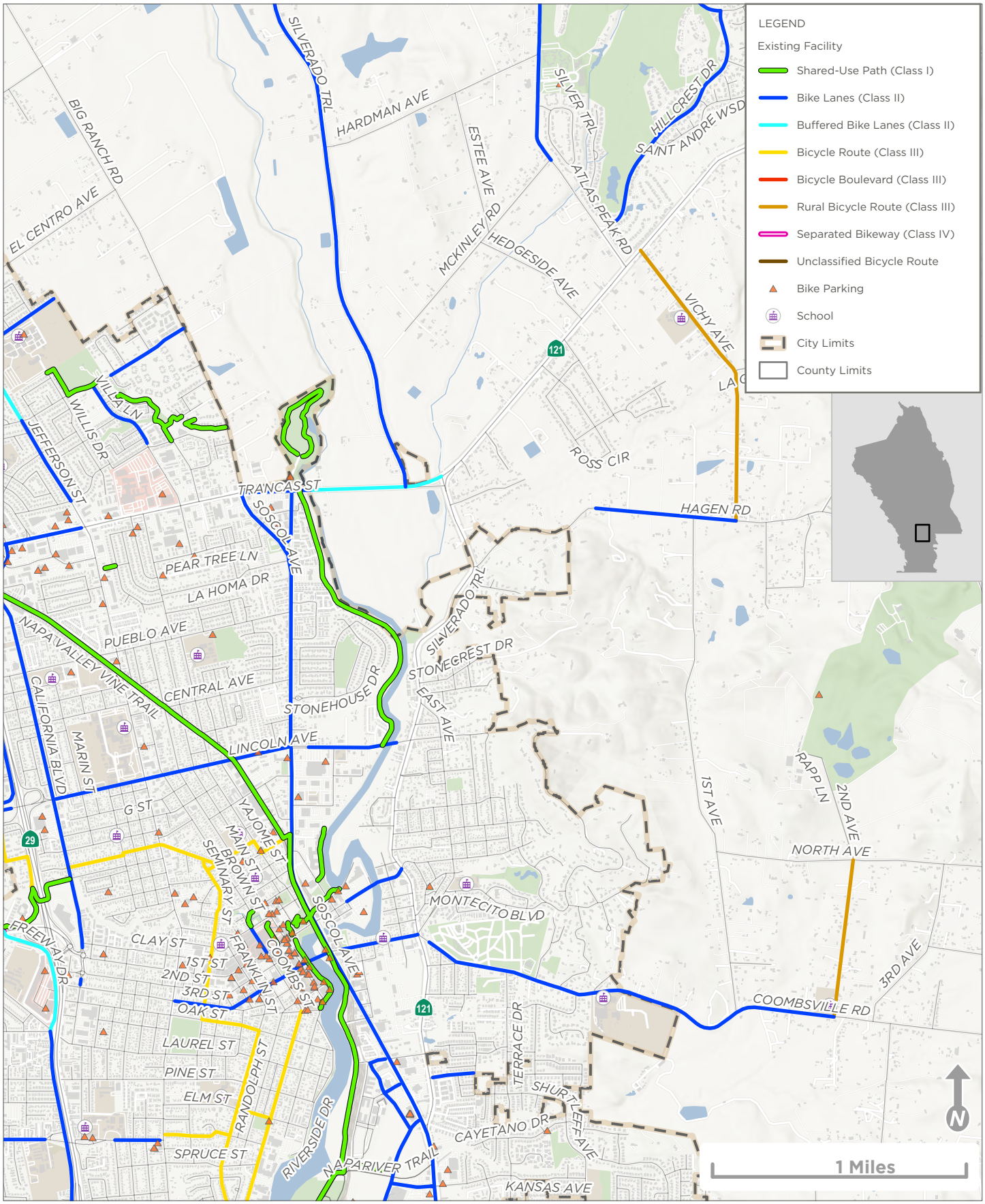


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing Bicycle Facilities

FIGURE 2.10

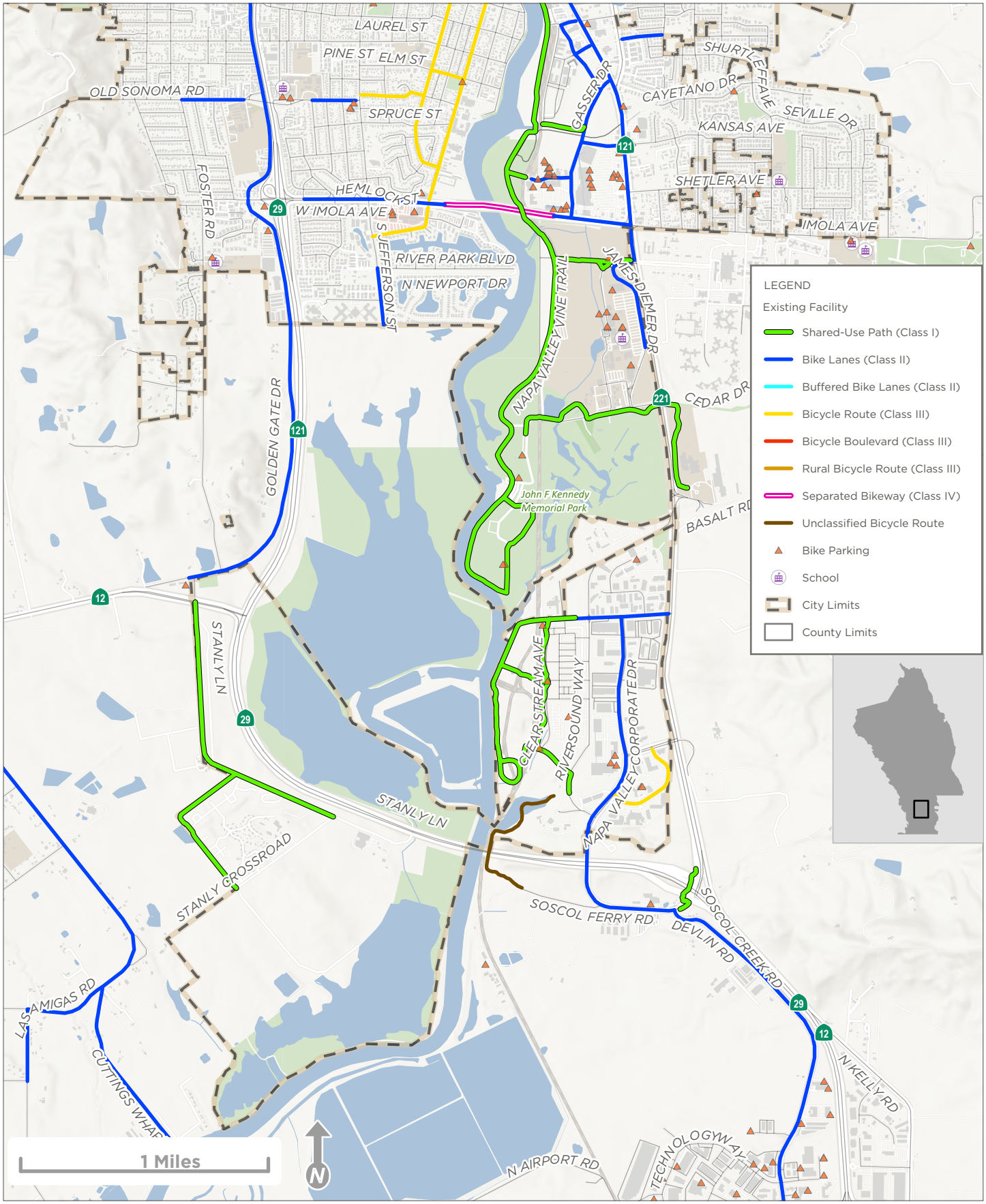


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing Bicycle Facilities

FIGURE 2.11

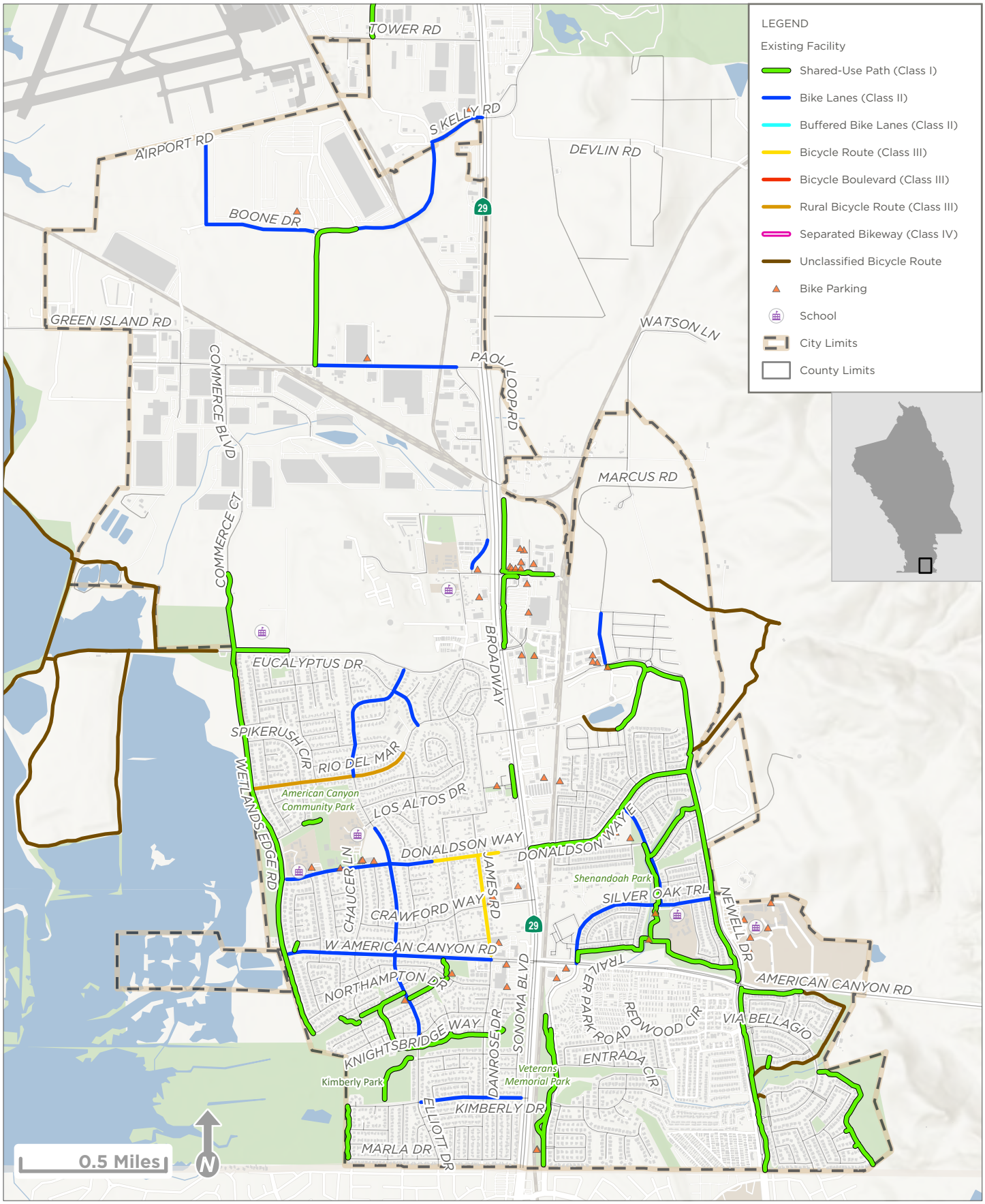


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing Bicycle Facilities

FIGURE 2.12

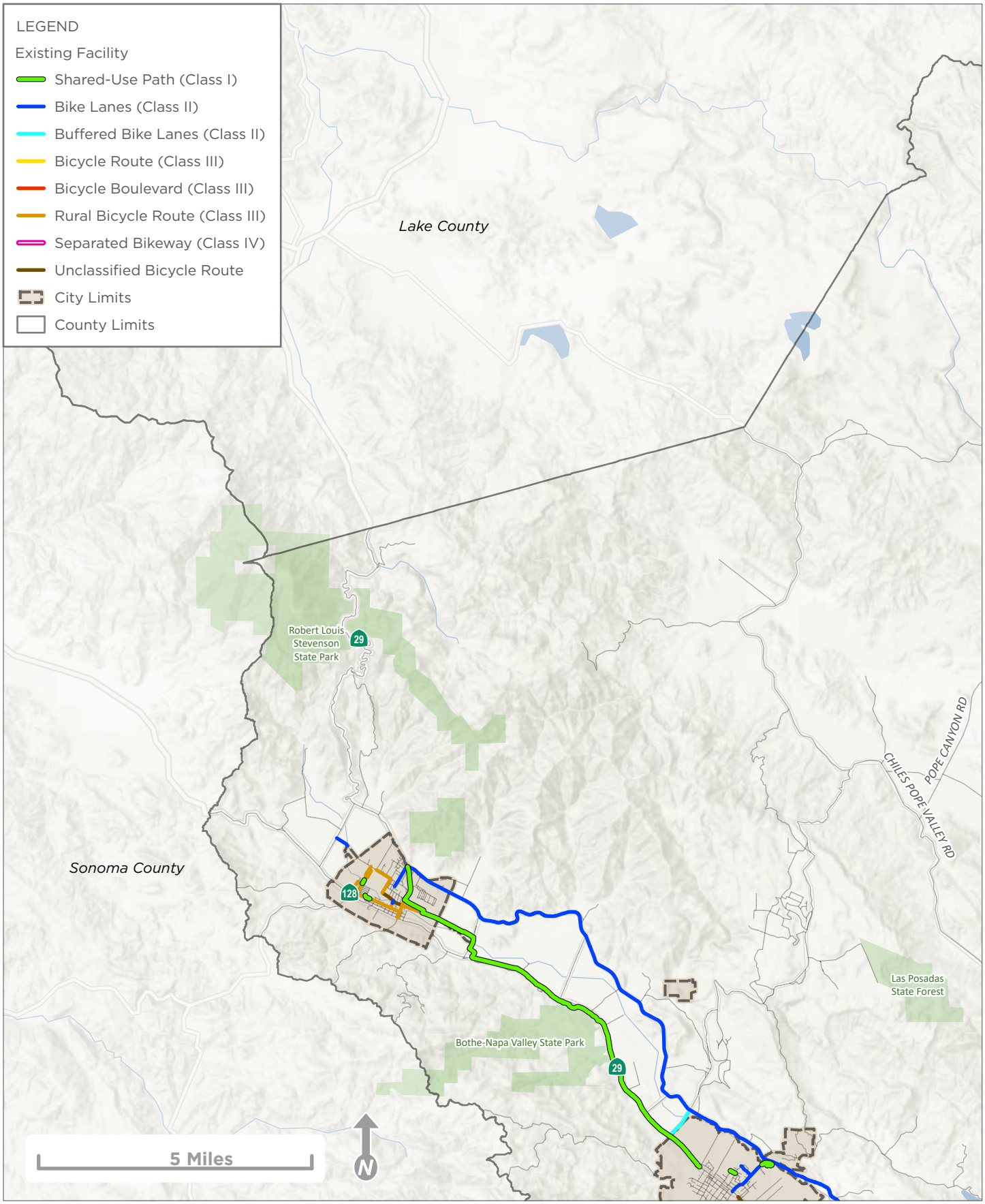


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing Bicycle Facilities

FIGURE 2.13

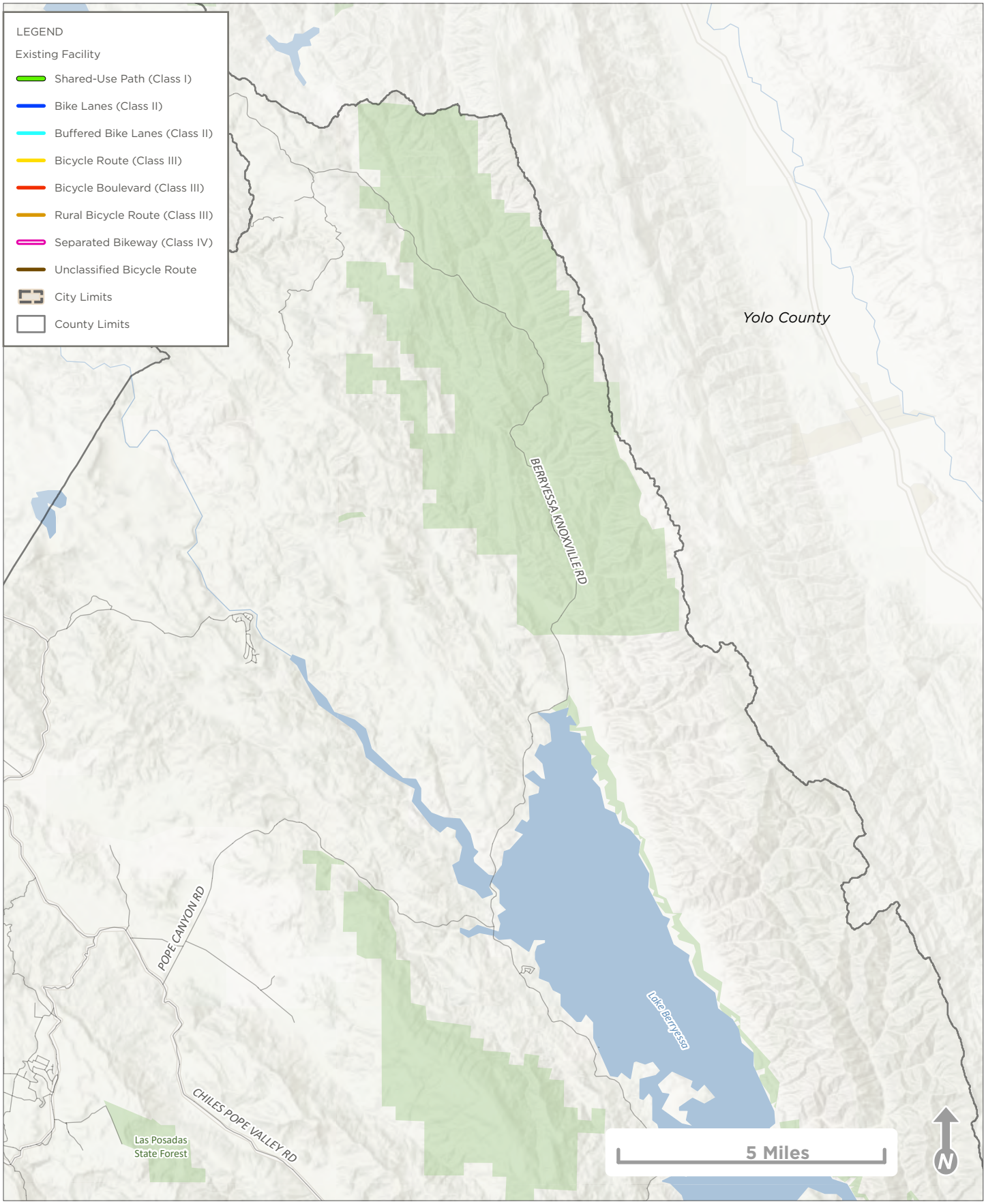


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest
Existing Bicycle Facilities

FIGURE 2.14

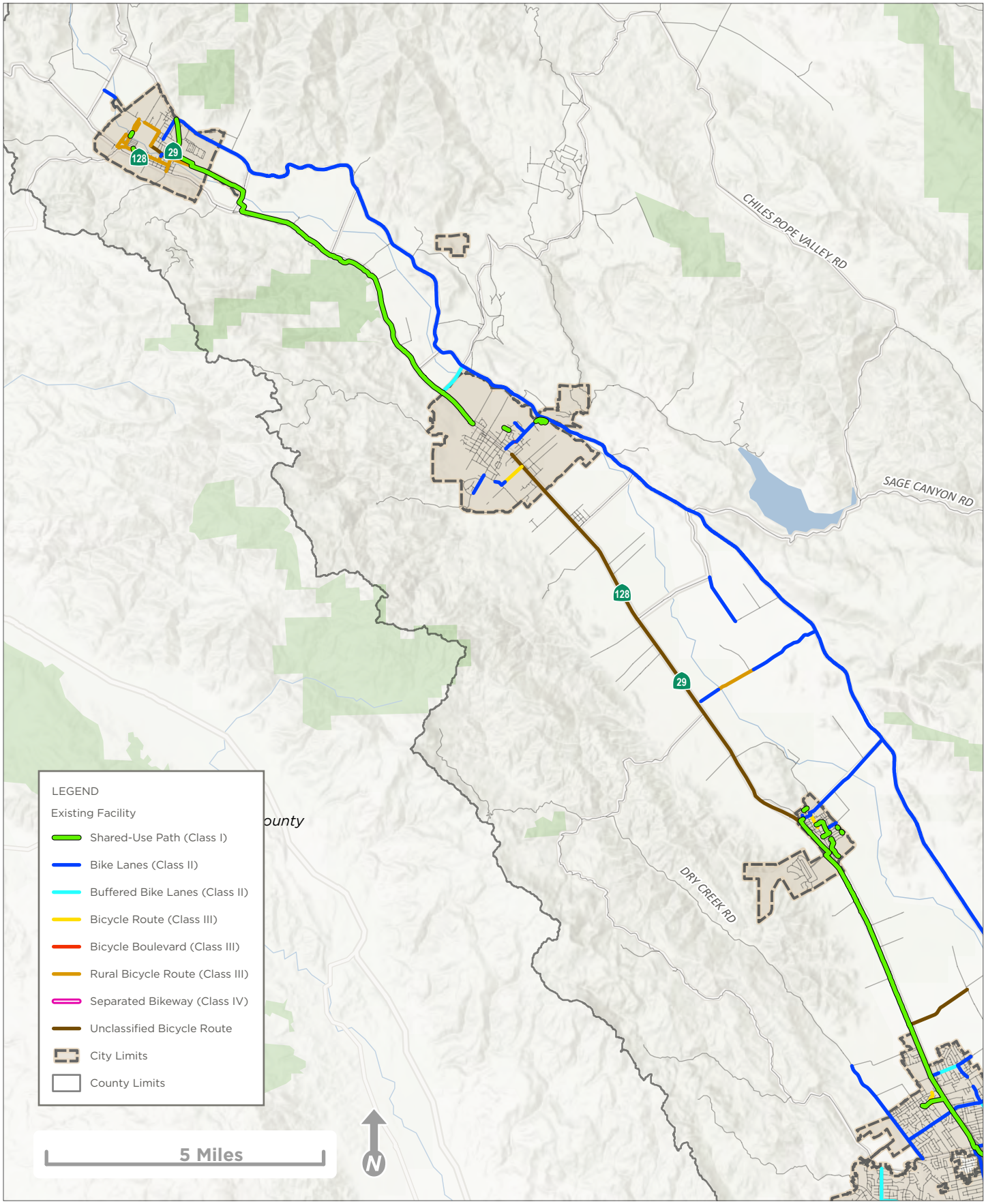


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast
Existing Bicycle Facilities

FIGURE 2.15



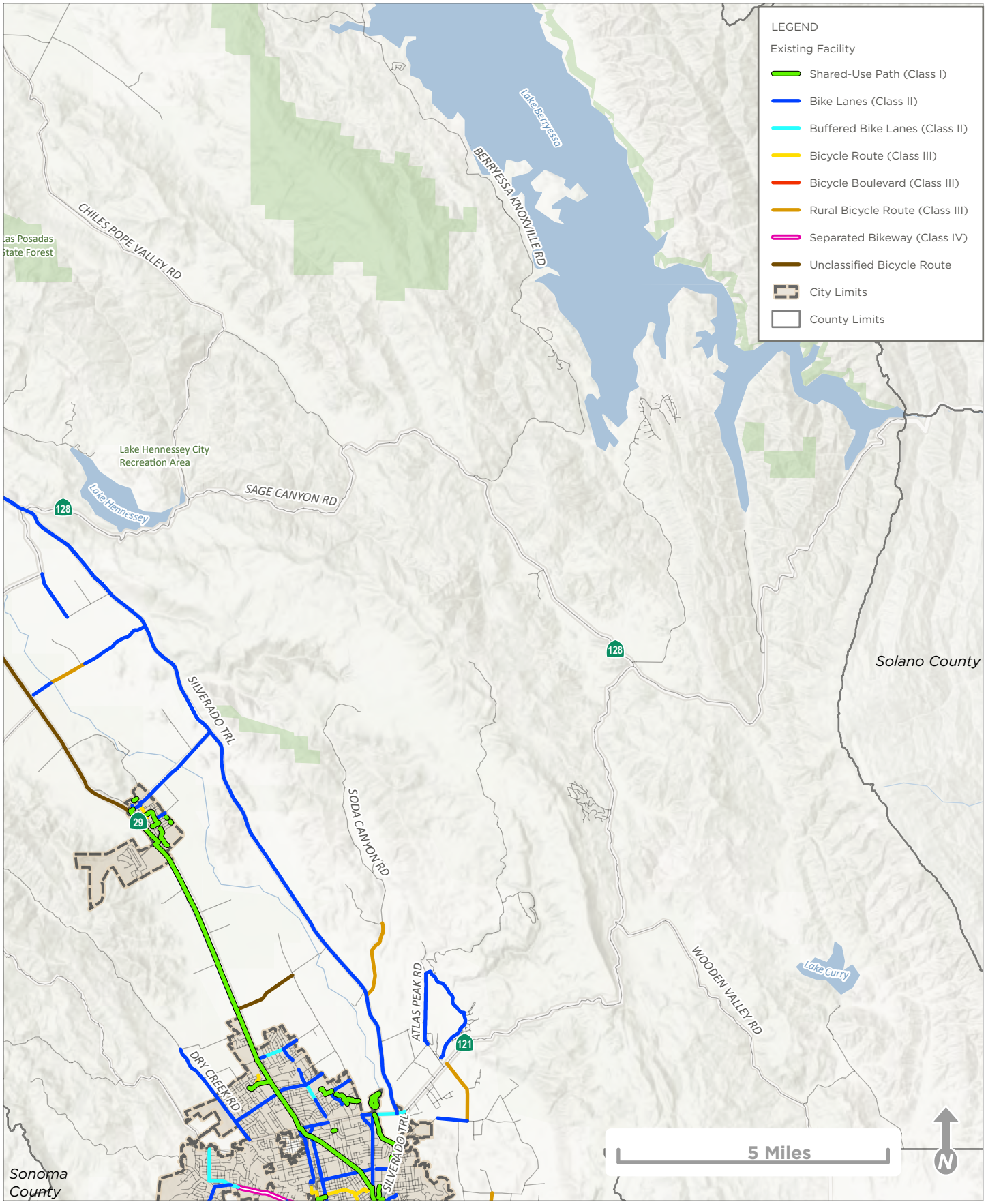
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West

Existing Bicycle Facilities

FIGURE 2.16



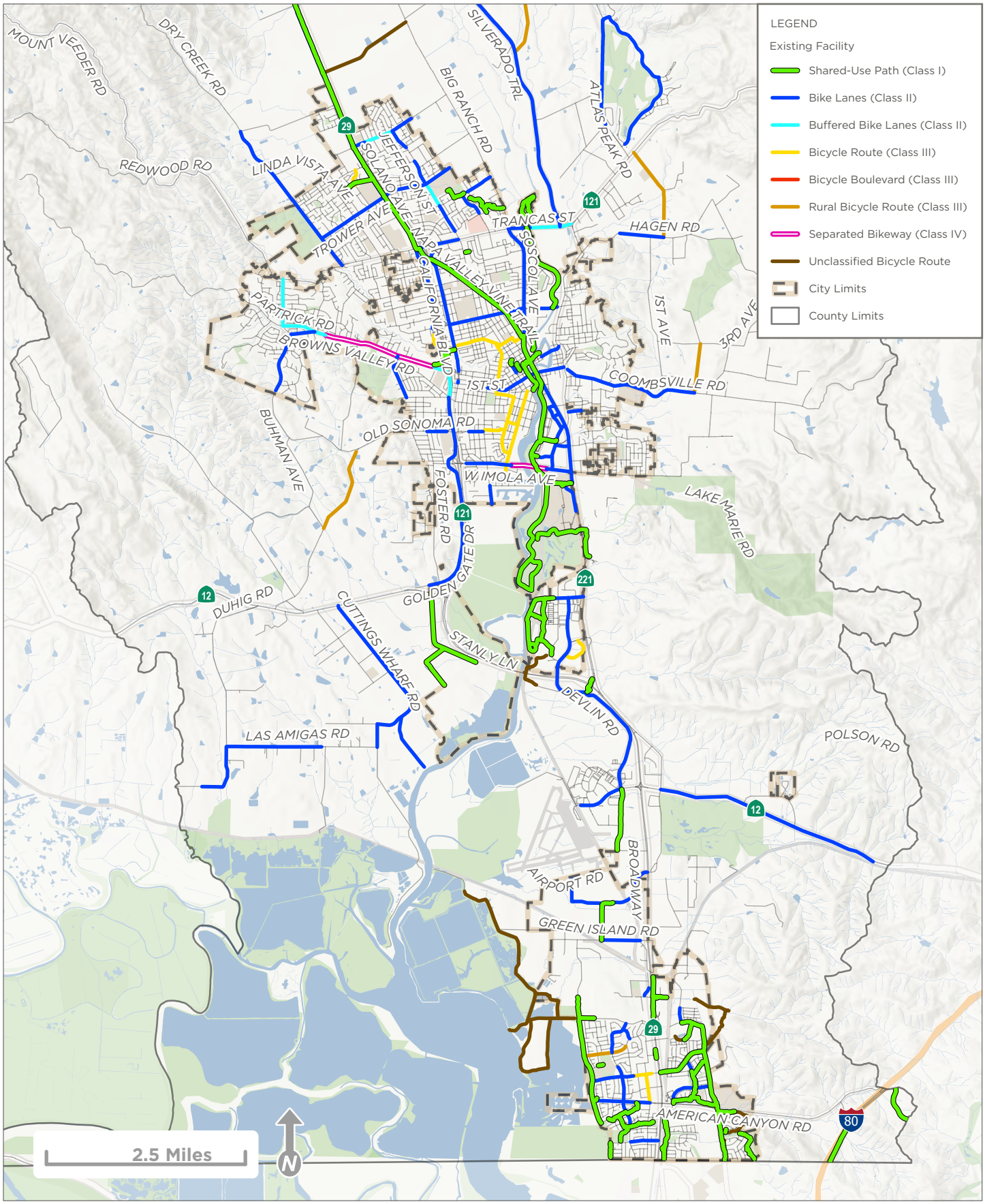
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East

Existing Bicycle Facilities

FIGURE 2.17

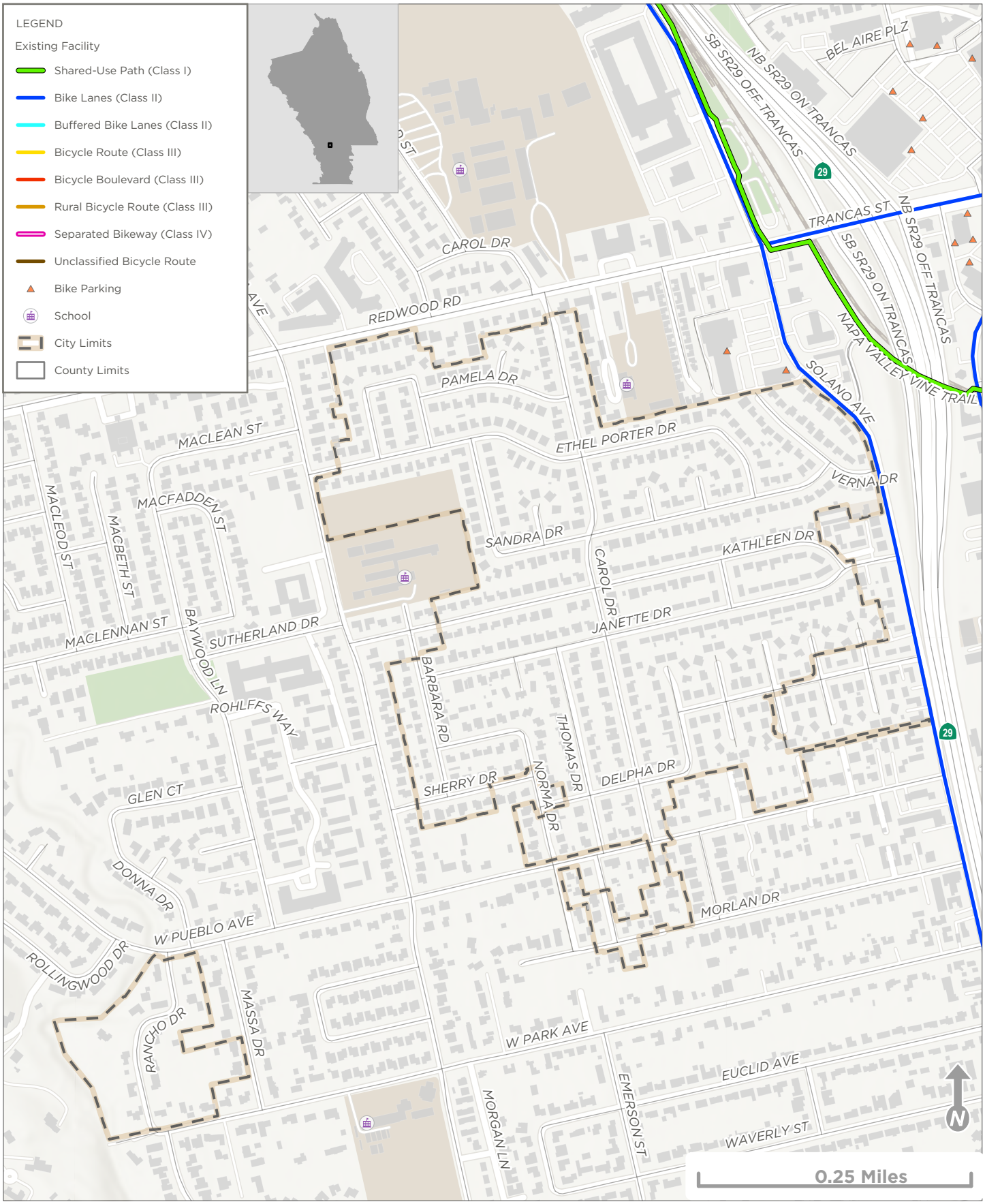


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South
Existing Bicycle Facilities

FIGURE 2.18



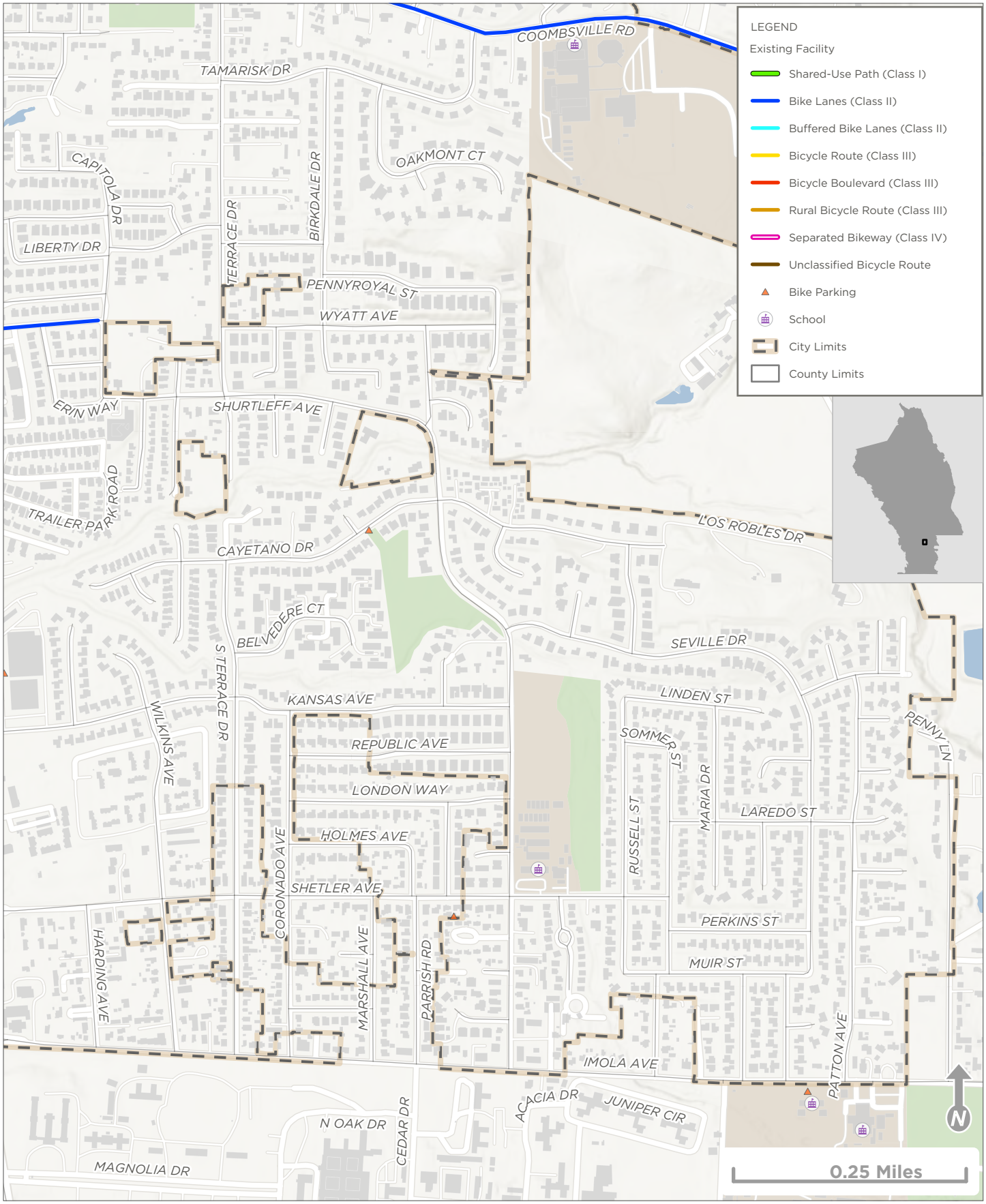
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Existing Bicycle Facilities

FIGURE 2.19

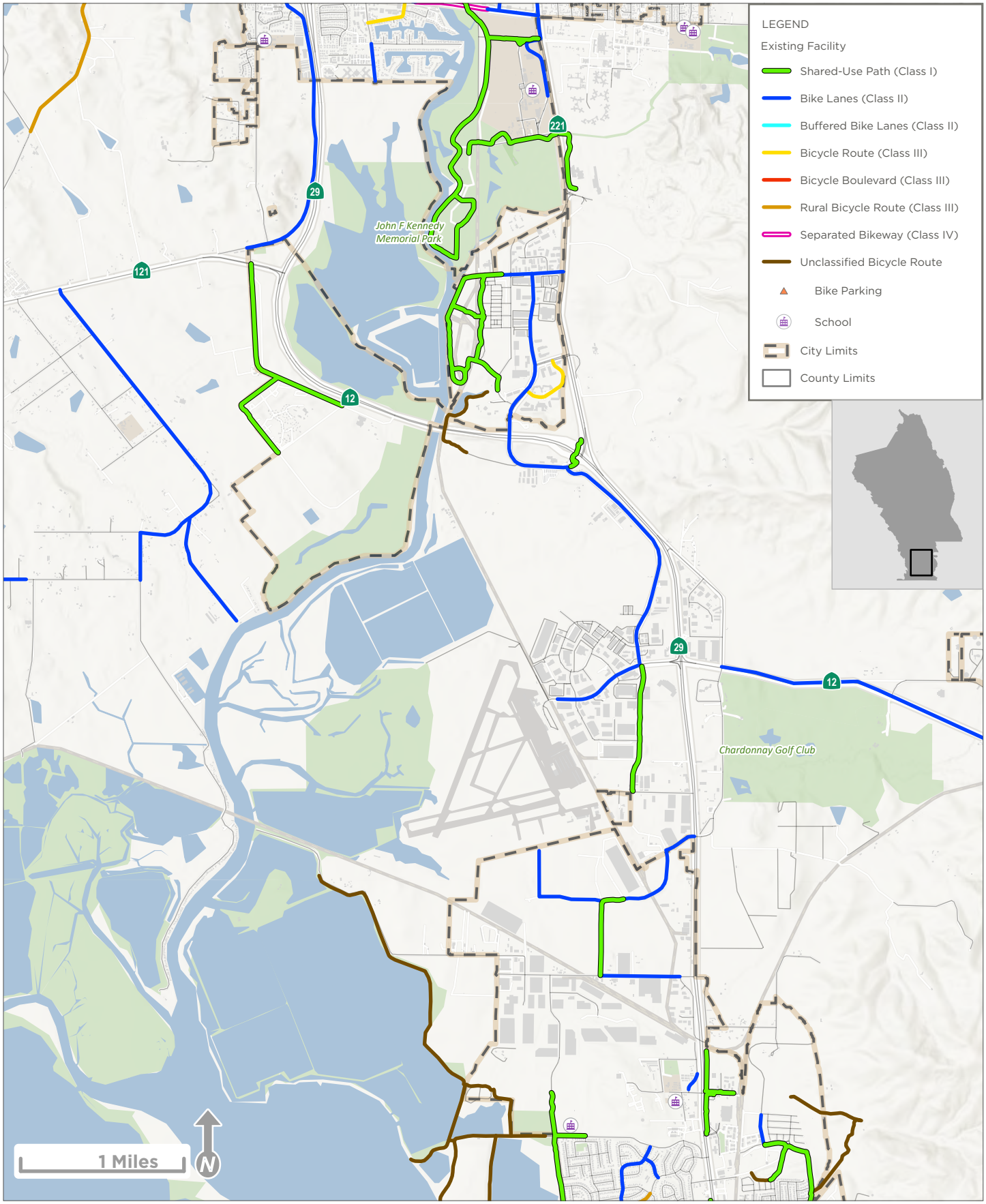


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands
Existing Bicycle Facilities

FIGURE 2.20



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon

Existing Bicycle Facilities

FIGURE 2.21

Existing Pedestrian Network

The pedestrian network was mapped for all five incorporated jurisdictions and the four unincorporated communities of Deer Park, Angwin, Rutherford, and Oakville. Other rural communities of Pope Valley, Berryessa Highlands, and Circle Oaks were not analyzed given their removed location and limited opportunities for pedestrian facility enhancements. Existing sidewalks and shared-use paths are mapped in Figure 2.22 through Figure 2.35. Total existing facility mileage is listed by jurisdiction in Table 2.3.

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks will be considered gaps in the network. Some rural or residential neighborhoods may not require sidewalk implementation per local guidelines, and jurisdictions may apply their own discretion where sidewalk gap projects are or are not appropriate.

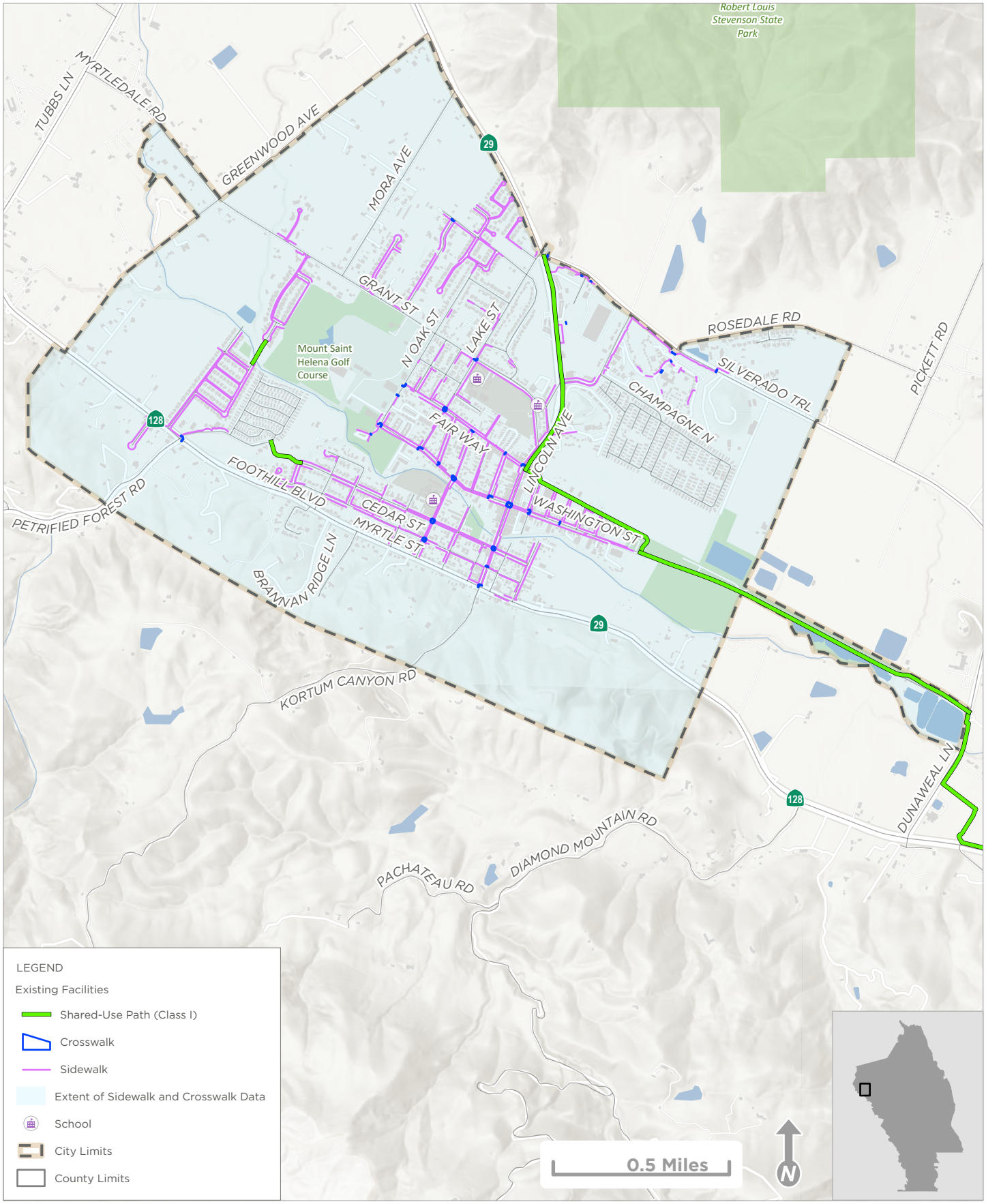
The pedestrian network provides some regional connections throughout the county, and efforts are being made to continue improving regional connectivity. Along SR 29, the Vine Trail has been constructed between Calistoga and St. Helena and between Yountville and the City of Napa. The future alignment will include connections between St. Helena and Yountville and between the City of Napa and American Canyon south to the City of Vallejo.

The unincorporated communities of Angwin, Deer Park, Rutherford, and Oakville have limited pedestrian facilities. Where present, sidewalks are generally of minimum width and offer limited connectivity to local destinations.

There are also numerous unincorporated islands or pockets of Napa County in and around the City of Napa. These areas have a limited or non-existent sidewalks with constrained right of way for new or expanded facilities, presenting long-term challenges for user safety and network connectivity.

Table 2.3: Napa Countywide Existing Pedestrian Facility Mileage

Jurisdiction	Shared Use Paths (Class I)	Sidewalks	Total Mileage
Calistoga	2.3	17.3	**19.6**
St. Helena	1.3	32.5	**33.8**
Yountville	2.4	15.0	**17.4**
City of Napa	18.6	344.5	**363.1**
American Canyon	11.0	108.1	**119.1**
County of Napa	11.5	9.3	**20.8**
Total	**47.0**	**523.1**	**570.1**



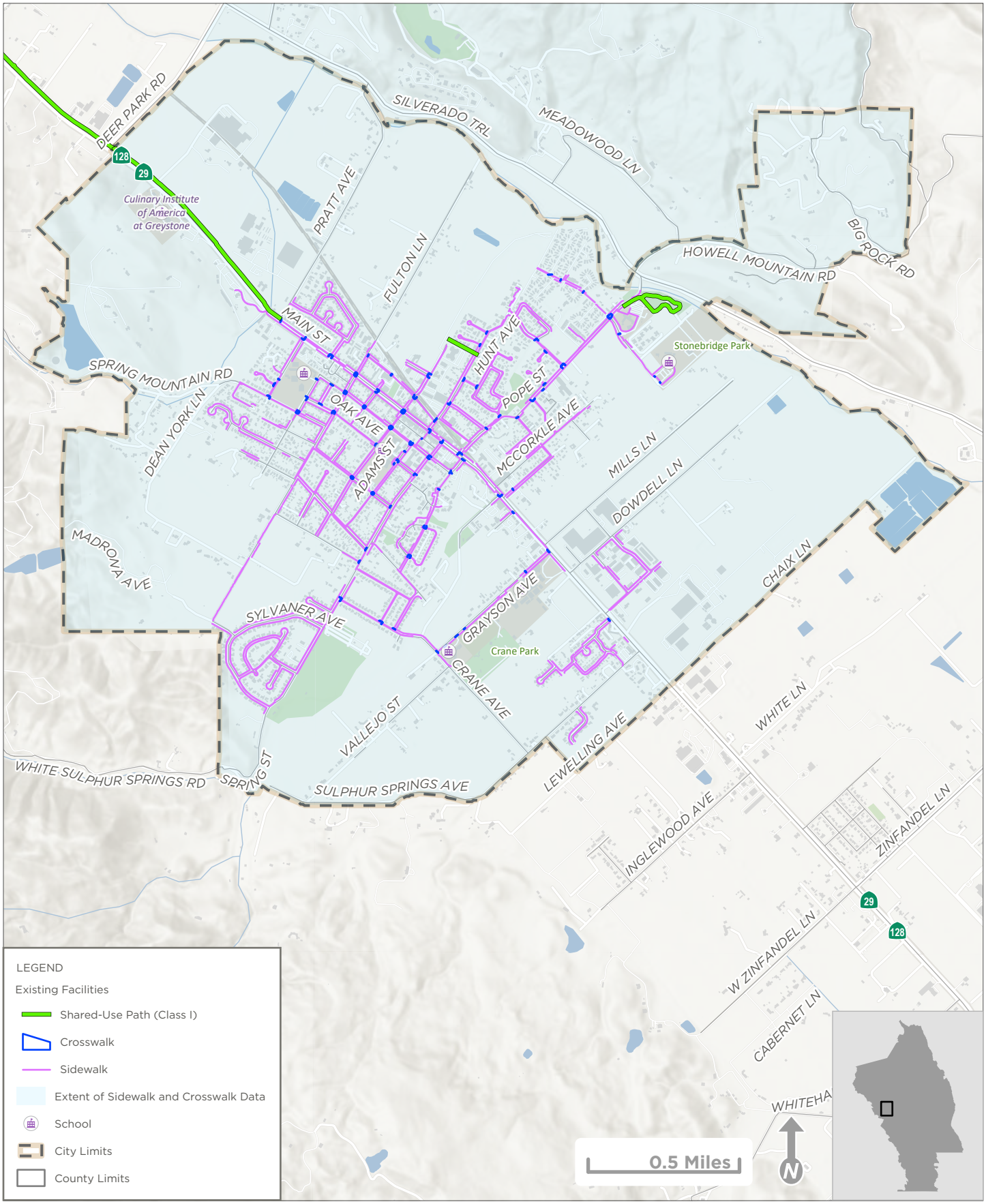
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing Pedestrian Facilities

FIGURE 2.22

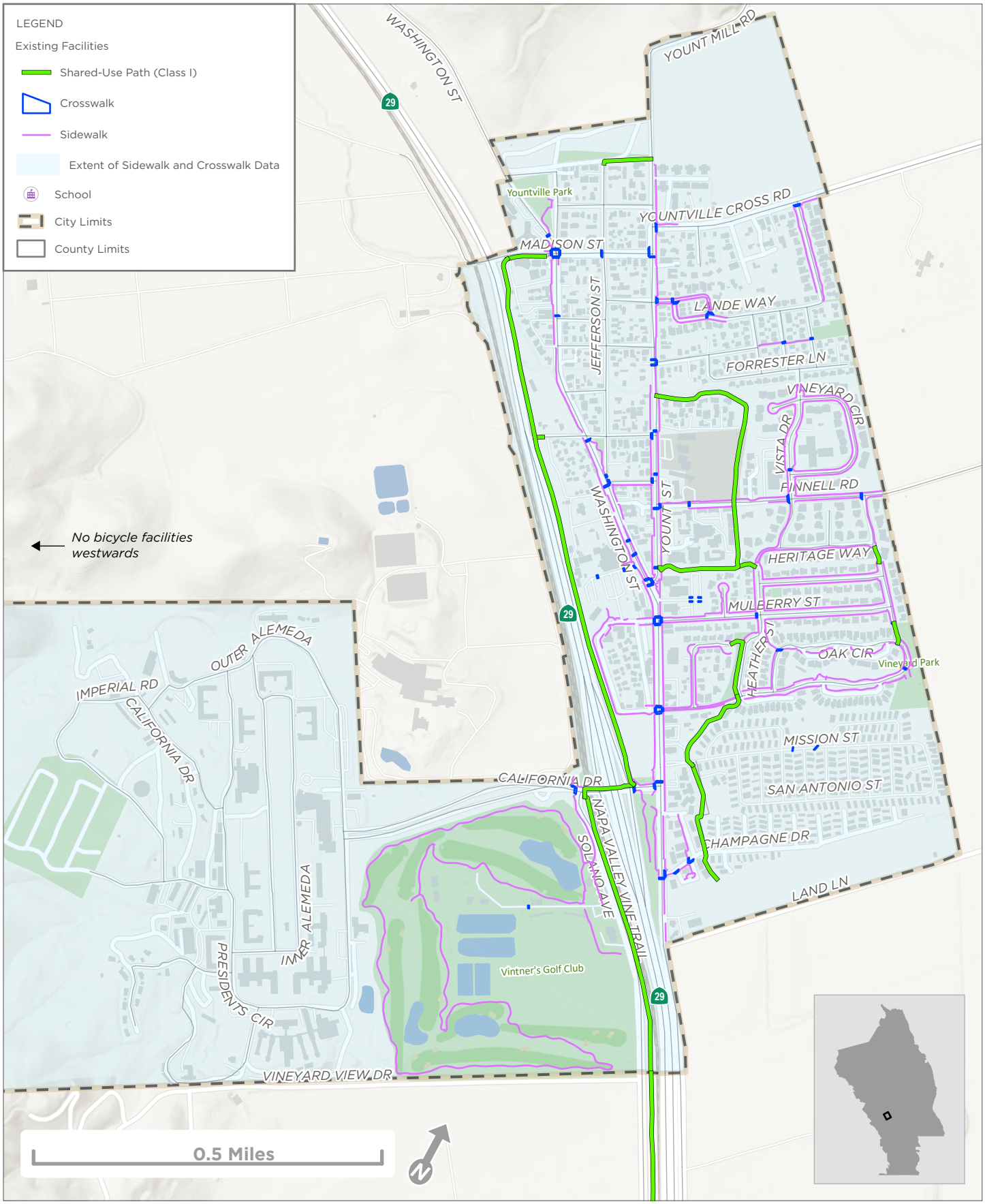


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing Pedestrian Facilities

FIGURE 2.23

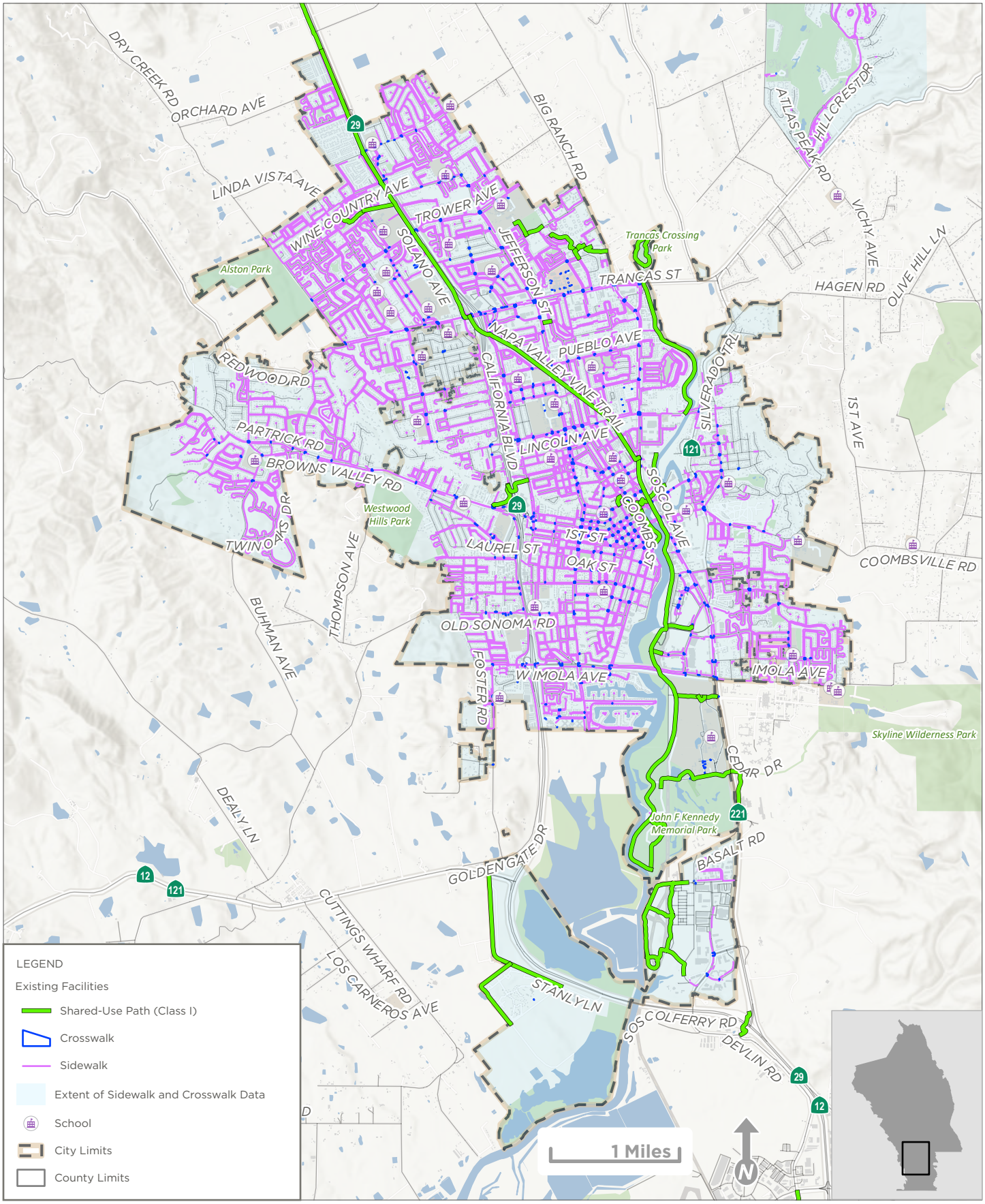


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing Pedestrian Facilities

FIGURE 2.24

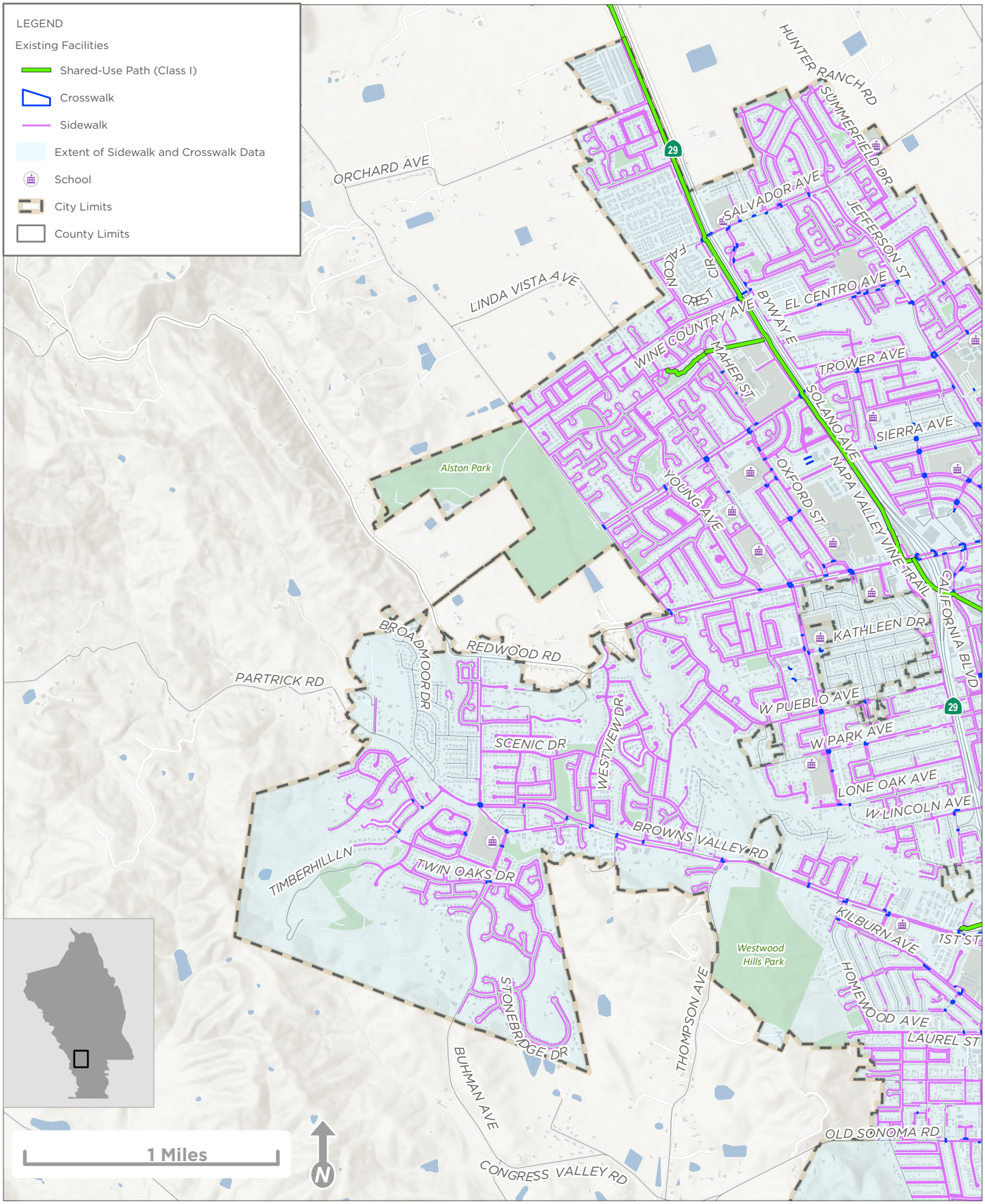


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing Pedestrian Facilities

FIGURE 2.25

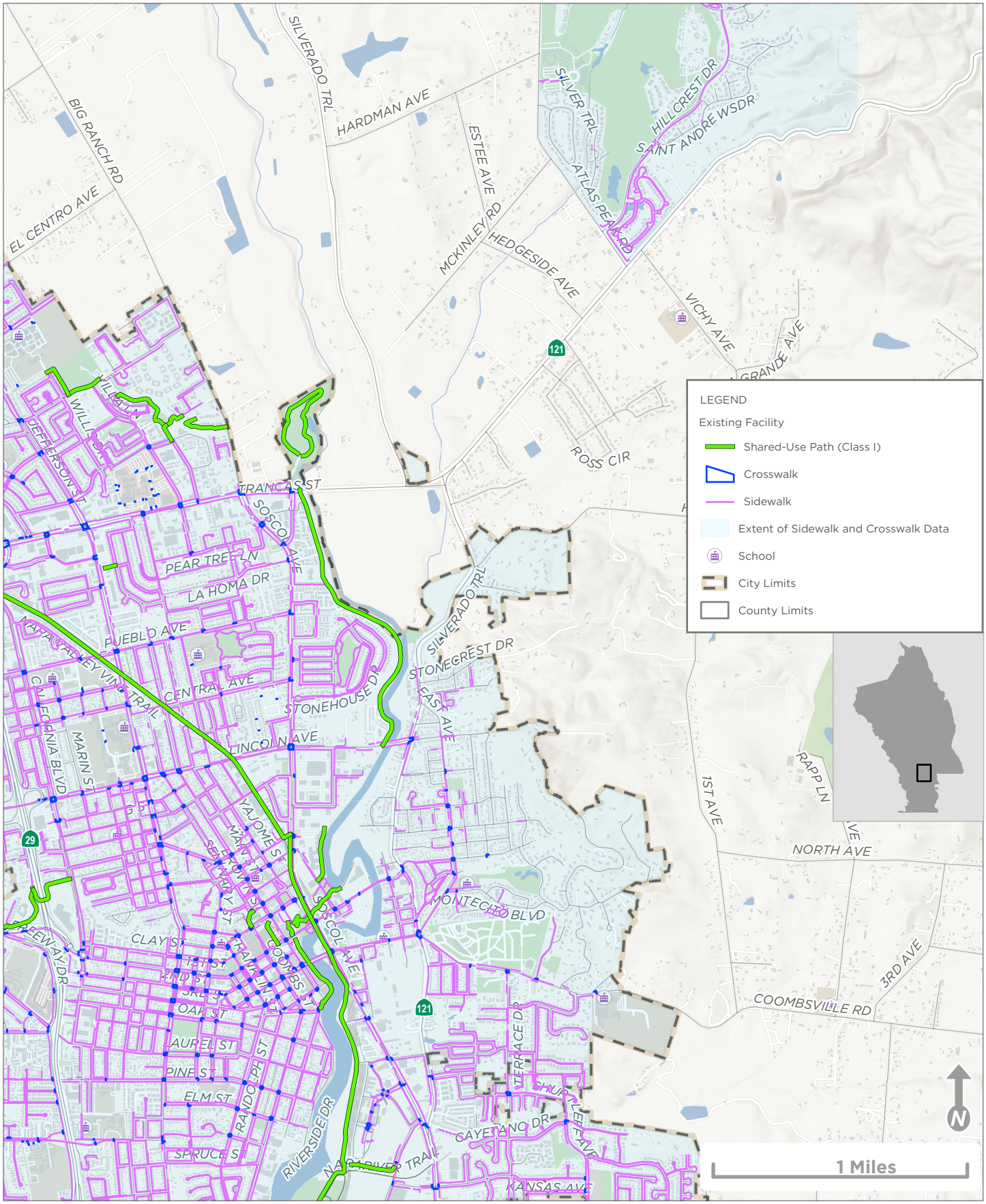


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing Pedestrian Facilities

FIGURE 2.26

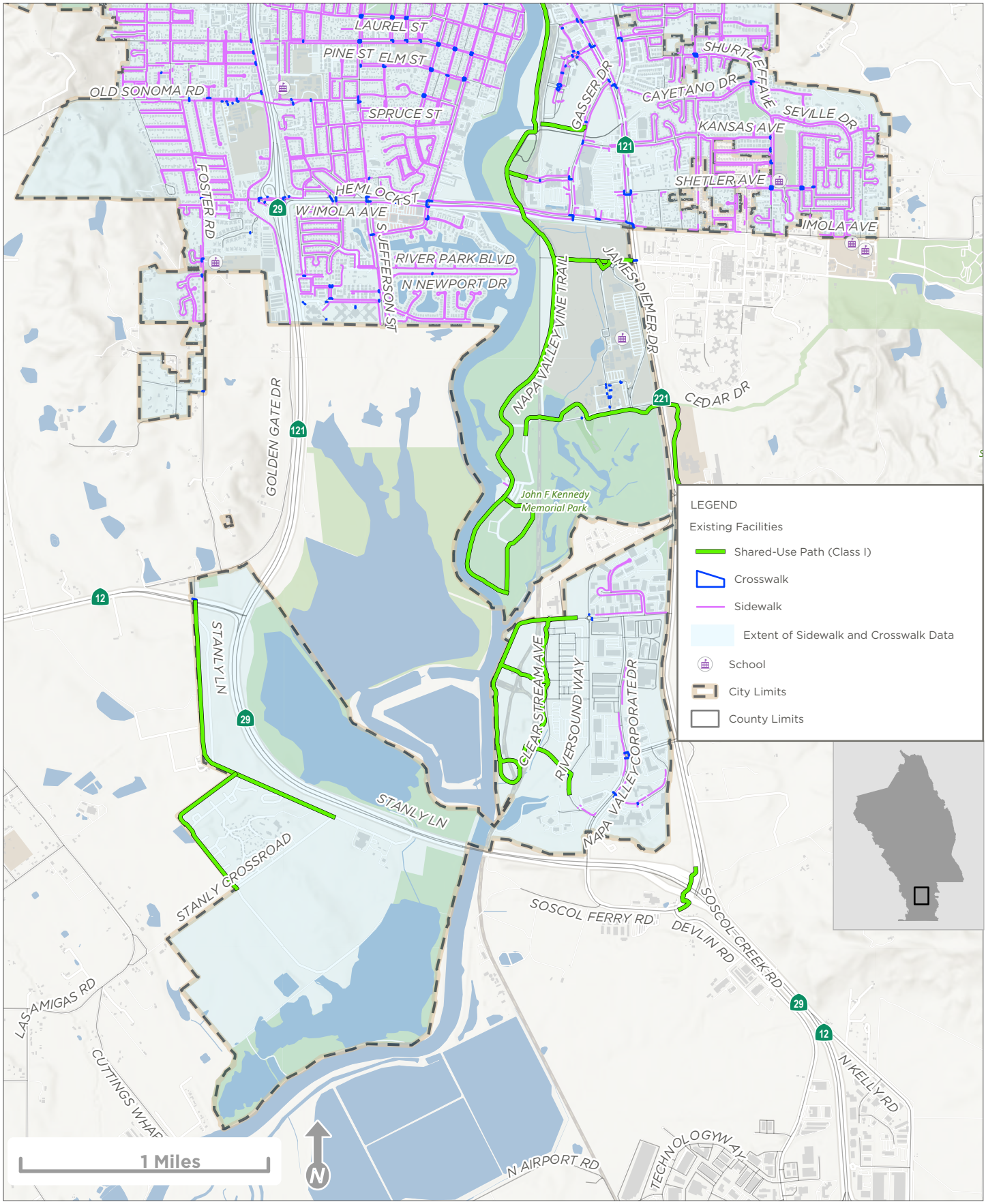


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing Pedestrian Facilities

FIGURE 2.27

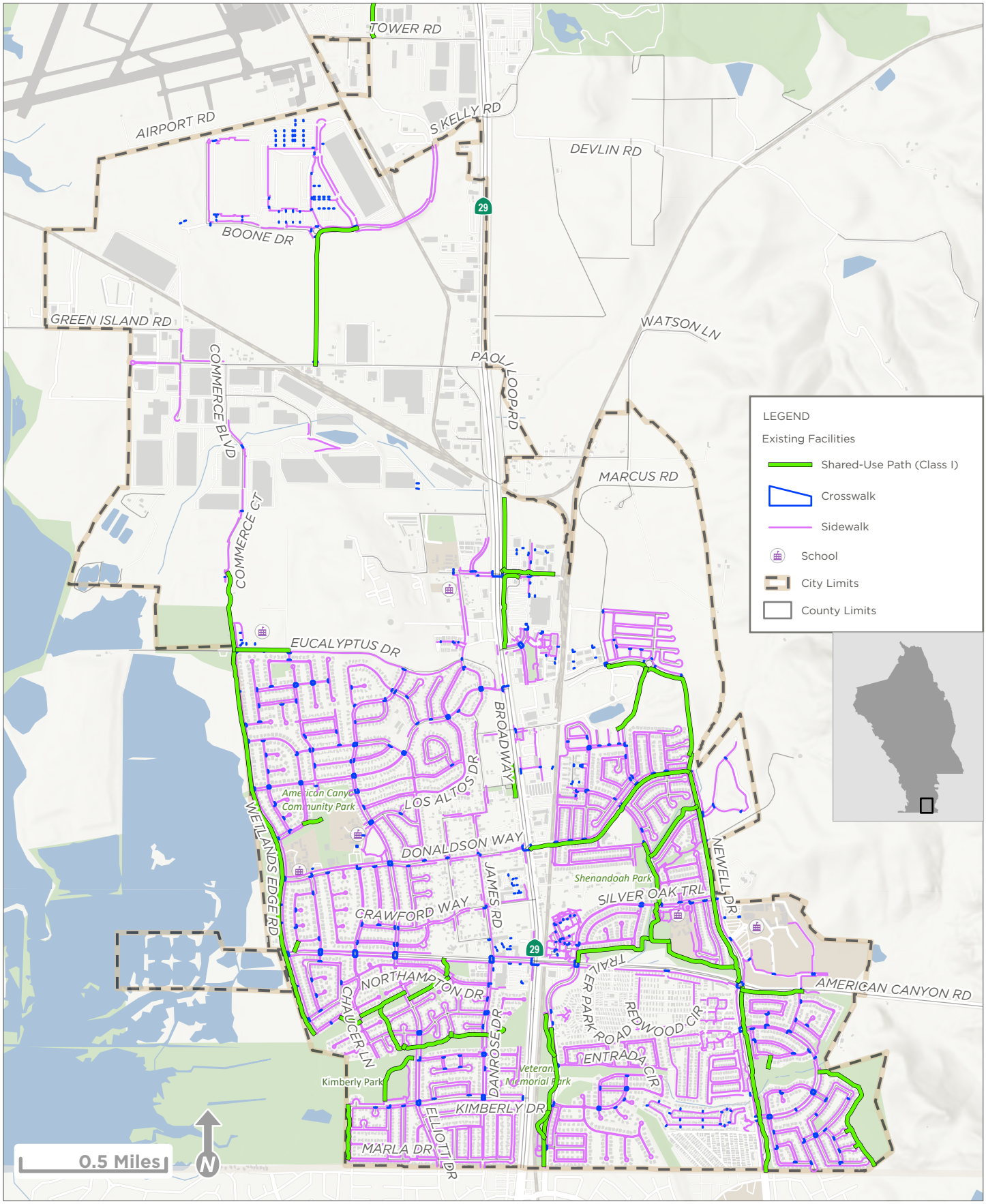


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing Pedestrian Facilities

FIGURE 2.28

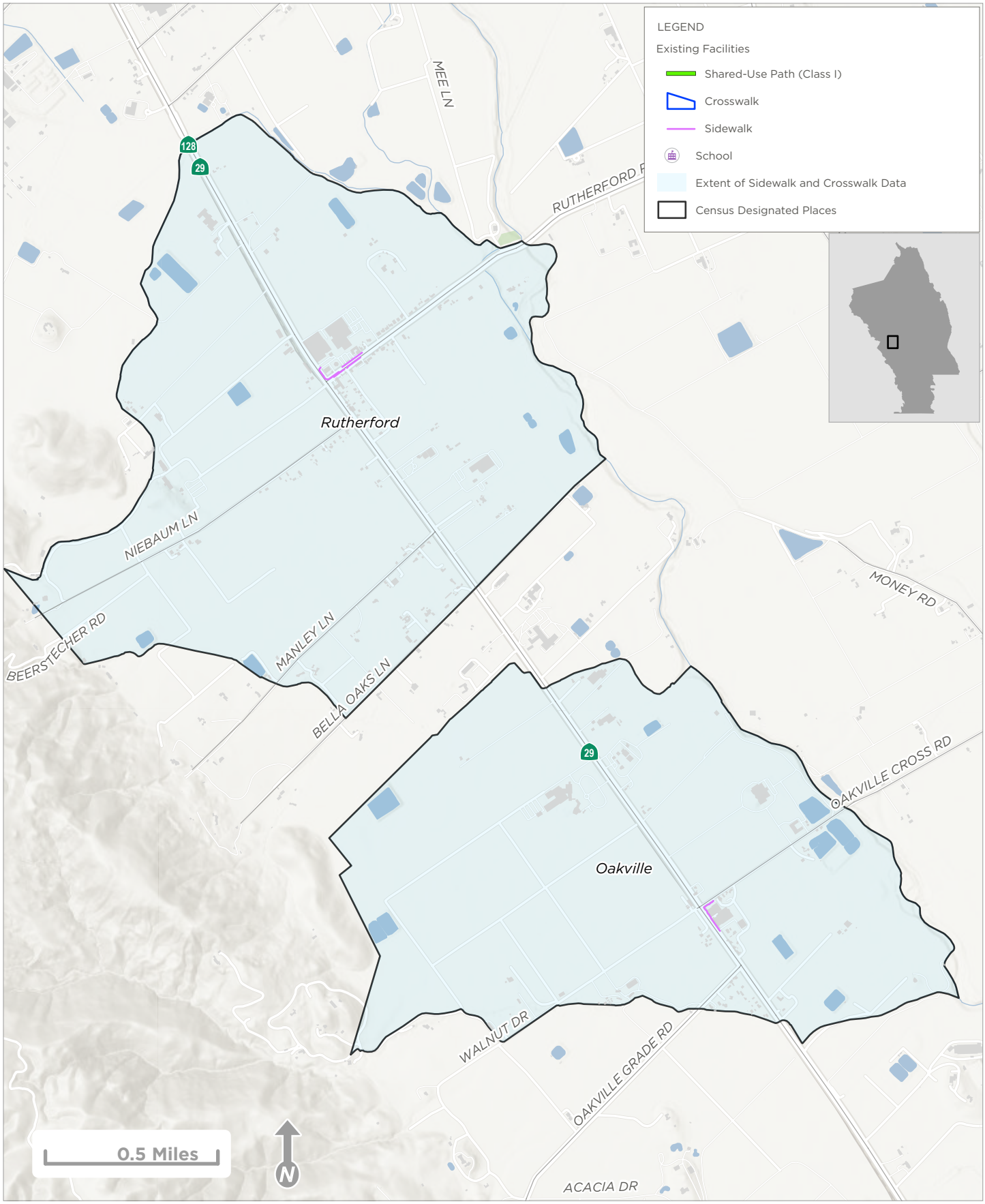


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing Pedestrian Facilities

FIGURE 2.29



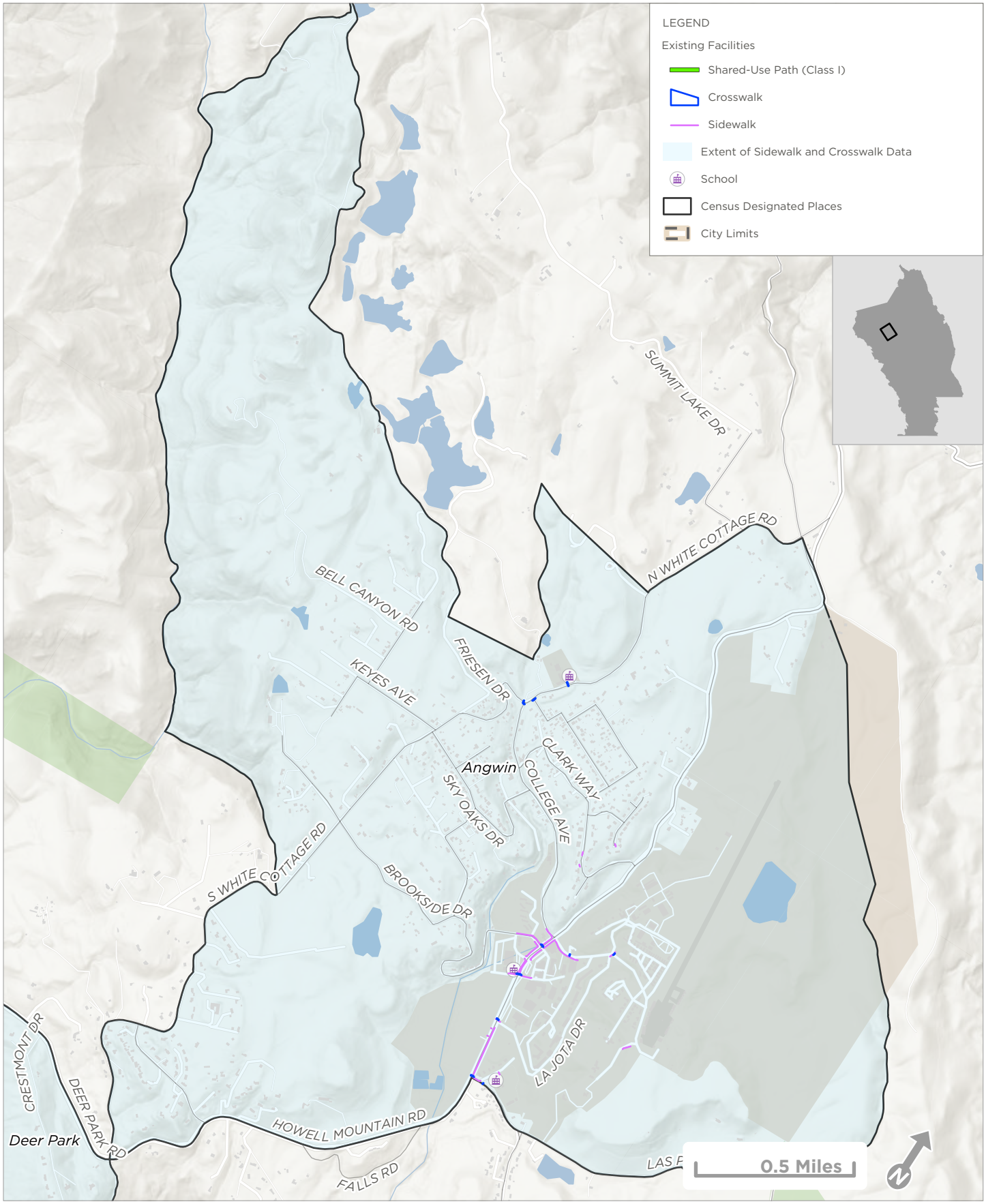
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Rutherford and Oakville

Existing Pedestrian Facilities

FIGURE 2.30



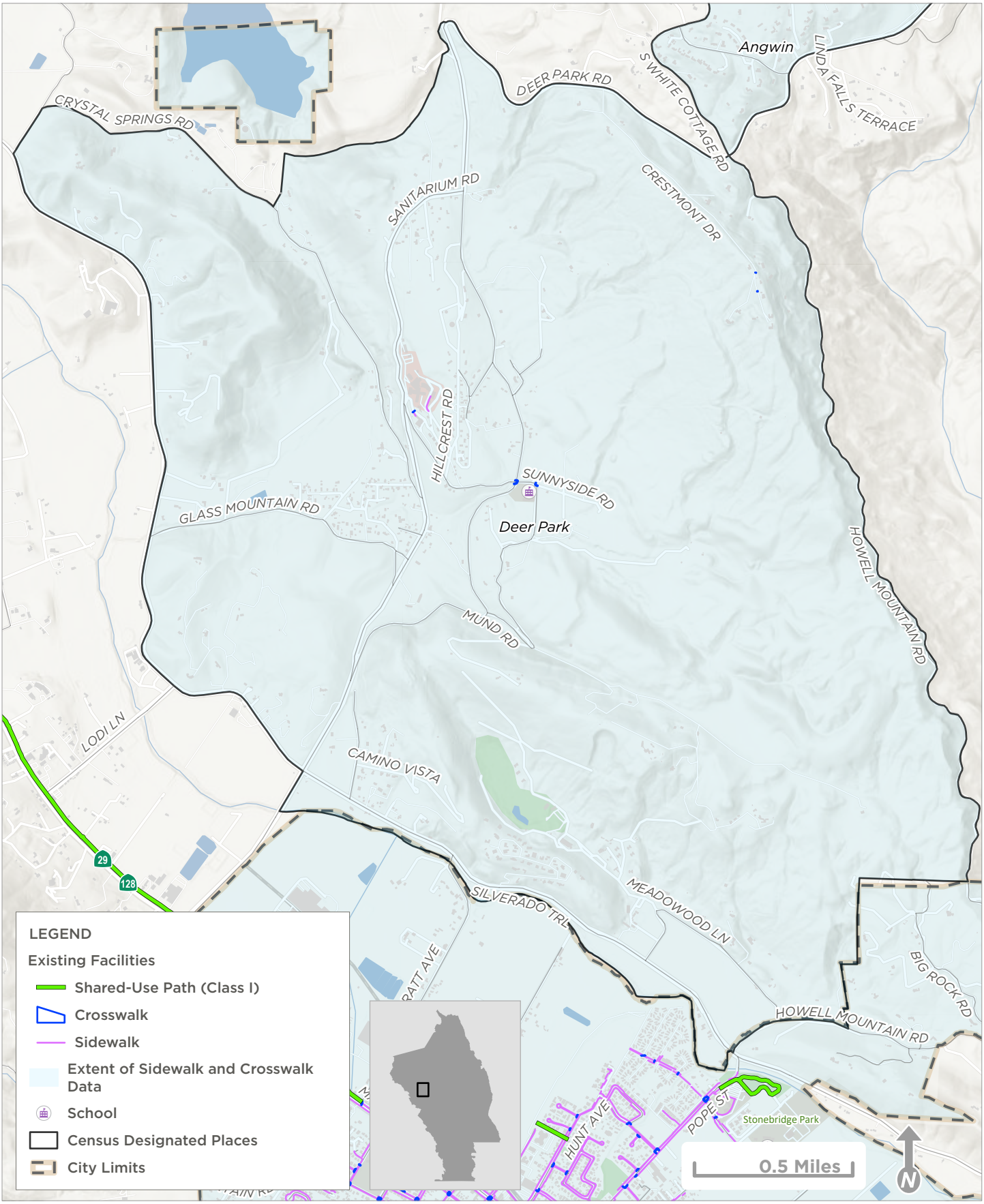
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Angwin

Existing Pedestrian Facilities

FIGURE 2.31



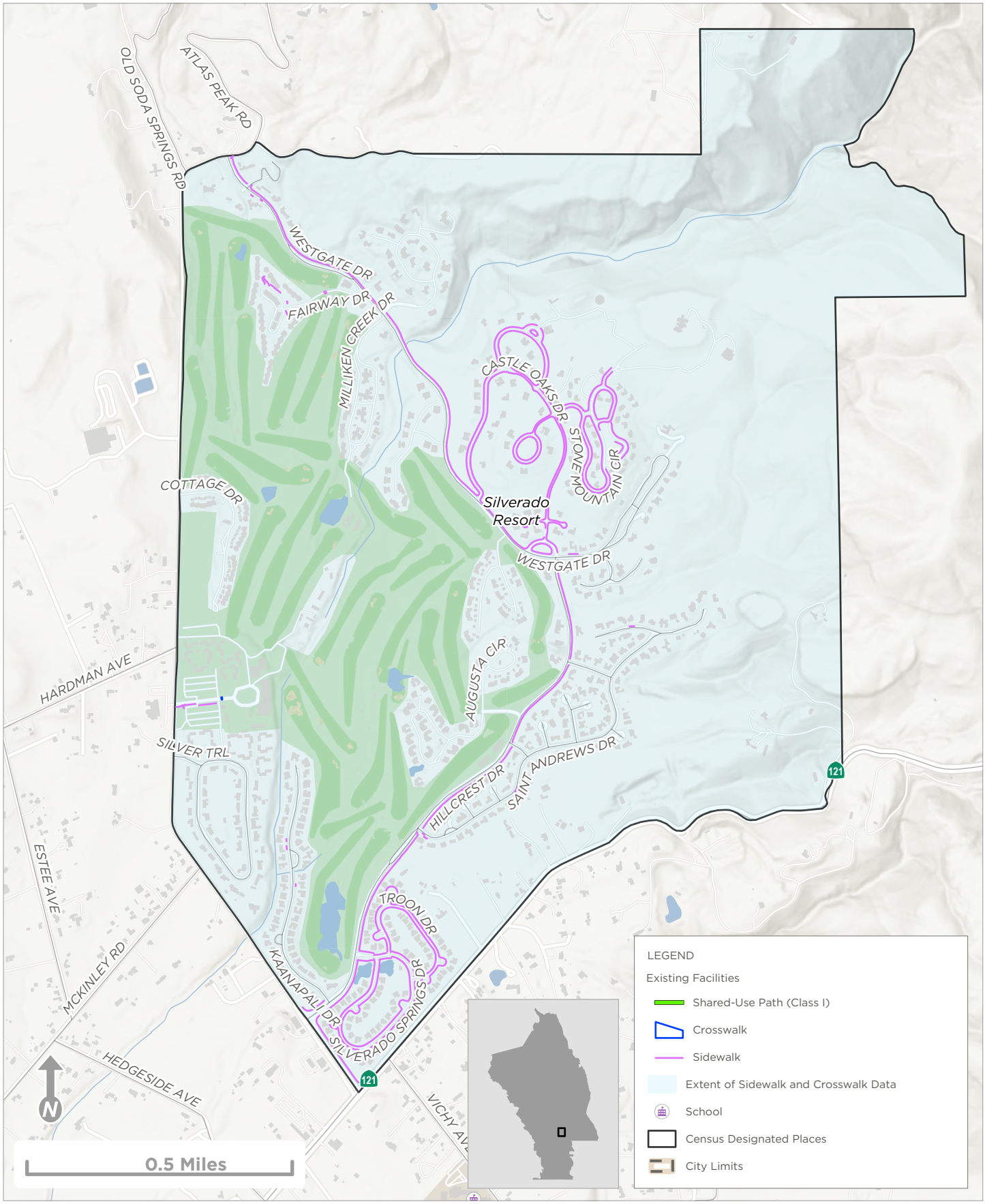
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Deer Park

Existing Pedestrian Facilities

FIGURE 2.32



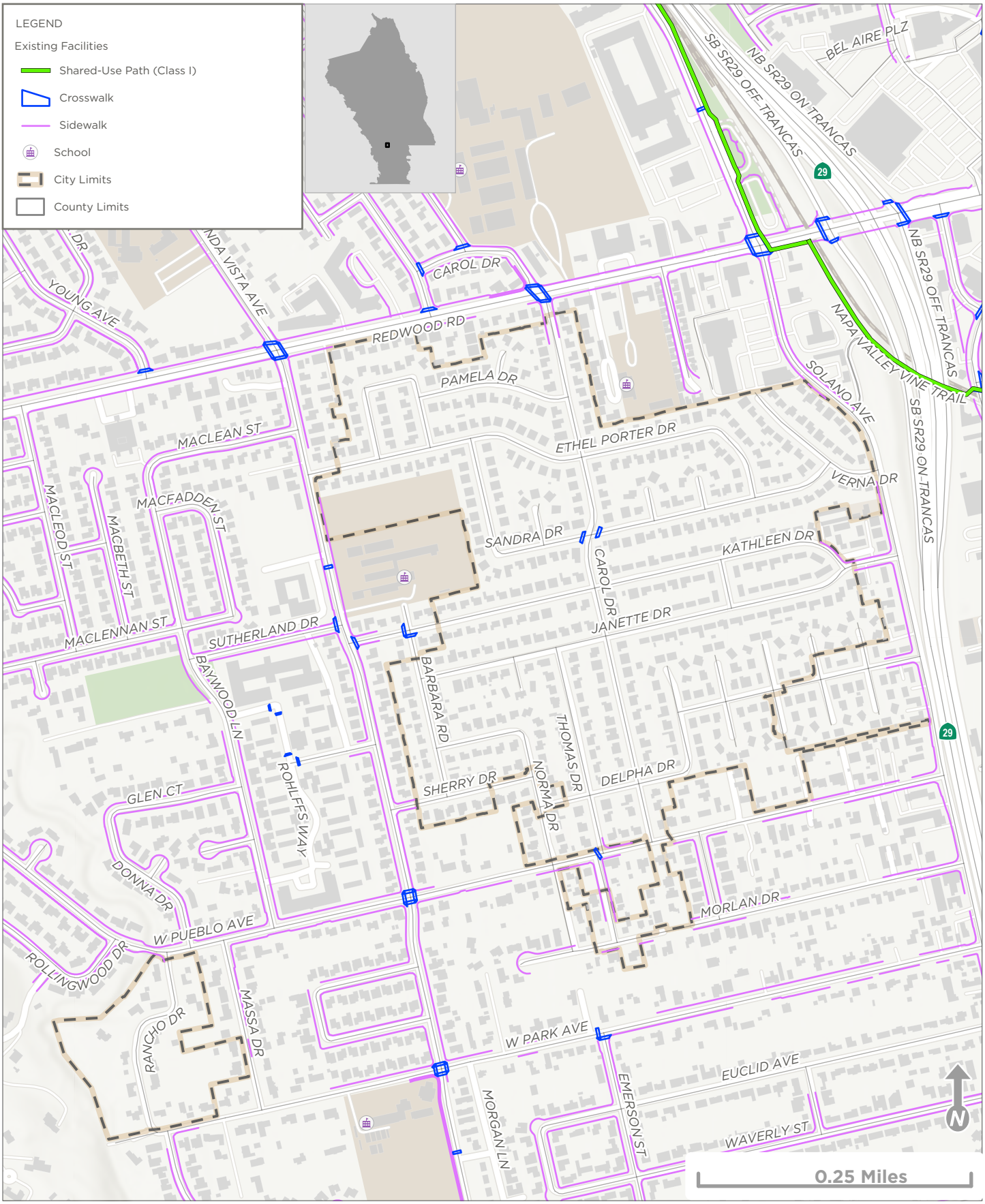
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Silverado Resort

Existing Pedestrian Facilities

FIGURE 2.33



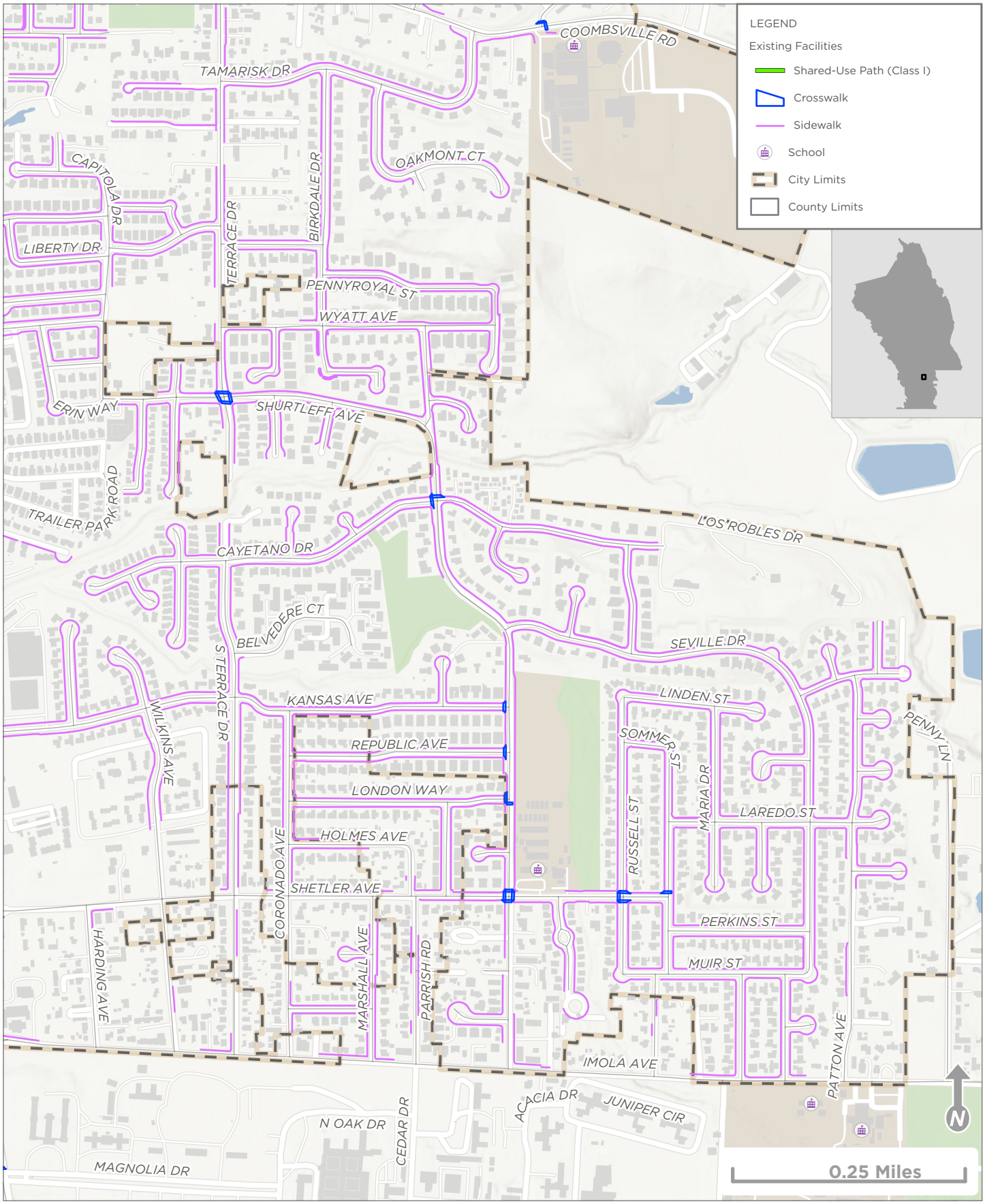
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Existing Pedestrian Facilities

FIGURE 2.34



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Existing Pedestrian Facilities

FIGURE 2.35

Chapter 3
Community Engagement

A foundational element in the development of this AT Plan was gathering meaningful public input from community members across Napa County. Throughout the planning process, NVTA sought to better understand the needs of community members by encouraging broad participation at key milestones.

Community engagement efforts invited individuals to share their experiences, challenges, and priorities related to active transportation, helping to identify key issues such as pedestrian safety, connectivity gaps, improvement preferences, and location-specific barriers.

This feedback directly informed the development of the AT Plan, ultimately shaping a community-driven vision for improving safe, convenient, and accessible active transportation throughout Napa County. Over the year-long engagement period, more than 700 comments were received from community members throughout the county.

Communication Tools and Engagement Activities

Outreach for the AT Plan was conducted between October 2024 and October 2025. Communications tools included a project-specific website; informational materials including fact sheets; paid and organic social media; newsletters and e-blasts, and online surveys. Engagement activities included multiple community workshops held in person throughout the County as well as online, as well as presentations and conversations with stakeholders and local residents at community events, civic gatherings, and local agency meetings.

Workshop 2- Community Member adding comment

Website

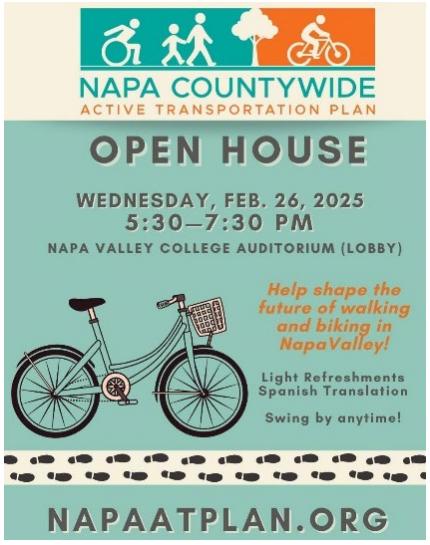
NVTA provided information about the AT Plan through a dedicated page on its site[4] and an engagement-specific webpage[5] that served as the central hub for information, plan development updates, information on upcoming and past public events, and resources for community participation, including links to the online survey, interactive map tool, and a project team contact form.

Fact Sheet

The AT Plan fact sheet included information on the project background, goals, how to get involved, and the project timeline. The fact sheet was updated throughout the development of the plan, with later versions including a link and QR code to the survey and interactive map. The fact sheet was distributed in-person at community events and electronically.

Social Media and Newsletters

Social media posts and newsletter updates for the project were released prior to community workshops, to promote surveys, and provide Plan development updates.



Community Open House Flyer

Online Map Tools and Survey

The engagement website included a mapping tool where community members were invited to share what they loved, wished for, and wondered about the future of the Napa County community. They could place pins for each prompt on a map of the county to identify specific locations in response to each prompt, which helped identify priority areas for improvements. The mapping tool received a total of 143 responses between October 2024 and June 2025.

A survey was also developed to better understand how local residents get around and their priorities for improving walking, biking, and rolling in their community. The survey was open from April 21 to June 23, 2025, and collected a total of 199 responses.

Once the proposed bicycle and pedestrian networks were developed, community members could also place comments via the interactive mapping tool with a similar framework of what they loved, wished for, and wondered about for the future of biking and walking in Napa County. During the comment period from September 26th through October 31, the proposed bicycle network map received 229 unique comments while the proposed pedestrian priority gap closure maps received 91 comments. A full list of all comments received through the map tool and survey, along with geographic coordinates, is available in Appendix B.

[4] nvta.ca.gov/planning-and-projects/planning/regional/active-transportation-plan

[5] ghd.mysocialpinpoint.com/napaatplan

Events

NVTA organized three in-person outreach opportunities and attended 33 events and meetings to reach community members throughout the County, provide details about the AT Plan, and collect input. Nearly 2,000 people were engaged at various events during the engagement period, which may include some individuals who attended more than one event.

NVTA hosted the following community meetings to share updates about the AT Plan and collect input on projects, programs, and policies.

Table 3.1: NVTA-Hosted Community Meetings

Event	Location	Date
Community Open House	Napa Valley College Performing Arts Center	Wednesday, February 26, 2025
Up-Valley (Calistoga) Focus Workshop	Calistoga Community Center	Wednesday, April 2, 2025
Virtual Open House	Zoom Meeting	Tuesday, October 21, 2025

The project team attended the following meetings and events between summer 2024 and winter 2026.

Table 3.2: Community Meetings and Events Attended by NVTA

Event	Location	Date
City of St. Helena Active Transportation & Sustainability Committee	St. Helena City Hall	July 3, 2024
City of Calistoga Active Transportation Advisory Committee	Calistoga Community Center	August 7, 2024
City of American Canyon Open Space, Active Transportation, and Sustainability Commission	American Canyon City Hall	September 4, 2024
NVTA Technical Advisory Committee	NVTA Board Room	September 5, 2024
City of Calistoga Active Transportation Advisory Committee	Calistoga Community Center	October 2, 2024
City of Napa Bicycle and Pedestrian Advisory Commission	City of Napa City Hall	October 10, 2024
City of American Canyon Open Space, Active Transportation, and Sustainability Commission	American Canyon City Hall	November 6, 2024
City of St. Helena Active Transportation & Sustainability Committee	St. Helena City Hall	November 6, 2024
City of Napa Bicycle and Pedestrian Advisory Commission	City of Napa Committee Hearing Room	February 13, 2025
Napa Valley Vine Trail Board Meeting	Virtual (Zoom)	February 20, 2025
NCOE 8th Grade Career Fair	Napa Valley Expo	March 13, 2025
Napa Earth Day	Napa Oxbow Commons	April 12, 2025
League of Women Voters of Napa County	Unitarian Universalist Church Napa	April 16, 2025
Napa BikeFest	Napa Century Cinemas Lot	May 4, 2025
American Canyon Middle School (ACMS) Fair	ACMS	May 7, 2025

Event	Location	Date
NVTA Active Transportation Advisory Committee	NVTA Board Room	May 19, 2025
Democrats of Napa Valley Monthly Meeting	American Legion Napa	July 21, 2025
American Canyon Meet Me in the Street	American Canyon Rd	June 10, 2025
American Canyon Meet Me in the Street	American Canyon Rd	August 12, 2025
NVTA Board Presentation	NVTA Board Room	September 17, 2025
St. Helena Active Transportation & Sustainability Committee	St. Helena City Hall	October 1, 2025
City of Napa Bicycle and Pedestrian Advisory Commission Presentation	City of Napa Committee Hearing Room	October 9, 2025
City of Calistoga Council Presentation	Calistoga Council Chambers	October 14, 2025
Napa Vine Trail Board Presentation	Virtual (Zoom)	October 16, 2025
St. Helena Harvest Festival	Street Festival, St. Helena	October 19, 2025
St. Helena City Council Presentation	St. Helena High – Council Chambers	October 28, 2025
NVTA Paratransit Coordinating Committee	NVTA Board Room	November 6, 2025
NVTA Community Advisory Committee	NVTA Board Room	November 5, 2025
NVTA Active Transportation Advisory Committee	NVTA Board Room	November 17, 2025
Napa County Board of Supervisors Meeting	Napa Board of Supervisors Chambers	January 13, 2026

Key Findings from Community Engagement

Community input was key to the development of the final AT Plan. Across all communication tools and engagement events, the following themes emerged. These comments directly informed the contents of this AT Plan, including as proposed bicycle or pedestrian facilities, recommended policies and programs, or criteria for project prioritization.

Pedestrian Infrastructure and Safety

Community members expressed strong support for improving pedestrian safety and comfort, noting that sidewalk gaps, fractured or broken concrete, a lack of curb ramps, and other issues create daily barriers to safe and convenient pedestrian access. Crossing safety was a major concern, with high vehicle speeds, limited visibility, and insufficient lighting making intersections difficult to navigate. Community members suggested improvements such as curb extensions, raised crosswalks, added beacons, and daylighting to enhance safety, especially around schools. Maintenance issues such as uneven pavement, flooding, and debris were also frequently cited, emphasizing that both repairs and new infrastructure are needed.

Connectivity

A consistent theme across feedback was the need for a more connected and comprehensive active transportation network for walking and biking, particularly with connections to transit. Respondents stressed the importance of linking neighborhoods with schools, parks, shopping areas, and nearby cities to make active travel a practical option. Survey results reinforced this sentiment, with the most frequent highest-rated priority being the creation of a countywide network of safe, accessible bikeways. Participants emphasized that improving connectivity is essential for expanding mobility choices and reducing reliance on driving, especially when it comes to multimodal transportation.

Encouraging Multimodality

Community members expressed that transportation projects should balance the needs of drivers, pedestrians, and bicyclists rather than prioritizing any single mode. Many supported encouraging walking and biking for short trips, and some expressed openness to reducing on-street parking when it improves safety. While some residents reported easy access to local destinations, others noted that concern over infrastructure or conditions prevent them from choosing active transportation more often.

Priority Improvements and Amenities

Community members strongly supported a wide range of safety and mobility initiatives, with especially high enthusiasm for expanding a countywide network of low-stress bikeways for all ages and abilities (AAA). Intersection redesigns, protected bike lanes, wayfinding, sidewalk gap closures, improved lighting, school-based bike education, and more secure bike parking were also frequently rated as important. There was mixed support for increased traffic enforcement.

Location Specific Barriers for Active Transportation

Community members identified numerous locations across the county where walking, biking, and rolling feel unsafe or unreliable, underscoring the need for targeted improvements. Intersections and segments in Napa, such as Solano Avenue at Redwood Road, Jefferson Street, Trancas Street, West Lincoln Avenue, Imola Avenue, Silverado Trail, and multiple points along Soscol Avenue and SR 121 were consistent points of concern. SR 29 in American Canyon and countywide corridors like SR 128, Big Ranch Road, and areas east of St. Helena also marked major concerns for cyclists.

Chapter 4
Needs Assessment

The following needs assessment builds upon the review of the existing transportation environment to identify specific areas for active transportation improvements. The assessment includes an evaluation of bicycle connectivity based on the existing roadway and bicycle facility network. It also includes a summary of priorities identified through the community engagement process, and outlines the methodology used to develop the proposed project list.

Bicycle Connectivity

The following assessment of connectivity considers level of traffic stress (LTS), or how safe a bicyclist might feel on a given roadway, and how LTS impacts bicyclist connectivity to nearby destinations. Higher stress roadways are likely barriers for many bicyclists, and can limit connectivity throughout a city, county, or region.

Bicycle Level of Traffic Stress

Level of Traffic Stress (LTS) is the perceived sense of safety associated with bicycling with or adjacent to vehicular traffic. Studies have shown that traffic stress is one of the biggest deterrents to walking and bicycling. The less stressful the experience (the lower the LTS score), the more likely it is to appeal to a broader segment of the population.

Bicycle facilities are considered low stress if they have fewer interactions with vehicular traffic (such as slow, low-traffic neighborhood streets) or if greater separation is provided between people walking or bicycling and vehicular traffic.

LTS 1 indicates a street with low stress and high comfort for bicyclists, while LTS 4 reflects a street with high stress and low comfort for bicyclists. LTS scores are used to identify locations for project recommendations that create lower stress networks for people of different ages, abilities, and comfort walking and bicycling in Napa County.

Methodology

For the bicycle LTS analysis, road segments were scored from LTS 1 to LTS 4 based on a variety of roadway infrastructure characteristics, including:

- Posted and prevailing speeds
- Number of vehicle lanes
- Roadway functional classification
- Bicycle facility classification
- Separation between bicycle facilities and vehicles
- Parking alongside bike lanes
- Width of bike and parking lanes

Types of Bicyclists

Research conducted by the Portland Bureau of Transportation and later updated with national data indicates that most people in the United States would bike if dedicated bicycle facilities were provided. Based on their skill level and confidence, most people self-identify as one of the four “types of

bicyclists" shown in Figure 4.1.[6] Only a small percentage of Americans are willing to ride on busy streets if no facilities are provided—the so-called "Strong and Fearless" bicyclists.

To better meet the needs of "Interested but Concerned" bicyclists, it is recommended that communities work to decrease stress and improve comfort on their bikeway network. LTS 1 and 2 roads are typically appealing to these bicyclists.

Results

LTS of roadways varies throughout the county. Each jurisdiction is typically made up of a lower stress residential street network divided by higher stress arterial and collector roads. In the unincorporated county, roads are typically higher stress, higher volume, and seldom feature dedicated bicycle facilities. As a result, these corridors are generally taken by more experienced recreational bicyclists and not by residents commuting to their destinations. LTS results for individual jurisdictions can be found in Chapter 7 through Chapter 12.

Safety and Vision Zero

Bicycle LTS is one way of assessing bicyclist safety along the roadway network, but another common way to quantify safety is through a collision analysis. The 2023 NVTA Vision Zero Plan analyzed collisions in the county between 2015 and 2021 and identifies roadways with a high frequency of collisions (also known as the High Injury Network). Local Road Safety Plans (LRSP) conducted at the local and county level provide similar information about high injury and high severity corridors.

While collision analysis shows where collisions have occurred in the past, LTS analysis highlights roads that may feel uncomfortable for bicyclists to ride on and therefore are barriers to active transportation. A high stress road may not have a history of frequent collisions if bicyclists avoid that route.

Figure 4.1: Bicyclist Comfort Typology

Comfort Typology of Bicyclists

Design User Profile	Non-Bicyclist	Interested but Concerned	Somewhat Confident	Highly Confident
Bicycling Preferences	Uncomfortable bicycling in any condition, have no interest in bicycling, or are physically unable to bicycle.	Often not comfortable with bike lanes, may bike on sidewalks even if bike lanes are provided; prefer off-street or separate bicycle facilities or quiet or traffic-calmed residential roads. May not bike at all if bicycle facilities do not meet needs for perceived comfort.	Generally prefer more separated facilities, but are comfortable riding in bicycle lanes or on paved shoulders if need be.	Comfortable riding with traffic, will use roads without bike lanes.
Percent of General Public	31-37%	51-56%	5-9%	4-7%

[6] Dill, J., & McNeil, N. (2016). Revisiting the Four Types of Cyclists: Findings from a National Survey. Transportation Research Record: Journal of the Transportation Research Board, 2587(1), 90-99

Low Stress Bicycle Connectivity

Bicycle connectivity throughout Napa County was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

An example of this analysis in the City of American Canyon is shown in Figure 4.2. The heat map indicates concentrations of low-stress connectivity, where darker green indicates more low-stress connection. The red and orange lines along the road network represent high stress streets, while green and yellow lines represent lower stress streets.

As you can see, many residents can connect to Canyon Oaks Elementary School (the school west of Newell Drive) on the low-stress bicycle network. On the other hand, low-stress connectivity to American Canyon High School (east of Newell Drive) is poor because Newell Drive and American Canyon Road create high stress barriers.

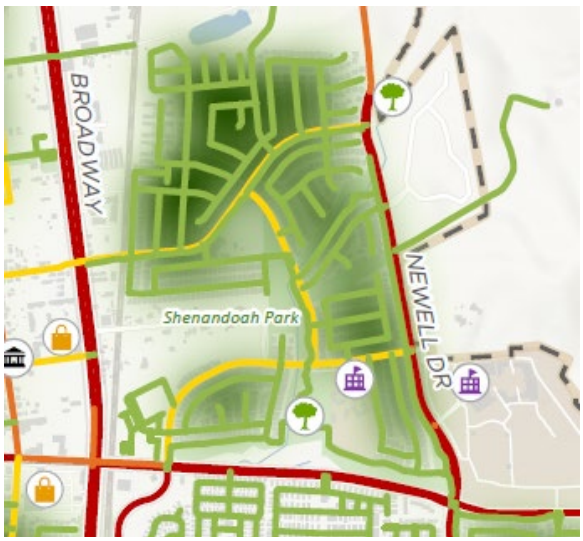


Figure 4.2: Example of Connectivity Analysis

Results from the bicycle connectivity analysis show areas of low stress connectivity are separated by high stress streets creating barriers to bicycling in neighborhoods across the county. Most low stress bicycle corridors in Napa County are along the Napa Valley Vine Trail or other Class I pathways, or within incorporated cities where residents are within convenient walking and bicycling distances of their destinations[7]. Every community in Napa County has at least one higher stress corridor or intersection that serves as a barrier to key destinations. Investing in lower stress improvements at these locations can increase active transportation use and reduce potential for future collisions.

In the unincorporated county, bicyclists typically begin trips further from their destinations. Much of the current bicycling occurring in this part of the county is for recreational purposes rather than commuting, and bicyclists here are typically more experienced at riding on higher stress roads with vehicles.

Further discussion on low stress bicycle connectivity for individual jurisdictions can be found in Chapter 7 through Chapter 12.

Community Priorities

Through community engagement across Napa County, in-person and online, the priorities of the community were used to develop the current Plan. Key feedback themes from each community included the following:

- Calistoga
  - Pedestrian and bicycle crossing improvements at Tubbs Lane/Myrtledale Road, and along Foothill Boulevard
  - Sidewalks along Grant Street
  - Concerns about pavement quality
  - Safe Routes to School

[7] A convenient walking distance is typically assumed to be less than one half-mile, while an acceptable bicycling distance is assumed to be two miles or less.

- St. Helena
  - Safe Routes to School, including on Main Street (SR 29), Madrona Avenue, Hunt Avenue, Valley View Street, Crane Avenue, Sulfur Springs Road, and Spring Street
  - Traffic calming to reduce speeding
  - Sidewalks on SR 29
  - Visibility challenges and narrow streets
  - Complete the Vine Trail
- Yountville
  - SR 29 undercrossing – bicycle and pedestrian improvements
  - Bicycle facilities on Washington Street and Yount Street
  - Sidewalks and paved pathways in neighborhoods
- City of Napa
  - Sidewalk gaps on key corridors, near neighborhood schools, and in older residential neighborhoods
  - Bicycle connectivity to and through downtown
  - Safe Routes to School
  - Vine Trail improvements
- American Canyon
  - Safe Routes to School
  - Improve existing bicycle lanes
  - Traffic calming to reduce speeding
  - Improve intersections along SR 29
  - Connections to industrial areas
  - Vine Trail opportunities
- County of Napa
  - Improve major bicycle corridors, including Silverado Trail and SR 29
  - Upgrade bicycle facilities between cities, including Devlin Road and Solano Avenue
  - Pavement quality and bicycle lane maintenance

Developing the Active Transportation Network

Using the findings from the bicycle connectivity analysis and community engagement priorities, the proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and local jurisdiction staff. Following agency review, the network was refined and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an interactive map hosted on the project website. Feedback gathered during the workshop and from the interactive map was vetted by NVTA and local jurisdictions, and the proposed active transportation network was finalized in early 2026.

Developing the Bicycle Network

The development of the proposed bicycle network considered a variety of factors, including past planning efforts, the existing transportation environment, and community feedback.

First, the bicycle network proposed in the 2019 Countywide Bicycle Plan was incorporated. Facilities were upgraded to meet current best practices where possible. In some cases, planned bicycle facilities were removed if they were redundant or infeasible to implement. Proposed bicycle facilities from local plans were also incorporated and updated to align with the goals of the AT Plan.

Bicycle facilities were then developed based on the existing network, bicycle LTS scores, and proximity to destinations. Destinations with low bicycle connectivity were considered for bicycle improvements. Bicycle facilities were also considered to expand the existing network, especially if they improve connectivity to key destinations. Where possible, bicycle facilities were proposed to reduce LTS, especially along routes where no parallel, lower stress option was available.

Qualitative feedback from the community was key to understanding barriers to active transportation not identified in the quantitative analysis described above. Residents highlighted commonly used routes that needed improvements, streets that were barriers to safe active transportation, and destinations that lacked adequate connectivity. This feedback was incorporated throughout the proposed bicycle network.

In some cases, study corridors were recommended. These are streets that were identified through the needs assessment or by the community for future improvements but require a greater level of study than is possible within this planning effort to determine the most appropriate improvements for the corridor.

Developing the Pedestrian Network

Shared-Use Paths

Shared-use paths were largely identified as part of the bicycle facilities development process, but they also contribute to a connected, low-stress pedestrian network. Shared-use paths were considered in the development of the sidewalk gap closure projects.

Sidewalk Gap Closure Projects

Using satellite imagery, the roadway network was mapped, and each roadway segment was categorized as having sidewalks or no sidewalks. Potential sidewalk gap projects were then determined based on a series of factors including roadway context and proximity to walkable destinations. Roadways that would provide pedestrian connectivity to nearby destinations or existing sidewalks and paths were considered for potential sidewalk projects.

Roadways were typically removed from the list of potential gap projects if they were rural in nature, did not provide connectivity to key destinations, or right-of-way was severely limited. Gaps along vacant lots were also excluded, as developers of property would be responsible for implementing sidewalks Local sidewalk policies and jurisdictional discretion were also used to eliminate potential sidewalk gap projects. This manual review of the network provided a list of potential sidewalk gap projects.

Once the list of potential sidewalk gap projects was identified, the projects were proposed based on how beneficial they would be to pedestrian travel. Sidewalk gap projects were added to the final list of projects if:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

If gaps are present on both sides of the street, the AT Plan proposes a sidewalk on the side of the street closest to the point of interest.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary. This methodology used to develop the pedestrian network aims to allocate resources to pedestrian projects that would provide the highest pedestrian benefit. NVTA recognizes that additional sidewalk projects throughout the county may provide safety and connectivity benefits but may be longer term projects due to funding limitations.

Chapter 5 Countywide Recommendations

Based on prior planning efforts, findings from the existing conditions analysis and needs assessment, and feedback from the community, the countywide active transportation network was developed. Site specific infrastructure improvements included a network of proposed bicycle facilities and a pedestrian network of proposed sidewalk gap closure projects. To accompany the network improvements and crossing policy, a treatment toolkit was developed with bicycle and pedestrian improvement design guidance. See Appendix D for the Treatment Toolkit.

The pedestrian and bicycle network recommendations were vetted through a collaborative process with local jurisdiction staff. Staff reviewed and provided edits to the network to ensure that the recommended improvements aligned with local planning projects and priorities.

In addition, a set of non-infrastructure policies and programs were developed to support the infrastructure recommendations and help Napa County move towards countywide transportation goals identified in the Plan. Recommended policies and programs can be found beginning on Page 99.

Proposed Bicycle Network

The proposed bicycle network aims to improve connectivity for bicyclists throughout the county. The network includes a variety of bicycle facility types to address various user needs and abilities, including off-street paths, on-street bicycle lanes and protected bikeways, and mixed traffic facilities (bicycle routes and bicycle boulevards). The network also includes study corridors that may be prioritized for future planning efforts.

The bicycle network is intended to be implemented over time as funding opportunities arise. To help NVTA and local jurisdictions prioritize bicycle projects for implementation, a list of near-term projects is provided in Chapter 6.

Bicycle Facility Selection

Bicycle facility types were selected in accordance with the bicycle facility selection guidance outlined in the treatment toolkit. The guide recommends bicycle facility types based on posted speeds and average daily traffic volumes. Other factors considered include whether there was room within the existing right of way for dedicated bicycle facilities, to which destinations the bicycle facilities connect and who the target users would be. In addition to the toolkit guidance, feedback from the jurisdiction, prior planning efforts, and local knowledge informed facility selection.

The proposed bicycle projects include a network of rural bicycle routes throughout Unincorporated County of Napa. These proposed routes do not adhere to the bicycle facility selection guidance as they are typically travelled by more experienced riders and serve recreational purposes. In many cases, the bicycle routes are along roads where there is no room for a dedicated bicycle facility.

Proposed Bicycle Network

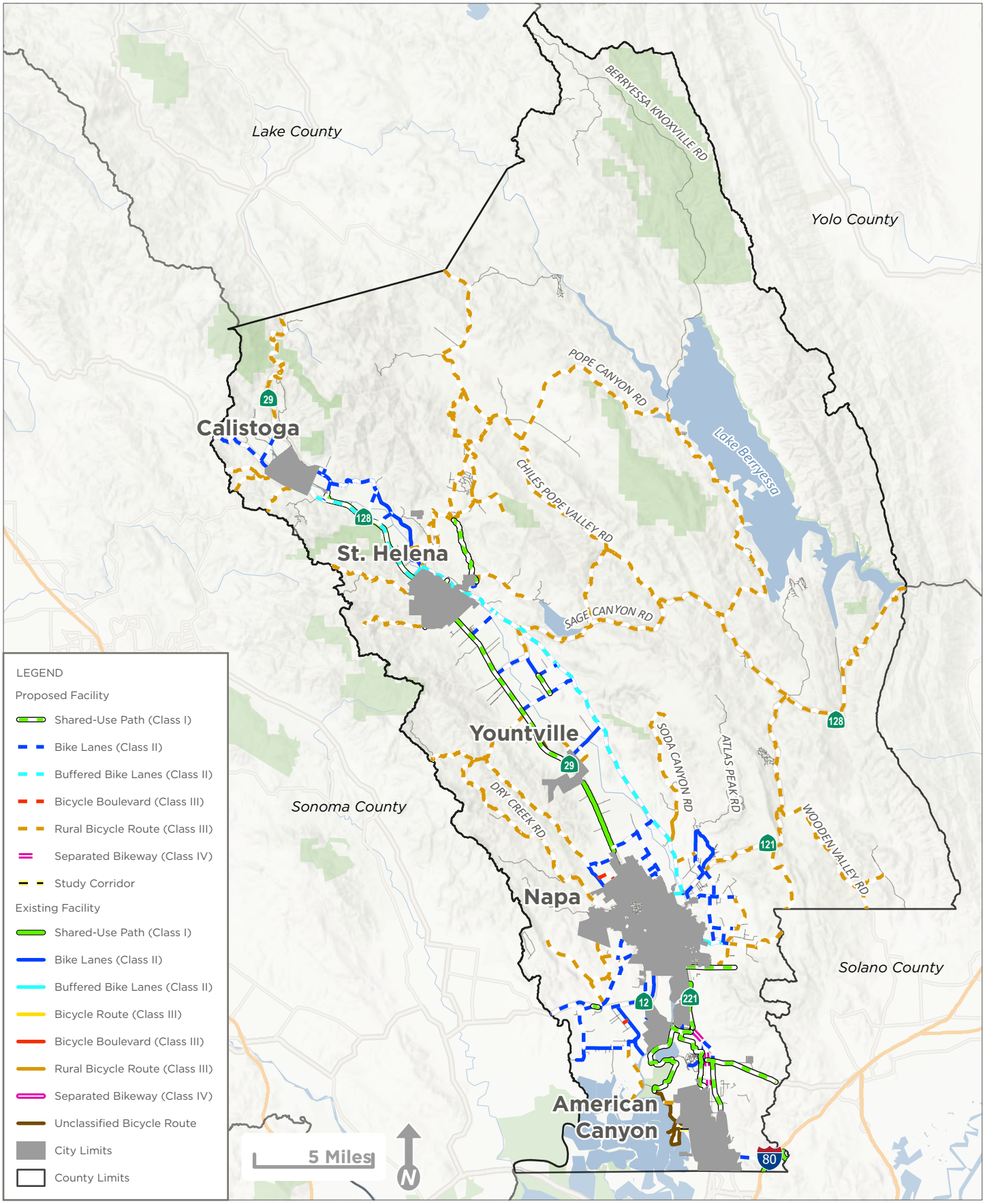
Table 5.1 provides the total existing, proposed, and future mileage of the countywide bicycle network by facility type. For detailed project recommendations for each jurisdiction, see Chapter 7 through Chapter 12. For the full list of bicycle network recommendations, see Appendix E.

The proposed bicycle network also includes several study corridors that were identified through the needs assessment or by the community but require further study to determine the most appropriate facility type. These studies may be conducted by individual jurisdictions or by partnerships between jurisdictions and NVTA.

Table 5.1: Napa Countywide Proposed Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025	2025 Proposed Mileage	Total Future Mileage
Shared Use Path (Class I)	40.9	47.0	+6.1	66.2	**113.3**
Bicycle Lanes (Class II)	87.8	87.1	-0.7	79.7	**166.8**
Buffered Bicycle Lanes (Class II)	-	3.7	+3.7	30.9	**34.6**
Bicycle Route (Class III)	13.5	6.8	-6.7	-	**6.8**
Bicycle Boulevard (Class III)	-	0.1	+0.1	52.4	**52.4**
Rural Bicycle Route (Class III)	-	9.1	+9.1	201.0	**210.1**
Separated Bikeway (Class IV)	-	1.9	+1.9	5.8	**7.7**
Unclassified Bike Route	-	17.9	+17.9	0.8	**18.7**
Total	**142.2**	**173.6**	**+31.4**	**436.9**	**610.4**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities.*

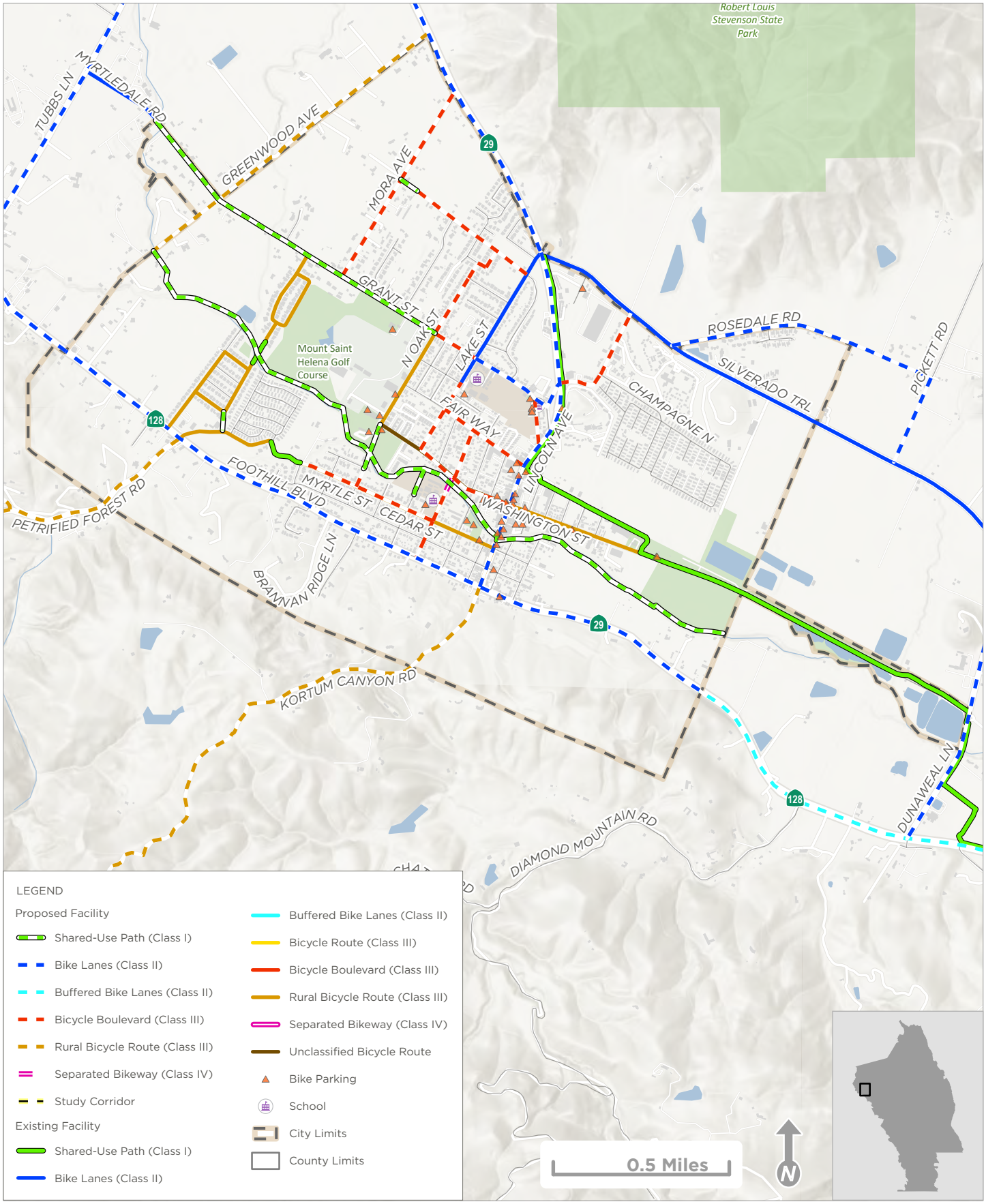


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Napa Countywide
Existing and Proposed Bicycle Facilities

FIGURE 5.1



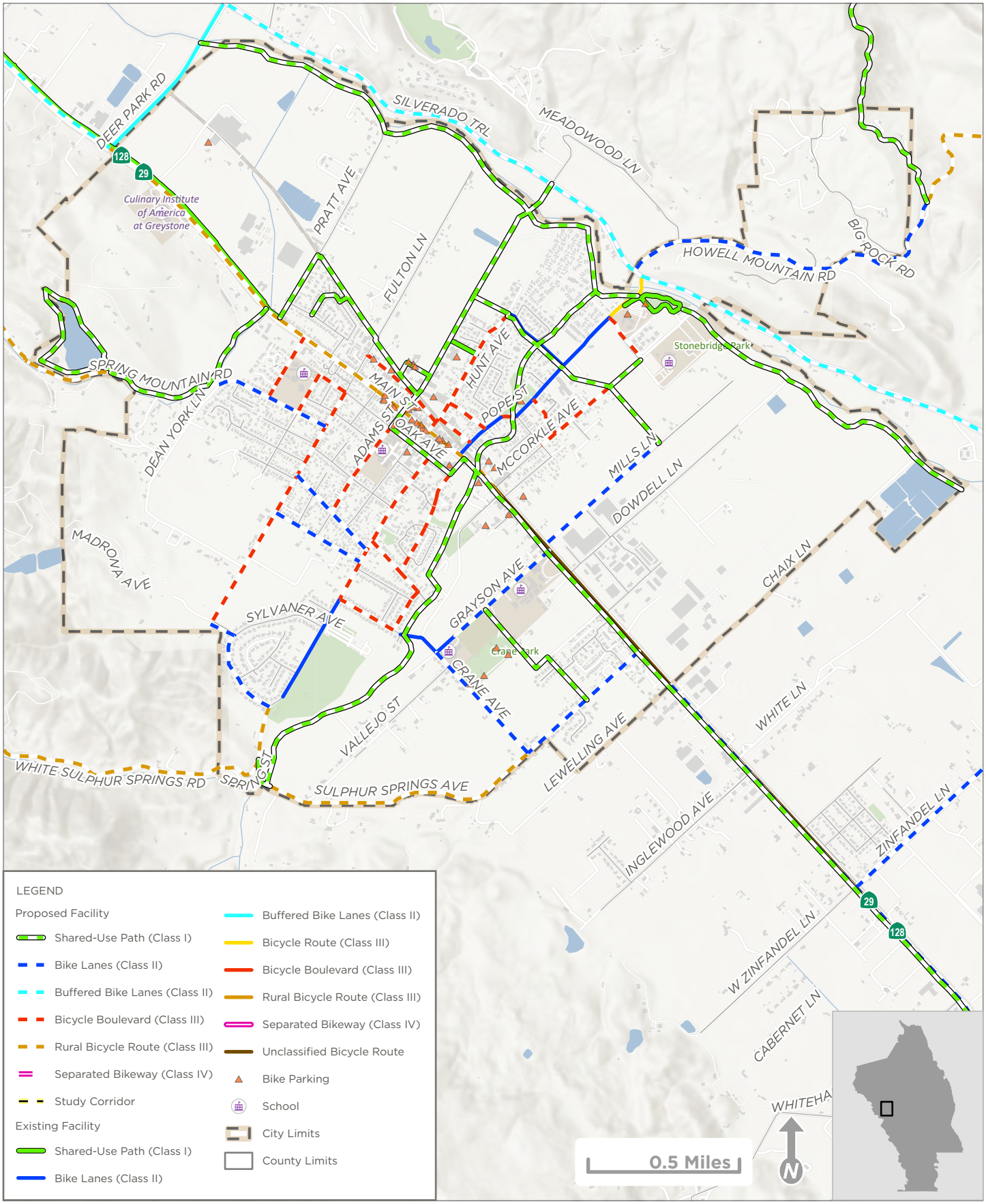
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing and Proposed Bicycle Facilities

FIGURE 5.2

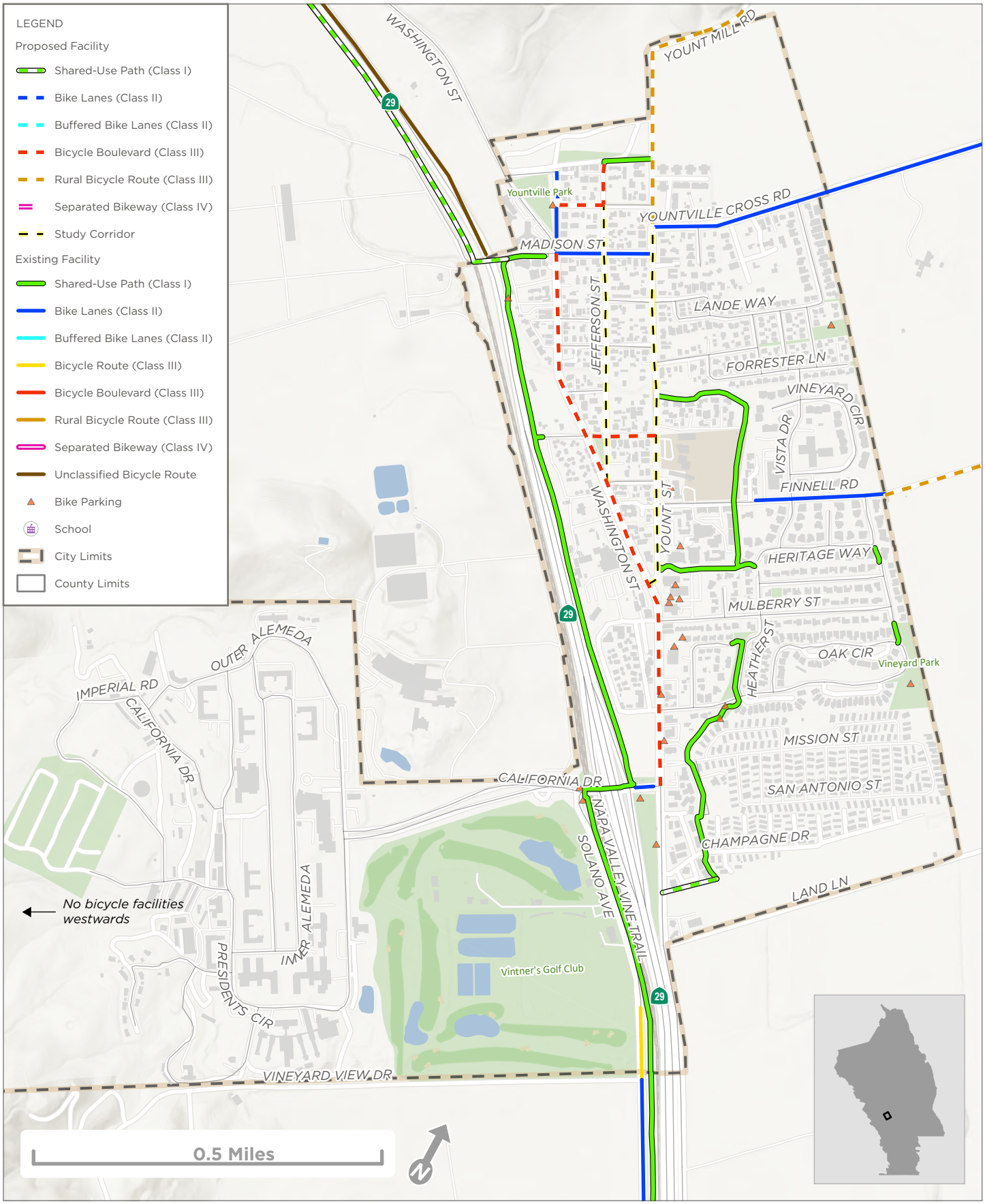


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing and Proposed Bicycle Facilities

FIGURE 5.3

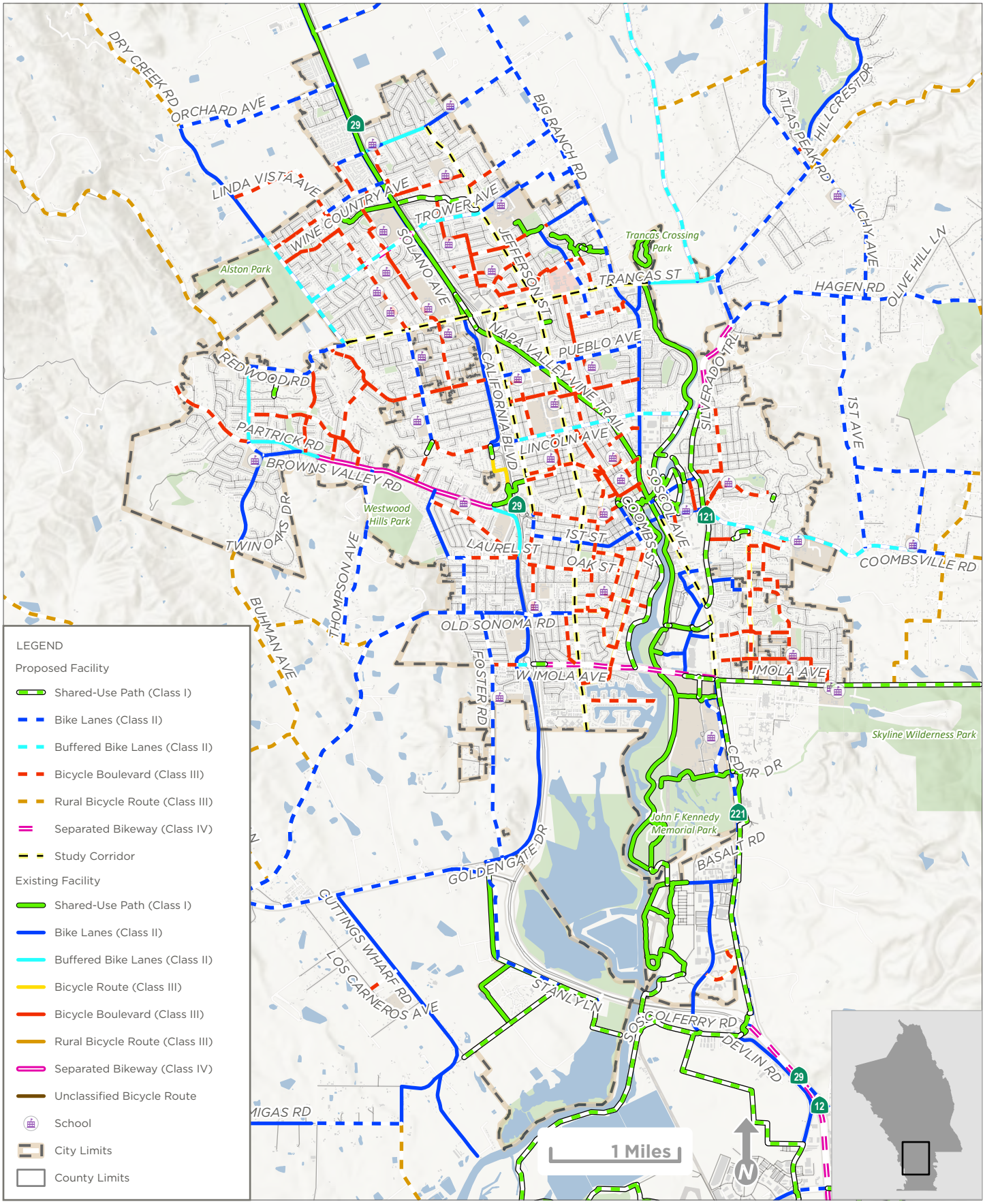


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing and Proposed Bicycle Facilities

FIGURE 5.4

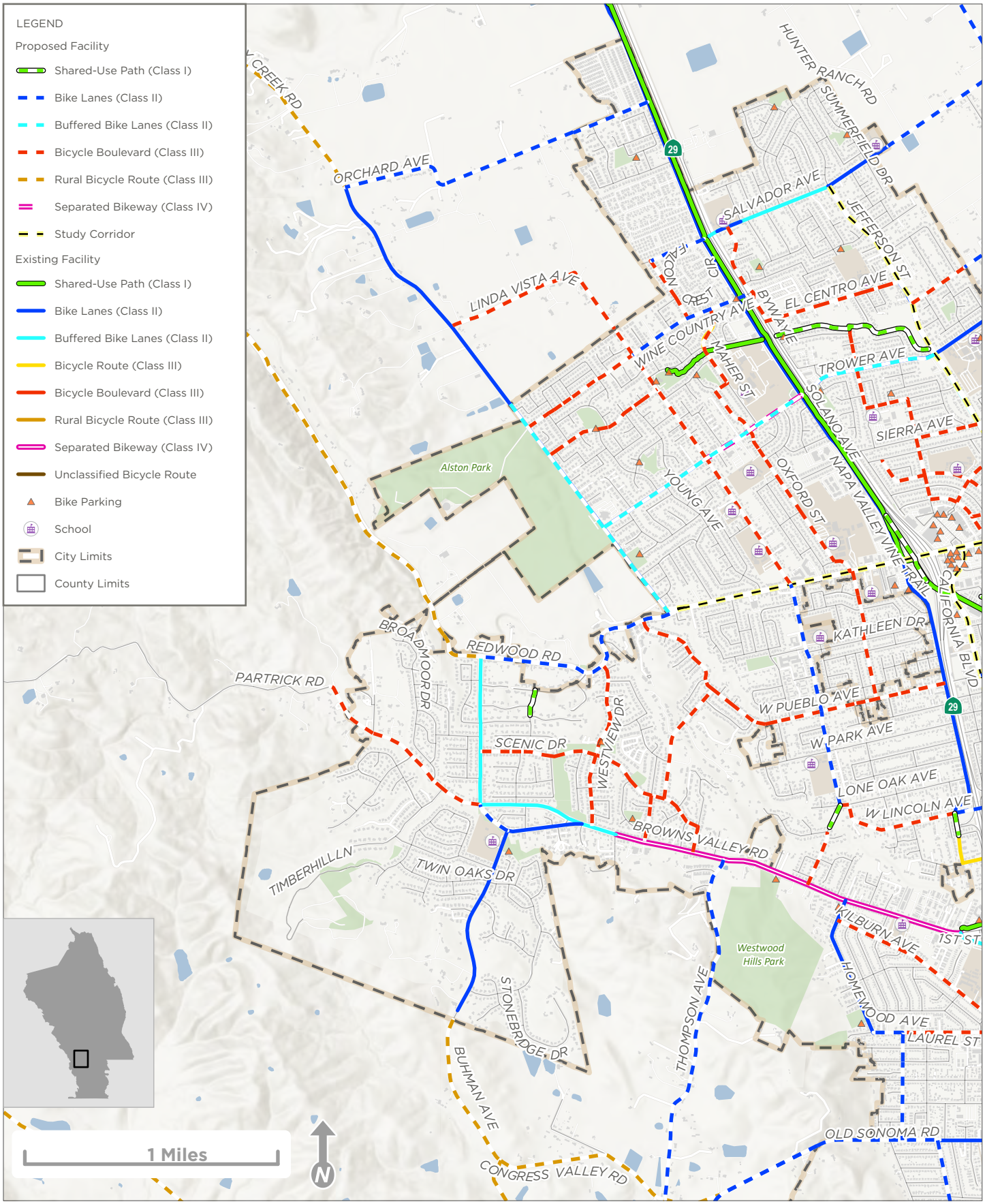


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing and Proposed Bicycle Facilities

FIGURE 5.5

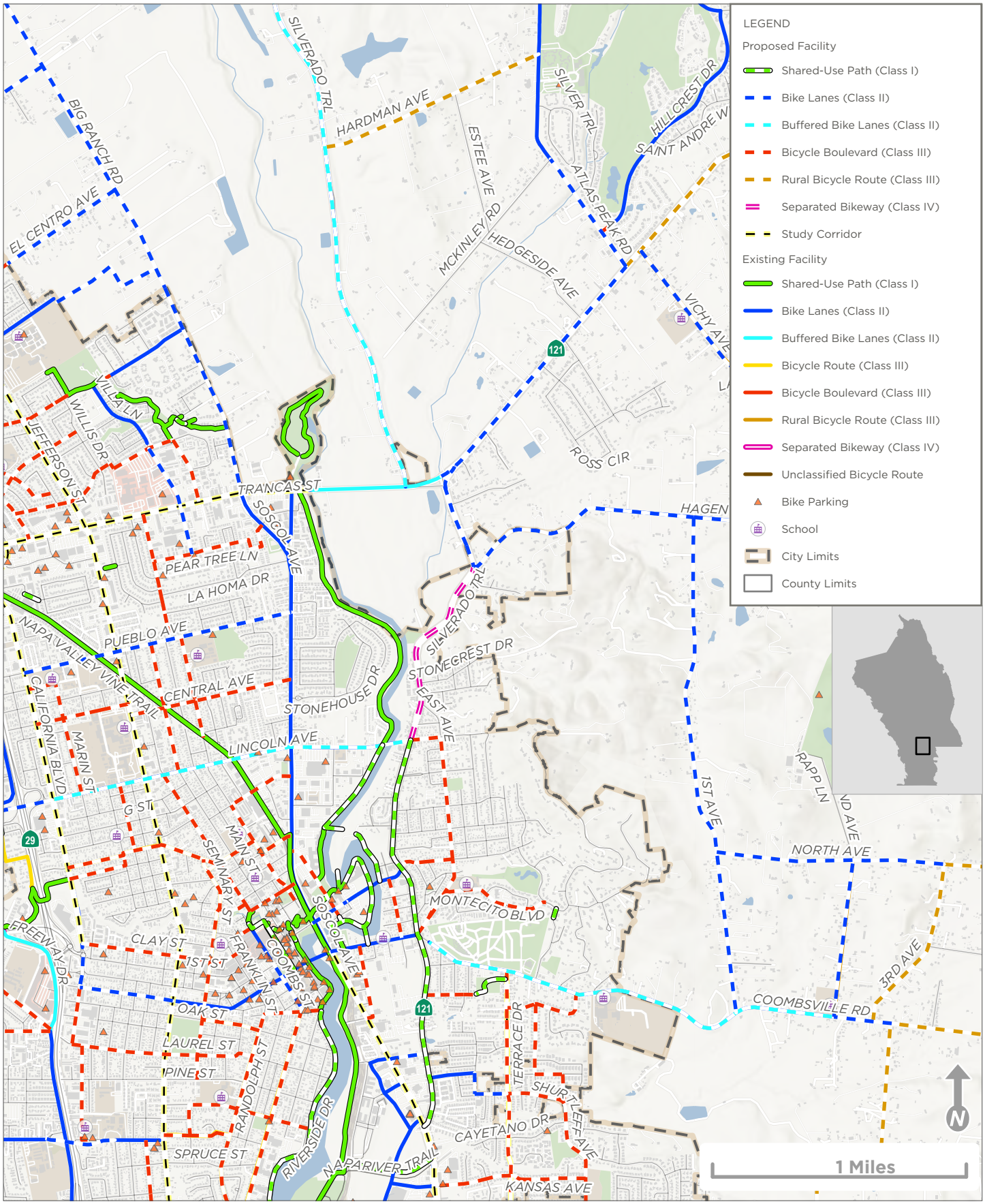


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing and Proposed Bicycle Facilities

FIGURE 5.6

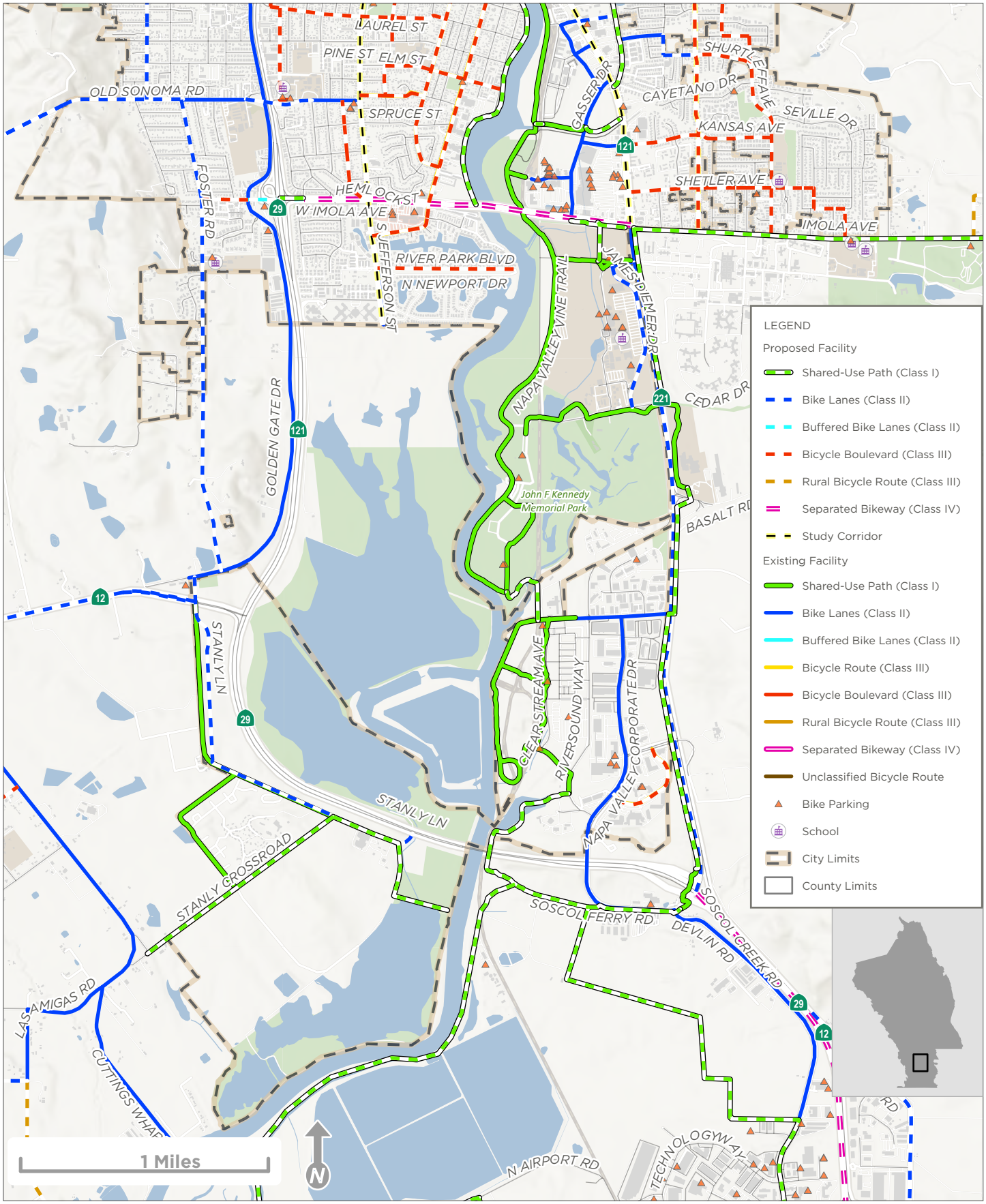


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing and Proposed Bicycle Facilities

FIGURE 5.7

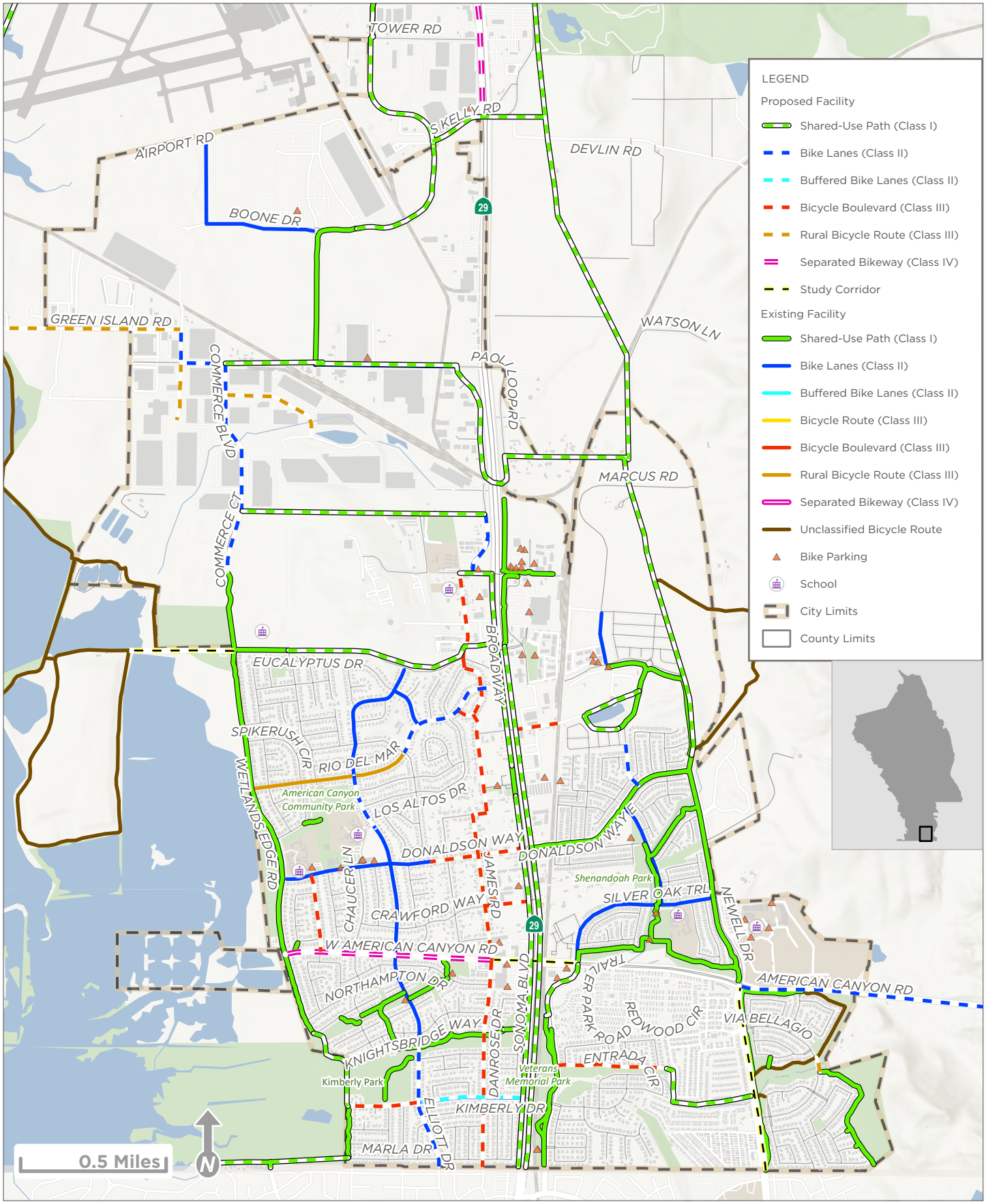


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing and Proposed Bicycle Facilities

FIGURE 5.8

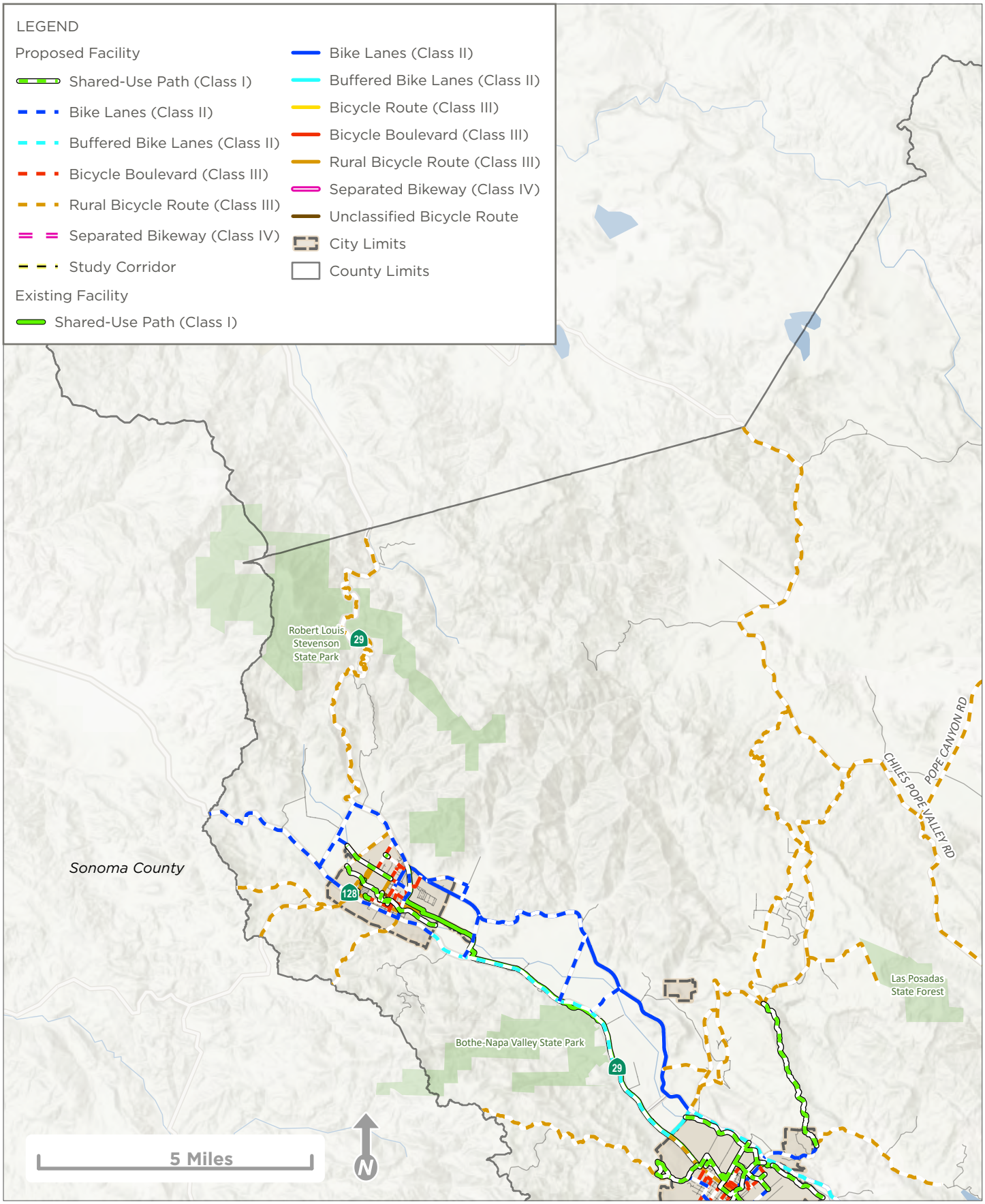


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing and Proposed Bicycle Facilities

FIGURE 5.9

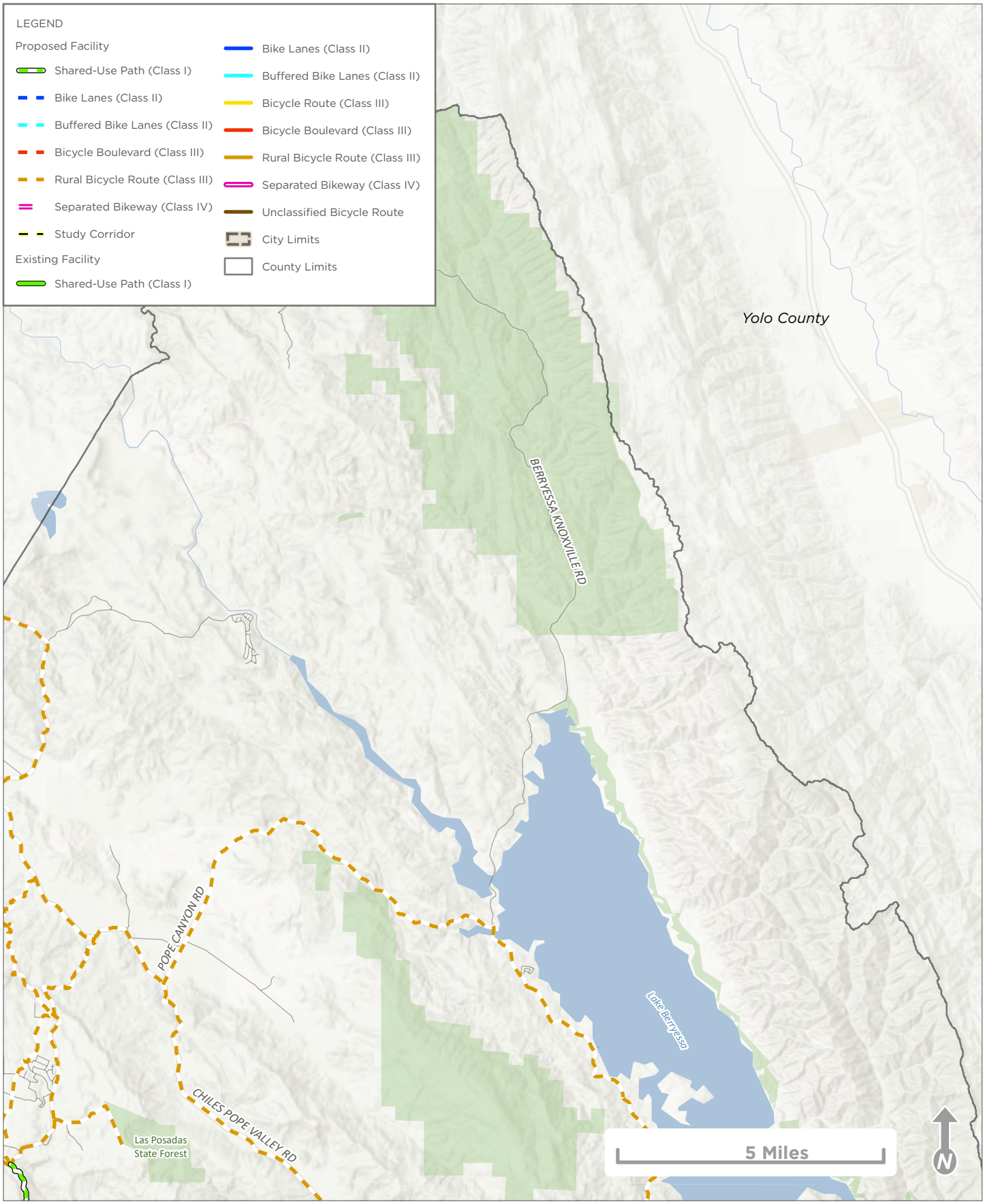


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest
Existing and Proposed Bicycle Facilities

FIGURE 5.10

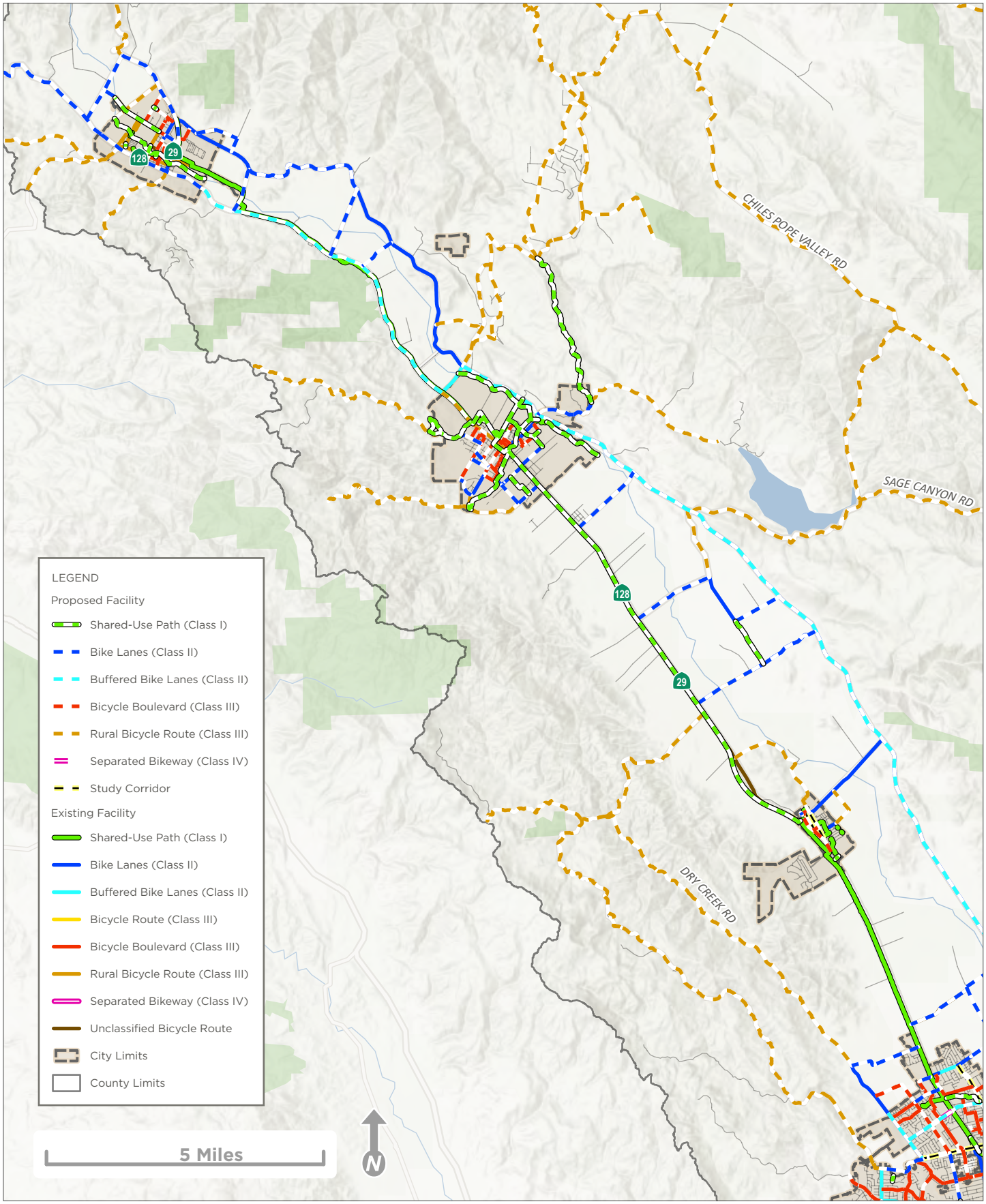


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast
Existing and Proposed Bicycle Facilities

FIGURE 5.11



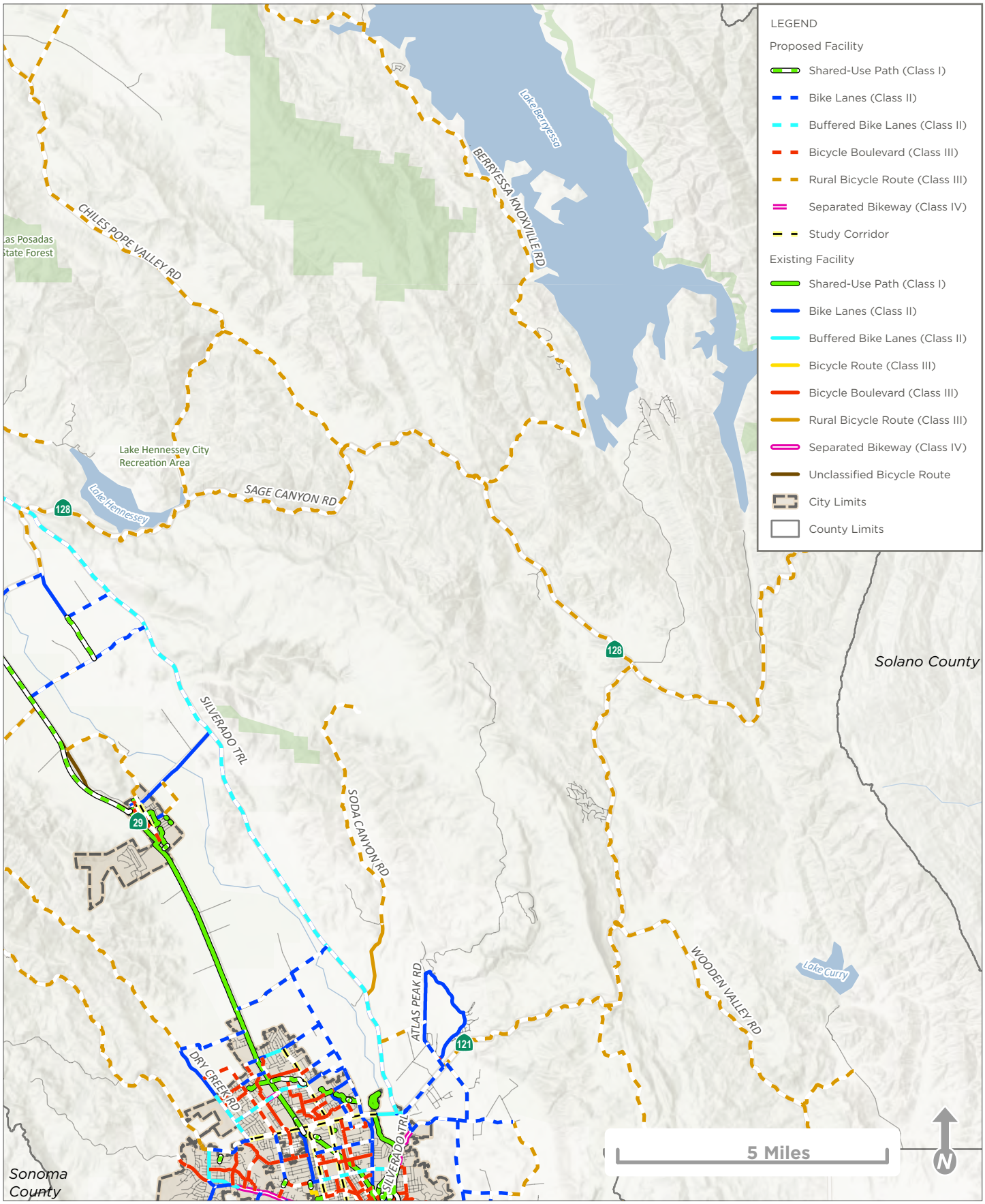
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West

Existing and Proposed Bicycle Facilities

FIGURE 5.12

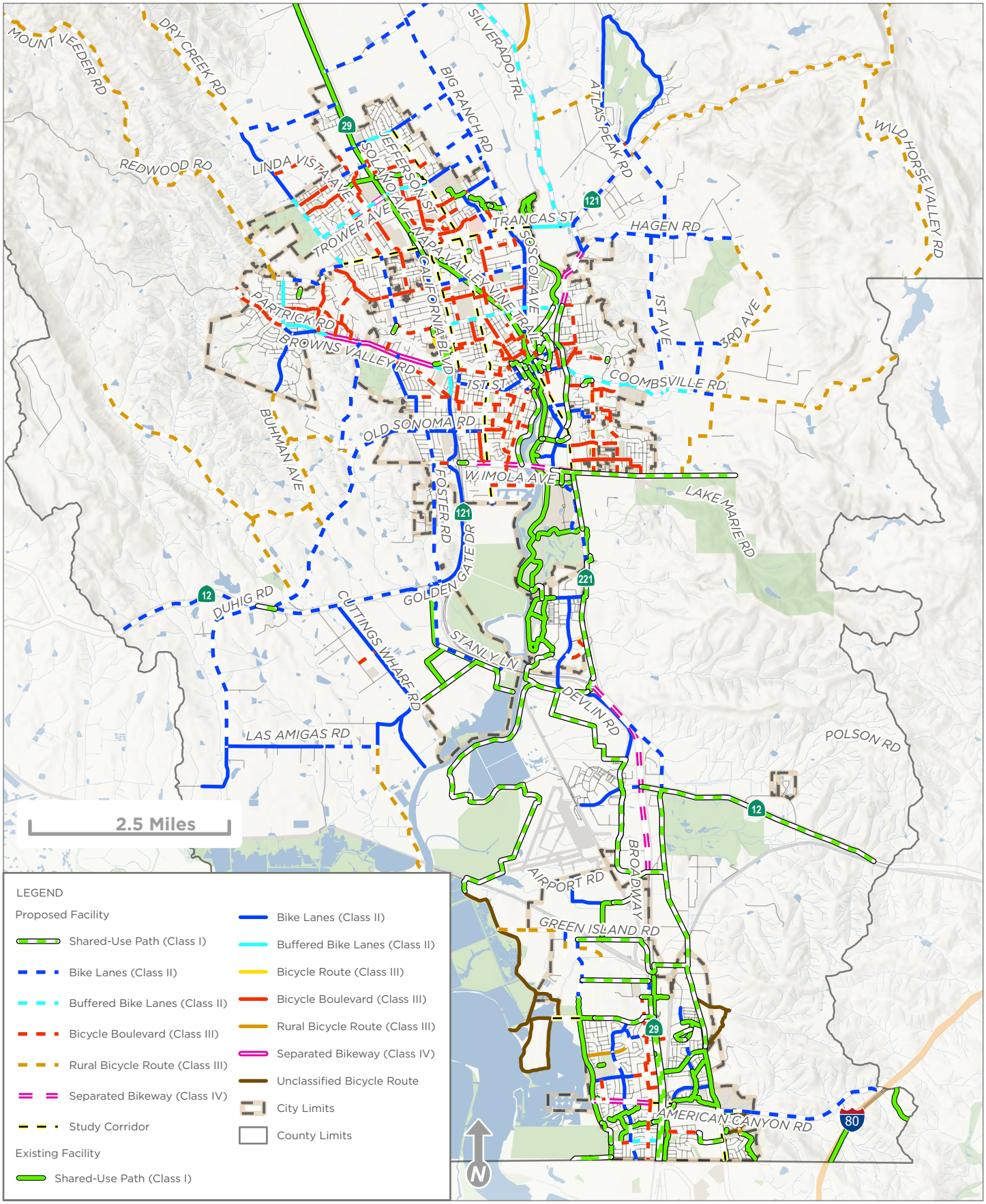


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East
Existing and Proposed Bicycle Facilities

FIGURE 5.13



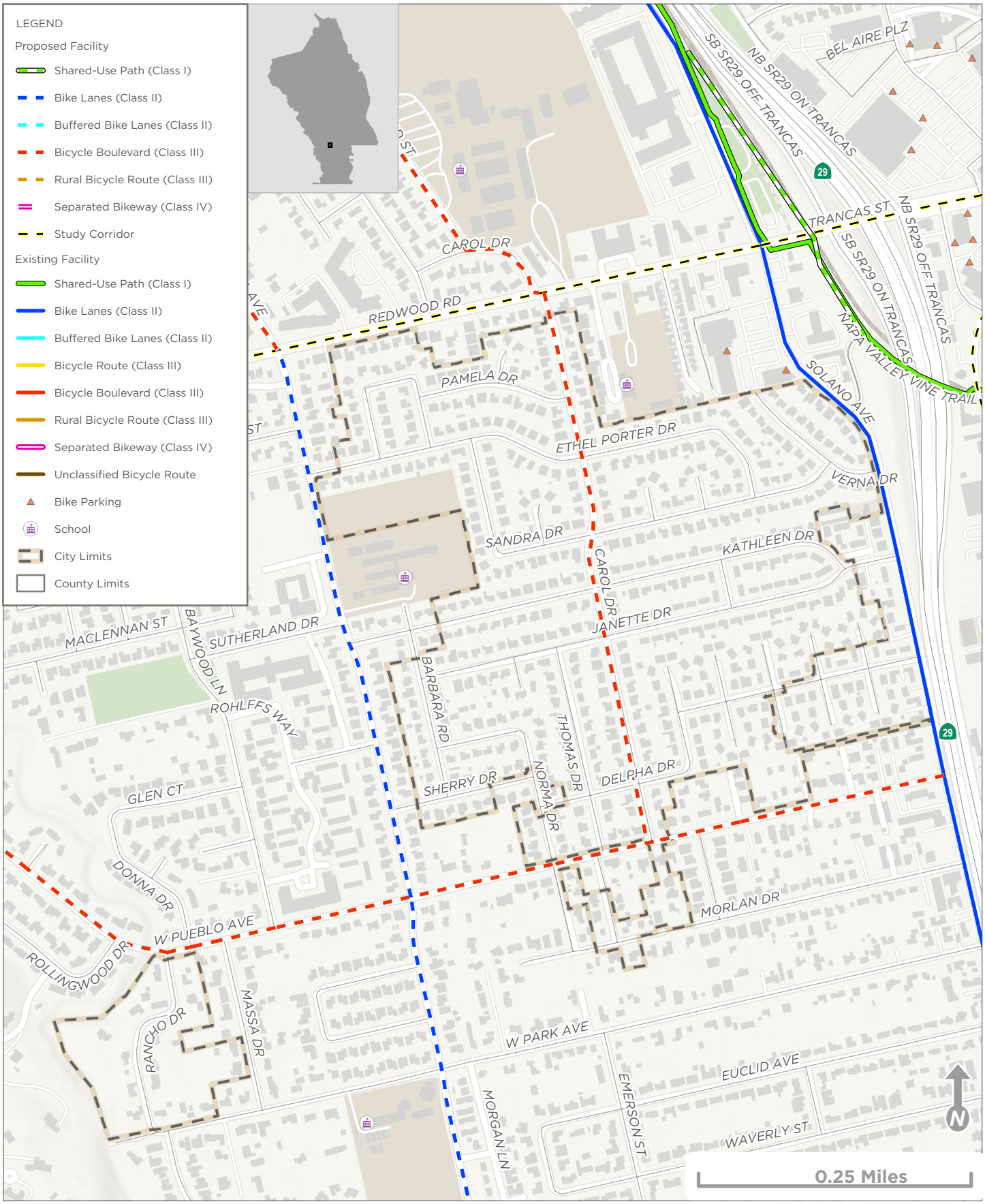
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South

Existing and Proposed Bicycle Facilities

FIGURE 5.14

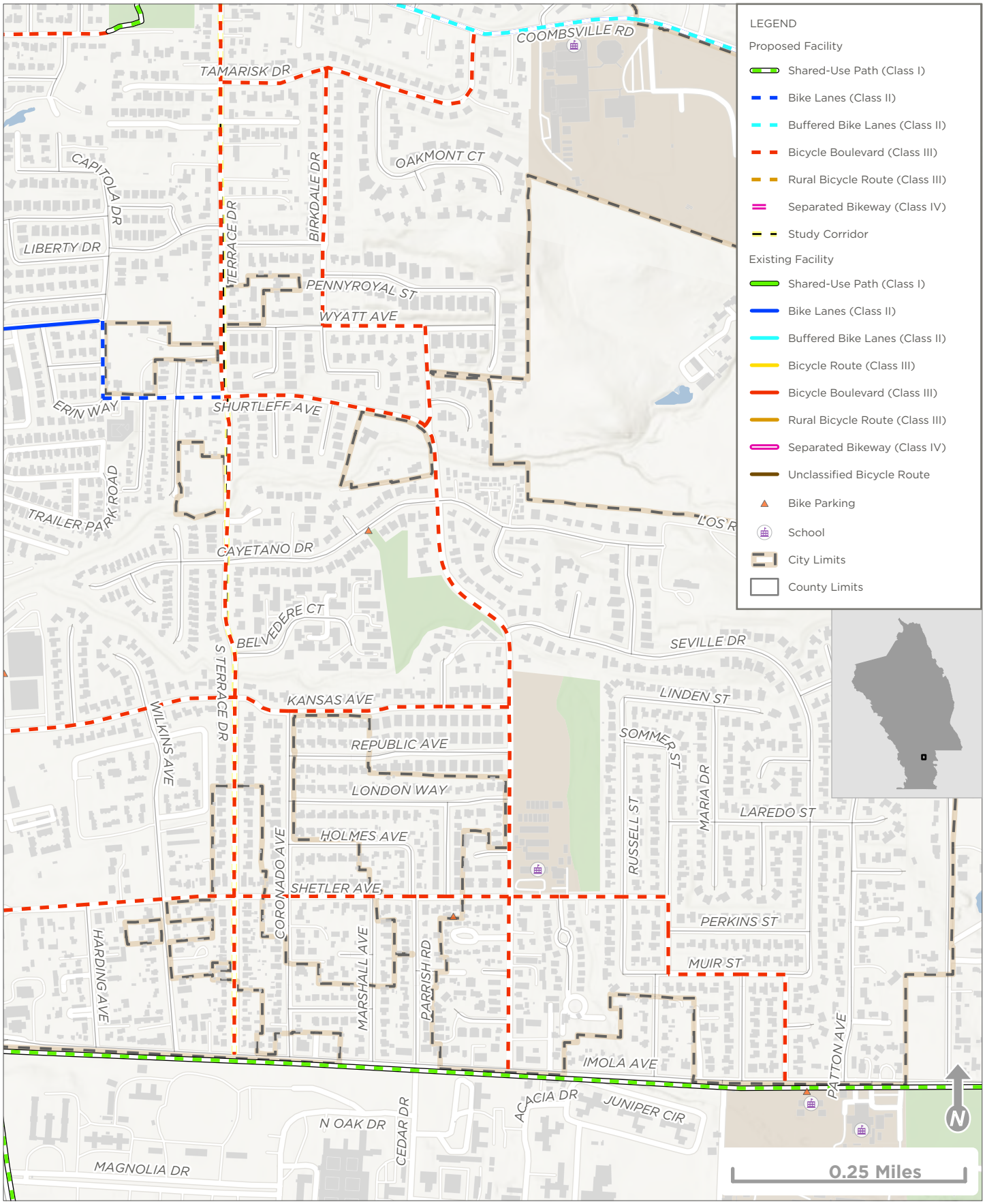


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo
Existing and Proposed Bicycle Facilities

FIGURE 5.15



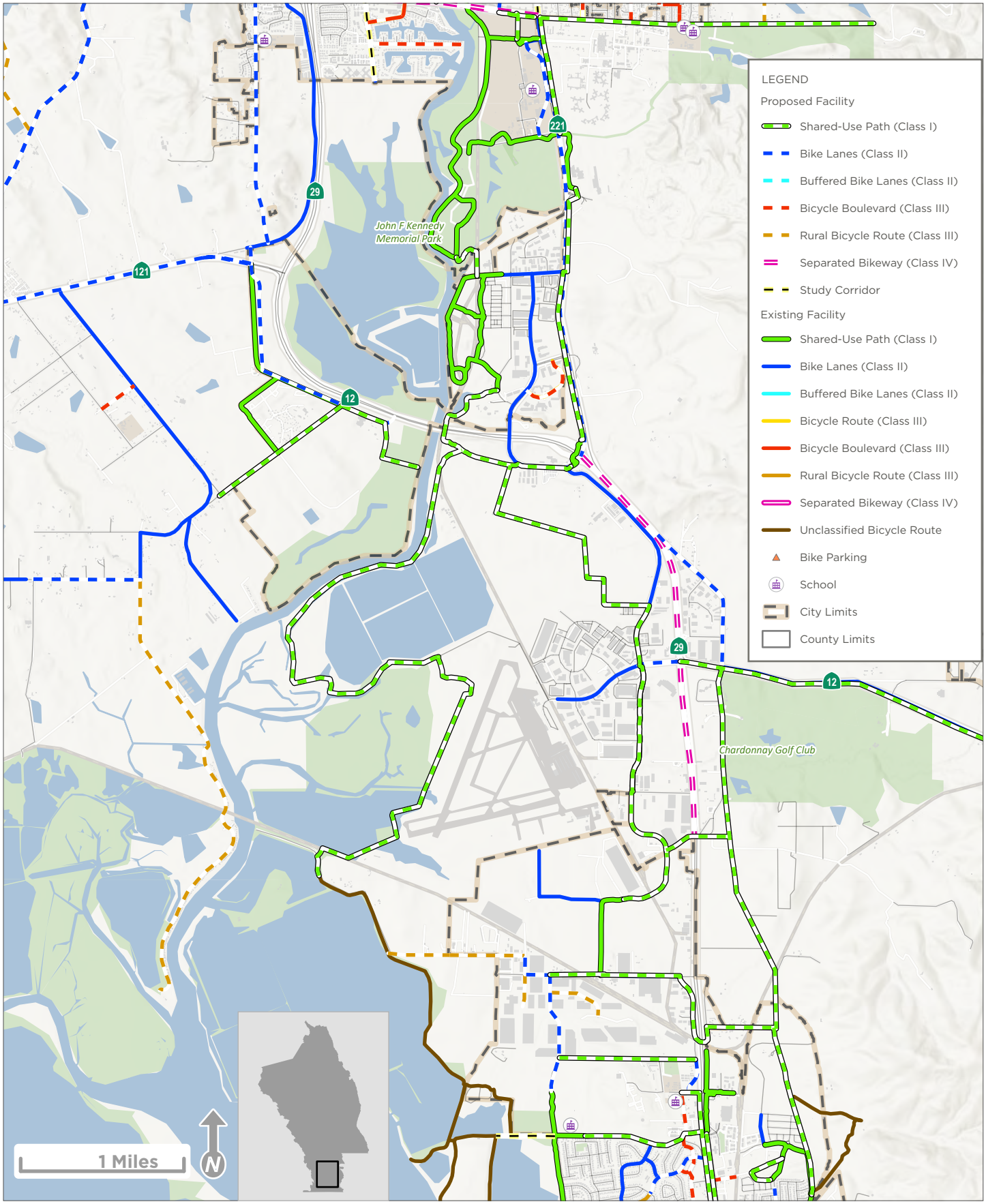
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Existing and Proposed Bicycle Facilities

FIGURE 5.16



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon
Existing and Proposed Bicycle Facilities

FIGURE 5.17

Proposed Pedestrian Network

Recommended pedestrian projects aim to create a more complete, more connected pedestrian network. Proposed projects include off-street, shared-use paths as well as sidewalk gap closure projects near key destinations.

Providing dedicated pedestrian facilities separate from vehicle traffic decreases potential conflict with motorists. A complete pedestrian network is more accessible to a wide range of users, including people with physical disabilities, as well as people with strollers, shopping carts, suitcases, or bicycles. It also supports first- and last-mile trips to and from transit stops, improved public health by encouraging walking, and drives foot traffic to local businesses.

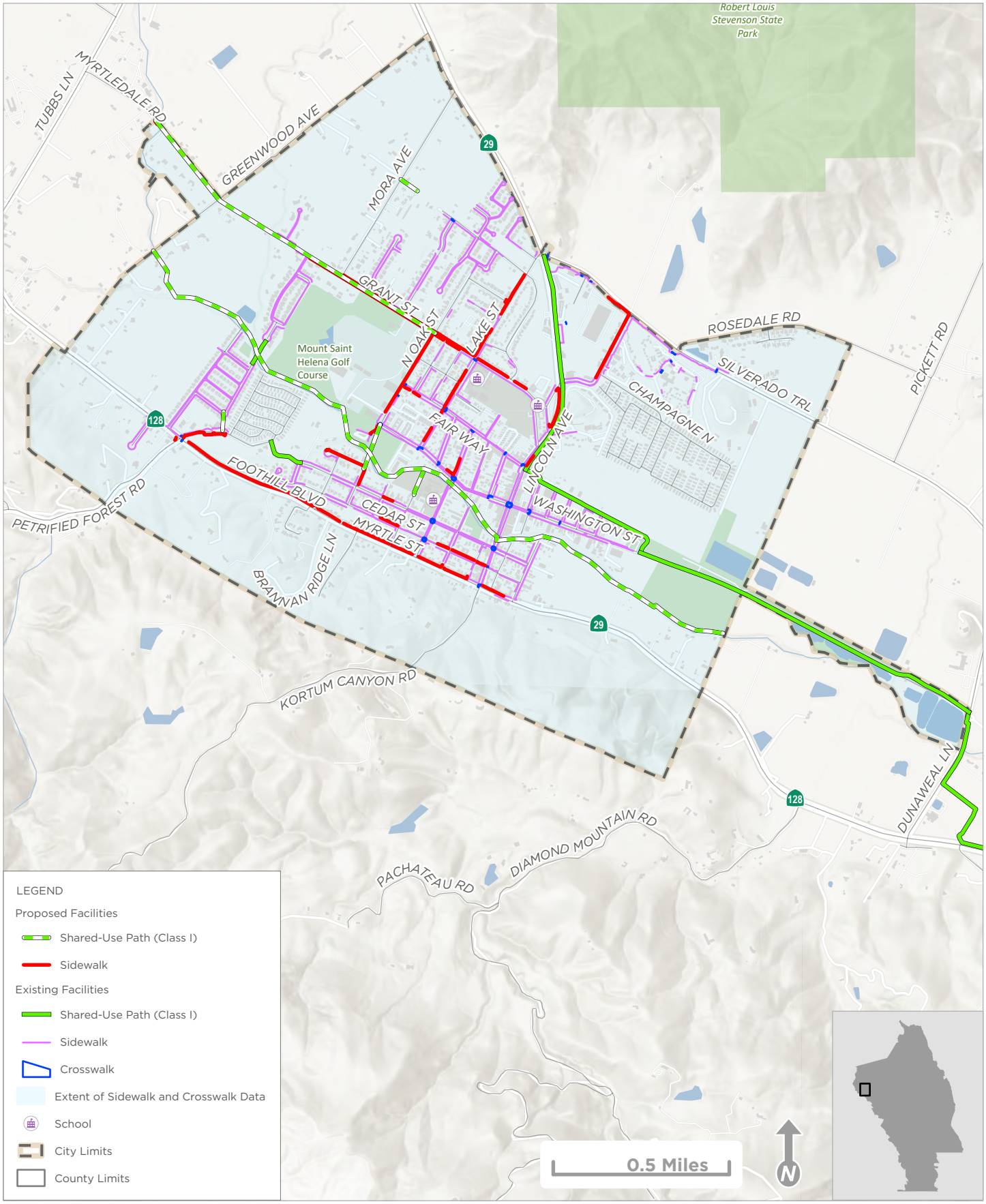
The proposed network does not include specific locations for crossing or intersection improvements, but rather a crosswalk policy that may be employed by the jurisdictions. The Treatment Toolkit in Appendix D provides a host of potential crossing improvement measures, including signage, lighting, physical infrastructure improvements, and parking policy. Jurisdictions may use this toolkit at their own discretion to develop site specific crossing improvement projects.

Proposed Pedestrian Network

Table 5.2 provides existing and proposed mileage of the pedestrian network by facility type. For detailed project recommendations for each jurisdiction, see Chapter 7 through Chapter 12.

Table 5.2: Napa Countywide Proposed Pedestrian Network Mileage

Facility Type	Existing Mileage	Proposed Mileage	Total
Shared Use Path (Class I)	47.0	66.2	**113.3**
Sidewalk	523.1	18.3	**541.4**
Total	**570.1**	**84.6**	**654.7**



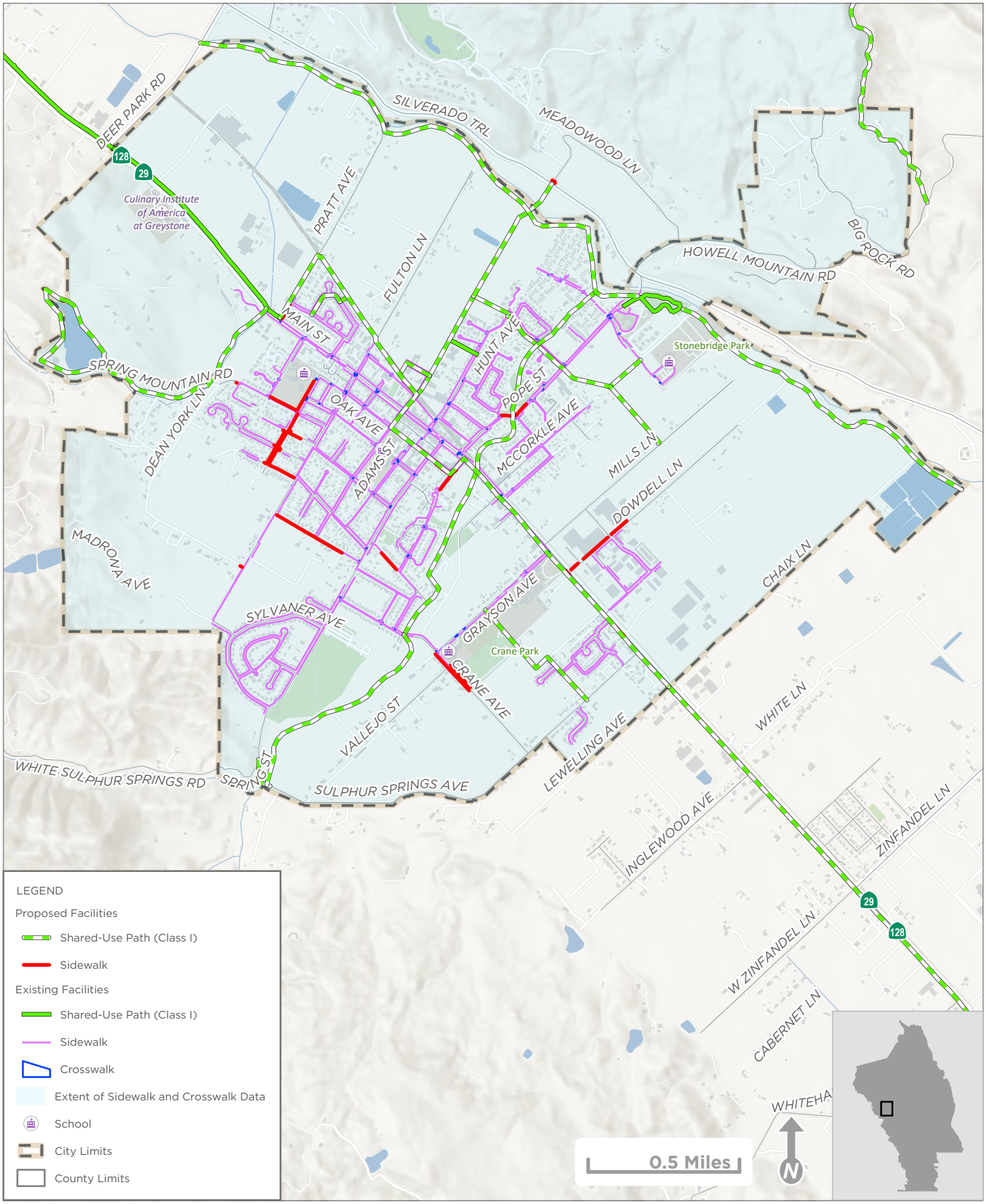
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing and Proposed Pedestrian Facilities

FIGURE 5.18

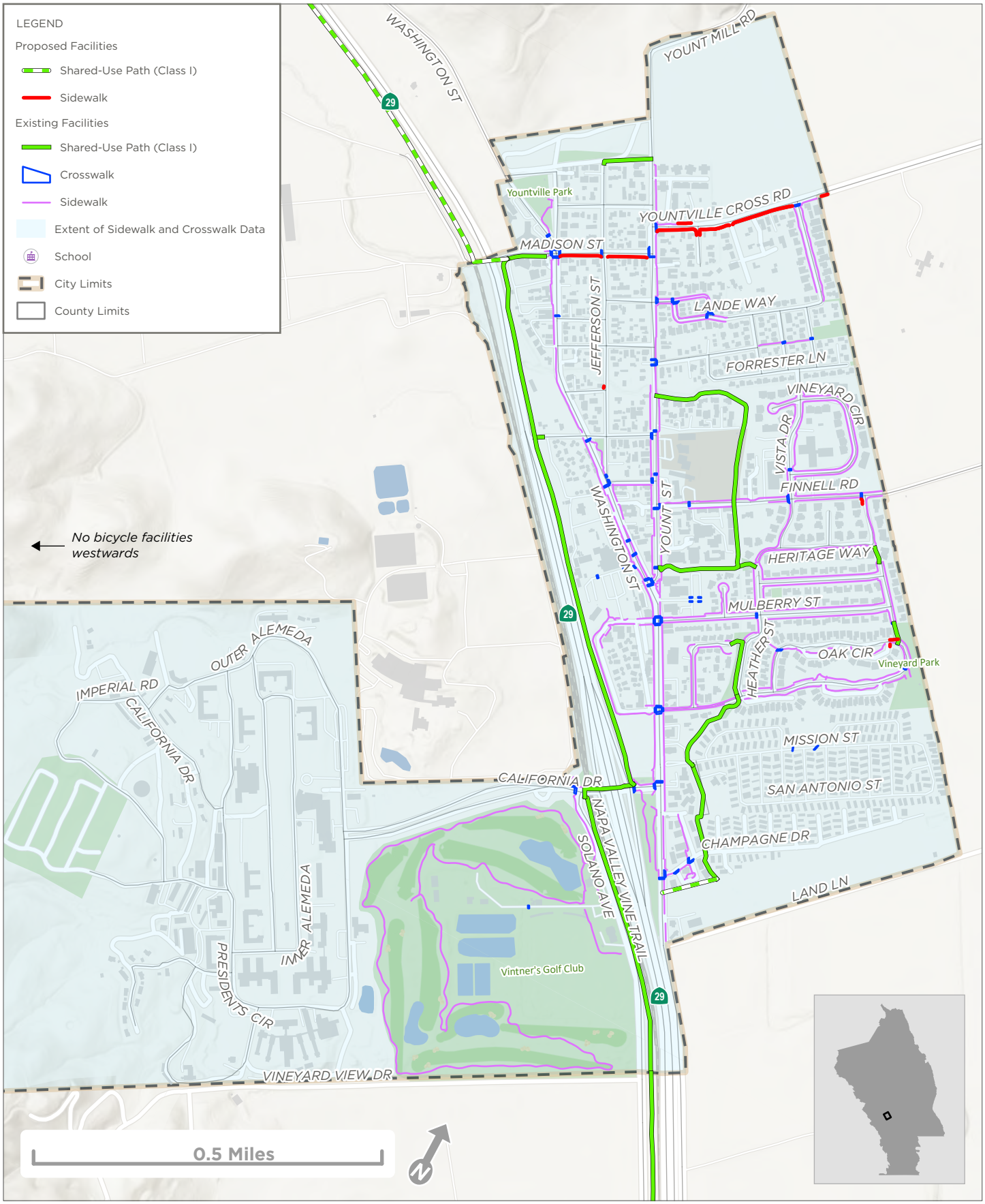


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing and Proposed Pedestrian Facilities

FIGURE 5.19

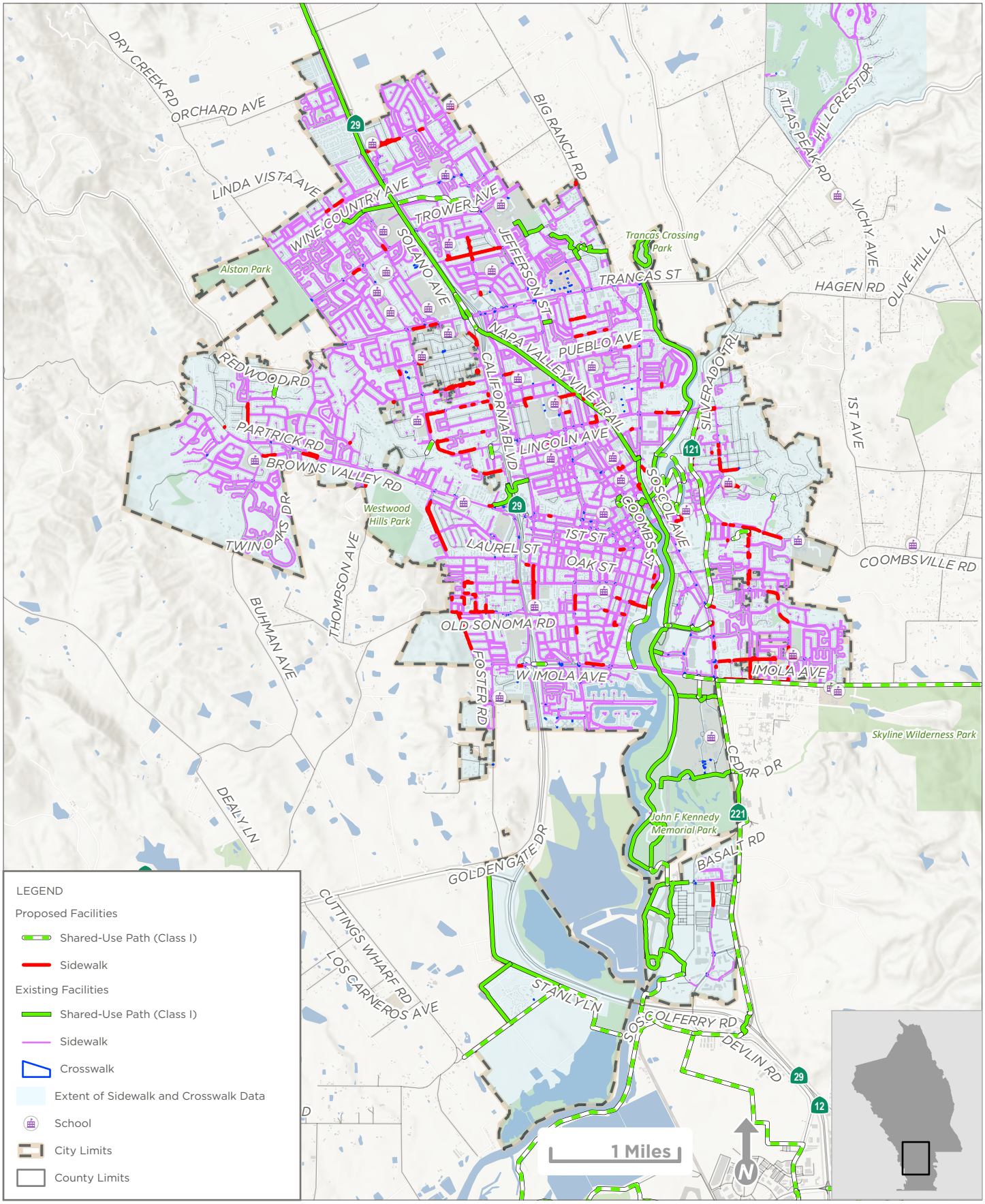


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing and Proposed Pedestrian Facilities

FIGURE 5.20

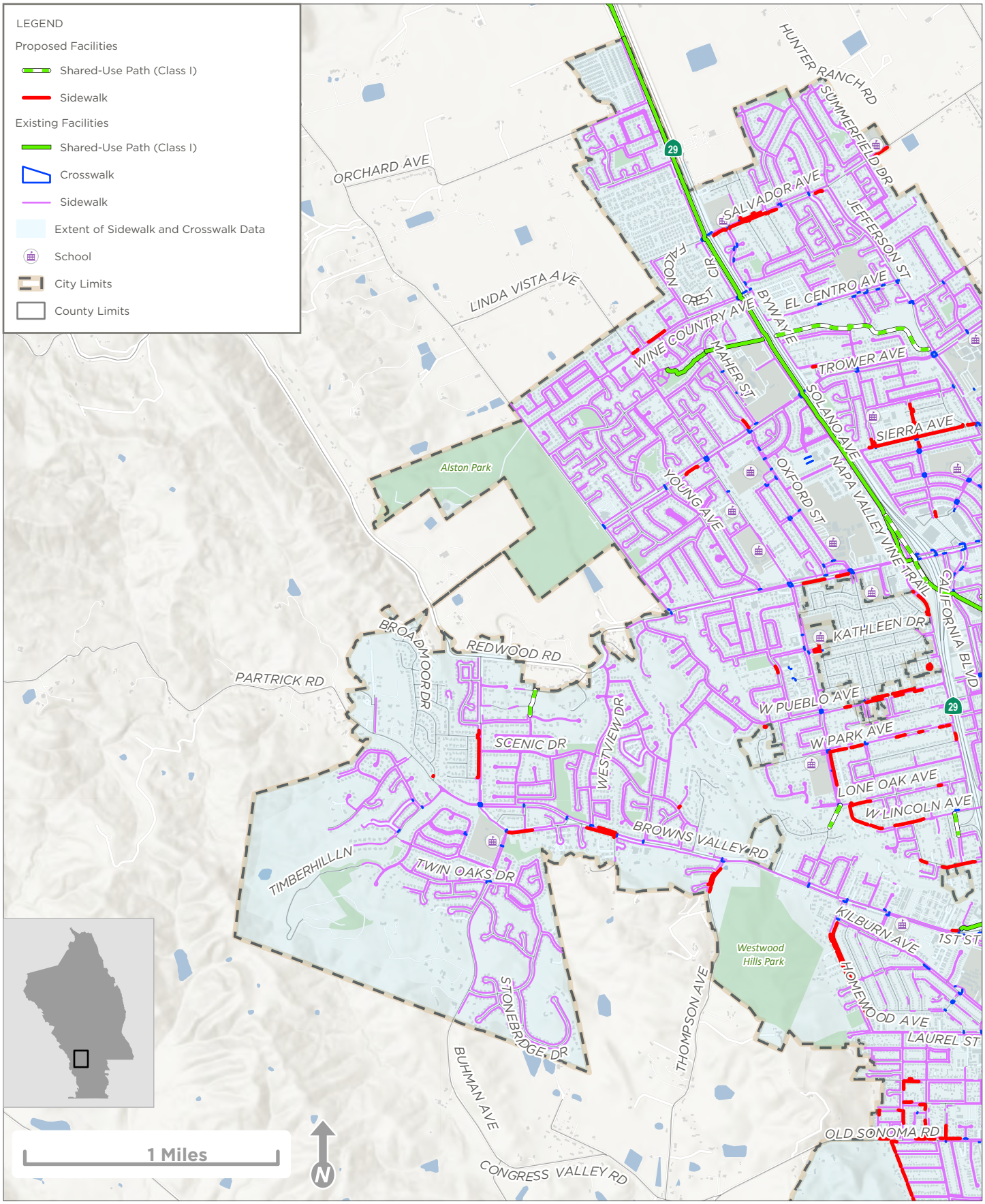


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing and Proposed Pedestrian Facilities

FIGURE 5.21

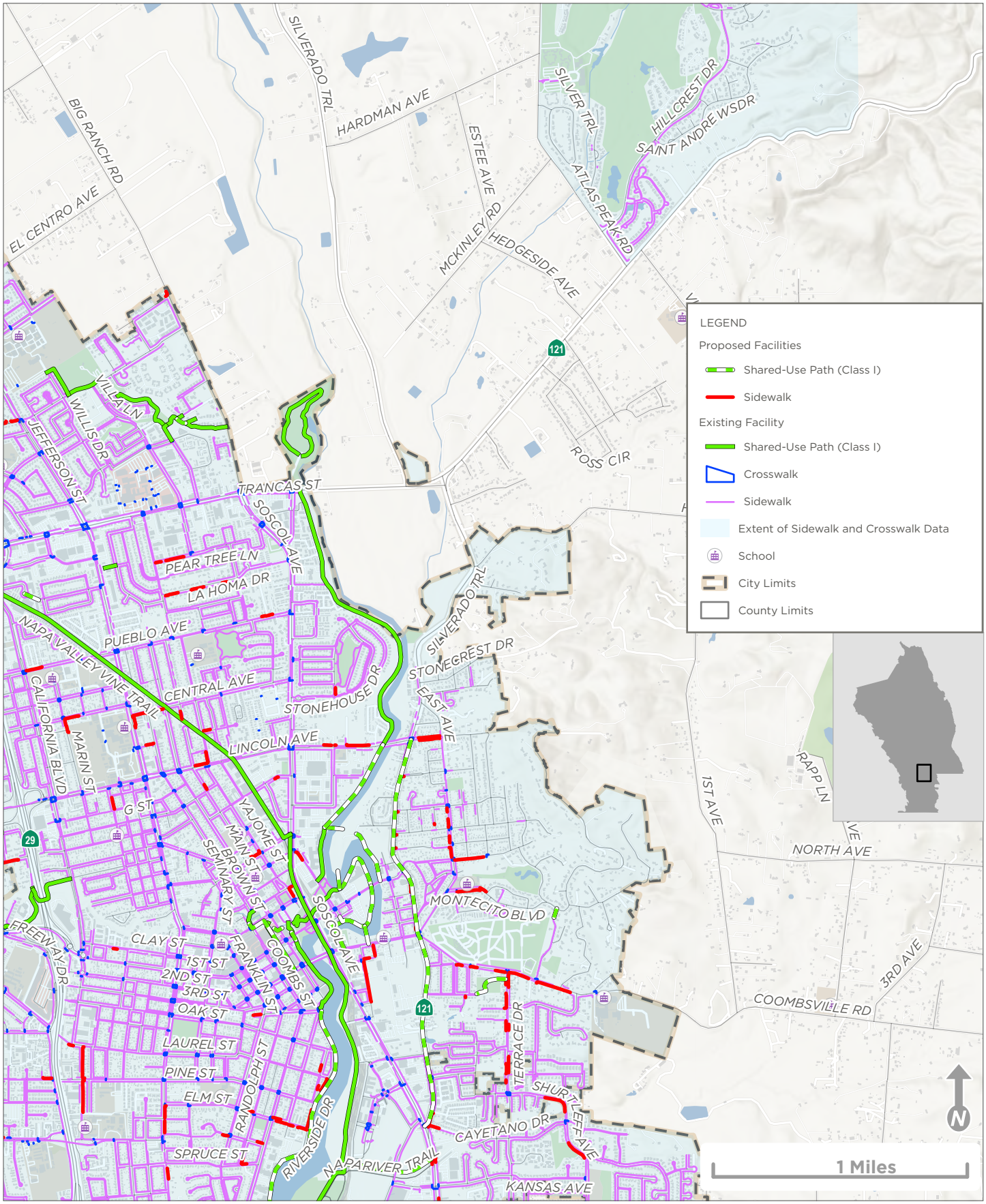


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing and Proposed Pedestrian Facilities

FIGURE 5.22

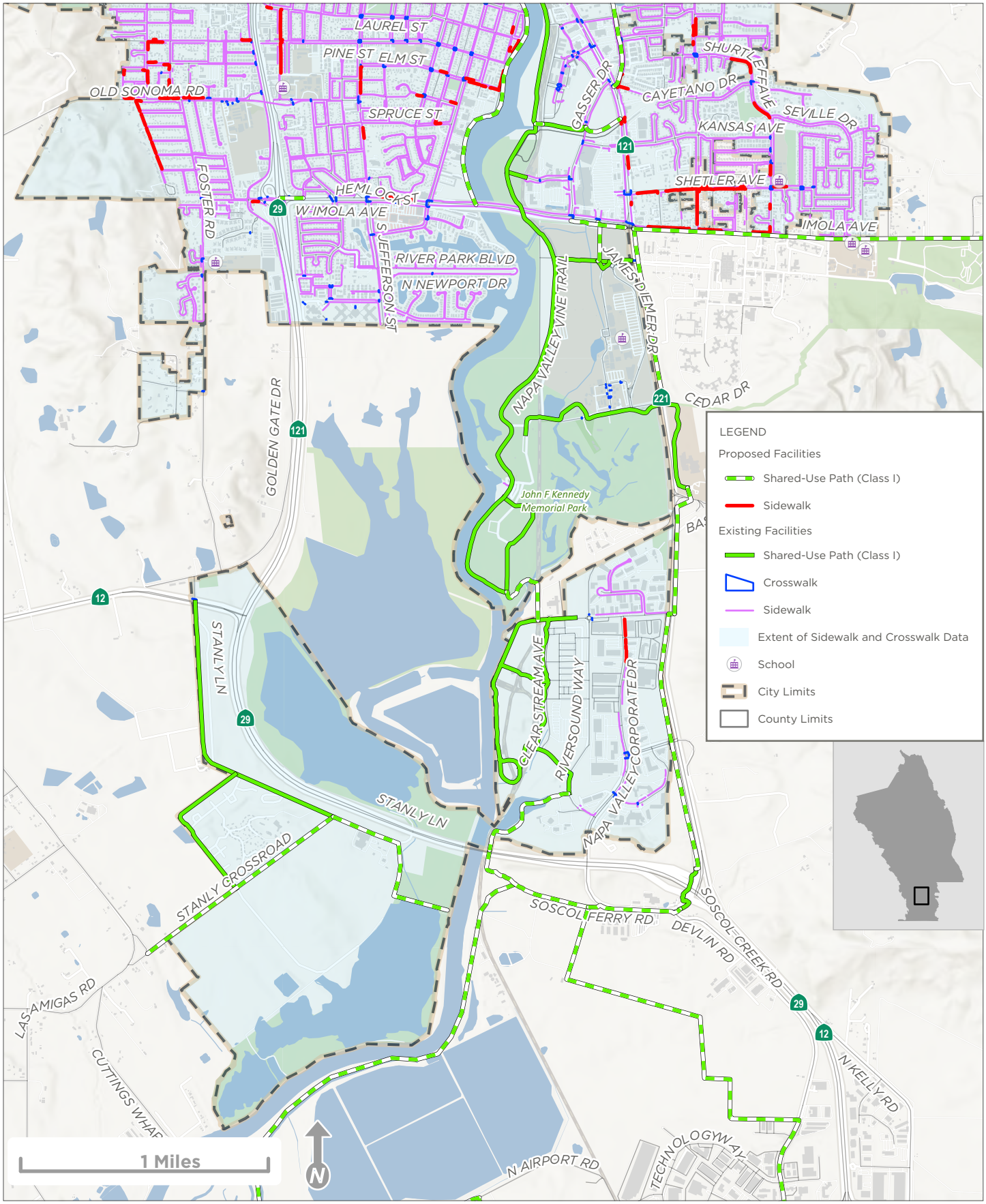


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing and Proposed Pedestrian Facilities

FIGURE 5.23

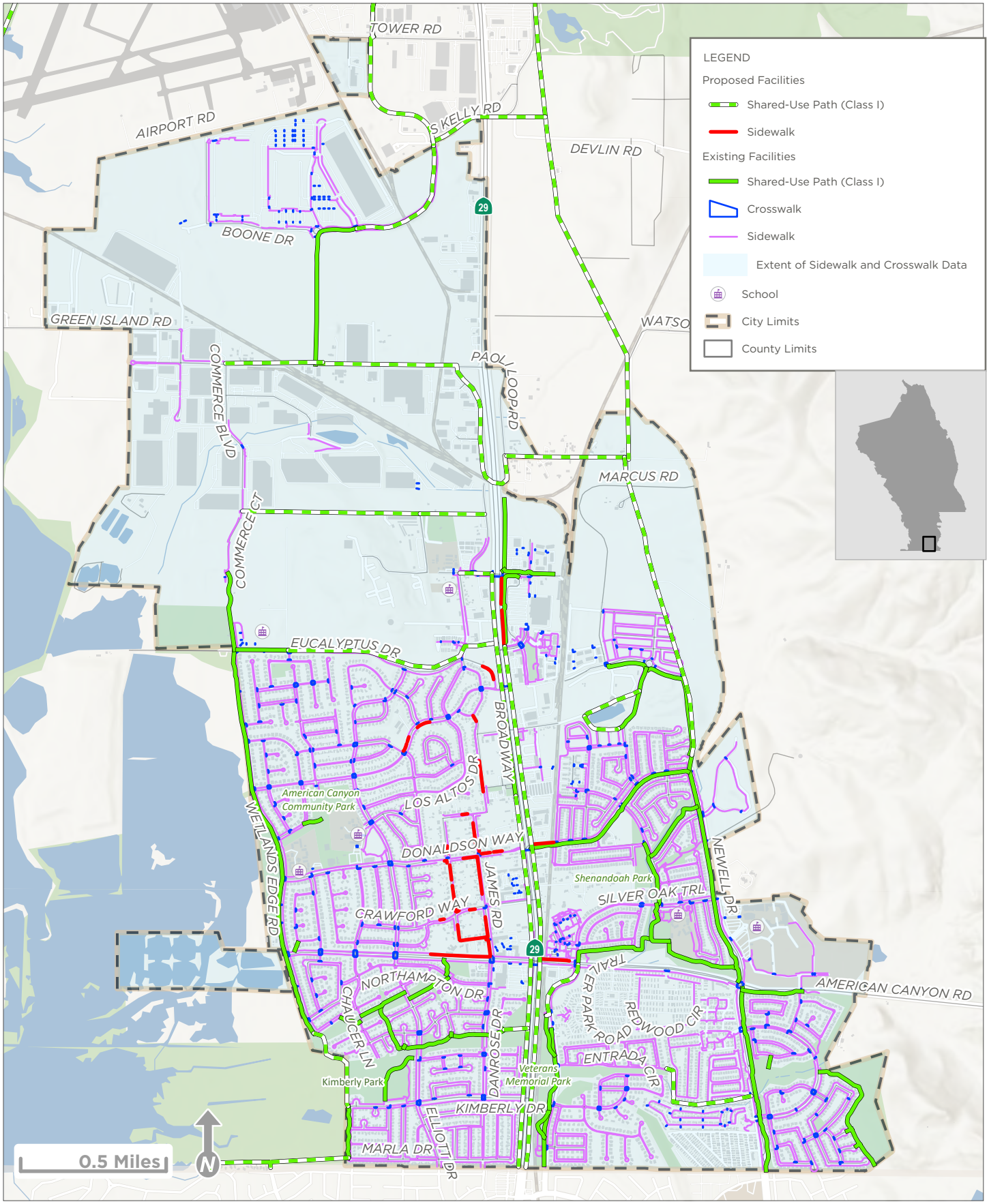


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing and Proposed Pedestrian Facilities

FIGURE 5.24

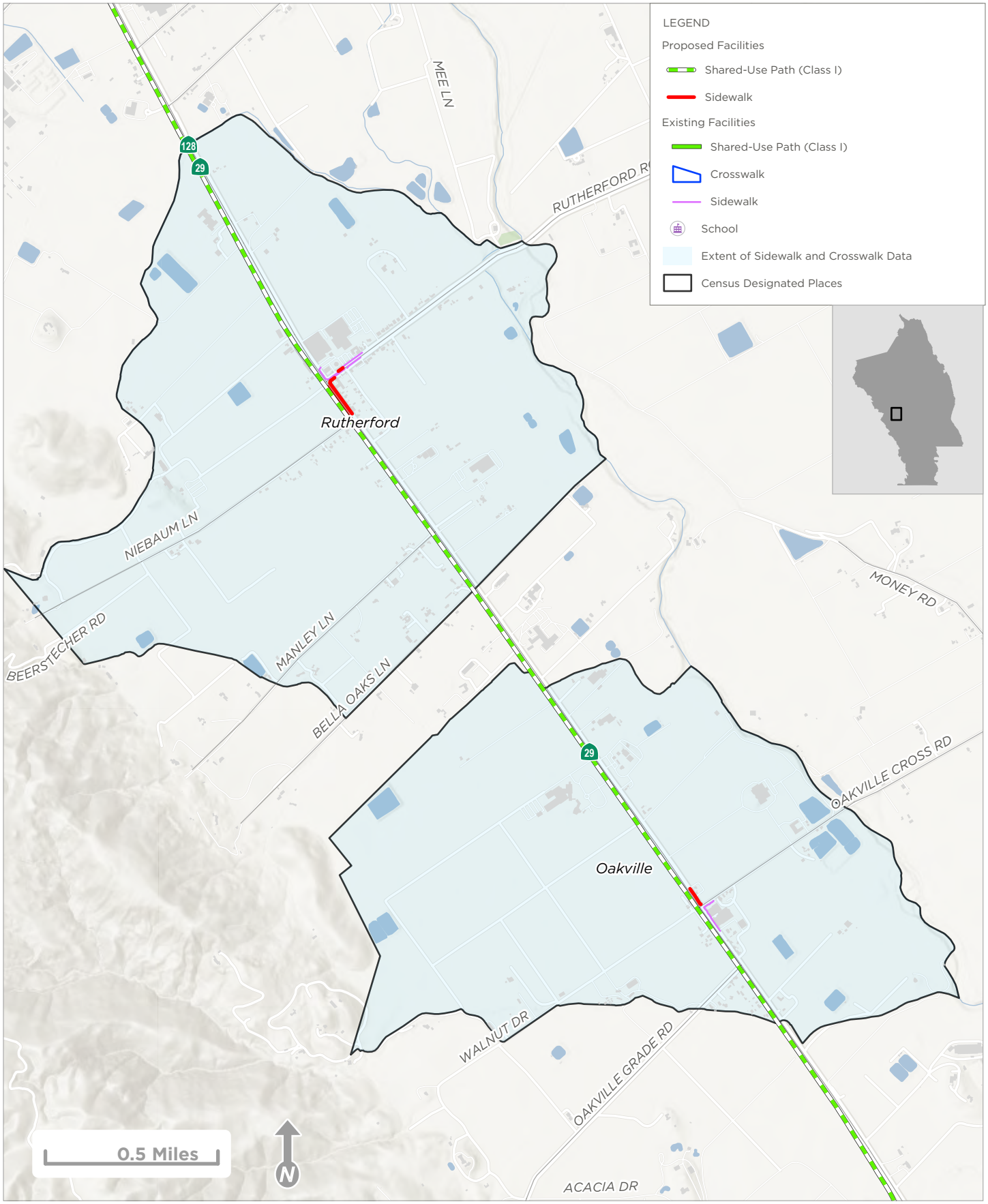


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing and Proposed Pedestrian Facilities

FIGURE 5.25



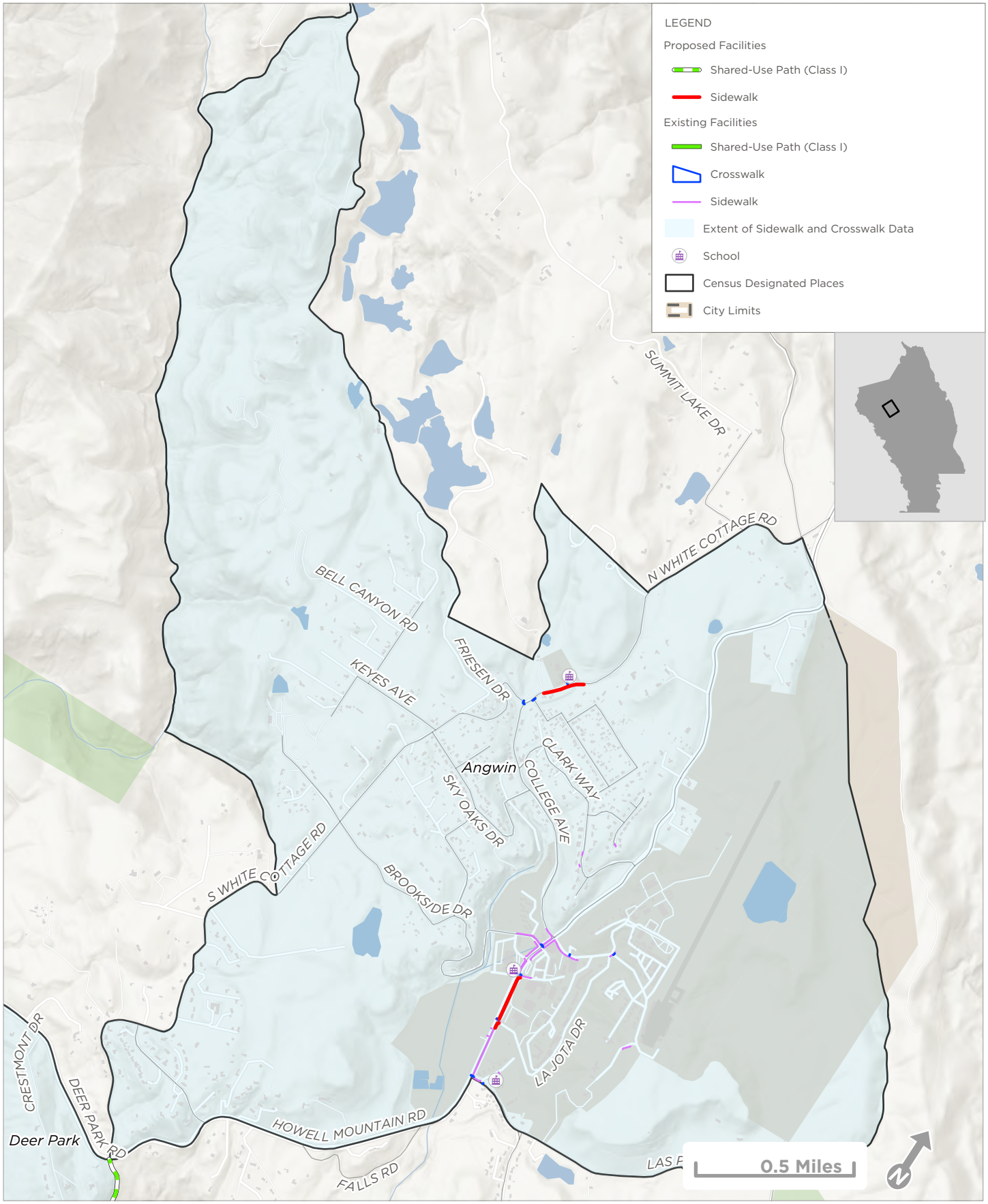
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Rutherford and Oakville

Existing and Proposed Pedestrian Facilities

FIGURE 5.26



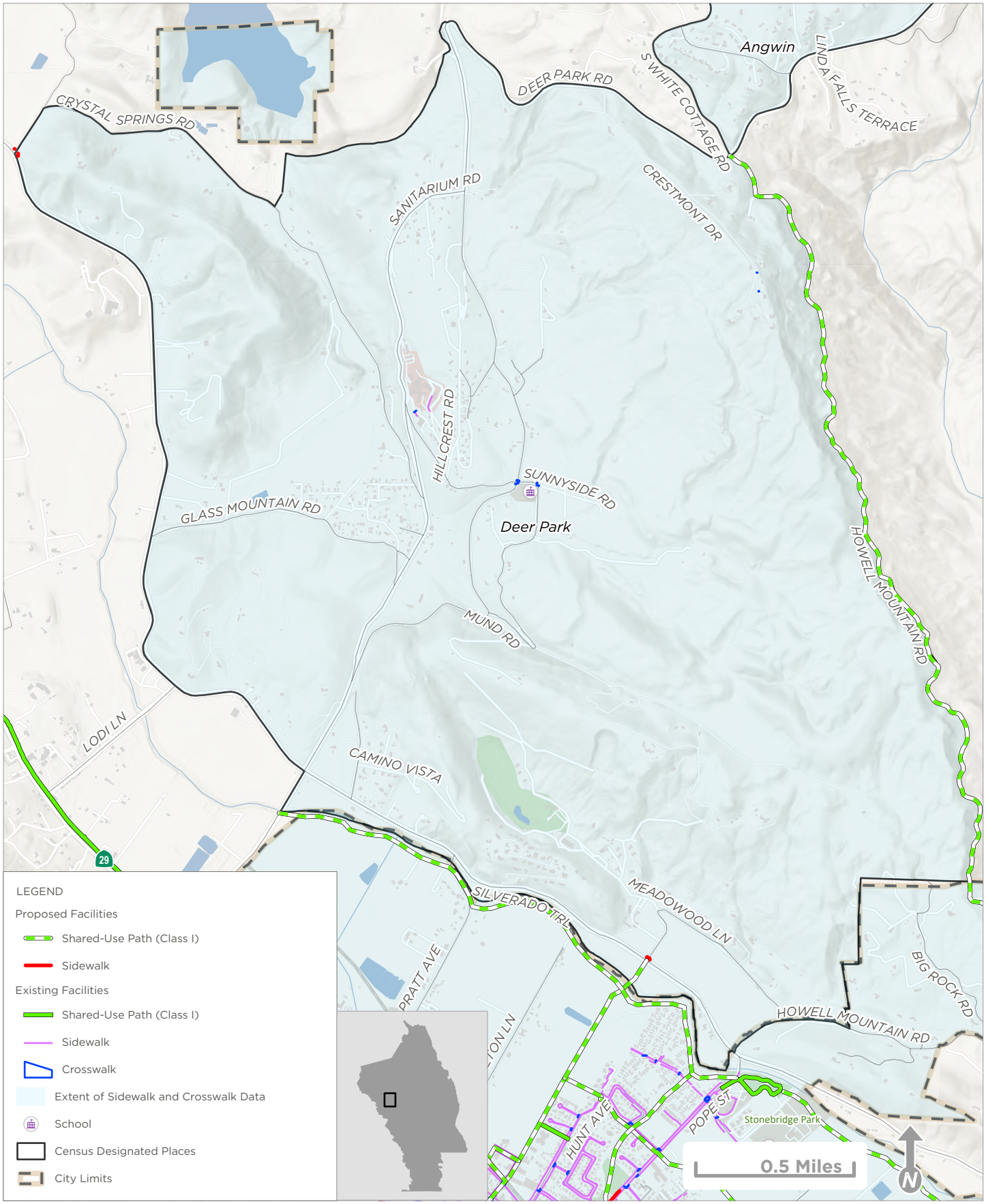
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Angwin

Existing and Proposed Pedestrian Facilities

FIGURE 5.27



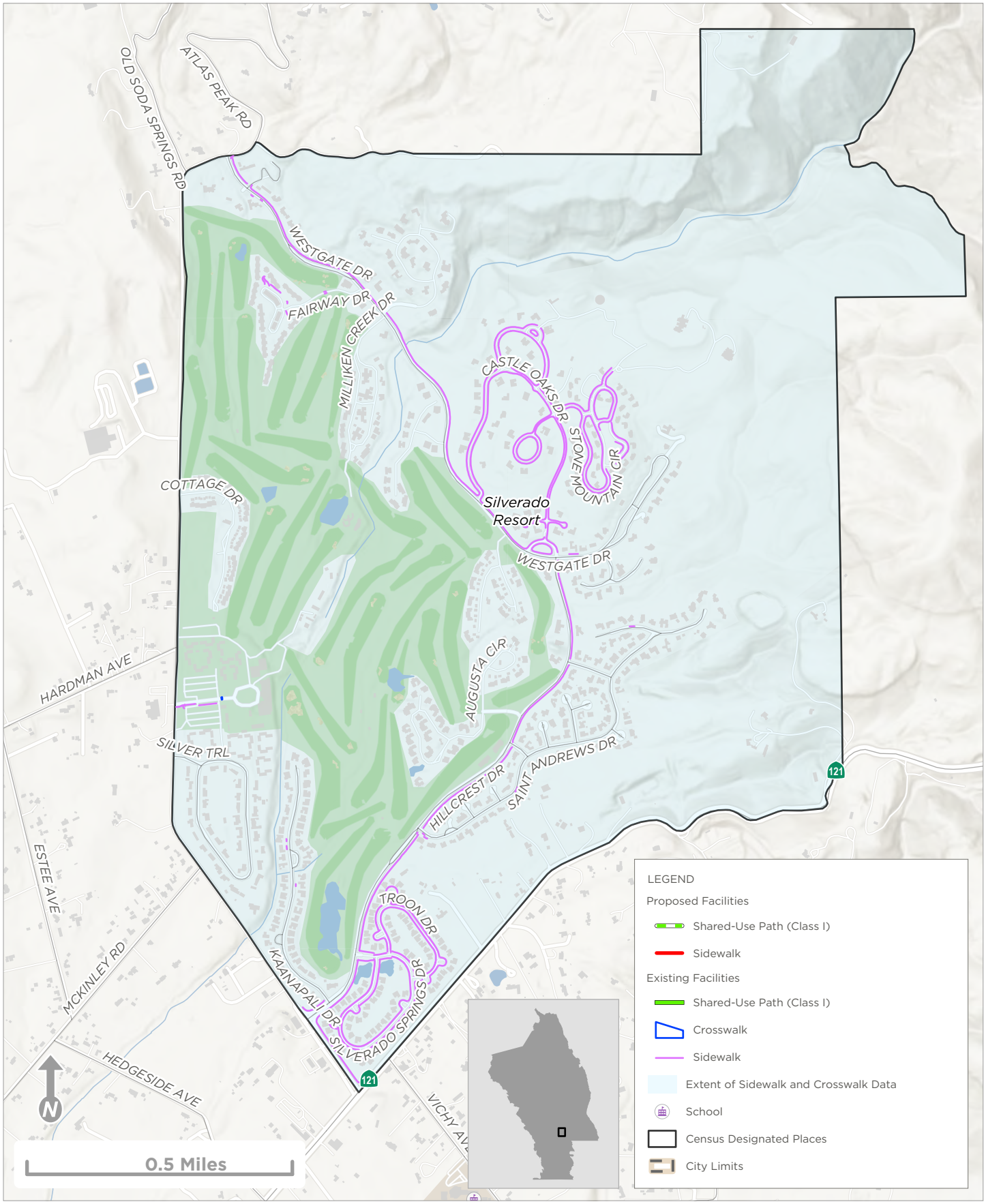
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Deer Park

Existing and Proposed Pedestrian Facilities

FIGURE 5.28



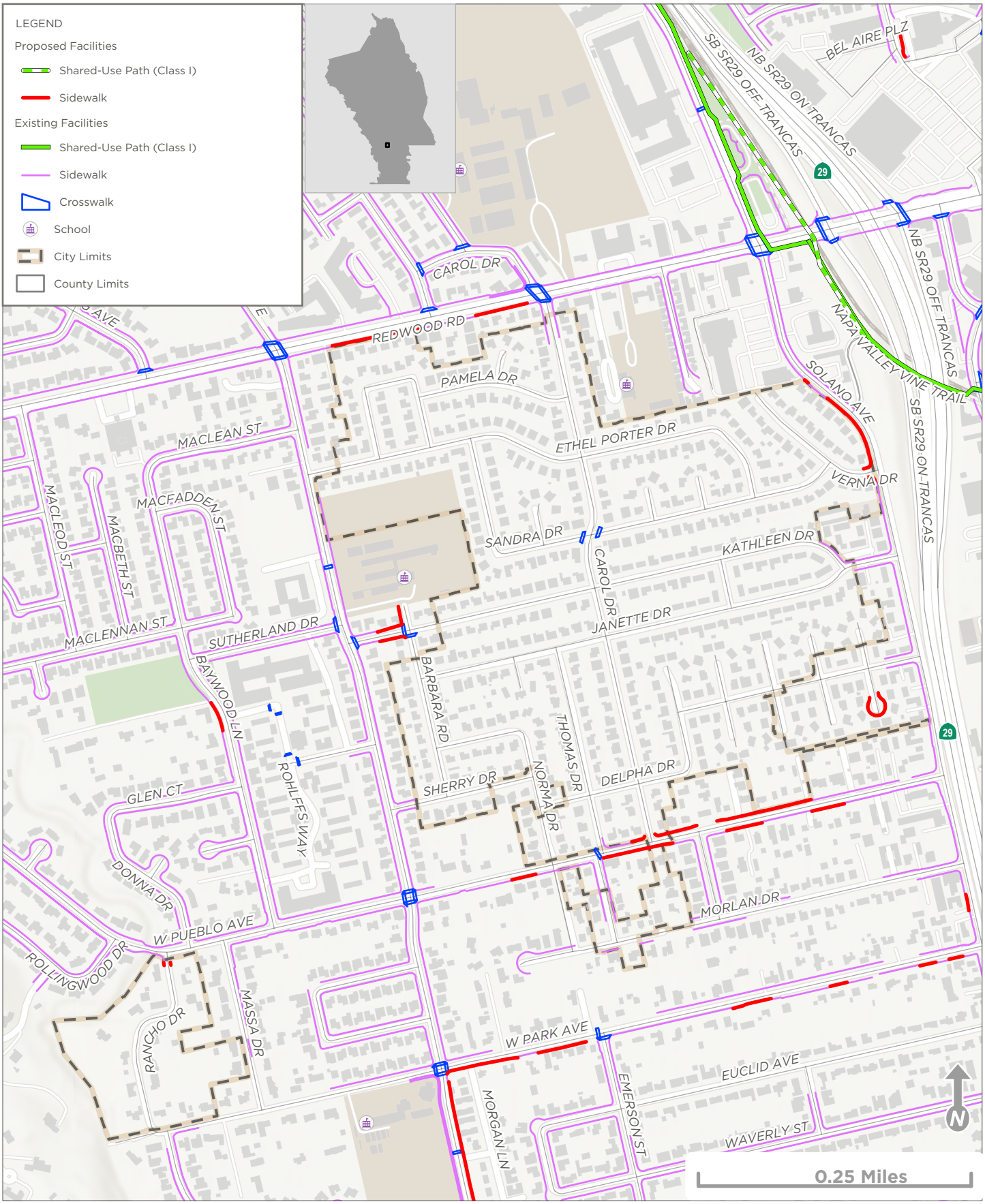
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Silverado Resort

Existing and Proposed Pedestrian Facilities

FIGURE 5.29



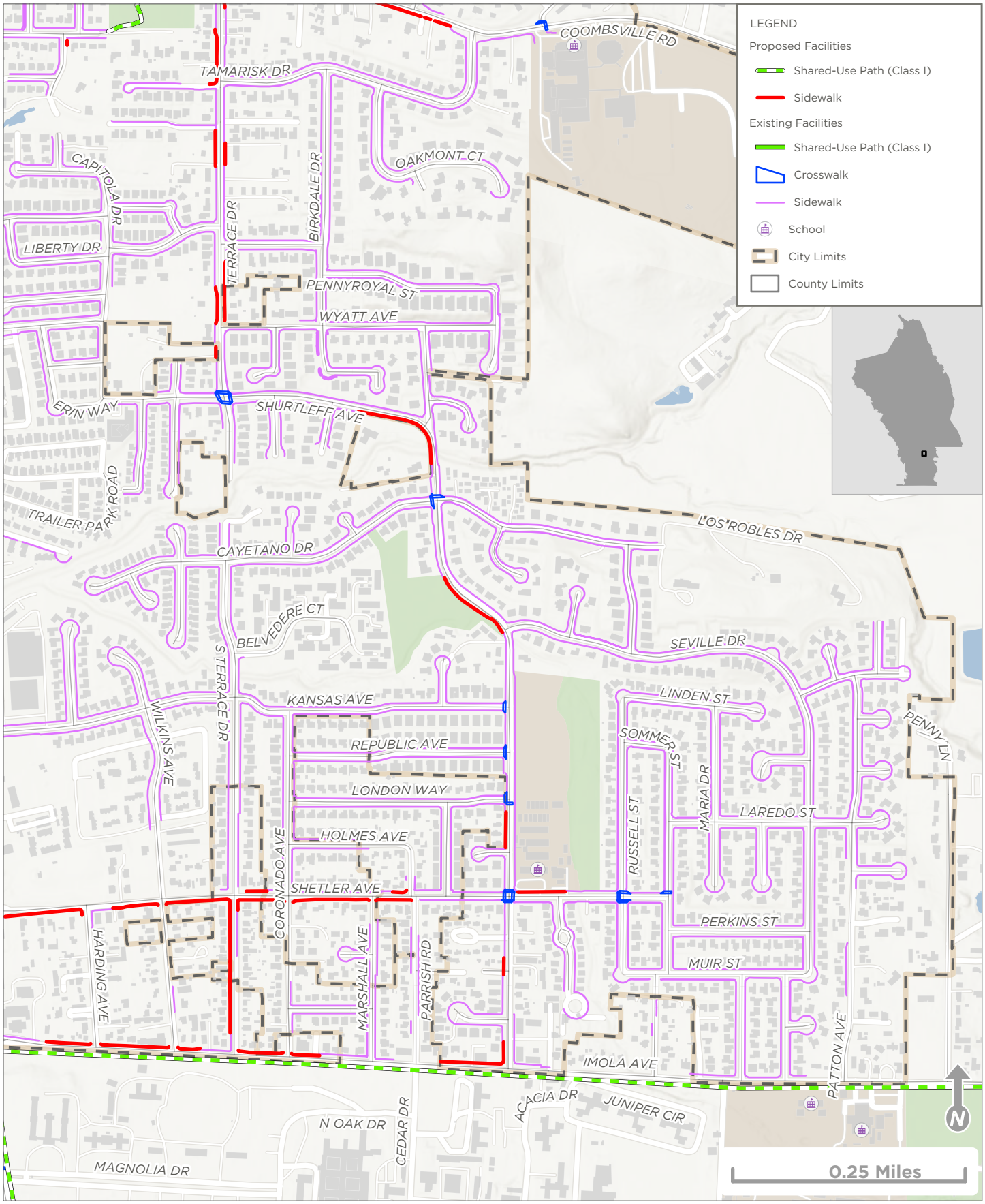
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Existing and Proposed Pedestrian Facilities

FIGURE 5.30



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Existing and Proposed Pedestrian Facilities

FIGURE 5.31

Marked Crosswalk Strategies

The following crosswalk strategy may be used to determine locations for new or improved marked crosswalks and prioritize key crossing opportunities. For a menu of crossing safety treatments, refer to the Treatment Toolkit in Appendix D.

Three factors must be considered when identifying locations for marked crosswalks:

- Where is there a demand for a crosswalk?
- Is there a history of collisions?
- Where can people cross safely?

In addition to this strategy, jurisdictions should refer to the NVTA Community Based Transportation Plan (CBTP) recommended project list, which includes more than 80 potential projects and programs recommended by disadvantaged community members. The CBTP seeks to address transportation access issues for disadvantaged residents who are more likely to be dependent upon transit or other forms of transportation besides a car but may have less resources or access to travel where they need to go. By considering crosswalks requested by this community, it will ensure that some of the county's most vulnerable residents have a voice in steering transportation policy and improving their day-to-day lives.

Crossing Demand

Marked crosswalks should be prioritized at locations where there is existing crossing demand, including at community destinations such as schools, parks, commercial centers, wineries, and transit stops.

Choosing crossing locations will depend on pedestrian desire lines, which are the most direct, desirable crossing route locations to key destinations. According to the National Association of City Transportation Officials (NACTO), where the walking distance to a crosswalk exceeds three minutes, pedestrians are more likely to cross at unmarked, unsafe locations for a more direct route. Long wait times at signalized intersection may also encourage risky crossing behavior. Crosswalks at uncontrolled intersections or midblock locations should be considered, where appropriate, to follow pedestrian desire lines and create more convenient crossing opportunities. Caltrans Design Information Bulletin (DIB) 94 recommends guidance for identifying locations for marked crosswalks, listed in Table 5.3.

DIB 94 specifies that crosswalks should be within 250-500 feet of each other in urban areas, and within 500 feet of each other in suburban areas or along rural main streets. Transit stops and key community destinations should have crosswalks within 50 to 200 feet.

Crosswalks should be prioritized at schools, commercial centers, hospitals, government buildings, tourist attractions, and other destinations where 1) pedestrians are encouraged to walk and 2) may be used by vulnerable road users (children, seniors, etc.). Crosswalks and pedestrian facilities should be considered in large commercial parking lots as well.

Table 5.3: Caltrans DIB 94 Crosswalk Location Guidance

Destination/Land Use Context	Crosswalk Location
Transit Stop	50-200 feet to destination
Community Destination	50-200 feet to destination
Urban Areas	Every 250 to 500 feet
Suburban Areas/Rural Main Streets	Every 500 feet

Collision History

Another way to identify potential marked crosswalk locations is through an analysis of local collision history. Identifying collision hot spots will highlight areas for potential pedestrian improvements, and shared roadway characteristics that may contribute to high collision frequency. A collision analysis will also help identify places where pedestrians are crossing often, but adequate crossing safety features are not present. Collision history may be used in tandem with crossing demand to prioritize crossing locations to key destinations.

Some commonly used sources for collision data, such as the Transportation Injury Mapping System (TIMS), only report collisions that result in a fatality or injury and therefore underreport total collisions by excluding non-injury or property damage only crashes. Street Story Reports by Berkeley SafeTREC provide supplemental information about collisions, near-misses, and other roadway safety concerns.

Crossing Safety

Once crossing demand is established and collision hotspots are located, potential crossing locations should be evaluated for safety. The number of lanes, posted speed, and volume of vehicles—measured as the Annual Average Daily Traffic (AADT)—all impact pedestrian crossing safety, and appropriate pedestrian crossing treatments should be considered and implemented. Stopping sight distance should also be evaluated when identifying appropriate locations for midblock or uncontrolled crosswalks.

Selecting Crossing Treatments

After selecting marked crosswalk locations for implementation, pedestrian crossing treatments should be considered based on intersection context.

Figure 5.32 provides crossing treatments and where they are deemed most appropriate based on intersection characteristics. Figure 5.33 provides the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (STEP Guide), which includes appropriate crossing treatments based on roadway configuration, speed limit, and average daily traffic volumes. See Appendix D for a list of potential pedestrian crossing treatments.

Figure 5.32: Crossing Treatments by Intersection Type

CROSSING TREATMENT	APPLICATION	APPROPRIATE AT...			
		SIGNALIZED INTERSECTIONS	STOP-CONTROLLED INTERSECTIONS	UNCONTROLLED INTERSECTIONS	MID-BLOCK CROSSINGS
HIGH-VISIBILITY CROSSWALK	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
DIRECTIONAL CURB RAMPS	MANDATORY AT ALL LOCATIONS, PER PROWAG	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
PEDESTRIAN-SCALE LIGHTING	ALWAYS APPROPRIATE, ESPECIALLY AT AREAS WITH COMMON NIGHTTIME PEDESTRIAN ACTIVITY	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
DAYLIGHTING	TYPICALLY APPLIED AT CROSSING LOCATIONS WITH ON-STREET PARKING	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
CROSSING ISLAND (MEDIAN, PEDESTRIAN REFUGE ISLAND)	TYPICALLY APPLIED AT CROSSINGS OF THREE TRAVEL LANES, WITH THE CROSSING ISLAND LOCATED IN THE TWO-WAY LEFT-TURN LANE	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
CURB EXTENSIONS (BULB OUTS)	TYPICALLY APPLIED AT CROSSING LOCATIONS WITH ON-STREET PARKING	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
RAISED CROSSING	REFER TO TABLE ON FOLLOWING PAGE	N/A	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
RECTANGULAR RAPID FLASHING BEACON (RRFB)	REFER TO TABLE ON FOLLOWING PAGE	N/A	N/A	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
PEDESTRIAN HYBRID BEACON (PHB)	REFER TO TABLE ON FOLLOWING PAGE	N/A	N/A	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
LEADING PEDESTRIAN INTERVAL (LPI)	MANDATORY AT SIGNALIZED INTERSECTIONS WITH PEDESTRIAN SIGNAL HEADS, PER PROWAG	ALWAYS RECOMMENDED	N/A	N/A	N/A

Figure 5.33: FHWA Step Guide

Pedestrian Crossing Treatments at Uncontrolled Crossings (Application of pedestrian crash countermeasures by roadway feature, FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations)

ROADWAY CONFIGURATION	POSTED SPEED LIMIT AND AADT																									
	VEHICLE AADT <9,000									VEHICLE AADT 9,000–15,000									VEHICLE AADT >15,000							
	≤30 MPH			35-40 MPH			45 MPH			≤30 MPH			35-40 MPH			45 MPH			≤30 MPH			35-40 MPH			45 MPH	
2 LANES (1 LANE IN EACH DIRECTION)	1	2		1			1			1			1			1			1			1			1		
	4	5	6		5	6		5	6	4	5	6		5	6		5	6	4	5	6		5	6		5	6
				7		9	7		9				7		9	7		9	7		9	7		9			9
3 LANES WITH RAISED MEDIAN (1 LANE IN EACH DIRECTION)	1	2	3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
	4	5			5			5		4	5			5			5		4	5			5			5	
				7		9	7		9	7		9	7		9	9		9	7		9	7		9			9
3 LANES W/O RAISED MEDIAN (1 LANE IN EACH DIRECTION WITH A TWO-WAY LEFT-TURN LANE)	1	2	3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
	4	5	6		5	6		5	6	4	5	6		5	6		5	6	4	5	6		5	6	5	6	
	7		9	7		9			9	7		9	7		9			9	7		9			9			9
4+ LANES WITH RAISED MEDIAN (2 OR MORE LANES IN EACH DIRECTION)	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
		5			5			5			5			5			5			5			5			5	
	7	8	9	7	8	9		8	9	7	8	9	7	8	9		8	9	7	8	9		8	9		8	9
4+ LANES W/O RAISED MEDIAN (2 OR MORE LANES IN EACH DIRECTION)	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
		5	6		5	6		5	6		5	6		5	6		5	6		5	6		5	6		5	6
	7	8	9	7	8	9		8	9	7	8	9	7	8	9		8	9	7	8	9		8	9		8	9

Given the set of conditions in a cell,

 # Signifies that the countermeasure is a candidate treatment at a marked uncontrolled crossing location.

■ *Signifies that the countermeasure should always be considered, but not mandated or required, based upon engineering judgment at a marked uncontrolled crossing location.*

■ *Signifies that crosswalk visibility enhancements should always occur in conjunction with other identified countermeasures.*

1 High-Visibility Crosswalk Markings, Parking Restrictions on Crosswalk Approach, Adequate Nighttime Lighting Levels, and Crossing Warning Signs

2 Raised Crosswalk

3 Advance Yield Here To (Stop Here For) Pedestrians Sign and Yield (Stop) Line

4 In-Street Pedestrian Crossing Sign (Not Permanent)

5 Curb Extension

6 Pedestrian Refuge Island

7 Rectangular Rapid-Flashing Beacon (RRFB)*

8 Road Diet

9 Pedestrian Hybrid Beacon (PHB)*

* PHB and RRFB are not both installed at the same crossing location.

Recommended Policies and Programs

Policies and programs, in tandem with state-of-the-practice infrastructure, will help Napa County achieve its vision of being an active transportation-friendly community with a connected and comfortable network for all ages and abilities. Inspired by the "Six E's" framework developed by the Safe Routes Partnership[8], the recommended policies and programs in this Plan are categorized into the following distinct implementation channels—engineering, education and engagement, encouragement, and evaluation. Since equity (one of the "Six E's") is one of the goals of this plan and not an "implementation channel," the policies and programs that support the Equity and Accessibility goal are distributed among the other "E's" categories.

Policies are typically set by local jurisdictions, while programs may be led by those agencies directly or in partnership with external stakeholders such as nonprofit organizations or school districts. The policies in this Plan build upon and complement policies developed in previous planning efforts (both countywide and local), and supersede any conflicting policies in previous plans, unless noted. The policies and programs in this section are intended to be applied countywide and adopted by each jurisdiction.

The lead implementing agency for each policy and program is the local jurisdiction, unless otherwise noted.

Engineering

Recommended policies and programs that support the build-out of a connected and comfortable active transportation network for all ages and abilities are listed in Table 5.4.

Table 5.4: Engineering Policies and Programs

Topic	Policy or Program	Goal Themes
Active Transportation Network Implementation (Development Regulations)	Update development code to condition discretionary projects to provide bicycle and pedestrian facilities recommended in this Plan, assuming a nexus is established. With prior approval from the jurisdiction, construction may be deferred until a connection to an existing route can be made. Improvements include, but are not limited to, easements, land dedication, route design and construction, maintenance, safety enhancements, and support facilities.	Connectivity
Automated Enforcement Technology	Evaluate automated technology innovations to enforce posted speed limits, traffic signal compliance, and other moving vehicle violations.	Safety
Bicycle Parking and End-of-Trip Facilities	Update municipal code to require the provision of long- and short-term bicycle parking in all new or redeveloped multifamily residential, office, public, and commercial buildings. Additionally require employers with 50 or more full-time exempt employees to provide end-of-trip facilities, such as showers and lockers. Refer to the Treatment Toolkit for best practices.	Sustainability and Mode Shift
Bikeways, Existing	Do not remove existing bikeways unless an improved bikeway is installed in its place.	Safety, Connectivity

[8] https://www.saferoutespartnership.org/safe-routes-school/101/6-Es

Topic	Policy or Program	Goal Themes
Capital Improvements Program (CIP)	Include projects from this Plan's proposed pedestrian network and near-term bicycle project list in the CIP.	Connectivity, Sustainability and Mode Shift
Coordination with Caltrans	Work with Caltrans to identify projects on Caltrans facilities that address issues related to collisions, speeding, or other barriers to active transportation.	Safety, Sustainability and Mode Shift
Complete Streets	Establish a deadline to update local engineering standards to incorporate Complete Streets consistent with Metropolitan Transportation Commissions (MTC) guidance,[9] Caltrans Director's Policy 37, and incorporating best practices as identified by AASHTO, NACTO, and PROWAG. Complete streets serve not only vehicle operations, but also pedestrians, personal mobility device users, bicyclists, and transit riders of all ages and abilities in a form that is compatible with and complementary to adjacent land uses, and that promotes connectivity between uses and areas.	Equity and Accessibility, Connectivity, Sustainability and Mode Shift
Crossings	Prioritize bicycle and pedestrian crossing enhancement projects located along the Vision Zero High Injury Network (HIN).	Safety, Connectivity
Curb Design	Discourage rolled curbs adjacent to sidewalks; they may increase frequency of vehicles parking on or blocking pedestrian path of travel.	Safety, Equity and Accessibility, Connectivity
Daylighting	Prioritize curb extensions and other daylighting improvements at key locations, such as near schools, or on higher volume roads.	Safety
Design Standards	Design all active transportation infrastructure to serve all ages and abilities. In the absence of local jurisdictional design guidelines, please refer to the Treatment Toolkit in this Plan. The Toolkit should be regularly updated by NVTA to reflect best practices.	Safety, Equity and Accessibility
Leading Pedestrian Interval	Install Leading Pedestrian Intervals (LPIs) at signals near key destinations such as schools, parks, hospitals, multi-family housing, retail hubs, transit, and at intersections along the HIN	Safety, Equity and Accessibility
Lighting	Prioritize pedestrian-scale lighting along primary active transportation corridors and near intersections along the HIN, primary active transportation corridors including Class I and Class IV facilities in urbanized areas, and arterials with bicycle facilities and/or sidewalks.	Safety, Sustainability and Mode Shift
Maintenance	Recognizing that small jurisdictions may not have the resources to acquire equipment, jurisdictions should share maintenance equipment (e.g., for sweeping, moving, bollard replacement) where feasible.	Equity and Accessibility, Sustainability and Mode Shift
Maintenance	Maintain bicycle facilities at the same or better condition as on-road facilities. Examples include pavement condition, signing and striping, street sweeping and debris removal, and trimming of vegetation. Consult the Treatment Toolkit section for guidance.	Equity and Accessibility, Sustainability and Mode Shift
Maintenance Reporting	Enable residents and visitors to easily report hazards in the public right-of-way using digital/mobile tools that automatically and consistently track maintenance needs. This could include reporting maintenance needs for pedestrian-related pavement markings and traffic control devices.	Equity and Accessibility, Sustainability and Mode Shift

[9] MTC Complete Streets Checklist. https://mtc.ca.gov/sites/default/files/documents/2024-10/MTC_Administrative_Guidance_for_Complete_Streets_Checklist_2024.pdf

Topic	Policy or Program	Goal Themes
Mode Hierarchy	Establish a mode hierarchy for land use, design and engineering decisions on key corridors or specific street typologies that identify where to prioritize pedestrians, bicyclists, and transit.	Safety, Connectivity, sustainability, and Mode Shift
Project Implementation	Review the projects identified in this plan for inclusion in street resurfacing, construction projects, and development application review, to promote consistency and buildout of the active transportation network.	Connectivity, Sustainability and Mode Shift
Quick Build[10]	Develop a countywide Quick-Build Program to quickly and consistently select and implement active transportation projects.	Safety, Connectivity
Regional Active Transportation Network	Enhance safety by prioritizing bike and pedestrian connectivity to regional bicycle trail facilities such as the Vine Trail and Bay Trail.	Connectivity, Sustainability and Mode Shift
Right on Red	Evaluate existing signalized intersections for locations where Right on Red may be prohibited to improve safety.	Safety
Safe Routes to School – Bicycle Parking	Partner with local school districts to provide safe, secure bicycle parking. Short-term bicycle parking should be provided at a rate of at least 1 space per every 20 students.[11] In the absence of local jurisdictional design guidelines, refer to the Treatment Toolkit for bicycle parking design guidance.	Sustainability and Mode Shift
Safe Routes to School – Crosswalks	Enhance all school zone crosswalks at collector or arterial intersections within 0.25 miles of a school with yellow, higher-visibility continental or ladder-style markings.	Safety
Safe Routes to School - Sidewalks	Strive to provide sidewalks of at least 6' wide within 250' of the school entrance. If a school has only one entrance, strive to provide sidewalks of at least 8' wide within 250' of that entrance.	Equity and Accessibility
Sidewalk Gaps	Support safe and convenient access for pedestrians of all ages and abilities by filling all sidewalk network gaps. Prioritize filling gaps (1) along arterials and collectors, (2) proximate to key destinations such as schools, parks, hospitals, multi-family housing, or transit, and (3) in areas that are identified as a neighborhood/community priority.[12]	Equity and Accessibility, Connectivity
Sidewalks as Shared-Use Paths	Install signage and pavement markings (such as thermoplastic decals) along all existing wide or "jumbo" sidewalks to satisfy the facility requirements of shared-use paths.	Connectivity, Sustainability and Mode Shift
Speed Limits (General)	Using the CA Manual for Setting Speed Limits, further Vision Zero objectives to lessen the severity and frequency of crashes by reducing roadway design speed and associated posted speed limits on arterial and collector roadways.	Safety
Speed Limits (School Zone)	Per California Vehicle Code Section 22358.8, evaluate the reduction of speed limits in School Zones, which may be lowered to 15 mph on all two-way residential streets under the City's jurisdiction within 500 feet of schools and 25 mph up to 1,000 feet from schools.	Safety
Transit First	Prioritize active transportation to/from transit stops, transit hubs, and park and rides, particularly within Equity Priority Communities.	Equity and Accessibility, Connectivity

[10] NVTA would implement this policy or program.

[11] Association of Pedestrian and Bicycle Professionals, Bicycle Parking Guidelines, 2nd Ed, 2010.

[12] There are some exceptions to this policy, including rural residential zones and the Town of Yountville Old Town Historic District. See Town of Yountville General Plan, Mobility Element MO-3.2 – Old Town Historic District, which states "Maintain the Old Town Historic residential neighborhood with minimal traffic improvements and without curb, gutter, and sidewalks."

Education and Engagement

The policies and programs recommended below are intended to educate and increase awareness of active transportation-related best practices among the public.

Table 5.5: Education and Engagement Policies and Programs

Topic	Policy or Program	Goal Themes
Bike Rental Education	Promote bicycle safety and reduce conflicts by coordinating with businesses that provide bike rentals, tours, and/or loaner bikes (including local retailers, hotels, and tour companies) to promote user education/etiquette and to provide preferred route guides to those who borrow or rent equipment.	Safety
Construction Detours	Provide designated detour routes with an LTS equivalent to the existing bicycle/pedestrian facility so that construction projects (whether public or private) do not unnecessarily impact active transportation facilities.	Safety
Micromobility	If necessary, update local ordinances to specify where e-bikes and other motorized micromobility devices are allowed to operate, consistent with state legislation.	Equity and Accessibility, Sustainability and Mode Shift
Obstructions	Develop an awareness program and/or educational materials that discourage blocking bike lanes and sidewalks (including residential driveways), especially within 0.25 miles of schools. This information could be communicated through local jurisdictions' websites and directly to businesses (re: commercial deliveries).	Safety, Equity and Accessibility, Connectivity
Road Safety Education	Organize countywide efforts to partner with local stakeholders to expand roadway safety events, programs, and leverage regional/state/federal campaigns such as those developed by the Office of Traffic Safety. Partner with local nonprofit organizations and other community partners to provide and support free bicycle and pedestrian education to the community that includes topics such as safety and maintenance.	Safety, Sustainability and Mode Shift
Safe Routes to School Education	Support and expand Safe Routes to School program, including classroom-based curriculum and on-bike education for all Napa County K-12 students by identifying consistent long-term funding for Safe Routes to School programs.	Safety, Connectivity, Sustainability and Mode Shift
Safe Routes to School Engagement	Partner with local schools to provide Safe Routes to Schools materials and communications in commonly spoken languages to reach diverse populations.	Equity and Accessibility
Waste Hauling	Expand Napa County Bicycle Coalition's awareness program that discourages placing waste bins in bike lanes and within the pedestrian clear space of the sidewalk. Develop local policies to support ongoing education and compliance.	Safety, Equity and Accessibility
Wayfinding[13]	Partner with local and regional jurisdictions and stakeholders to develop countywide bikeway signage, striping, wayfinding, and lighting standards. Whether on regional multi-use paths or in local downtowns, signage, striping, wayfinding, and lighting should be consistent.	Connectivity

Encouragement

The policies and programs described below are intended to encourage residents and visitors alike to choose active transportation as a means of traveling throughout Napa County.

Table 5.6: Encouragement Policies and Programs

Topic	Policy or Program	Goal Themes
Bicycle Events	Encourage events that familiarize the public with bicycling and walking such as Bike to Work Day, Bike to School Day, Bike Fest, and commute challenges.	Sustainability and Mode Shift
Bike Parking at Large Events	Enforce the California Green Building Standards Code (CALGreen) which requires large events (those with 5,000+ projected attendees) and recurring community events (such as farmers markets) to provide safe/secure bike parking on-site.	Sustainability and Mode Shift
Bicycle Friendly Community Status	Partner with Napa County Bicycle Coalition to apply for, and maintain, Bicycle Friendly Community status from the League of American Bicyclists. The City of Calistoga became a Silver Bicycle Friendly Community in 2013, and the City of Napa became a Bronze Bicycle Friendly Community in 2012.	Sustainability and Mode Shift
Bikes for Low-Income Residents	Provide free or low-cost bicycles and helmets to those who qualify for CalFresh by collaborating with local bike shops, nonprofits, and advocacy groups to source bikes and helmets at discounted rates or through donations.	Equity and Accessibility, Sustainability and Mode Shift
Class I Facilities in Parks	Evaluate existing policies and revise where necessary to support 24-hour access to low-stress (Class I) active transportation facilities in parks.	Safety, Equity and Accessibility, Connectivity, Sustainability and Mode Shift
Micromobility	Encourage e-bike mode shift among low-income California residents with a targeted outreach program to promote any state-administered e-bike rebates or subsides.	Equity and Accessibility, Sustainability and Mode Shift
Safe Routes to School	Support local schools and other Safe Routes to School program partners, such as non-profits, in offering age-appropriate Safe Routes to School programming. This may include walking school buses and bike rodeos for elementary students, bike safety and "walk and roll to school" events for all ages, bike repair workshops for middle and high schoolers, and student-led encouragement (through events or affinity groups) for high schoolers.	Safety, Sustainability and Mode Shift
Social Walks/Rides & Family Biking Workshops	Support development and expansion of recurring social walking/biking events, family biking workshops, Walk-with-a-Doc programs, and other activities to introduce/encourage active transportation.	Sustainability and Mode Shift
Transportation Demand Management (TDM)[13]	Develop a countywide TDM program to oversee projects with conditioned TDM requirements and identify funding strategies for monitoring. The County of Napa General Plan Circulation Element provides details on potential strategies.[14]	Sustainability and Mode Shift
TDM Programs	Support/expand TDM programs that encourage or incentivize active transportation as an alternative to solo vehicle commutes.	Sustainability and Mode Shift

[13] NVTA would implement this policy or program

[14] County of Napa General Plan Circulation Element, 2019. https://www.countyofnapa.org/DocumentCenter/View/3332/Circulation-Element-PDF

Evaluation

The policies and programs described below track progress towards a connected and comfortable active transportation network for all ages and abilities. NVTA has set aside resources to regularly evaluate the outcomes of this AT Plan, whether that be annually or biannually; therefore, NVTA would be the implementing agency for many of the following evaluation recommendations.

Table 5.7: Evaluation Policies and Programs

Topic	Policy or Program	Goal Themes
ADA Compliance	Develop a countywide program to track ADA compliance of new and redeveloped curb ramps and sidewalks, consistent with the guidelines in the Treatment Toolkit.	Equity and Accessibility
Bicycle and Pedestrian Counts	Considering the active transportation mode share goal of 10% by 2040, establish a bicycle and pedestrian counts program and continue to install automated multimodal counters along key corridors and other locations countywide. Counts, along with MioVision data from signalized intersections, will help track active transportation mode share. Additionally, counts can help assess the impact of active transportation improvements (i.e., before and after studies to measure increase in active mode share within a certain distance of a facility improvement or development project).	Sustainability and Mode Shift
Countywide Database	Establish a one-stop comprehensive countywide GIS database that includes collision data, bicycle, and pedestrian network segment information (facility type, mileage, LTS score where applicable, planned infrastructure), counts data, curb ramps, and other relevant data. This database will support most of the other evaluation metrics described within this section. Update countywide GIS database each year to assess how many miles of bicycle and pedestrian facilities have been added to the network.	Safety, Equity and Accessibility, Connectivity, Sustainability and Mode Shift
Data Collection	Collect and analyze vehicle and active mode data, including volumes, speeds, time-of-day, and other characteristics to determine pre- and post-project measurements for major bikeway and pedestrian improvement projects, as well as for large-scale development projects (e.g., Napa Pipe, Amazon warehouse, etc.). Big data sources of transportation data should also be considered for evaluation	Sustainability and Mode Shift
Equity Priority Communities	Implement at least two projects per year in both locally identified and MTC Equity Priority Communities within the County.	Equity and Accessibility
LTS	Use the LTS tool to gauge whether each new bicycle facility added or upgraded within the county's network will achieve a comfortable score of LTS 1 or 2.	Safety
Measure U Coordination	In developing a five-year project list for Measure U, include on-street bike facilities, sidewalks, and other eligible projects from the active transportation recommendations in this Plan.	Sustainability and Mode Shift
Mode Share Goal	To support the countywide 10% active mode share goal, each jurisdiction should strive to complete as many projects as possible from the proposed pedestrian network and near-term bicycle project list by 2040.	Sustainability and Mode Shift
Safe Routes to School	Foster a partnership between Napa County Bicycle Coalition and local schools to conduct student travel tallies twice per year at all elementary, middle, and high schools to track how students are traveling to school. This may inform whether encouragement programs and active transportation network improvements are contributing to mode shift.	Sustainability and Mode Shift
Vision Zero[16]	Track active transportation fatalities and severe injuries with the goal of reaching zero by 2035.	Safety

Chapter 6
Implementation Plan

The following chapter provides a plan for implementing the recommendations proposed in Chapter 5. This chapter includes the following sections:

- Bicycle Network Prioritization
- Estimated Project Benefits
- Unit Cost Assumptions
- Funding opportunities

The implementation plan outlines an approach for prioritizing bicycle projects for implementation. Note that the pedestrian network presented in Chapter 5 represents a prioritized list of sidewalk gap projects and no further prioritization was conducted in development of this Implementation Plan. The sidewalk gap projects recommended form the prioritized list as they provide improved pedestrian access near key destinations.

In addition to the prioritization of near-term bicycle projects, the implementation plan includes estimates for induced bicycling demand and potential VMT reduction benefits of all bicycle projects identified in the AT Plan, as well as estimated greenhouse gas emissions reductions associated with implementation of proposed sidewalk projects.

Finally, unit cost assumptions used to calculate planning-level project cost estimates and a list of potential funding opportunities with project eligibility are included.

This AT Plan includes Caltrans planning efforts and proposed facilities along state routes, which will require coordination with Caltrans.

Bicycle Network Prioritization

The proposed active transportation network provides a vision through 2050 and includes 363 miles of projects. However, there is limited available funding, and the whole network cannot be implemented at once. As a result, a list of "near-term" bicycle projects was developed for implementation over the next five to seven years, totaling 83 miles of bicycle facilities.

The near-term bicycle project list is meant to be a guide for jurisdictions, but implementation priorities may change. Project implementation can be aligned with other ongoing projects, like those recommended in the 2023 Vision Zero Plan. Other factors, such as project complexity and available resources, may also impact which projects are prioritized for implementation.

Prioritization Metrics

Scoring metrics were identified based on community-identified values, common grant funding program guidelines, and local agency priorities. Bicycle projects were scored on the five metrics listed in Table 6.1: safety, equity, connectivity, plan consistency, and community support.

Table 6.1: Prioritization Metrics

Metric	Definition
Safety	Improvement is located on the HIN defined by the 2023 NVTA Vision Zero Plan
Equity	The project is within an Equity Priority Community (EPC) defined by the 2025 NVTA Vision Zero Plan
Connectivity	The project provides a connection along or across a high stress route that is a barrier to low stress bicycle connectivity
Plan Consistency	The project was identified in a prior planning effort
Community Support	The project was identified or supported by the community.

Manual Review

Once the proposed bicycle projects were scored, high scoring projects were manually refined to finalize the near-term bicycle project list for each jurisdiction.

Projects that scored high but do not provide connectivity to key destinations, or projects that provide primarily recreational benefit instead of commuter benefit were reconsidered. High scoring projects were reevaluated if they are parallel to an existing facility. If two high scoring projects are proposed on the same corridor, the project offering the least separation from vehicle traffic was removed from the near-term project list. For example, if a shared-use path (Class I) and a bike lane (Class II) were both proposed on the same street, the bike lane was removed from the near-term list.

Projects that may have not previously scored well were considered for the near-term project list if they provide key connections between existing bikeways or other near-term projects, key destinations, or would provide commuter benefit.

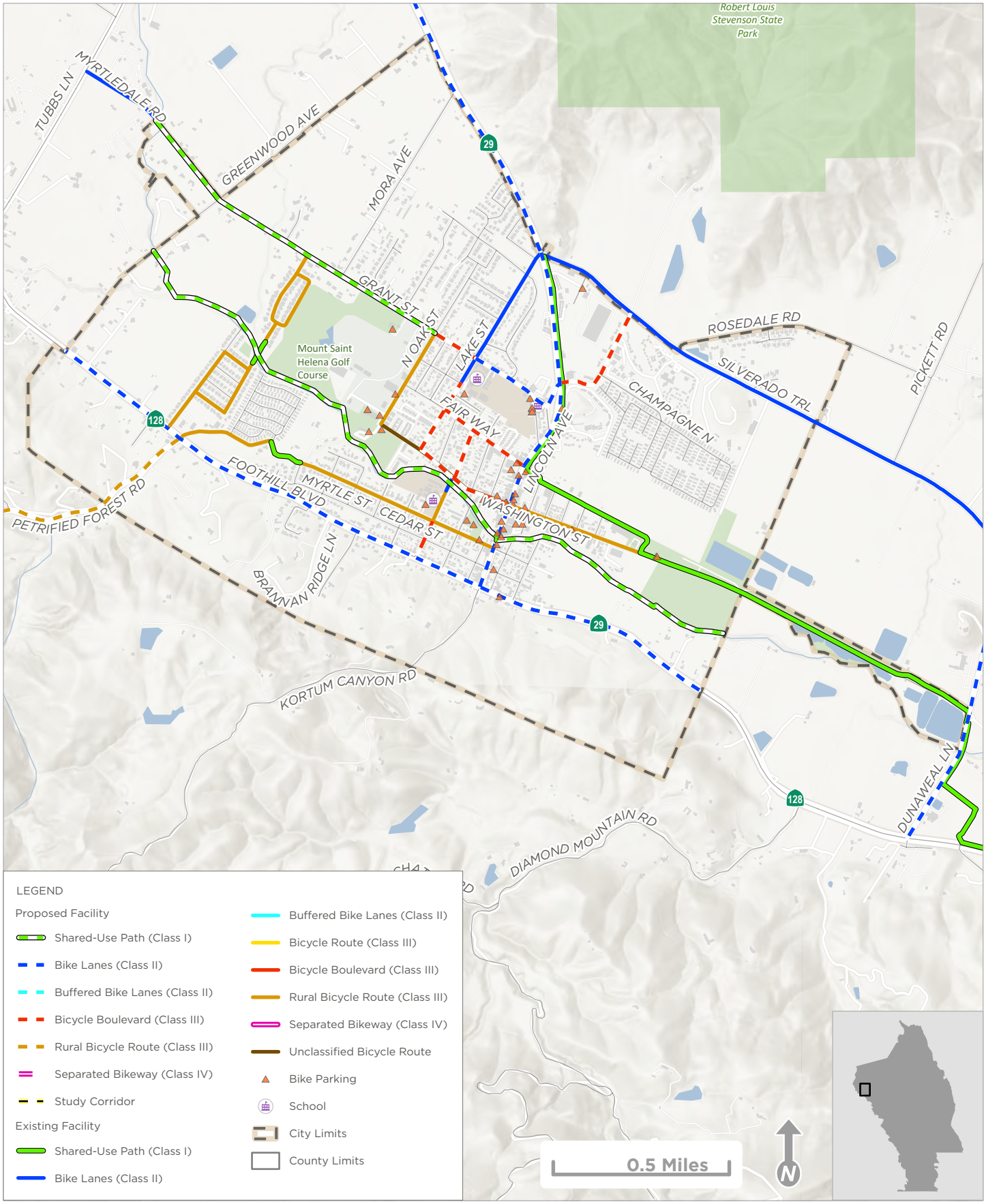
Near-term networks within each jurisdiction were also reviewed holistically, in the context of how useful or disjointed the network would be if all included projects were implemented over the next five to seven years.

Near-Term Project List

The assessment of bicycle projects resulted in a near-term list that includes 87.5 miles of bicycle facilities across 52 projects. Table 6.2 provides the mileage of near-term bicycle projects in each city by facility type. Maps of near-term bicycle projects in each jurisdiction are provided in Figure 6.1 through Figure 6.17.

Table 6.2: Near-Term Bicycle Project List

Jurisdiction	Miles
City of Calistoga	**6.6**
Shared Use Path (Class I)	1.0
Bike Lanes (Class II)	5.0
Bicycle Boulevard (Class III)	0.7
City of St Helena	**4.8**
Shared Use Path (Class I)	4.2
Rural Bicycle Route (Class III)	0.6
Town of Yountville	0.1
Shared Use Path (Class I)	**0.1**
City of Napa	12.6
Shared Use Path (Class I)	**3.4**
Bike Lanes (Class II)	4.0
Buffered Bike Lanes (Class II)	0.2
Bicycle Boulevard (Class III)	2.5
Study Corridor	2.5
City of American Canyon	4.2
Shared Use Path (Class I)	**3.3**
Separated Bikeway (Class IV)	0.7
Bicycle Boulevard (Class III)	0.2
County of Napa	59.1
Shared Use Path (Class I)	**13.1**
Bike Lanes (Class II)	9.8
Rural Bicycle Route (Class III)	36.3
Total	**87.5**



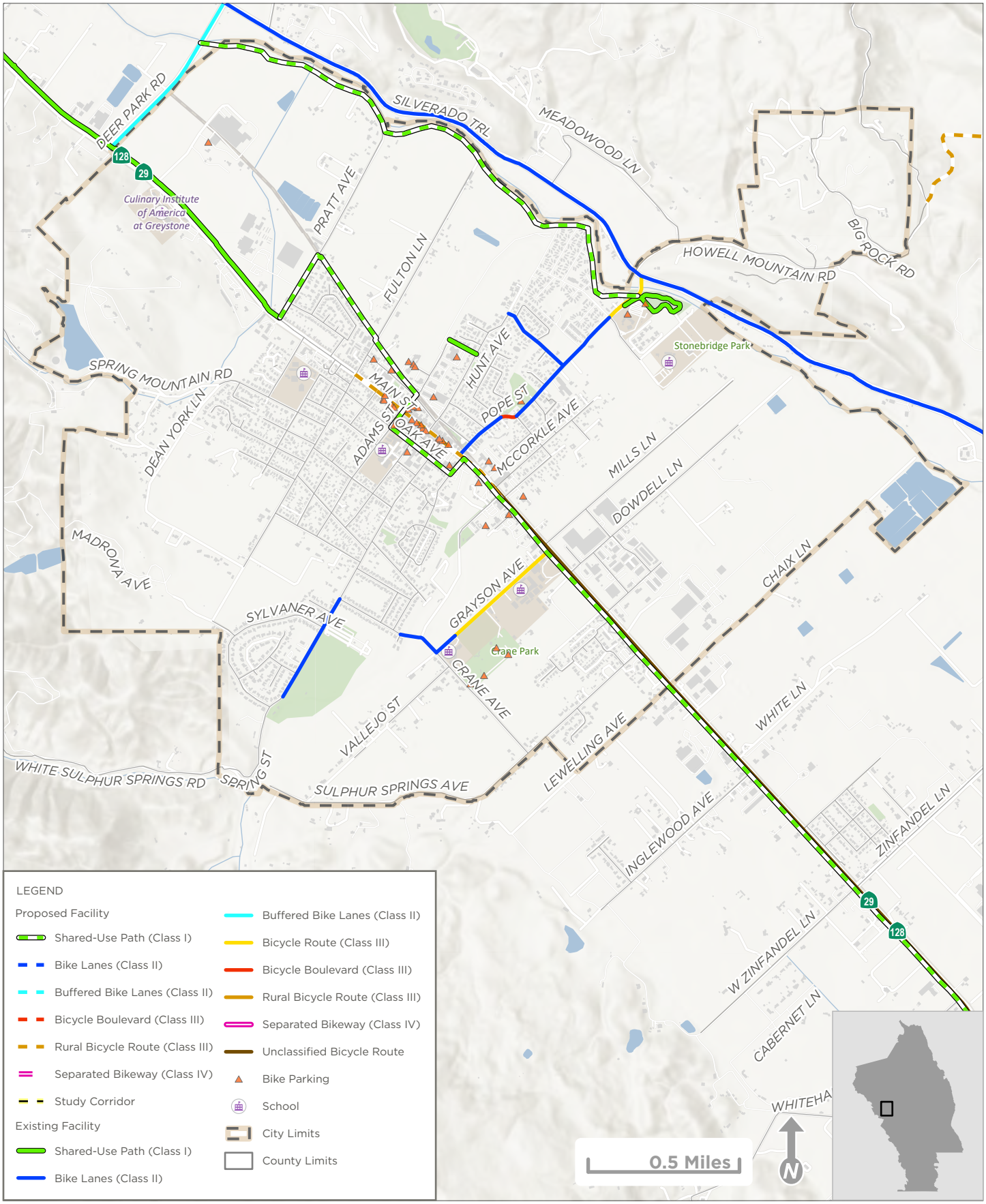
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Near-Term Bicycle Network

FIGURE 6.1



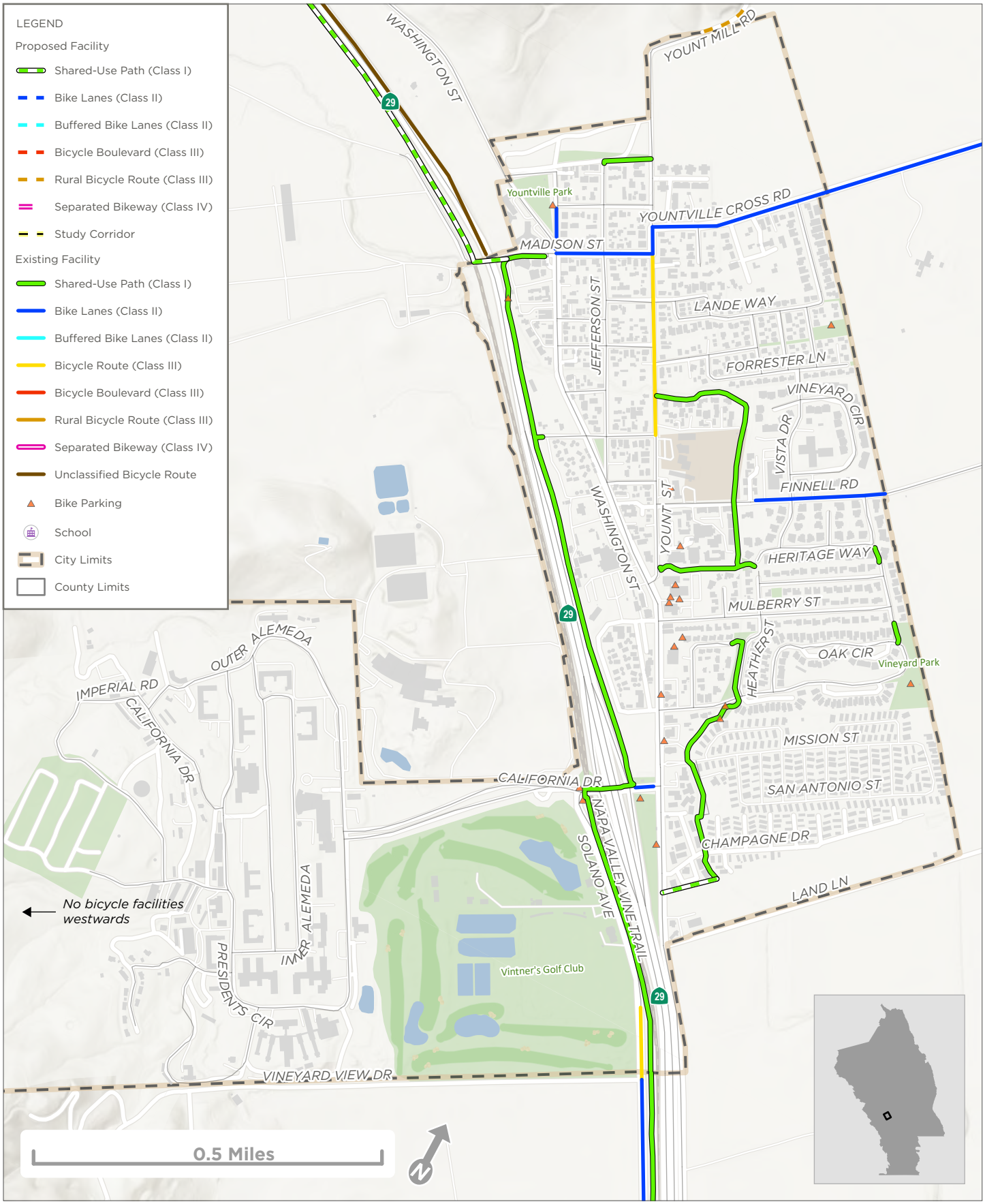
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena

Near-Term Bicycle Network

FIGURE 6.2



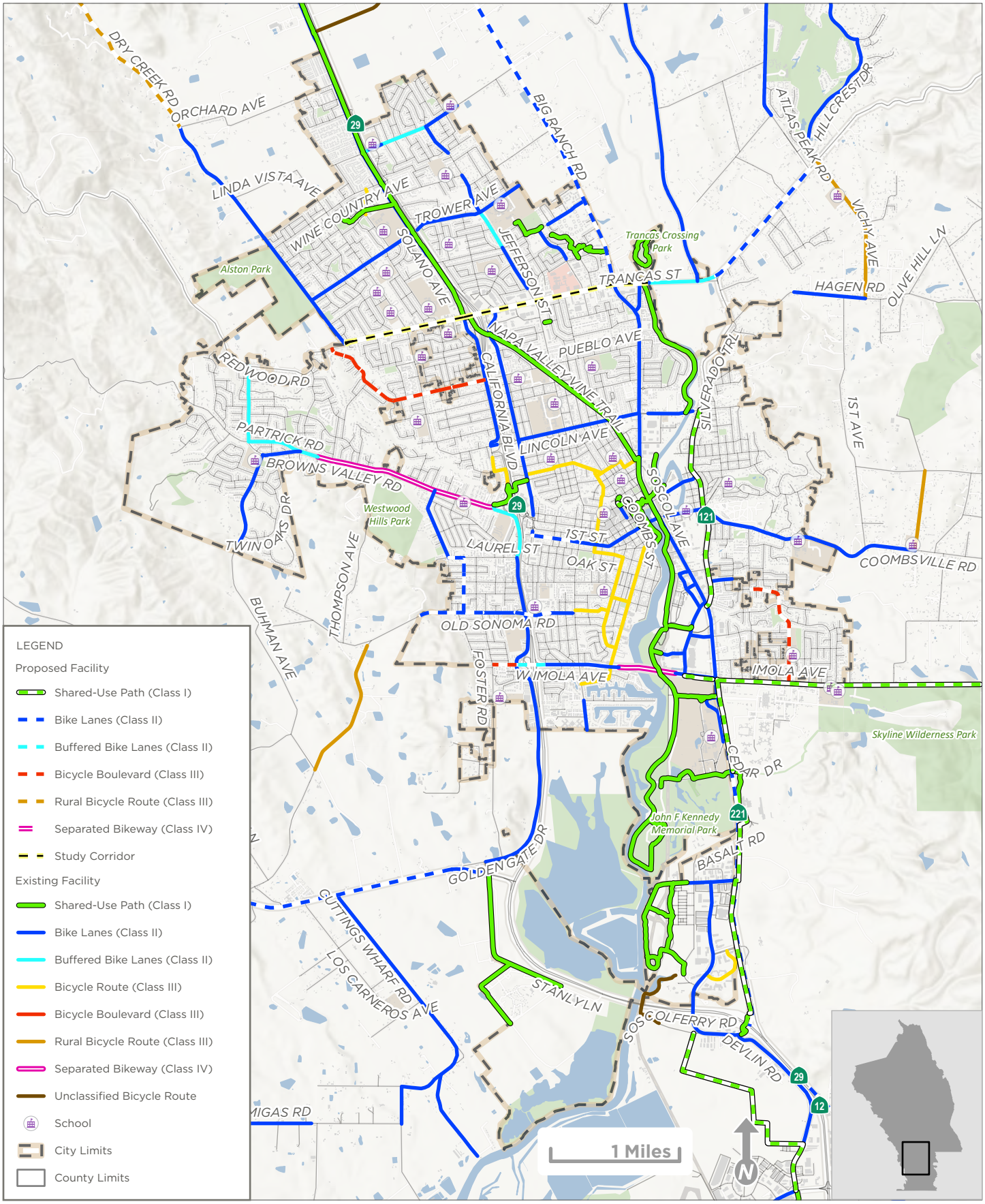
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville

Near-Term Bicycle Network

FIGURE 6.3



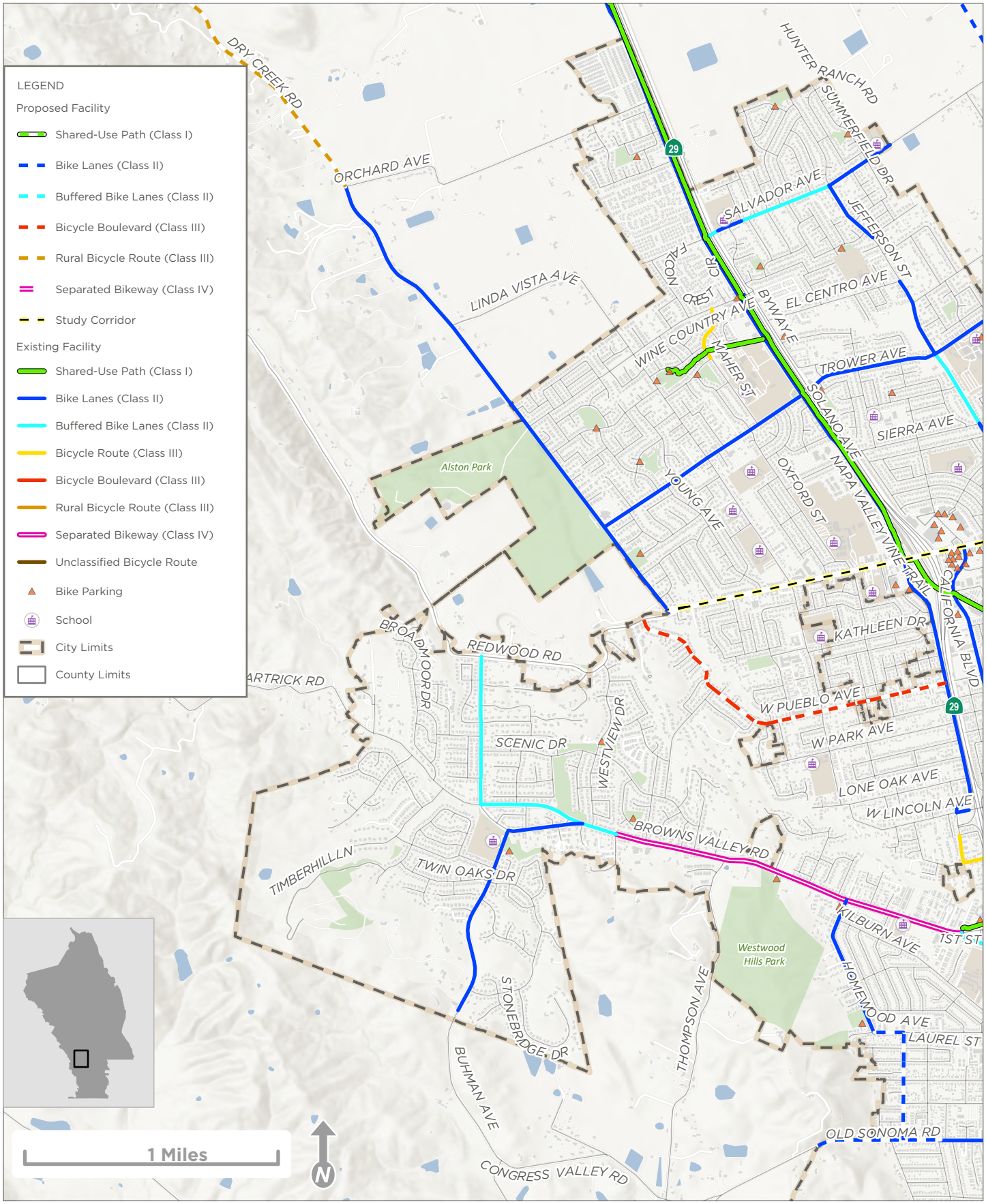
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa

Near-Term Bicycle Network

FIGURE 6.4



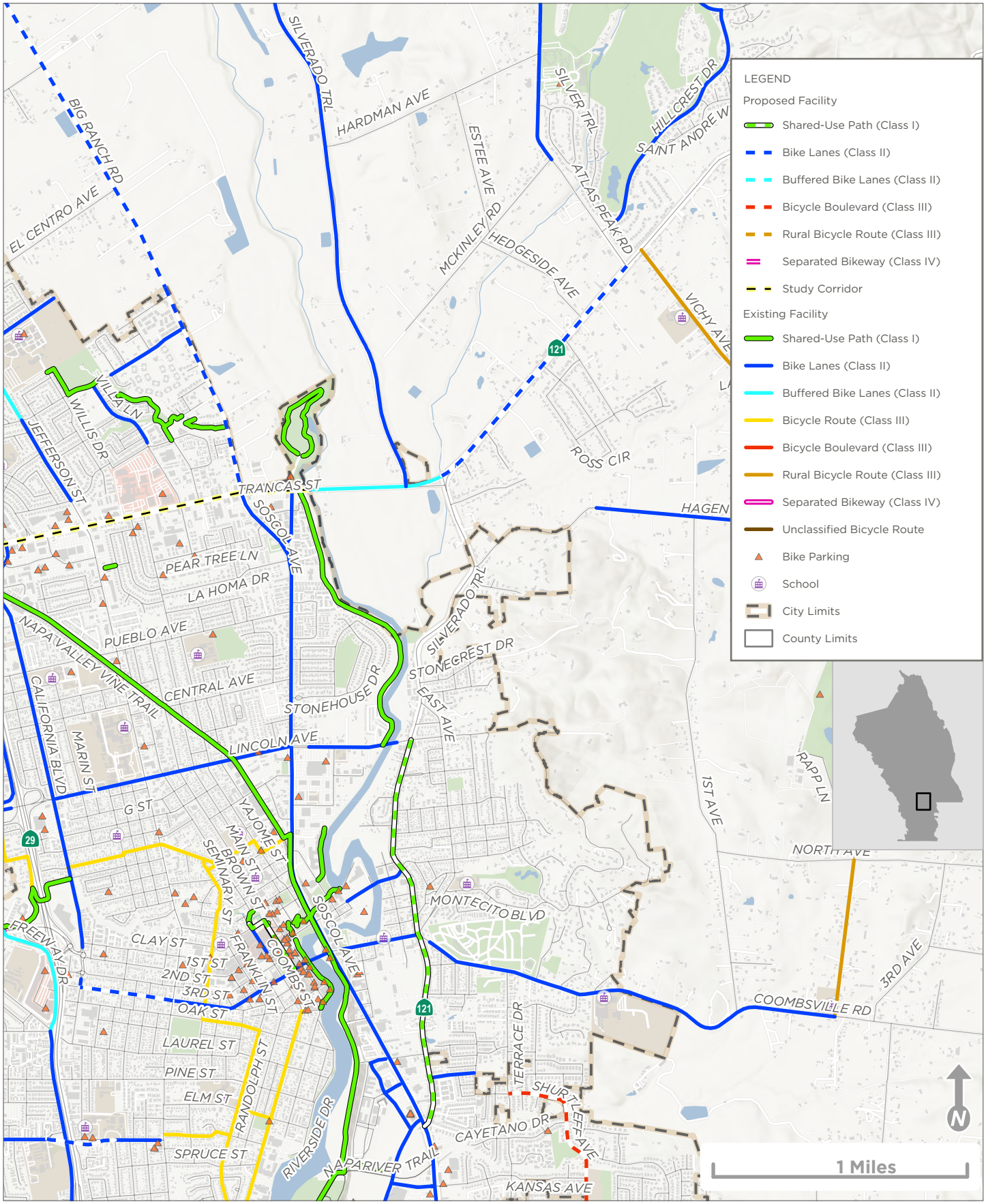
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest

Near-Term Bicycle Network

FIGURE 6.5



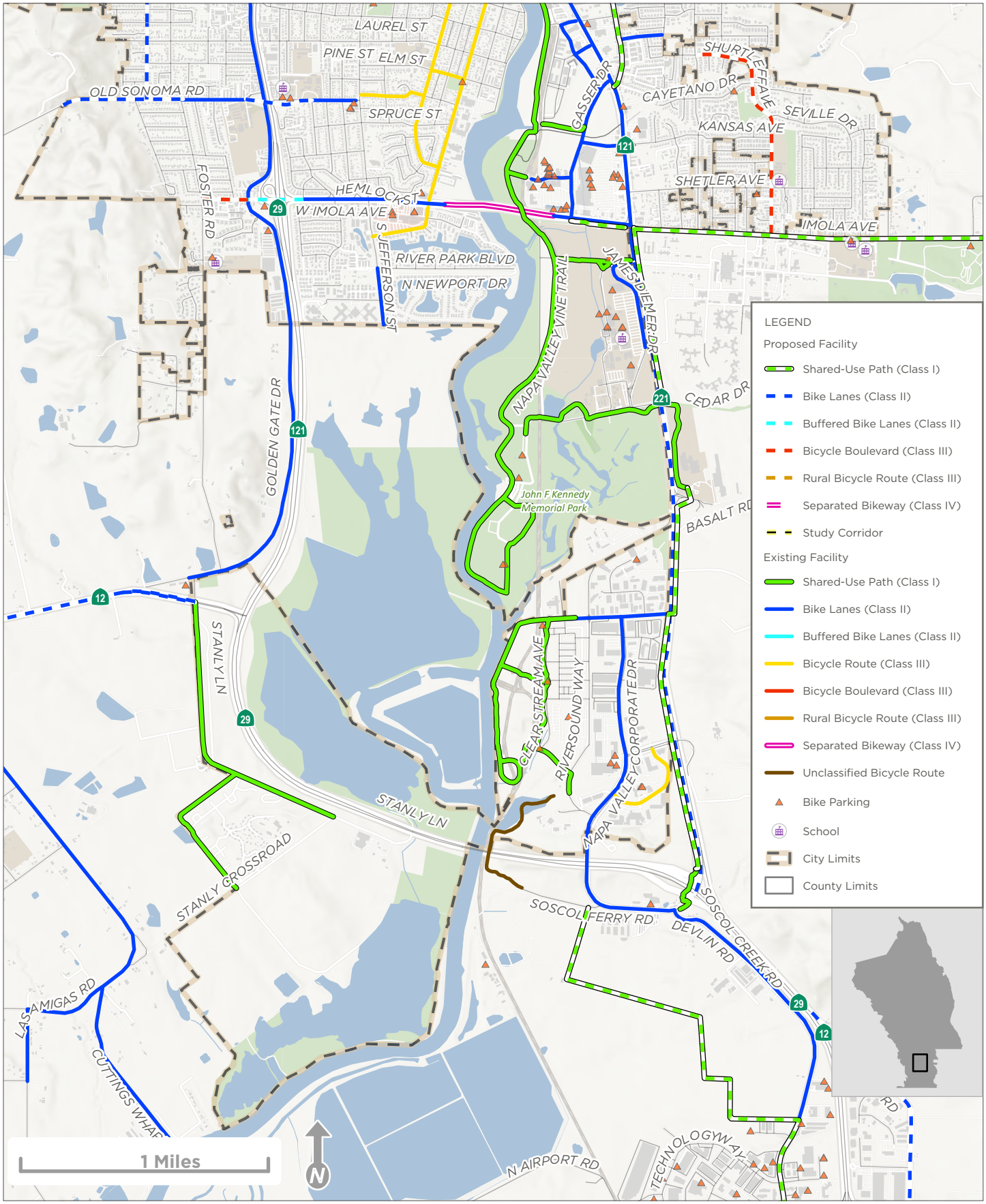
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast

Near-Term Bicycle Network

FIGURE 6.6



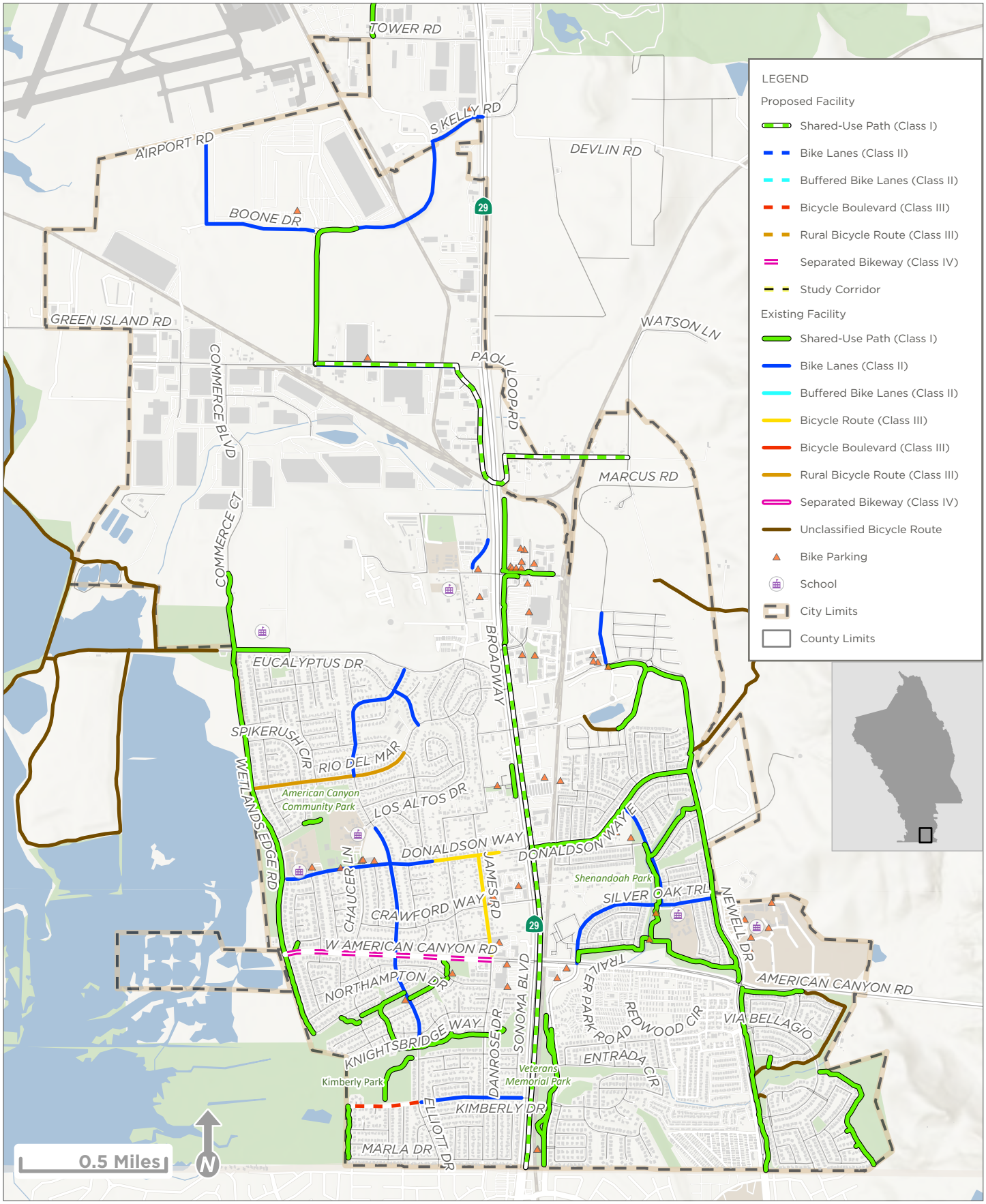
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South

Near-Term Bicycle Network

FIGURE 6.7



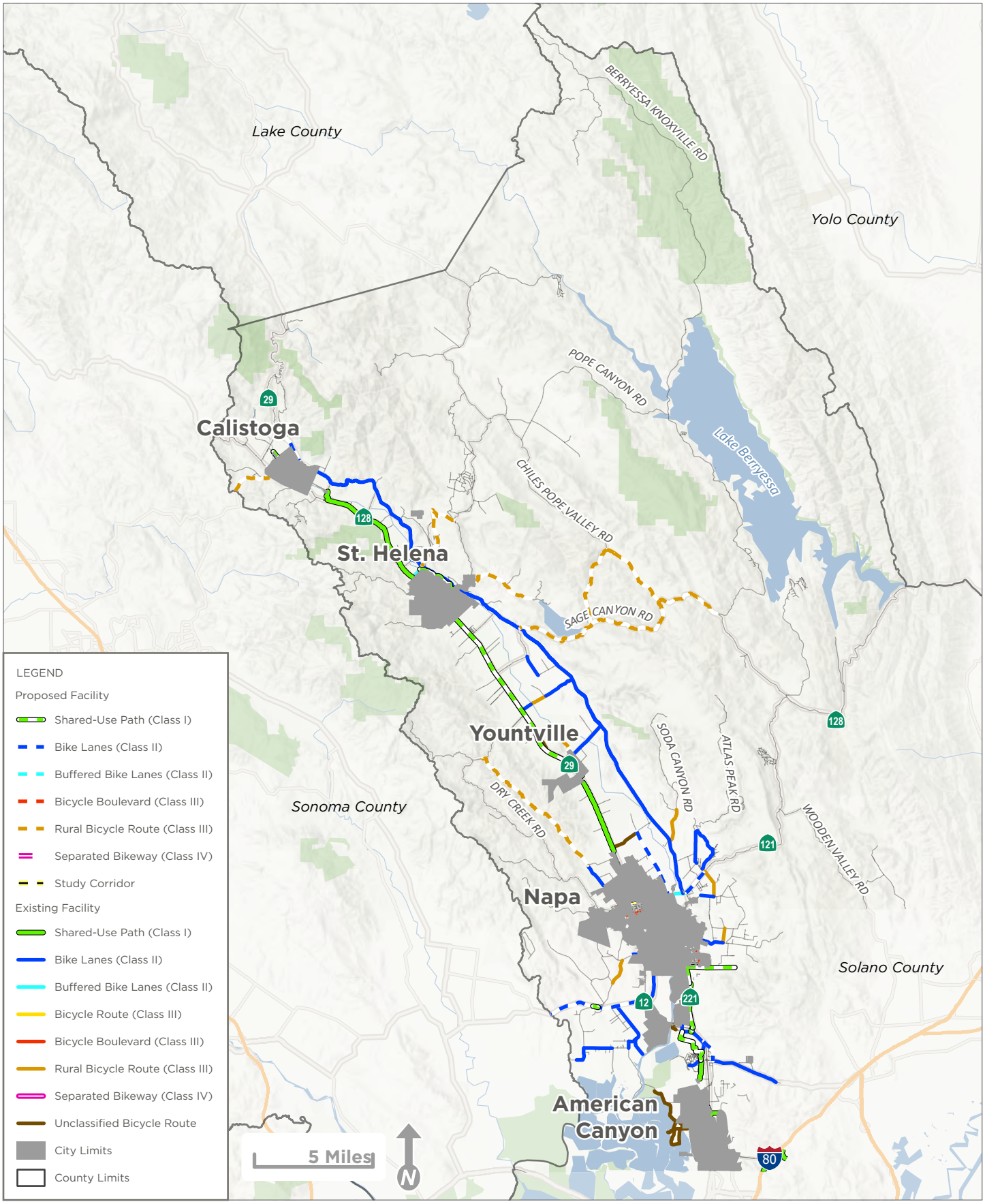
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon

Near-Term Bicycle Network

FIGURE 6.8



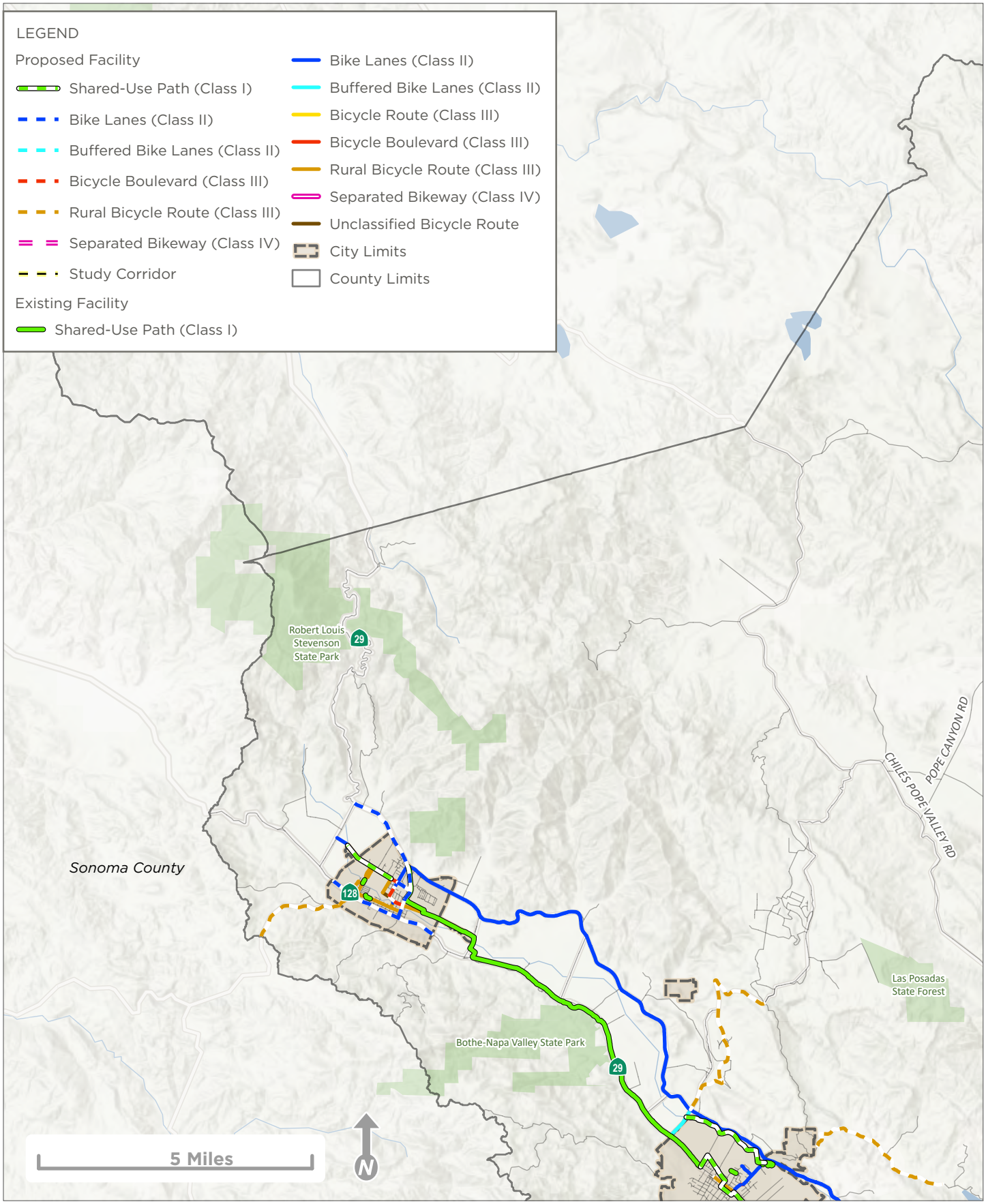
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa

Near-Term Bicycle Network

FIGURE 6.9



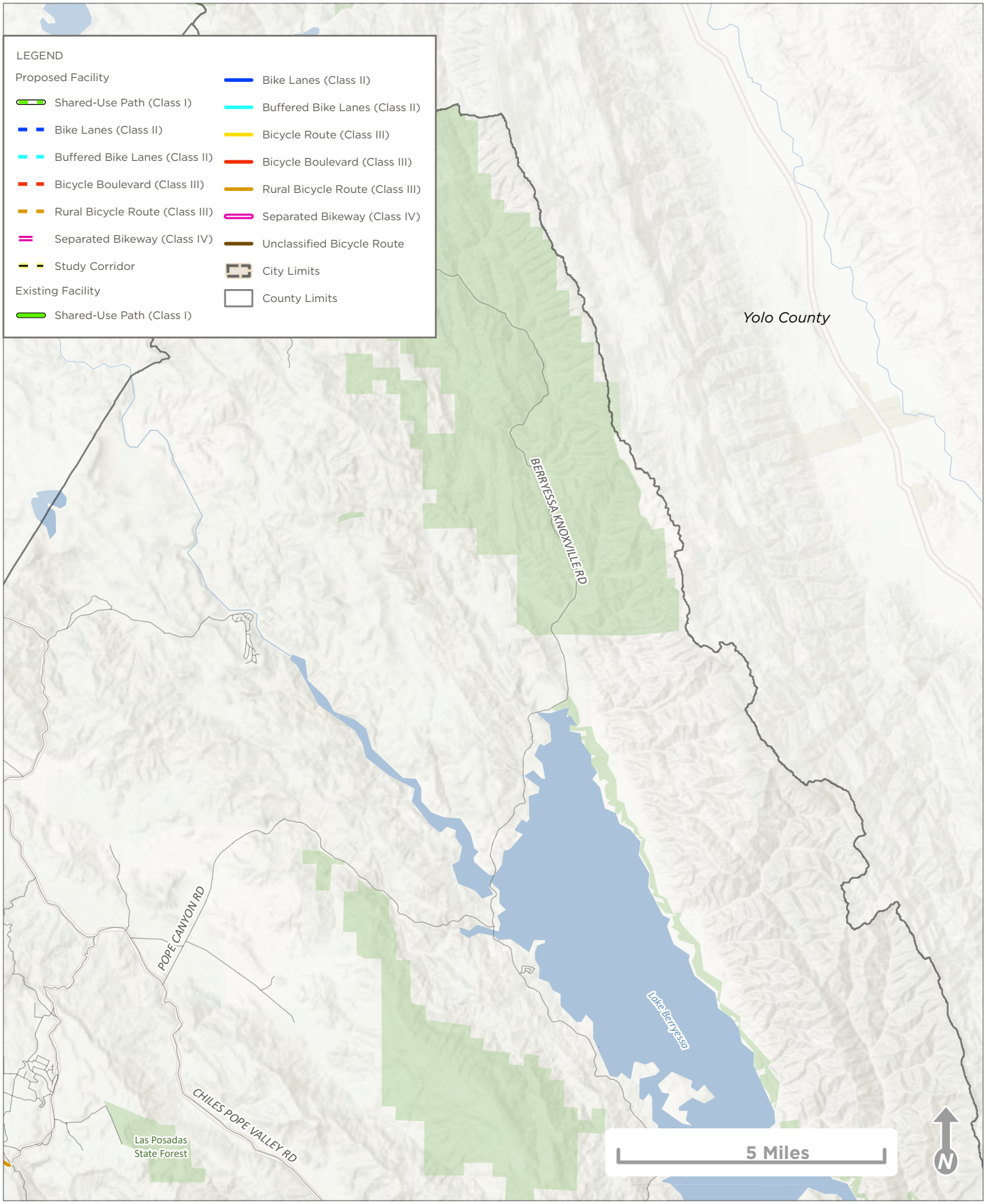
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest

Near-Term Bicycle Network

FIGURE 6.10



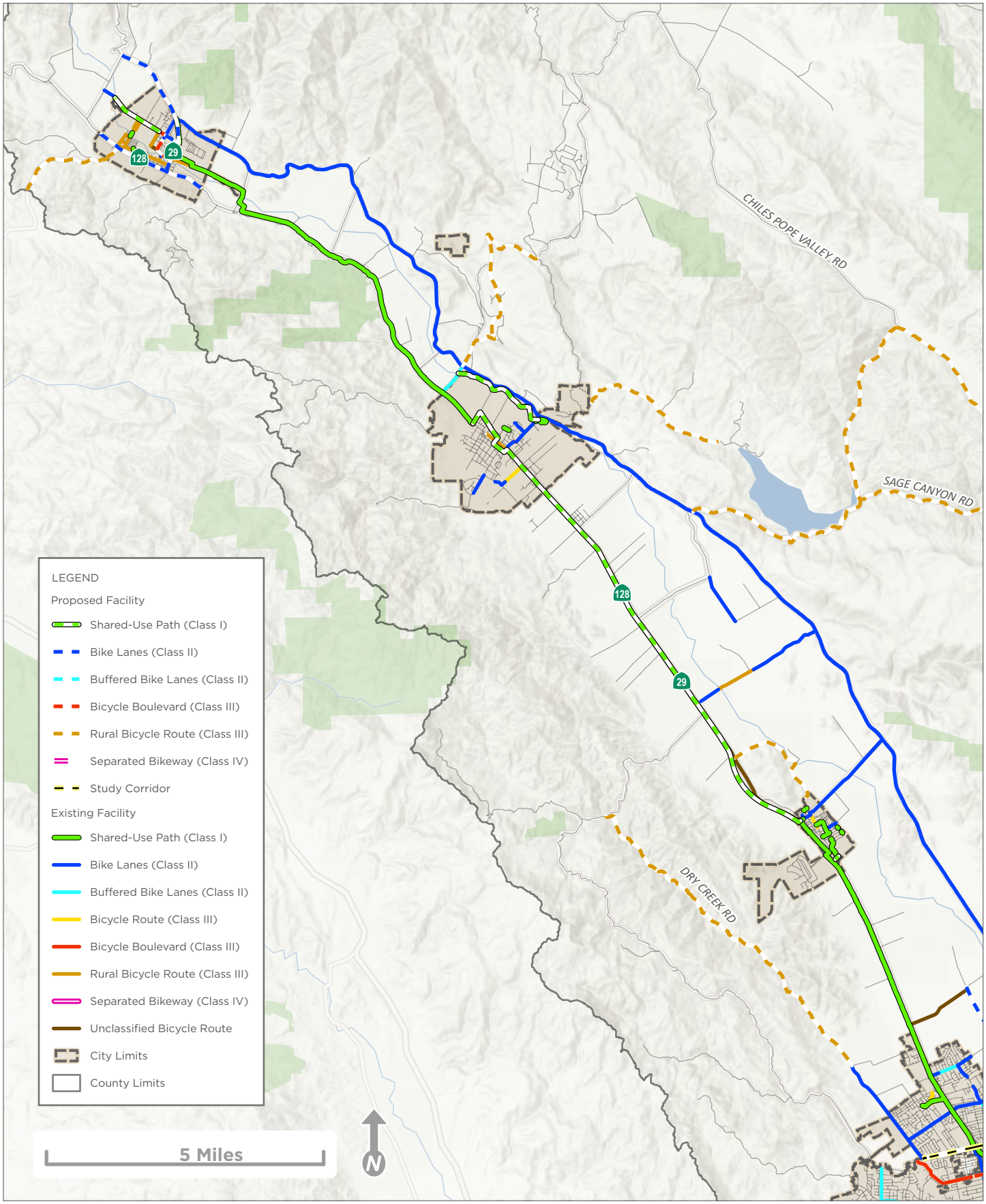
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast

Near-Term Bicycle Network

FIGURE 6.11



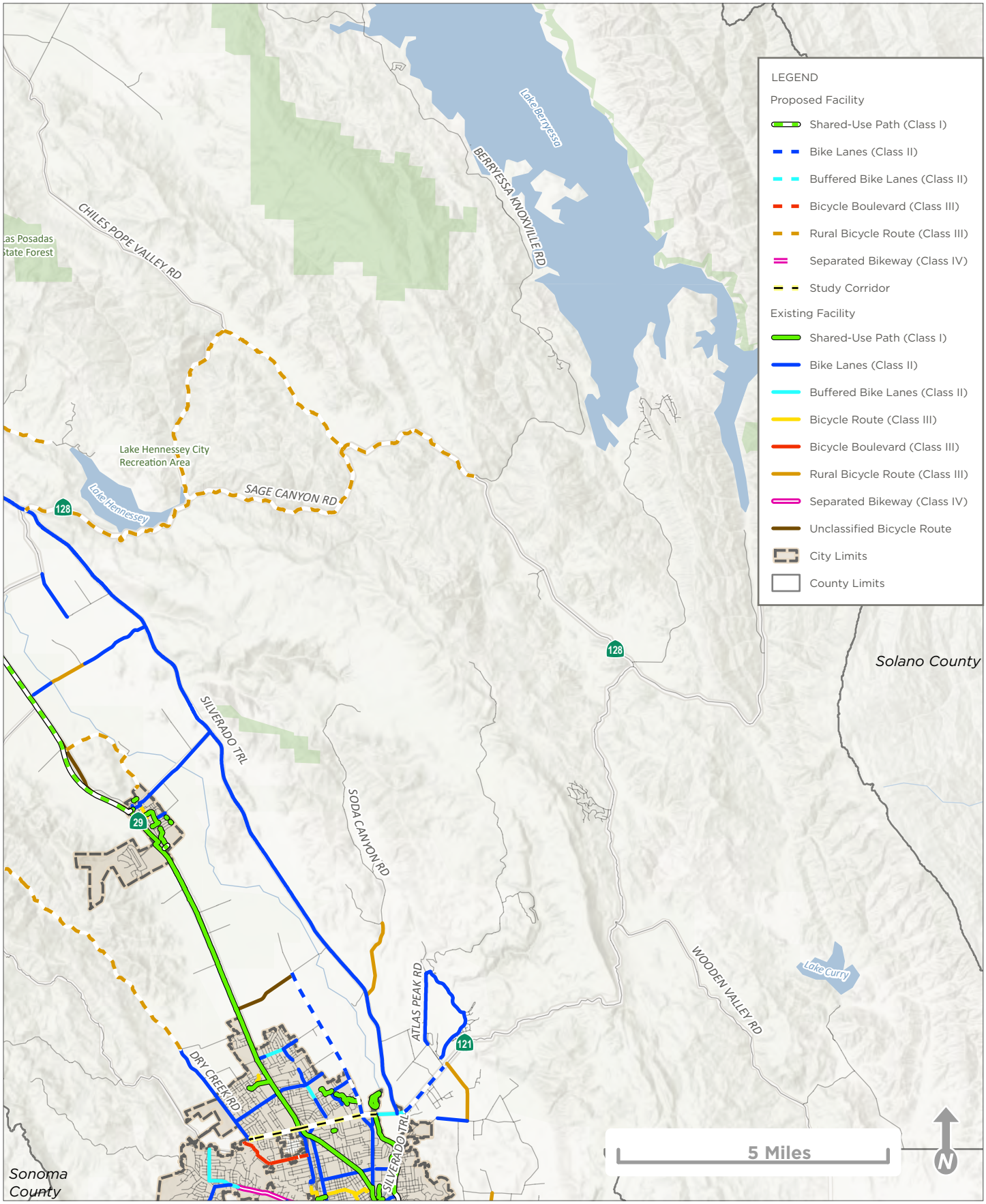
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West

Near-Term Bicycle Network

FIGURE 6.12



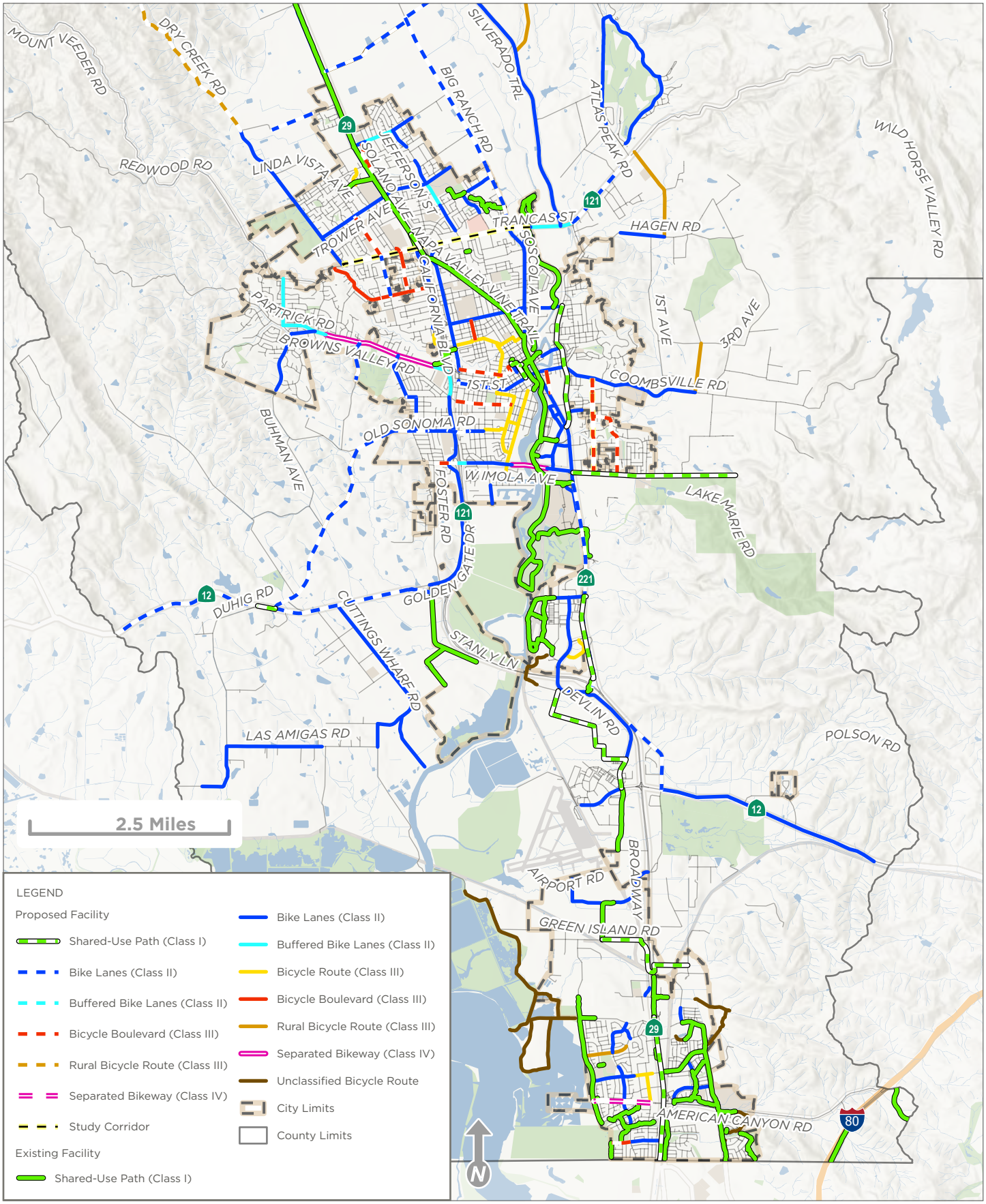
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East

Near-Term Bicycle Network

FIGURE 6.13



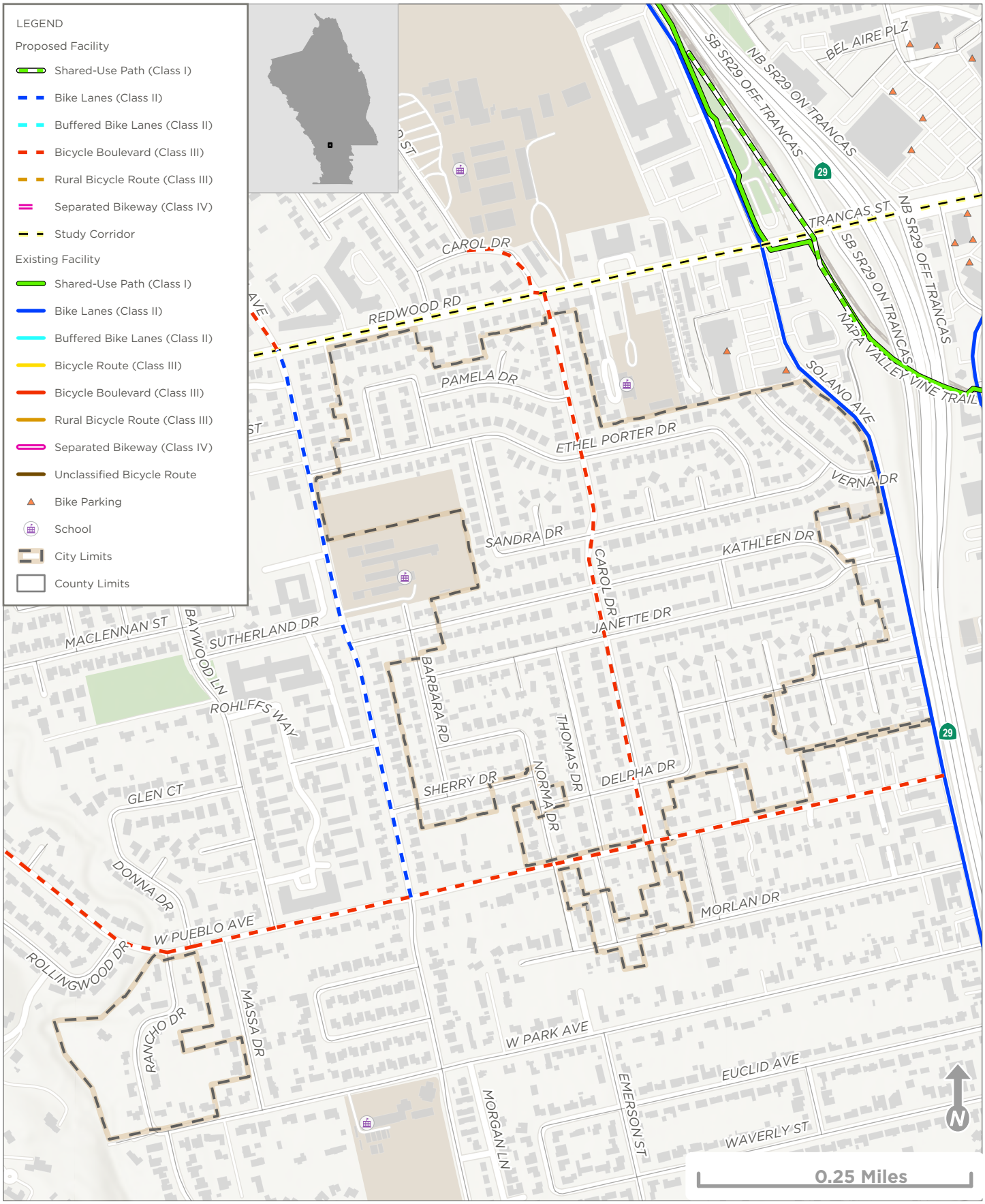
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South

Near-Term Bicycle Network

FIGURE 6.14



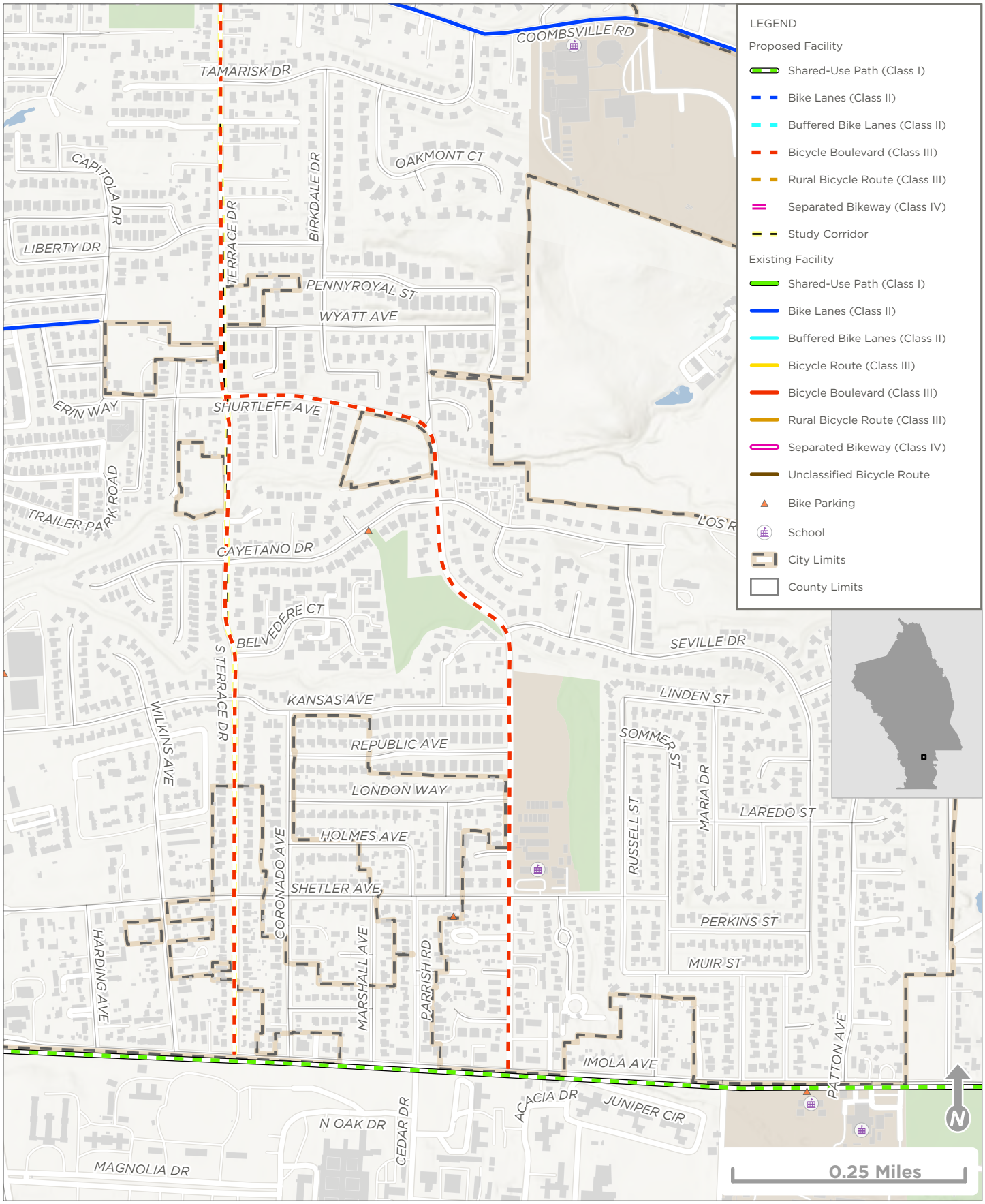
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Near-Term Bicycle Network

FIGURE 6.15



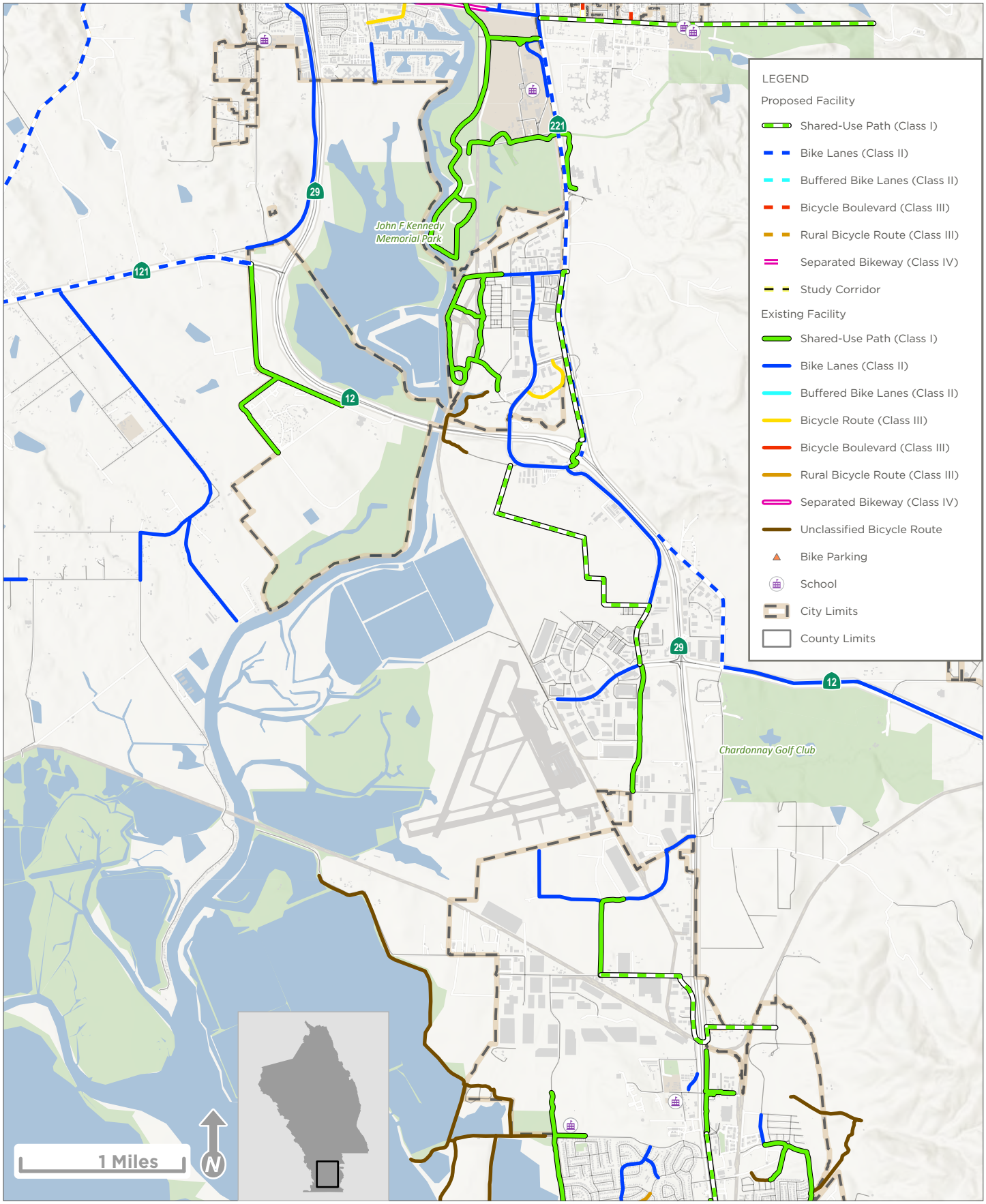
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Near-Term Bicycle Network

FIGURE 6.16



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon

Near-Term Bicycle Network

FIGURE 6.17

Project Complexity

Assessing project complexity can help identify opportunities for project implementation outside the near-term project list. Bicycle projects in this AT Plan which were not included in the near-term project list are categorized as either high or low complexity. This grouping is intended as a general guide to help local jurisdictions select additional projects to pursue as opportunities arise.

Lower Complexity Projects

Lower complexity projects are generally those that require minimal improvements, such as striping and signage. These projects may include, but are not limited to, Bicycle Lanes (Class II), Buffered Bicycle Lanes (Class II) as well as Bicycle Routes (Class III) and Bicycle Boulevards (Class III). Even if these projects are not on the near-term bicycle project list, they may be lower cost and should be implemented alongside restriping and repaving projects as opportunities present themselves. For bicycle boulevards, temporary modular treatments provide a lower-complexity alternative to permanent concrete improvements.

Higher Complexity Projects

Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage improvements, stormwater treatment, relocation of utilities, and other factors that increase construction costs. This may include shared-use paths, separated bikeways, or projects that require road widening or reconfiguration. High-complexity projects on the near-term projects list should still be prioritized for implementation but may require more funding as compared to low-complexity projects.

Short-Term Solutions

In Appendix D, the Toolkit refers to the implementation of quick builds. Cities can employ alternative solutions such as quick builds which are improvements that address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust. Quick builds prioritize affordability for communities, allowing a community to find quick and sustainable solutions while allowing for future growth and possible changes to the improvements.

Estimated Project Benefits

Induced Bicycle Demand and VMT Reduction Methodology

The proposed bicycle facilities presented in the Plan may correlate with induced bicycling demand for both existing and new bicyclists. This is based on research presented in the National Cooperative Highway Research Program (NCHRP) Report 552, *Guidelines for Analysis of Investment in Bicycle Facilities,* which describes the methodology of estimating the induced demand associated with each bicycle facility and the monetized benefits of such.

The benefits associated with the proposed bicycle facilities are quantified through this induced demand analysis but are not promised as the methodology is based on several assumptions, generalizations, and are used as an estimator for potential benefits. The annualized benefits are based on the projects induced bicycling demand at high, moderate, and low estimates, using data from the US Census Bureau, commuter pattern data, and average bicycling trip length estimates from 2021 Replica data. See Appendix E for benefits associated with each project, excluding study corridors, for which benefits were not quantified.

Induced Demand

The annualized benefits are based on potential induced bicycling demand for each proposed project. The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to

bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[15] and used to estimate the total induced commuter bicyclists annually. Each buffer area—at 0.5-, 1- and 1.5-mile distances from a proposed bicycle improvement is created using a network-based analysis in a GIS environment.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F. These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlines above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

VMT Reduction Methodology

The methodology to determine VMT reduction considers the total projected new bike commuters and the average round trip length determined by Replica's 2023 data which states the average one-way bicycling trip along a corridor is 3.1 miles.

Sidewalk Emissions Reductions

The NCHRP Guidelines for Analysis of Investment in Bicycle Facilities do not extend to pedestrian improvements, because the relationship between bicycle facilities and induced trips should not be assumed to hold true for walking. Instead, the California Emission Estimator Model (CalEEMod) Handbook for Analyzing Greenhouse Gas Emission Reductions Assessing Climate Vulnerabilities and Advancing Health and Equity was used to estimate the emissions reductions associated with improving the pedestrian network. The analysis estimates emissions reductions based on the percent increase of sidewalk coverage in a given community, and results in an estimated percentage of emissions reduction by Census block group.

Of the 101 block groups where sidewalks are proposed, 68 are expected to see reduced GHG emissions following implementation of the proposed sidewalk projects, ranging from 0.01 – 3.11% reductions. Twenty-nine block groups did not have any proposed sidewalk improvements.

Four block groups had no recorded existing sidewalks but had proposed improvements; in these cases, the calculation could not be performed. It should be noted that although sidewalks did not exist previously, it cannot be assumed that pedestrians did not use the unpaved areas. Therefore, the proposed sidewalks may have some GHG emission reductions.

The 20 block groups that are expected to result in the highest GHG emission reductions associated with sidewalk improvements are listed in Table 6.3. Block Groups that are not wholly in one jurisdiction are shown with the second jurisdiction listed. Block groups in Calistoga, the City of Napa, and portions of Unincorporated Napa County benefit most from the proposed sidewalk improvements.

[15] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Table 6.3: Top 20 Block Groups – Sidewalk Project Estimated GHG Emissions Reductions

Block Group	Jurisdiction	Existing Sidewalk Mileage	Existing + Proposed Sidewalk Mileage	Estimated GHG Emissions Reduction
060552017002	County of Napa (Angwin)	0.55	0.89	-3.11%
060552015002	County of Napa	0.36	0.56	-2.83%
060552020004	City of Calistoga	4.63	5.84	-1.31%
060552020002	City of Calistoga	3.35	4.19	-1.24%
060552020003	City of Calistoga	6.32	7.63	-1.04%
060552007043	County of Napa / City of Napa	1.35	1.63	-1.02%
060552007042	City of Napa / County of Napa	2.23	2.61	-0.85%
060552008044	City of Napa	3.35	3.82	-0.71%
060552007051	City of Napa / County of Napa	6.74	7.61	-0.65%
060552006012	City of Napa	4.66	5.24	-0.62%
060552016021	City of St. Helena	5.97	6.70	-0.62%
060552017005	County of Napa (Deer Park)	0.07	0.08	-0.60%
060552003012	City of Napa / County of Napa	4.85	5.42	-0.59%
060552011012	City of Napa / County of Napa	1.74	1.93	-0.54%
060552010062	City of Napa	7.97	8.84	-0.54%
060552003013	City of Napa / County of Napa	5.04	5.58	-0.54%
060552020001	City of Calistoga	3.01	3.32	-0.52%
060552013001	Town of Yountville	5.23	5.78	-0.52%
060552004002	City of Napa	2.27	2.50	-0.49%
060552008031	County of Napa / City of Napa	3.36	3.68	-0.48%

Unit Cost Assumptions

The table below presents planning level unit cost assumptions that will be used to develop project construction cost estimates. The unit cost method uses a single functional unit (linear mile or linear foot) that serves as a multiplier. The appropriate unit cost is multiplied by the length of the improvement to develop a planning-level project cost estimate. Notes and assumptions that informed the unit cost estimate are listed below. These assumptions are intended to provide a reasonable basis for costs; if specific improvements selected during detailed design of projects vary from these assumptions, actual project costs may differ.

Cost estimates were developed based on recent local project costs. Estimates include assumed costs for mobilization, traffic control, minor drainage, and utility work. In addition, estimates include 30 percent soft costs including engineering design, administration, and construction management, as well as a 20 percent contingency. Cost estimates for projects in this plan are in 2025 dollars which do not include cost escalation and have been rounded to the nearest $100.

At the planning level, cost assumptions do not consider project-specific or location-specific factors that may affect actual costs, including acquisition of right-of-way, road widening, major grading, or drainage system upgrades. For some projects, actual costs may differ significantly from the planning-level estimates.

Table 6.4: Unit Cost Assumptions

Improvement	Unit	Estimated Unit Cost	Notes
Shared-use Path (Class I)	MI	$3,800,000	Assumes 10’ wide asphalt path with 2’ shoulders and minor grading; no right of way acquisition or major grading/drainage/railings/retaining systems; in some contexts, concrete pathways may be preferred which would increase the unit cost estimate by approximately $1M per mile
Bicycle Lane (Class II)	MI	$145,000	Striping, bike lane symbol, and signs on both sides of street
Buffered Bicycle Lane (Class II)	MI	$220,000	Striping, bike lane symbol, and signs on both sides of street; includes 2’ striped buffer
Separated Bicycle Lane (Class IV)	MI	$650,000	Striping and separation on both sides of street; assume 3’ striped buffer with flexible K-71 bollards spaced every 15’
Bike Route (Class III)	MI	$30,000	Assumes sharrows every 250’ and signs every 500’ on both sides of street
Bike Boulevard (Class III)	MI	$1,960,000	Assumes sharrows every 400’, signs every 400’ on both sides of street; assumes speed table every 500’ and curb extension every 500’
Bike Boulevard with Modular Curb Extensions (Class III)	MI	$615,000	Assumes sharrows every 400’, signs every 400’ on both sides of street; assumes speed cushion every 500’ and modular curb extensions every 500’
Rural/Unclassified Bike Route	MI	$75,000	Assumes edge stripe and Bicycles May Use Full Lane signs on both sides of street approximately every 0.75 mile
Sidewalk	LF	$600	Assumes 6’ wide sidewalk with curb and gutter on one side of street

Note: MI = linear mile; LF = linear foot

Funding Opportunities

A variety of funding sources are available for funding projects recommended in Chapter 5. The sources below include county, regional, and statewide funding opportunities for capital improvements, planning efforts, and non-infrastructure programs.

Countywide Funding Opportunities

Measure U

Measure U is a 1/2-cent countywide sales tax prioritized for roadway improvements and active transportation projects. Funds are allocated to jurisdictions annually by NVTA as the administering agency. Eligible improvement types include sidewalks, on-street bikeways (including separated bikeways (Class IV)), and complete streets improvements such as curb extensions, curb ramps, sidewalks, or new curb and gutter. More information at https://nvta.ca.gov/programs/measureu/

One Bay Area Grant (OBAG) Program

The One Bay Area Grant (OBAG) Program includes both a regional funding program administered by the Metropolitan Transportation Commission (MTC) and county programs administered by the nine Congestion Management Agencies (CMAs). Funds are typically allocated for a four-year funding cycle, with the most recent OBAG Program 3 allocating funds for FY2023-2026. Eligible improvement types include bicycle and pedestrian improvements and programs including complete streets, SRTS, and crossing improvements, as well as pavement rehabilitation projects. More information at https://mtc.ca.gov/funding/federal-funding/federal-highway-administration-grants/one-bay-area-grant-obag-3

Transportation Development Act – Article 3

The Transportation Development Act – Article 3 (TDA-3) program is funded by approximately 2% of the statewide quarter-cent sales tax. NVTA administers the revenues generated in Napa County through a competitive process. Funds are allocated annually, with any unused funds rolled over for programming in future cycles. Eligible projects include construction and/or engineering of bicycle and/or pedestrian capital projects, capital purchases for maintenance of a Class I or Class IV facility, enhancement of Class II bicycle lanes, bicycle safety education programs (no more than 5% of county total), development of comprehensive bicycle and/or pedestrian facility plan (once every 5 years), and quick build projects. More information at https://mtc.ca.gov/funding/regional-funding/tda-sta/bicycle-pedestrian-funds-tda-3

Transportation Fund for Clean Air (TFCA) 40% Fund

The Transportation Funds for Clean Air (TFCA) program is funded by a $4 surcharge on vehicle registration in the nine Bay Area counties. The majority of the funding is programmed annually by the Bay Area Air Quality Management District (BAAQMD); priority is given to projects that reduce vehicle emissions or vehicle miles traveled (VMT). The remaining 40% of funds are allocated to and administered by the appropriate transportation agency in each Bay Area county, including NVTA for Napa County. Eligible improvement types include capital bicycle projects and infrastructure improvements for trip reduction, which includes traffic calming and measures that expand access to transit. More information at https://www.baaqmd.gov/en/funding-and-incentives/funding-sources/tfca-40-percent-fund

Regional Funding Opportunities

Community Action Resource & Empowerment (CARE) Program

The Community Action Resource & Empowerment (CARE) Program is funded by a combination of federal, state, and local sources. Funds are administered by MTC to support community-based transportation initiatives that have been identified locally as high priority. Eligible projects include capital projects identified in a locally adopted Community Based Transportation Plan (CBTP), as well as planning and technical support. More information at https://mtc.ca.gov/funding/funding-opportunities/community-action-resource-empowerment-care-program

Regional Active Transportation Program (ATP)

Projects not funded in the statewide competition for Active Transportation Program (ATP) funds may be funded at the regional level. A portion of statewide ATP funding is allocated to MTC and other regional agencies to fund additional projects. Funds are awarded through competitive application cycles that typically occur every other year between March and June. More information at https://mtc.ca.gov/funding/investment-strategies-commitments/climate-protection/active-transportation-program

Transportation Fund for Clean Air (TFCA) Regional Fund

The Transportation Funds for Clean Air (TFCA) program is funded by a $4 surcharge on vehicle registration in the nine Bay Area counties. The majority of the funding is programmed annually by the Bay Area Air Quality Management District (BAAQMD; priority is given to projects that reduce vehicle emissions or vehicle miles traveled (VMT). The remaining 40% of funds are allocated to and administered by the appropriate transportation agency in each Bay Area county, including NVTA for Napa County. Eligible improvement types include capital bicycle projects and infrastructure improvements for trip reduction, which includes traffic calming and measures that expand access to transit. More information at https://www.baaqmd.gov/funding-and-incentives/funding-sources/regional-fund

Statewide Funding Opportunities

State Active Transportation Program (ATP)

California's Active Transportation Program (ATP) is funded by a variety of state and federal sources with a goal of increasing walking and bicycling, improving public health, and addressing air quality concerns. At the state level, the program is administered by the California Transportation Commission (CTC). Funds are awarded through a competitive process that typically occurs every two years, with the call for projects issued in March. Eligible project types include bicycle and pedestrian infrastructure projects, non-infrastructure program activities, and planning. More information at https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program

California Office of Traffic Safety (OTS) Grants

The California Office of Traffic Safety (OTS) provides grants to fund programs and projects that aim to reduce roadway fatalities and serious injuries. Funding is awarded through an annual competitive process, with the call for projects typically issued in December. Eligible programs include safety, education, and enforcement efforts. More information at https://www.ots.ca.gov/grants/

California State Parks Recreational Trails Program (RTP)

Recreational Trails Program (RTP) funding is administered at the state level by the CTC as part of the California ATP as well as by the California Department of Parks and Recreation (CDPR) as a standalone grant program. Non-motorized CDPR projects are administered by the Office of Grants and Local Services (OGALS). Funds are typically allocated on an annual basis. Eligible project types include acquisition of easements or property for recreational trails or trail corridors; development and rehabilitation of trails; trailside and trailhead facilities; and construction of new trails. More information at https://www.parks.ca.gov/?page_id=24324

Highway Safety Improvement Program (HSIP)

The Highway Safety Improvement Program (HSIP) is administered by Caltrans to fund projects that reduce roadway fatalities and serious injuries. Funding is awarded through a competitive grant program every two years. Eligible improvement types include work on public roads, bicycle pedestrian pathways, or tribal lands that improves safety for transportation network users. Eligible projects must be listed in an adopted Local Road Safety Plan (LRSP) or Vision Zero Plan, and right of way acquisition must be no more than ten percent of construction costs. More information at https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program

Affordable Housing and Sustainable Communities (AHSC) Program

The Affordable Housing and Sustainable Communities (AHSC) Program is administered by the California Department of Housing and Community Development (HCD) to support projects that integrate low-carbon transportation options and affordable housing. Funds are awarded annually through a competitive program. Eligible improvement types include bikeways, traffic calming, sidewalks, and other roadway reconfiguration projects that have been adopted in a specific plan. More information at https://www.hcd.ca.gov/funding/ahsc#nofa

Sustainable Transportation Planning Grants (STPG)

The Sustainable Transportation Planning Grants (STPG) program is administered by Caltrans to fund planning efforts that aim to reduce greenhouse gas emissions in support of statewide targets. Funds are awarded through an annual competitive process. Eligible project types include planning projects, community engagement, and preliminary design (up to a 30 percent level of detail). More information at https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants

Chapter 7
City of Calistoga

The City of Calistoga covers approximately 2.5 square miles and has a population of 5,159 residents. Calistoga is located in the northern part of the Napa Valley at the junction of SR 29 and SR 128.

Calistoga is a walkable small town, made up of a vibrant main street set within pedestrian-oriented neighborhoods and surrounded by wineries, vineyards, and other agricultural lands. SR 29 forms the community's main street (Lincoln Avenue), while SR 128 and Silverado Trail form the southern and northern edges of the city.

Demographics

The following demographic information is from the American Community Survey (ACS) 2023 five-year estimates.

Age

Communities whose population skews younger may have improved opportunities for increasing active transportation mode shift. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood. The median age is 48.9 years, older than the county median age of 42.8. However, 24% of the population is under 25 years old. Figure 7.1 shows the age distribution in Calistoga.

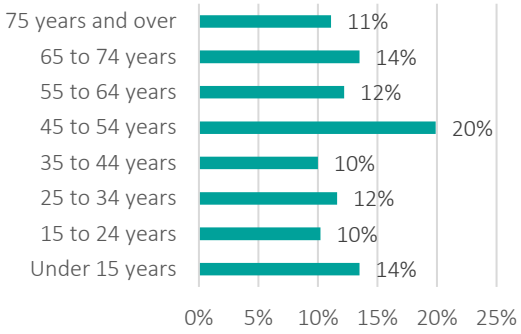


Figure 7.1: City of Calistoga Age Distribution

Income

Calistoga has a median household income (MHI) of $84,892, which is lower than Napa County's MHI of ($108,970); see Figure 7.2. Lower-income community members are more likely to rely on active transportation and transit as opposed to car travel. Providing adequate active transportation will support connectivity for these residents.

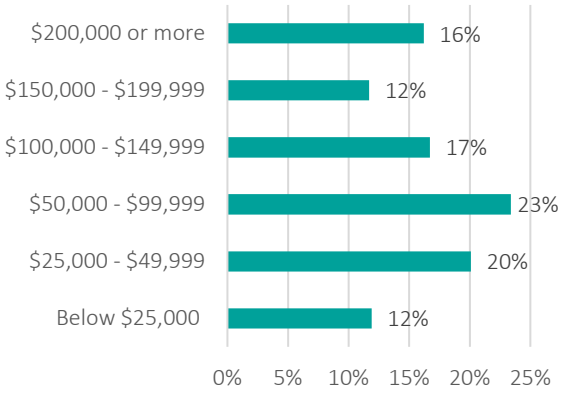


Figure 7.2: City of Calistoga Household Income

Travel Behavior

Mode Share

Figure 7.3 provides an overview of commute mode share for workers living in Calistoga aged 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates and represents data for 2016 and 2023. The data does not include non-work trips.

Most Calistoga residents drive to work, though a significant portion also walk. In 2023, seven percent of residents walked to work, two percent rode their bicycle, and two percent took transportation.

Since 2016, more people have started working from home, likely due to the COVID-19 pandemic. The percentage of people who carpool has decreased significantly, and more people are driving alone.

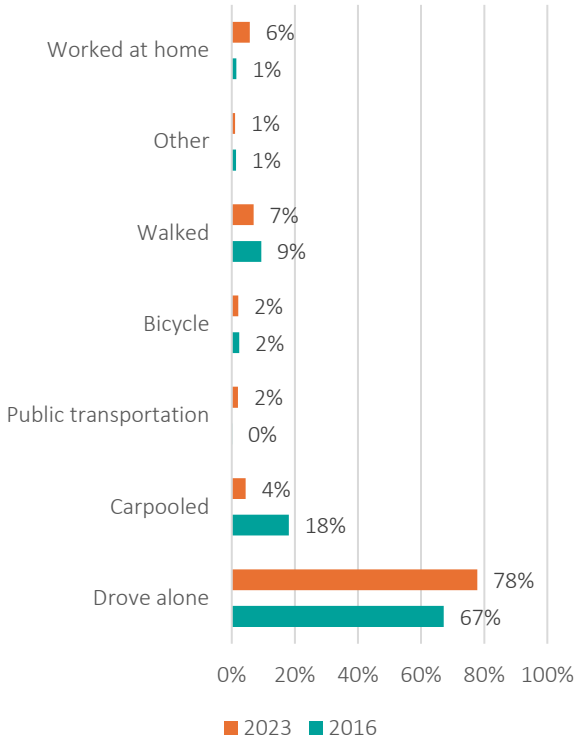


Figure 7.3: City of Calistoga Means of Transportation to Work

Trip Length

Figure 7.4 shows the length of trips that originate in the City of Calistoga, sourced from the 2025 NVTA Travel Behavior Study. Of the total trips taken, 39% are two miles or less in length. These "short trips" represent opportunities to encourage mode shift from driving to active modes of travel.

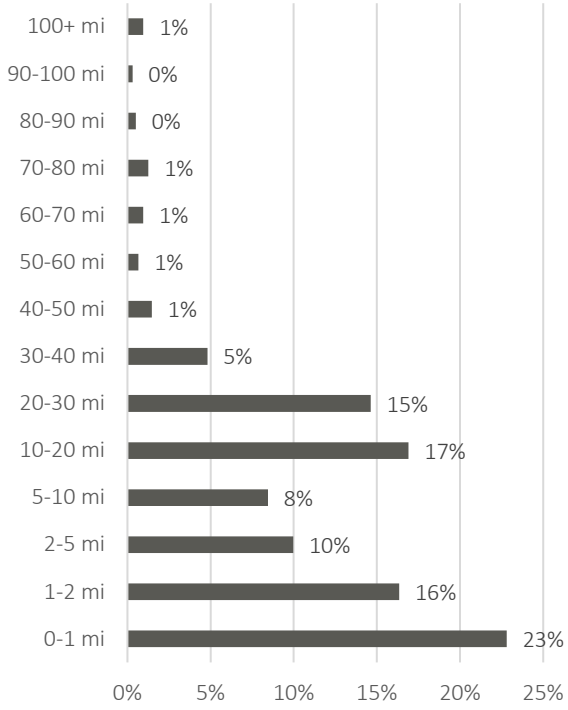


Figure 7.4: City of Calistoga Trip Length

Key Community Destinations

Key community destinations in Calistoga include Calistoga Elementary School and Junior/Senior High School, Logvy Community Park, and commercial and retail destinations along Lincoln Avenue. Focusing improvements to Calistoga Elementary School and Calistoga Junior/Senior High School will improve safety and access for students who are considered vulnerable road users.

Transit System and Stops

The Vine runs the Up Valley Connector, bus route 10, from the City of Napa along SR 29 to Lincoln Avenue in Calistoga, then along Lincoln Avenue to Lake Street. Improvements along this route should be considered to improve first- and last-mile connectivity and increase access to transit for those who rely on walking and bicycling. There is also an on-demand shuttle that serves the rest of the city, as well as Bennet Lane Winery, Castello di Amorosa, and Bothe Napa Valley State Park.

Existing Bicycling and Walking Environment

Bicycle Facilities

Existing bicycle facilities in Calistoga are mapped in Figure 7.5. The map also includes bicycle parking locations.

Bicycle Network

Mileage of existing bicycle facilities is listed in Table 7.1. Much of Calistoga's bicycle network is composed of rural and unclassified bicycle routes through the central part of the city. Bicycle routes are located on primary east/west connections such as Washington Street, Cedar Street, and part of Grant Street, as well part of Oak Street and Berry Street. There are also bicycle routes located through the neighborhood west of the golf course. Some of these bicycle routes do not have sharrows or signage but are acknowledged as routes used by bicyclists.

Table 7.1: City of Calistoga Existing Bicycle Facility Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	2.3
Bicycle Lanes (Class II)	1.6
Bicycle Routes (Class III)	3.5
Separated Bikeway (Class IV)	-
Unclassified Bicycle Routes	0.4
Total	**7.8**

On-street dedicated bicycle facilities include the bike lane (Class II) on Silverado Trail, which provides connection between Calistoga and the City of Napa; it is a rural road primarily used by recreational cyclists. There is also a bicycle lane along Lake Street between Fisher Street and Silverado Trail that provides connectivity to Calistoga High School.

Off-street bicycle facilities include the Vine Trail east of Washington Street, and short segments of shared-use paths near the golf course.

Bicycle Parking

Bicycle parking is located primarily in downtown Calistoga, Pioneer Park, Logvy Community Park, and Calistoga Fair Grounds. Bicycle lockers for longer-term bike parking are available at the Monhoff Recreation Center on Stevenson Street.

Pedestrian Facilities

Existing sidewalks and shared-use paths in Calistoga are mapped in Figure 7.6. Mileage of existing pedestrian facilities is listed in Table 7.2.

Table 7.2: City of Calistoga Existing Pedestrian Facility Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	2.3
Sidewalks	17.3
Total	**19.6**

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks are considered gaps in the network—some residential, rural, and/or recently annexed communities may not require sidewalk implementation per local guidelines. Sidewalk gap closures may also not be appropriate where right-of-way is limited, where community character is to be preserved, or in areas where traffic volumes and speeds are low enough for pedestrians to share the roadway.

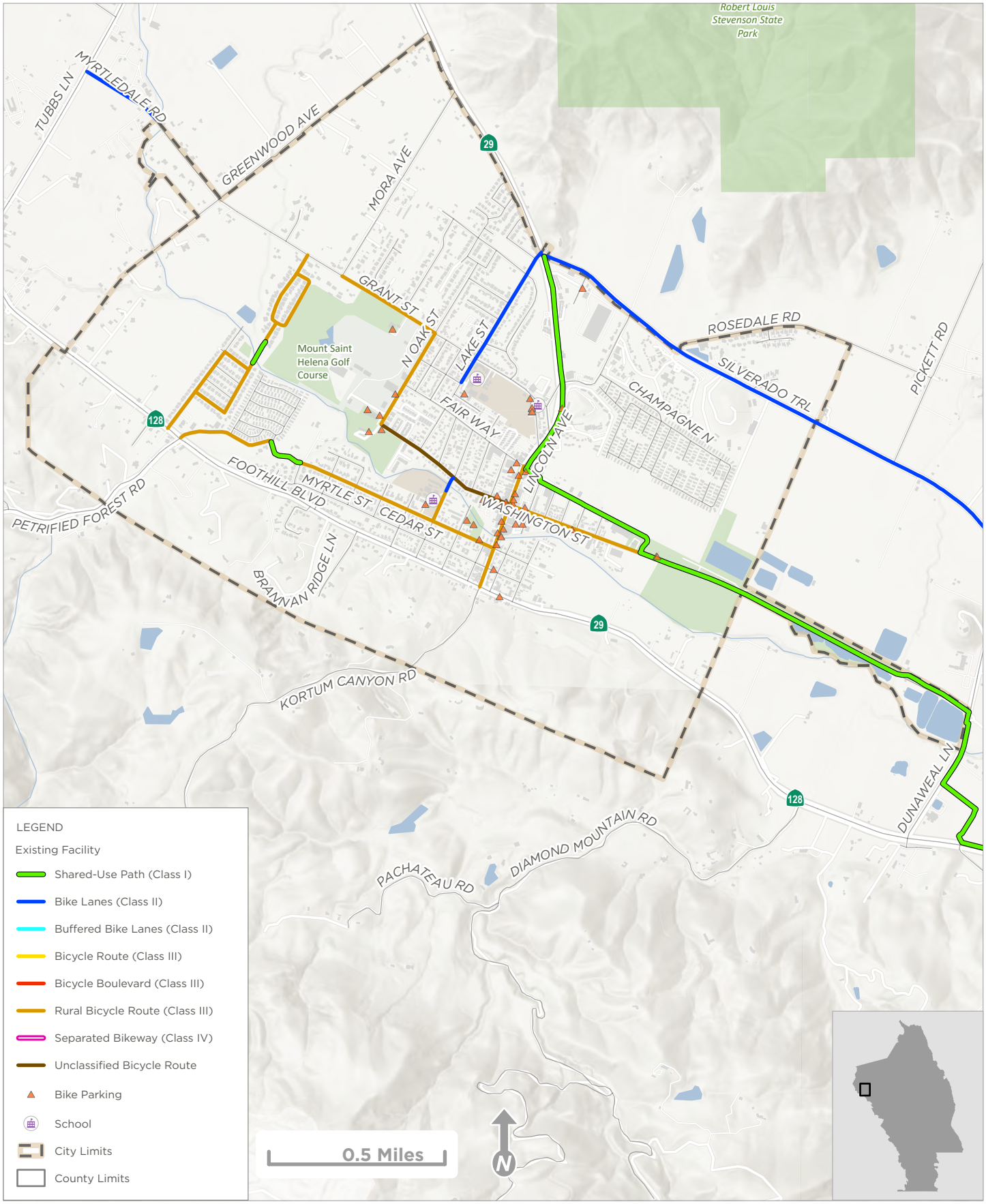
Sidewalks and Paths

Areas of Calistoga without sidewalks include portions of Grant Street, connecting to Calistoga Junior-Senior High School, and Cedar Street, which connects to Calistoga Elementary School. These routes are identified in the 2016 Napa County Pedestrian Master Plan as east/west pedestrian corridors with sidewalk gaps. Other streets without sidewalks include portions of Lake Street, View Road, and north Oak Street.

Crossings

Crosswalks are concentrated south of Fair Way, providing crossing locations across Washington Street, Berry Street, and Lincoln Street. These crosswalks connect to destinations such as Calistoga Elementary School and the commercial downtown area.

There are few crosswalks north of Fair Way. The 2016 Napa County Pedestrian Master Plan identifies the need for crosswalks along Lincoln Avenue, as the one of the primary north/south pedestrian corridors, including Brennan Steet and Stevenson Street.



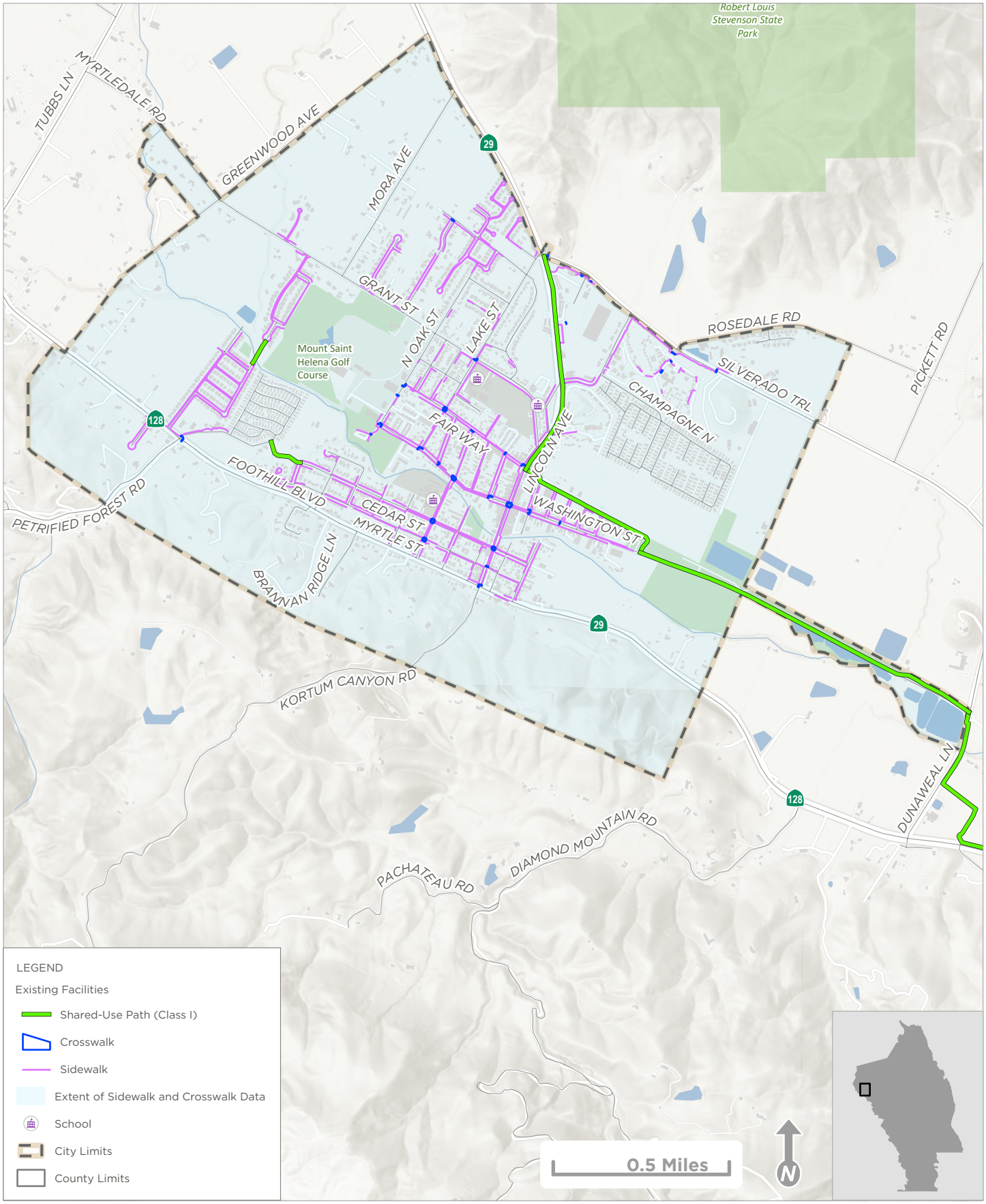
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing Bicycle Facilities

FIGURE 7.5



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing Pedestrian Facilities

FIGURE 7.6

Needs Assessment

Once existing transportation conditions were documented, a needs assessment was conducted to highlight needs in the active transportation network. The needs assessment for Calistoga includes an analysis of bicycle level of traffic stress (LTS) and connectivity, community priorities, and the methodology used to develop the proposed pedestrian and bicycle networks.

Level of Bicycle Stress

LTS produces a score for roadways from 1 to 4. Streets that scored 1 or 2 are less stressful and comfortable for bicyclists of most ages and abilities, while streets that scored 3 or 4 are more stressful and appropriate for only more experienced riders. For more information about LTS methodology, see Chapter 4.

As shown in Figure 7.7, Calistoga is composed of low-stress neighborhood streets and higher stress arterials and collectors. Of the 24.9 miles of roads in Calistoga, 21 percent scored LTS 3 or 4 and are considered high stress.

Higher stress streets include Lincoln Avenue (SR 29) which scored LTS 3-4 and connects Silverado Trail and Foothill Boulevard, as well as Foothill Boulevard (SR 128), which scored LTS 3-4 and runs along the south side of the city. Lincoln Avenue and Foothill Boulevard have high traffic volumes, high prevailing speeds, and no dedicated bicycle facilities, making them stressful for most bicyclists. Other higher stress routes include 1st Street, 2nd Street, and 3rd Street which are used as cut throughs and have high traffic volumes. Washington Street is a primary east/west connection through the city and is relatively low stress (LTS 1-2).

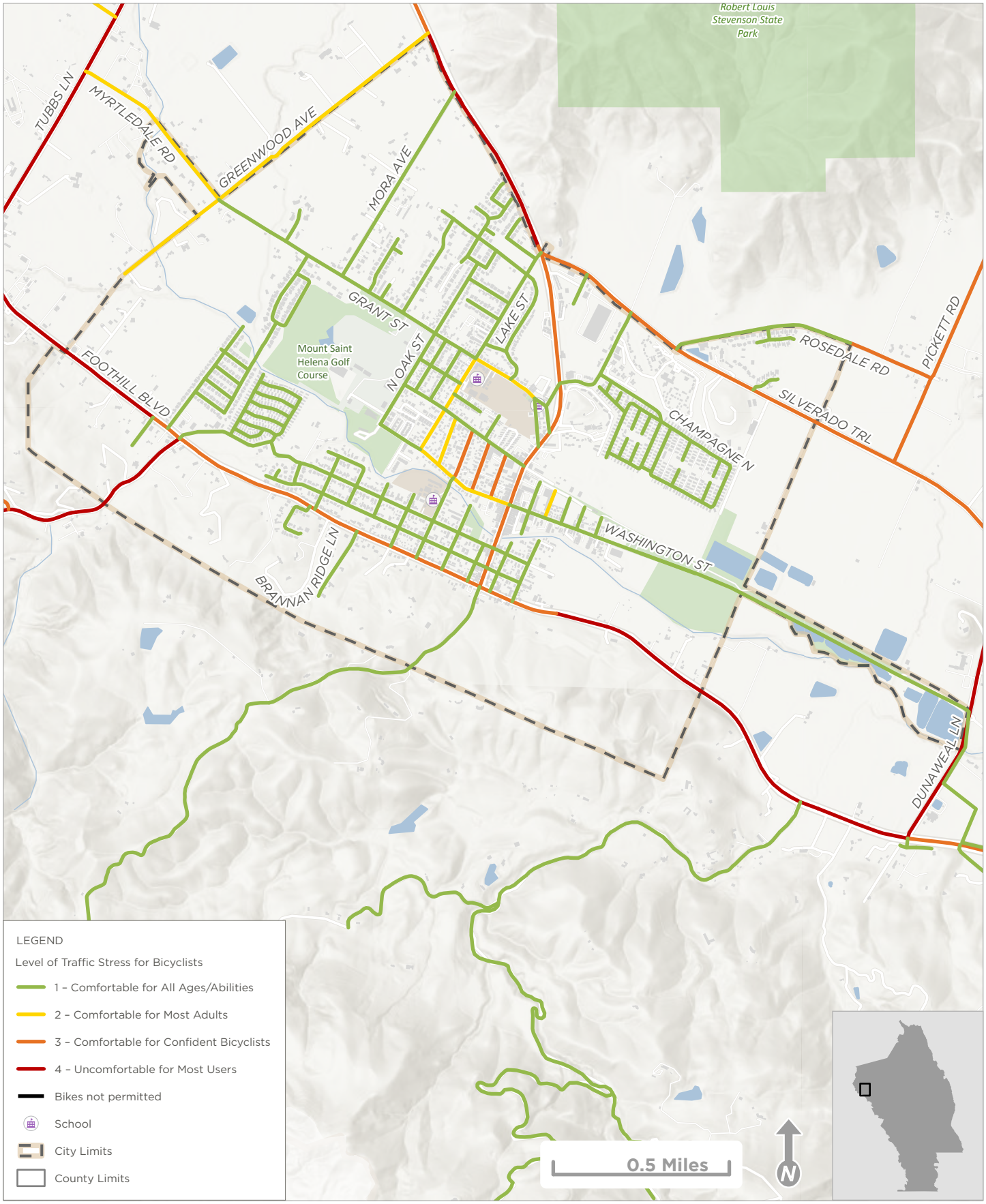
The northern half of the city is composed primarily of lower stress bicycle connections. Grant Street provides a low-stress, east/west connection from the western city limits to Palisades High School. Low stress north/south connections include North Oak Street (LTS 1) and Lake Street (LTS 1-2). The southern half of the city has a grid of low stress neighborhood streets and is bordered by Foothill Boulevard.

Low stress bicycle routes are limited between the north and south sides of the city. The only travel routes that extend south beyond Washington Street are 3rd Street, which is LTS 3 between Fair Way and Washington Street, and Lincoln Street, which is LTS 3-4 along its entire length. Improved low stress north/south connections along these routes could improve citywide connectivity.

Low Stress Bicycle Connectivity

Bicycle connectivity throughout the City of Calistoga was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

Table 7.3 describes low stress bicycle connectivity to eight key destinations in Calistoga. The table describes the percentage of origins (residential units) that are connected to each destination along the low stress network. Origins in this analysis are within 1.5 miles of one or more destinations, which is the average distance a person is willing to bike. Origins outside of this 1.5-mile range are excluded.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Bicycle Level of Traffic Stress

FIGURE 7.7

Table 7.3: City of Calistoga Low Stress Connectivity

Key Destinations	Total Connections to each destination (high- and low-stress)	Total Low Stress Connections	Percent Low-Stress Connectivity to Origins
Calistoga Branch Library	724	21	2.8%
Calistoga City Hall	723	2	0.3%
Calistoga Elementary	863	133	18.0%
Calistoga Fairgrounds	1,033	351	47.4%
Calistoga Farmers' Market	724	2	0.3%
Calistoga Junior/Senior High	1,037	351	47.4%
Calistoga Little League	588	21	2.8%
Logvy Community Park	1,045	351	47.4%

Note: Total Connections refers to potential origins within 1.5 miles of the listed destination

Calistoga Fairgrounds, Calistoga Junior/Senior High, and Logvy Community Park are most connected by the low-stress bicycling network. The two destinations with the poorest connectivity are Calistoga City Hall and the Farmers Market at 0.3% low-stress connectivity. Both City Hall and the Farmers Market are located off of First St. which is a high stress street. The Calistoga Branch Library is also poorly connected, as it is located on Lincoln Avenue, which is also high stress.

Community Priorities

Throughout the community engagement process, Calistoga residents identified priorities for potential improvements. Washington Street, Grant Street, and Foothill Boulevard were highlighted as near-term improvement locations. Community members discussed the need to improve pavement quality, interest in adequate pedestrian facilities on Grant Street, safer routes to school, and crossing improvements.

Developing the Active Transportation Network in Calistoga

Utilizing the findings from the past planning efforts, existing transportation conditions, LTS and bicycle connectivity analysis and community engagement priorities, the active proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and city staff. Once this review occurred, the network was revised and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an interactive map hosted on the project website. Feedback gathered during the workshop and from the interactive map was used to update the active transportation network. Changes were vetted by NVTA and city staff before the network was finalized early 2026.

Developing the Bicycle Network

In addition to the 2019 Countywide Bicycle Plan, Calistoga's General Plan and Active Transportation Plan, both adopted in 2014, were reviewed and incorporated into the proposed bicycle network.

The development of the network focused on furthering bicycle connectivity to Calistoga Elementary and Calistoga Junior/Senior High School. It also aims to lower stress along Lincoln Avenue Calistoga's commercial main street, Washington Street, and Third Street to improve connectivity to retail, the public library, farmers market, and more. Bicycle boulevards were considered where connectivity was needed or where bicycle stress was high, but roadways were too narrow for a dedicated bicycle facility.

Developing the Pedestrian Network

Sidewalk gap closure projects were proposed if they met the following criteria:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary.

Most of the proposed pedestrian gap projects are located along Grant Street, Lake Street, North Oak Street and Foothill Boulevard, improving pedestrian connectivity to Calistoga High School, the Golf Course and Fairgrounds, as well as Logvy Community Park.

Shared-use path projects were identified during the development of the bicycle network but are also included as part of the pedestrian network. Proposed shared-use paths are proposed along Grant Street and the Napa River through the city, providing both pedestrian connectivity and recreational benefits.

Recommendations

Recommendations for the Calistoga active transportation network include the proposed network of bikeways and sidewalk gap closure projects. The AT Plan does not identify specific crossing improvements. Instead, a crosswalk strategy is detailed in Chapter 5. Additionally, a treatment toolkit detailing bicycle and pedestrian improvement design guide was developed to accommodate the proposed network. See Appendix D for more information.

Proposed Bicycle Network

The proposed Calistoga bicycle network builds off the 2019 Countywide Bicycle Plan and the findings from the needs assessment.

The proposed network follows best practices established in the Treatment Toolkit (Appendix D) and upgrades previous recommendations where necessary. For a map of the Calistoga bicycle network, see Figure 7.8. For the list of bicycle network recommendations, see Appendix E.

Table 7.4 provides the mileage of the existing network, compares mileage proposed in the AT Plan and the previous Countywide Bicycle Plan (2019), and the total mileage of entire bicycle network. The AT Plan adds 13.7 miles to the bicycle network, for a total of 21.5 miles once implemented.

Table 7.4: City of Calistoga Proposed Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025*	2025 Proposed Mileage	Total Future Mileage
Shared-Use Path (Class I)	1.4	2.3	+0.9	3.5	**5.8**
Bike Lanes (Class II)	1.0	1.6	+0.6	5.7	**7.4**
Buffered Bike Lanes (Class II)	-	-	-	-	**-**
Bicycle Route (Class III)	-	-	-	-	**-**
Bicycle Boulevard (Class III)	-	-	-	3.1	**3.1**
Rural Bicycle Route (Class III)	3.6	3.5	-0.1	1.3	**4.8**
Separated Bikeway (Class IV)	-	-	-	-	**-**
Unclassified Bike Route	-	0.4	+0.4	-	**0.4**
Total	**6.0**	**7.8**	**+1.8**	**13.7**	**21.5**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities.*

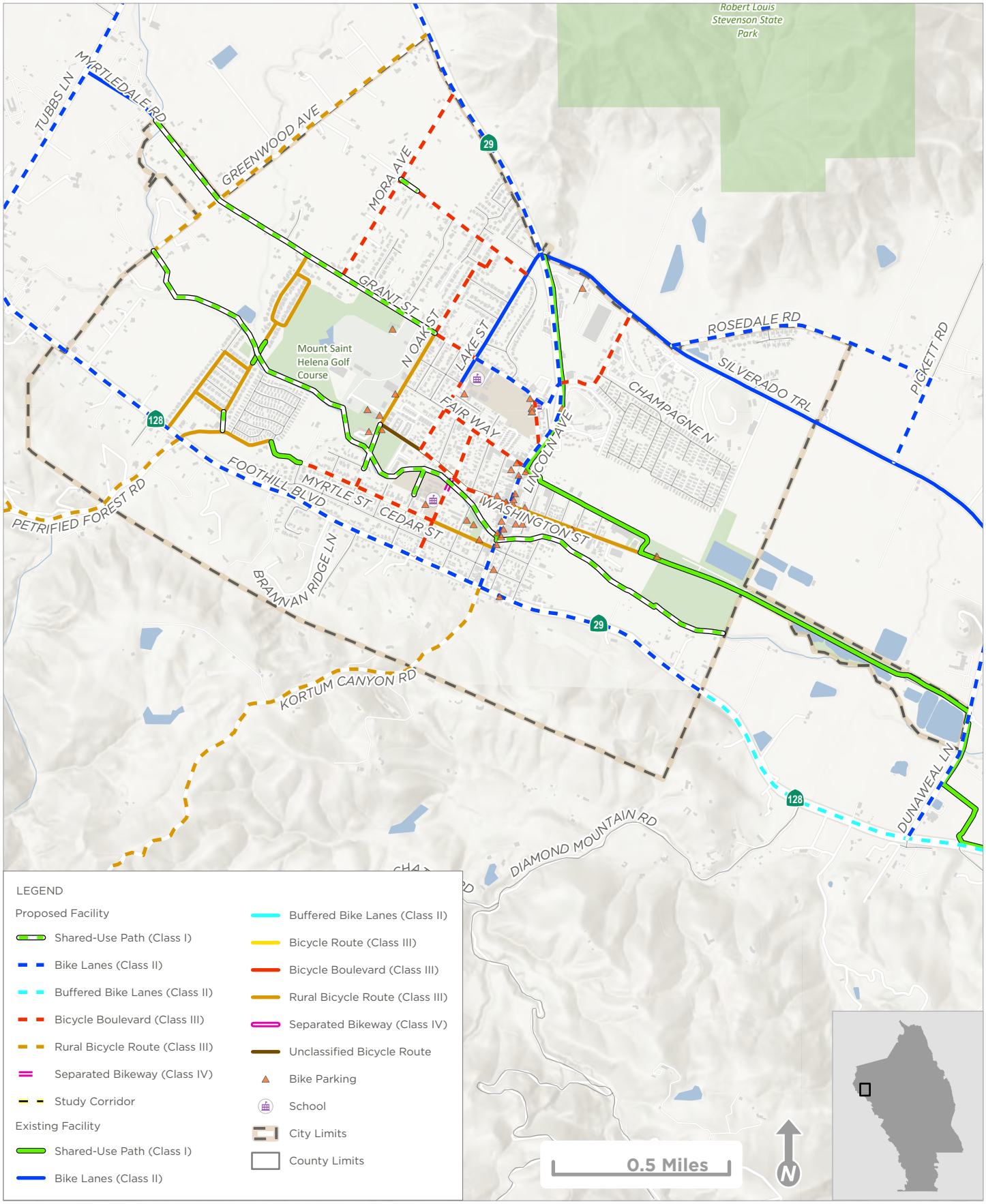
Proposed Pedestrian Network

The proposed Calistoga pedestrian network includes sidewalk gap closure projects and shared-use paths, developed based on existing gaps in the network. For a map of the pedestrian network, see Figure 7.9.

Table 7.5 presents the existing pedestrian network mileage, mileage proposed in this AT Plan, as well as the total existing and proposed mileage. The AT Plan adds 7.2 miles of proposed projects to the pedestrian network, for a total of 26.8 miles. Shared-use path mileage in Table 7.5 is not additional mileage but rather reflects the same mileage in the bicycle mileage table (Table 7.4), as these facilities are suitable for both pedestrians and bicyclists.

Table 7.5: City of Calistoga Proposed Pedestrian Network Mileage

Facility Type	Existing Mileage	Proposed Mileage	Total
Shared-Use Path (Class I)	2.3	3.5	**5.8**
Sidewalk	17.3	3.7	**21.0**
Total	**19.6**	**7.2**	**26.8**



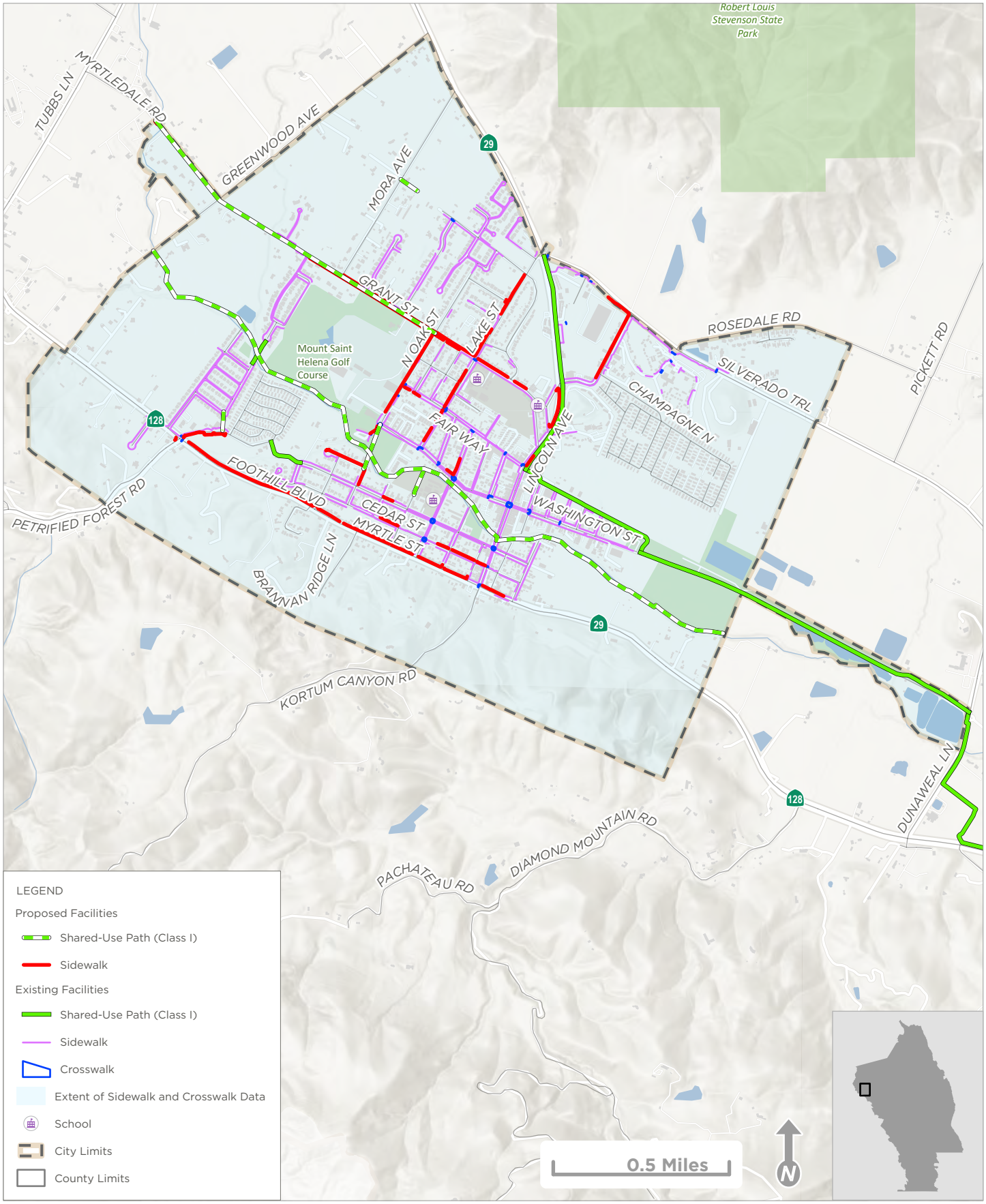
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing and Proposed Bicycle Facilities

FIGURE 7.8



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Existing and Proposed Pedestrian Facilities

FIGURE 7.9

Programs and Policies

This section will be completed by the individual jurisdiction should locally identified programs or policies be added prior to local adoption.

Implementation Plan

The previous Recommendations section provides the complete active transportation network for Calistoga to be implemented over the next 25 years. The implementation plan outlines an approach for prioritizing certain bicycle projects for near-term implementation. Note that the pedestrian network presented in the previous section represents the prioritized list of sidewalk gap projects which provide improved access near key destinations and no further prioritization of pedestrian projects is conducted in this AT Plan.

In addition to the prioritized bicycle projects, the implementation plan includes potential induced demand and VMT reductions from the full proposed bicycle network in Calistoga.

For the complete implementation plan, see Chapter 6 which includes unit cost assumptions for pedestrian and bicycle projects, as well as funding opportunities. The proposed network includes some facilities along state routes, which will require coordination with Caltrans.

Bicycle Network Prioritization

The proposed active transportation network provides a vision for Calistoga through 2050. However, there is limited available funding in any given year, and the whole network cannot be implemented at once. A list of near-term bicycle projects was developed for implementation over the next five to seven years. For prioritization methodology, see Chapter 6.

Nine projects in Calistoga were identified for near-term implementation, listed in Table 7.6. For a map of near-term bicycle projects, see Figure 7.10. Three of the nine projects are on Grant Street, which would fill gaps in the existing bicycle network along this corridor, and improve connectivity to Calistoga Junior/Senior High School. Proposed bicycle boulevards on Lake Street and Washington Street provide low-stress connections to both schools in Calistoga. The bicycle lane on Foothill Boulevard improves connectivity along the south side of the city, while the bicycle lane on SR 29 formalizes a recreational connection to Silverado Trail. Bicycle lanes and the Vine Trail alignment along Lincoln Avenue are also prioritized, as the corridor connects residents and visitors to many key destinations in Calistoga, but is currently high stress.

Washington Street, Lincoln Street, Foothill Boulevard and SR 29 are all identified as part of the High Injury Network in the Vision Zero Plan. Providing adequate bicycle infrastructure along these routes aims to reduce collision risk. All near-term bicycle projects are also located in an Equity Priority Community and are consistent with past planning efforts.

Project Complexity

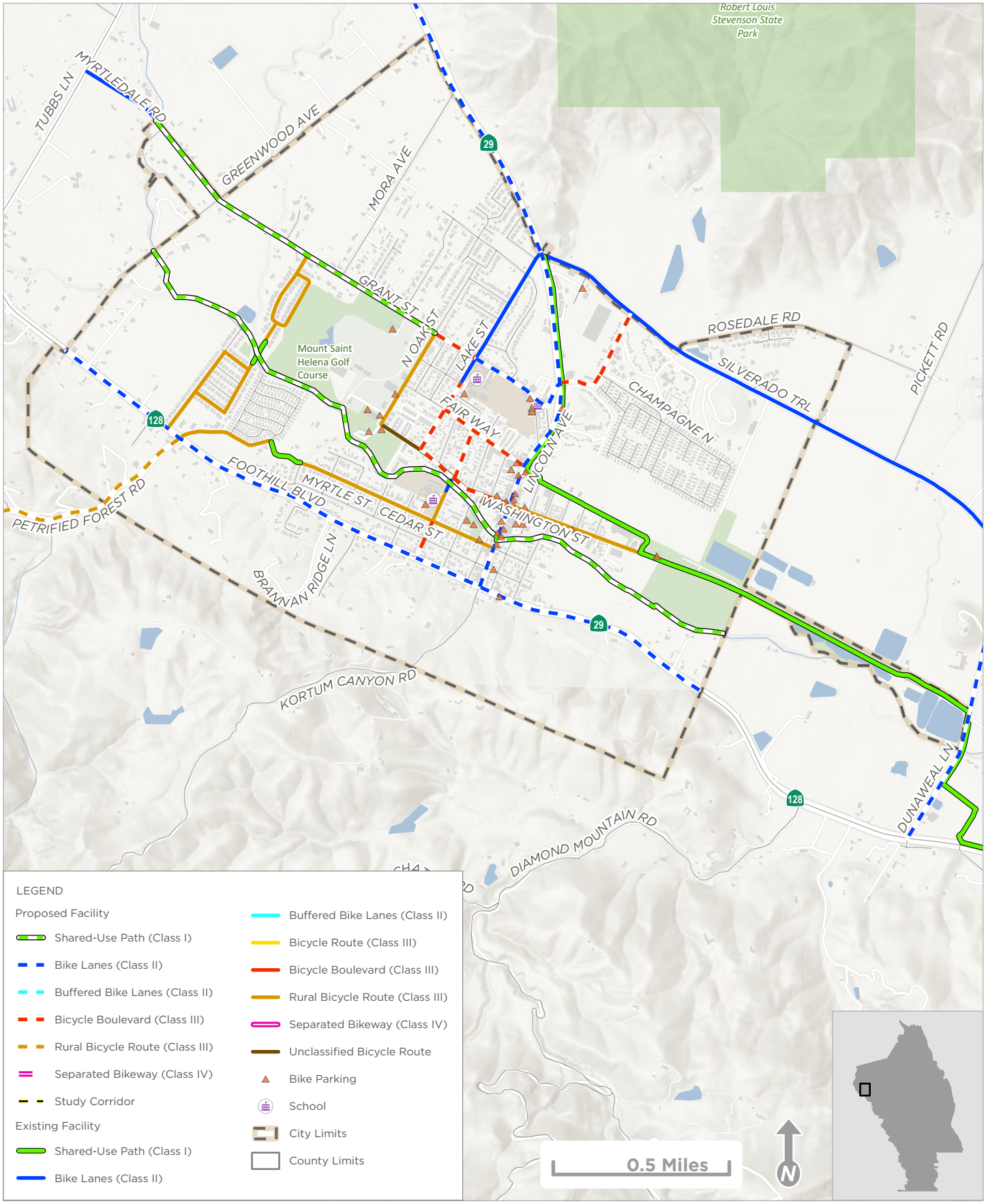
In addition to the prioritization, project complexity Is an essential consideration. Lower-complexity projects are projects that generally require only striping and signage, or which can be incorporated into routine paving or road resurfacing activities Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage, relocation of utilities, and other factors that increase construction costs. Projects in this AT Plan are categorized as either high or low complexity. For more information about project complexity, see Chapter 6.

Short-Term Solutions

For quick or short-term implementation, quick builds can be a viable option. Quick builds to address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust.

Table 7.6: City of Calistoga Near-Term Bicycle Project List

ID	Segment	Begins	Ends	Length (mi)	Type
703	Grant Street	Greenwood Avenue	N Oak St	1.0	Shared Use Path (Class I)
705	Grant Street	N Oak Street	Lake Street	0.1	Bicycle Boulevard (Class III)
706	Grant Street	Lake St	Stevenson Street	0.3	Bike Lanes (Class II)
708	Lake Street	Washington Street	Fisher Street	0.2	Bicycle Boulevard (Class III)
710	Lincoln Street	Silverado Trail	Fair Way	0.6	Bike Lanes (Class II)
711	Lincoln Street	Fair Way	Foothill Boulevard	0.4	Bike Lanes (Class II)
712	Foothill Boulevard	Western City Limit	Eastern City Limit	2.0	Bike Lanes (Class II)
714	Washington Street	Lake Street	Lincoln Avenue	0.3	Bicycle Boulevard (Class III)
1122	SR 29	Silverado Trail	Tubbs Lane	1.6	Bike Lanes (Class II)



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NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga

Near-Term Bicycle Network

FIGURE 7.10

Induced Bicycle Demand and VMT Reductions

For the nine near-term bicycle projects proposed in Calistoga, benefits were quantified using the NCHRP Report 552 Guidelines for Analysis of Investment in Bicycle Facilities. The benefits presented are estimates and may not predict the exact benefits produced by each project.

Methodology

The annualized benefits are based on potential induced bicycling demand for each proposed project. The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The results presented in Table 7.7 utilize the highest estimate. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[16] and used to estimate the total induced commuter bicyclists annually.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F. These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlined above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

Results

Table 7.7 provides the new bicycle commuters induced annually, annual VMT reduction, and the total annual monetized benefit provided by each project. All near-term proposed projects are estimated to induce between eight and eleven new annual commuters each year.The proposed shared-use path on Grant Street is anticipated to provide the highest total benefit, followed by the bike lanes (Class II) on Lincoln Street.

[16] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Table 7.7: City of Calistoga Near-Term Bicycle Project Benefits

ID	Segment	Begins	Ends	Length (miles)	Type	New Annual Commuter Bicyclists	VMT Reduction	Total Annual Benefits
703	Grant Street	Greenwood Avenue	N Oak St	1.0	Shared Use Path (Class I)	11	15,797	$378,000
705	Grant Street	N Oak Street	Lake Street	0.1	Bicycle Boulevard (Class III)	9	13,735	$228,600
706	Grant Street	Lake St	Stevenson Street	0.3	Bike Lanes (Class II)	9	13,373	$451,100
708	Lake Street	Washington Street	Fisher Street	0.2	Bicycle Boulevard (Class III)	9	13,493	$224,600
710	Lincoln Street	Silverado Trail	Fair Way	0.6	Bike Lanes (Class II)	9	14,068	$317,600
711	Lincoln Street	Fair Way	Foothill Boulevard	0.4	Bike Lanes (Class II)	8	12,576	$410,300
712	Foothill Boulevard	Western City Limit	Eastern City Limit	2.0	Bike Lanes (Class II)	10	15,091	$311,900
714	Washington Street	Lake Street	Lincoln Avenue	0.3	Bicycle Boulevard (Class III)	9	13,789	$229,500
1122	SR 29	Silverado Trail	Tubbs Lane	1.6	Bike Lanes (Class II)	8	11,855	$252,800

Chapter 8
City of St. Helena

St. Helena is a town of 5,378 residents and covers 5.6 square miles. The City is centrally located in the heart of the upper Napa Valley and is bisected by SR 29/128 (also known as Main Street) and surrounded by agricultural uses. The community stands out in the Valley for its unique historic character. Major economic drivers in St. Helena include agriculture, wine making, tourism, and education. Just outside of Main Street, the city is primarily composed of residential neighborhoods organized on a disconnected grid network.

Demographics

The following demographic information is from the American Community Survey (ACS) 2023 five-year estimates.

Age

Communities whose population skews younger may have improved opportunities for increasing active transportation mode shift. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood. Communities that have access to safe bike and pedestrian facilities are more likely to engage in active lifestyles which provides a multitude of benefits to one's health and well-being.

The median age for St. Helena is 47.6, slightly higher than the county median of 42.8. However, 25% of the population is under 25 years old. Figure 8.1 shows the age distribution for St. Helena.

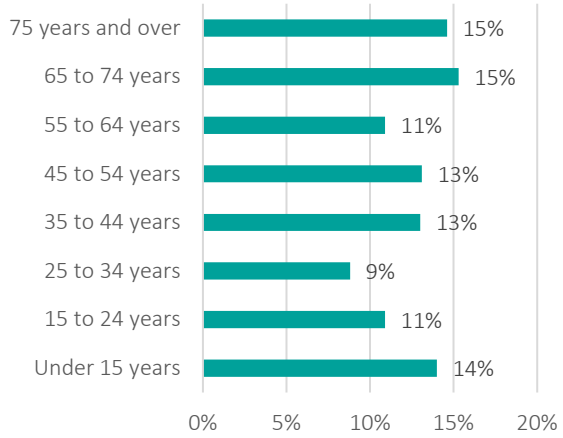


Figure 8.1: City of St. Helena Age Distribution

Income

The city of St. Helena has a median household income (MHI) of $158,218, which is higher than Napa County's MHI of $108,970. See Figure 8.2 for the distribution of household income in the city.

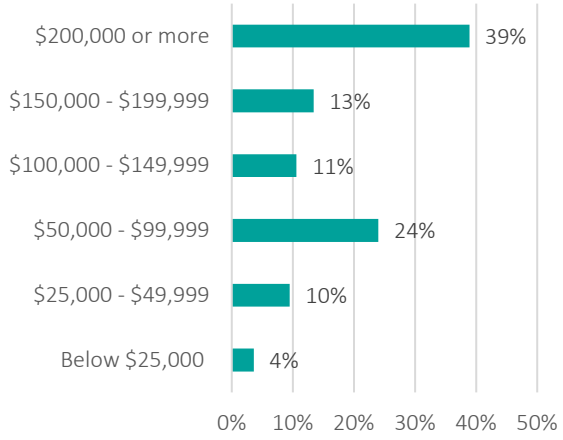


Figure 8.2: City of St. Helena Household Income

Travel Behavior

Mode Share

Figure 8.3 provides an overview of commute mode share for workers living in St. Helena aged 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates and represents data for 2016 and 2023. The data does not include non-work trips.

Most St. Helena residents drive to work, though a significant portion of residents walk. In 2023, eleven percent of residents walked to work, one percent rode their bicycle, and two percent took transportation.

Since 2016, more people have started working from home, likely due to the COVID-19 pandemic. The percentage of people who drive alone has decreased significantly, and more people are walking. Rates of bicycling and carpooling have decreased while public transportation use has increased.

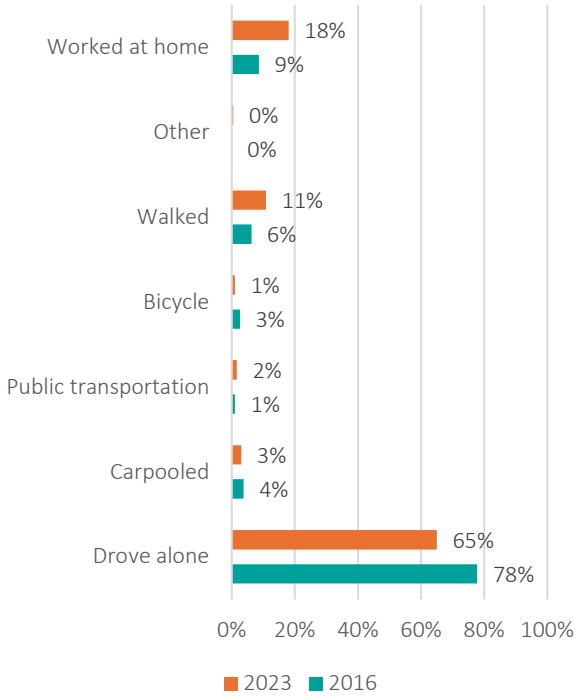


Figure 8.3: City of St. Helena Means of Transportation to Work

Trip Length

Figure 8.4 provides trip length data for St. Helena from 2025 Travel Behavior Study. Of trip that originated in St. Helena, 39% were two or less miles. These "short-trips" represent mode shift potential, or opportunities to encourage walking and bicycling instead of driving.

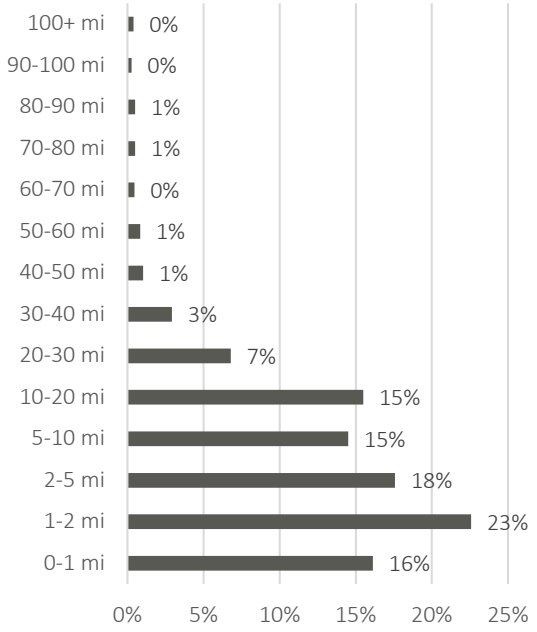


Figure 8.4: City of St. Helena Trip Length

Key Community Destinations

Many of the key community destinations in St. Helena are located along or near Main Street, including grocery stores and retail, City Hall, the library, and schools such as Robert Louis Stevenson Intermediate. St. Helena Primary, St. Helena High School, and Crane Park are located off Main Street further south. Improving pedestrian and bicycle connections to these destinations is key for developing a more connected active transportation network in St. Helena. Focusing improvements to schools mentioned will improve connectivity and safety for more vulnerable road users (children and families) traveling to school.

Transit System and Stops

The Vine runs the Up Valley Connector, bus route 10, from the City of Napa through St. Helena along SR 29, ending in Calistoga. The St. Helena shuttle operates along a fixed route during the weekdays, supporting pick-up and drop-off at various schools throughout the city. On the weekend, the shuttle is on-demand only. Improvements along these routes should be considered to improve first- and last-mile connectivity and increase access for those who rely on walking and bicycling.

Existing Bicycling and Walking Environment

Bicycle Facilities

Existing bicycle facilities in St. Helena are mapped in Figure 8.5. The map also includes existing bicycle parking locations.

Bicycle Network

Mileage of existing bicycle facilities is listed in Table 8.1. Bicycle infrastructure is limited and disconnected in St. Helena. The network includes a few dedicated bike lanes, bike routes, and shared-use paths. There are few bicycle facilities in the central grid-based network downtown. Existing bicycle infrastructure is located mostly on the edge of the city, and these facilities do not connect to key destinations.

Table 8.1: City of St. Helena Existing Bicycle Network Mileage

Facility Type	Miles
Shared-Use Path (Class I)	1.3
Bicycle Lanes (Class II)	1.8
Bicycle Route (Class III)	0.6
Bicycle Boulevard (Class III)	0.1
Separated Bikeway (Class IV)	-
Unclassified Bicycle Route	0.9
Total	**4.6**

Off-street facilities include the Vine Trail between Calistoga and Pratt Avenue and a short shared-use path off Pope Street.

Dedicated on-street bicycle lanes within the city bounds include a bike lane on Pope Street and a short segment on Valley View Street. The Pope Street bike lane extends between Allison Avenue and College Avenue. Where the bicycle lane ends, bike routes (marked by sharrows and signage) extend to Silverado Trail and Main Street. Silverado Trail is on the edge of the city limits and provides a connection between Calistoga and the City of Napa. Pope Street accounts for most of the city's on-street bicycle lanes; it is a rural road primarily used by recreational cyclists. The Valley View Street bike lane only extends between Birch Avenue and Grayson Avenue and is not connected to any additional facilities.

SR 29 is categorized as an unclassified bicycle route; while it is a greatly used corridor for bicyclists, the shoulders are of sub-standard width, and it cannot be classified as an existing bike lane.

Bicycle Parking

Bicycle parking in St. Helena is concentrated downtown. Parking is also located at Crane Park, St. Helena Primary School, and Stonebridge Park. No bicycle lockers or other long-term bicycle parking was identified in St. Helena.

Pedestrian Facilities

Existing sidewalks and shared-use paths in St. Helena are mapped in Figure 8.6. Mileage of pedestrian facilities is listed in Table 8.2.

Table 8.2: City of St. Helena Existing Pedestrian Facility Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	1.3
Sidewalks	32.5
Total	**33.8**

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks are considered priority gaps in the network. Additionally, some residential, rural, and/or recently annexed communities may not require sidewalk implementation per local guidelines. Sidewalk gap closures may also not be feasible where right-of-way is limited, where community character is to be preserved, or in areas where traffic volumes and speeds are low enough for pedestrians to share the roadway.

Sidewalks and Paths

The sidewalk network is most connected in downtown St. Helena between Stockton Street and Railroad Avenue, connecting to residences and commercial businesses.

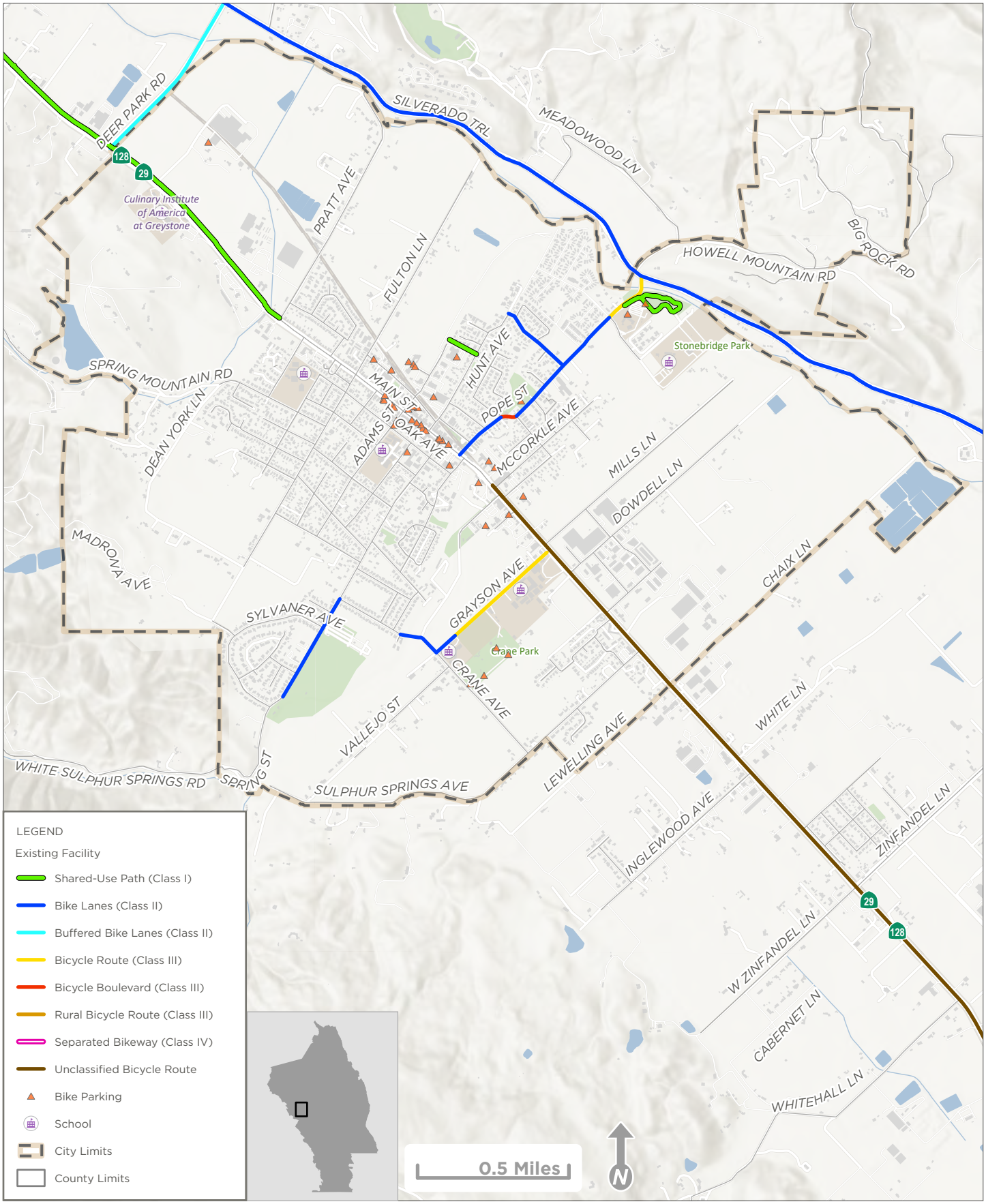
As identified in the 2016 Napa County Pedestrian Master Plan, sidewalks are missing further from the center of town. The 2019 plan highlights missing sidewalks along key east/west pedestrian corridors, such as Mitchell Drive and the west side of Grayson Avenue on the southeast end of town, which connect residents to Main Street and St. Helena Primary School, respectively. Missing sidewalks are also identified on north/south corridors, including the northwest portion of Main Street as well as Hudson Avenue. Other residential streets with missing sidewalks include the west end of Madrona Avenue, Crane Avenue, and throughout the residential community west of Madrona Avenue.

Crossings

Marked crosswalks are concentrated where the sidewalk network is most connected downtown.

Midblock and uncontrolled crossings are present throughout the city, primarily on Spring Street, Pope Street, Main Street, Tainter Street at St. Helena Catholic Church and the Boys and Girls Club, on Elmhurst and Hillview Place at Robert Louis Stevenson Middle School.

Marked crosswalks appear less frequently farther from downtown, including along Grayson Avenue at St. Helena Primary School and across Spring Street.



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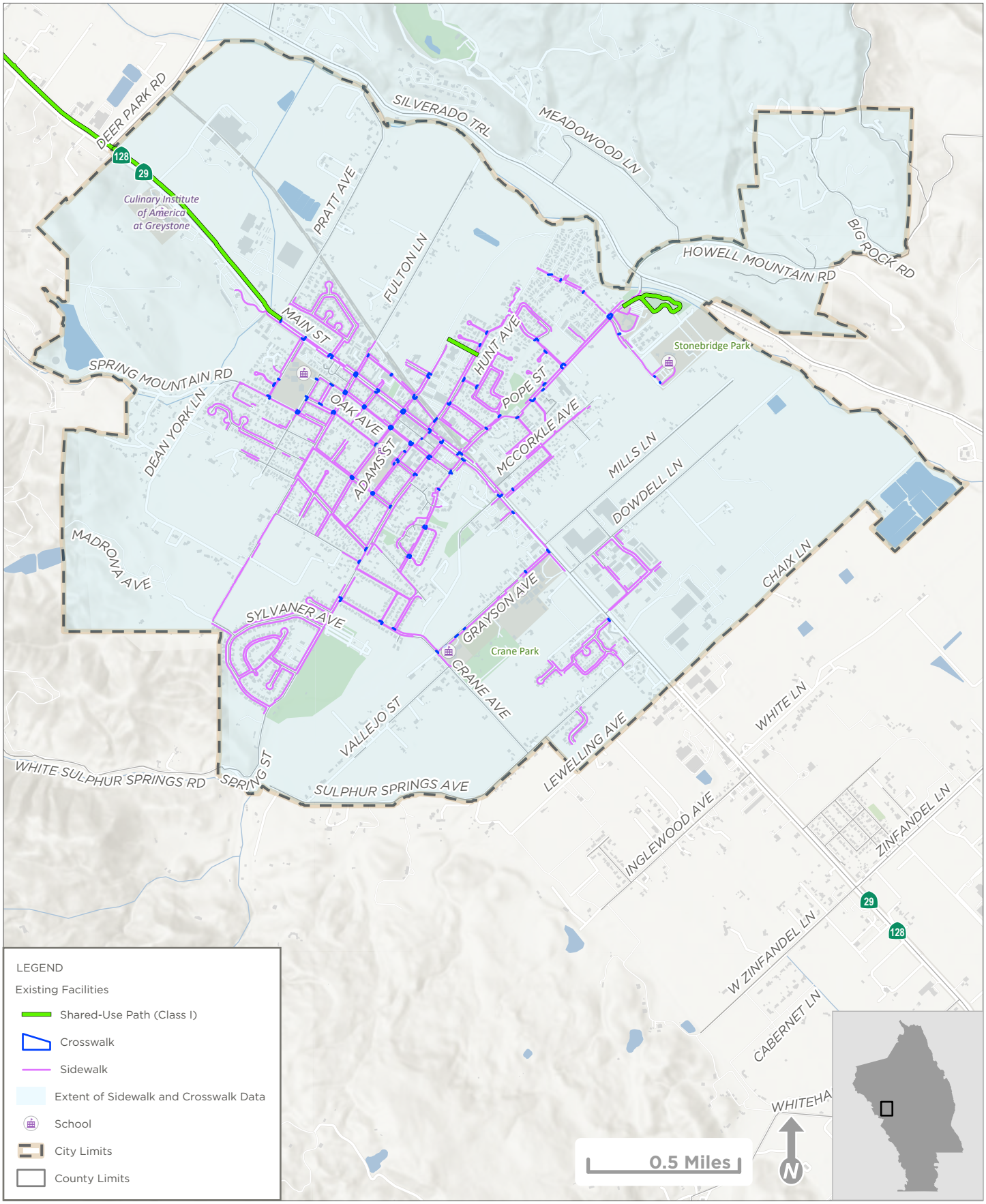
City of St. Helena
Existing Bicycle Facilities

FIGURE 8.5



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing Pedestrian Facilities

FIGURE 8.6

Needs Assessment

Once existing transportation conditions were documented, a needs assessment was conducted to highlight needs in the active transportation network. The needs assessment for St. Helena includes an analysis of bicycle level of traffic stress (LTS) and connectivity.

Level of Bicycle Stress

LTS produces a score for roadways from 1 to 4. Streets that scored 1 or 2 are less stressful and comfortable for bicyclists of most ages and abilities, while streets that scored 3 or 4 are more stressful and appropriate for only more experienced riders. For more information about LTS methodology, see Chapter 4.

As shown in Figure 8.7, a majority of St. Helena's roadway network is low stress for bicyclists. Of the 32.4 miles of roadways in St. Helena, 18 percent scored LTS 3 or 4 and are considered high stress.

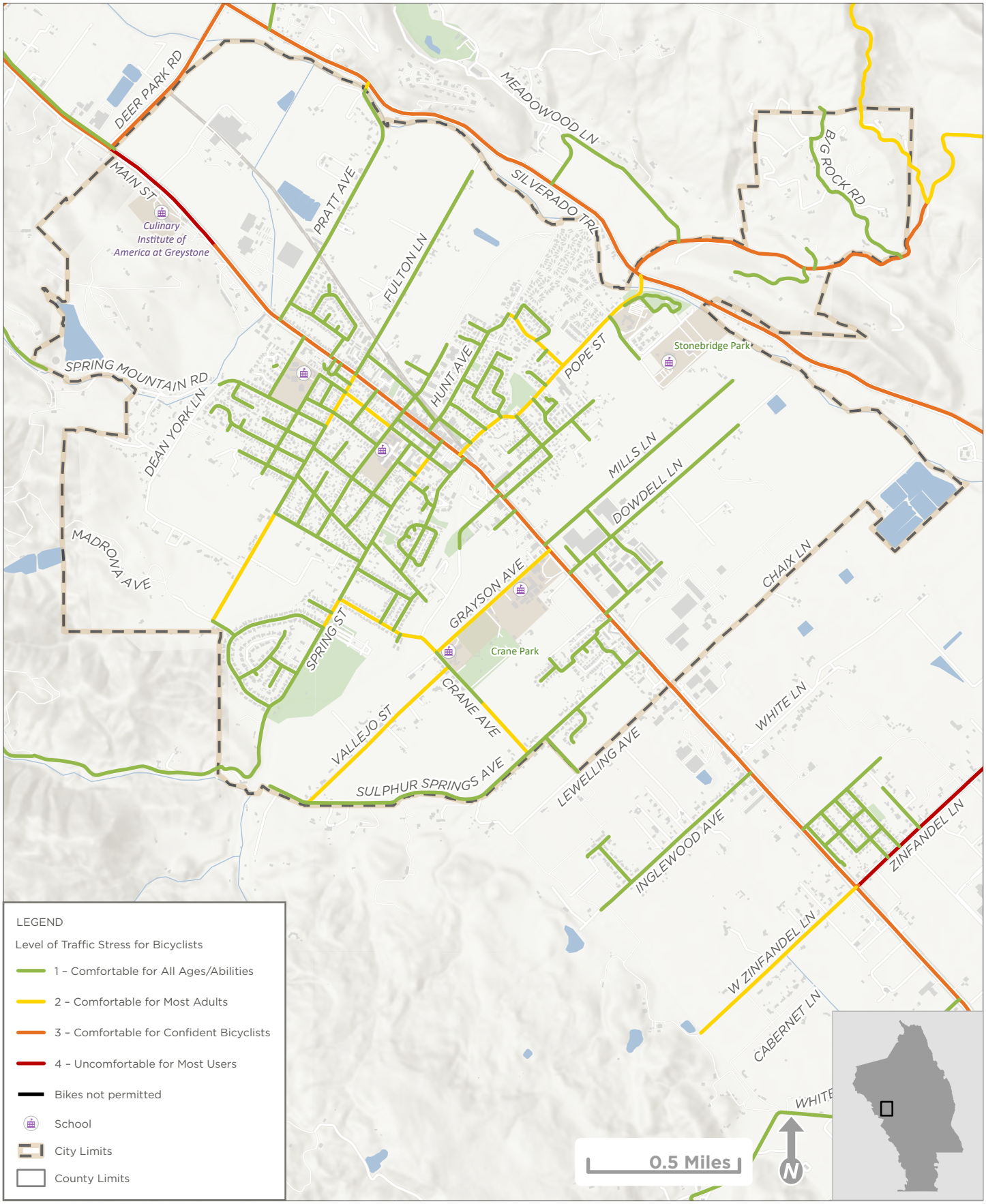
Main Street (SR 128) is the highest stress route in the city, primarily scoring LTS 3 with a short segment near the Culinary Institute of America at Greystone scoring LTS 4. Main Street is an arterial with a prevailing speed of 38.5 miles an hour and no bicycle facilities. Main Street is the primary north/south connection through the city and provides access to key destinations downtown. However, the high stress roadway environment is not suitable for most bicyclists. Alternative north/south connections include Oak Avenue and Kearny Street, which are LTS 1-2 and provide connections to Robert Louis Stevenson Middle School and St. Helena Elementary School. Valley View Street/South Crane Avenue is another north/south route that provides access to St. Helena Primary School and scored LTS 1-2.

Key east/west routes in St. Helena include Madrona Avenue/Fulton Lane, Spring Street, Pope Street, and Grayson Street. Madrona Avenue and Spring Street cross through the southern part of town and scored LTS 1 with portions of LTS 2. These routes present opportunities for lower stress bicycle connections. Pope Street connects between Main Street and Silverado Trail and scored LTS 2. Grayson Street provides access to St. Helena Primary School, Crane Park and St. Helena High School and scored LTS 2.

Low Stress Connectivity

Bicycle connectivity throughout St. Helena was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

Table 8.3 describes low stress bicycle connectivity to 14 key destinations in the City of St. Helena. The table describes the percentage of origins (residential units) that are connected to each destination along the low stress network. Origins in this analysis are within 1.5 miles of one or more destinations, which is the average distance a person is willing to bike. Origins outside of this 1.5-mile range are excluded.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Bicycle Level of Traffic Stress

FIGURE 8.7

Table 8.3: City of St. Helena Low Stress Connectivity

Key Destinations	Total Connections to each destination (high- and low-stress)	Total Low Stress Connections	Percent Low-Stress Connectivity to Origins
City Hall - City of St. Helena	889	211	21.0%
Jacob Meiley Park	1,152	216	21.5%
Robert Louis Stevenson Intermediate	1,409	531	52.8%
Safeway	1,177	216	21.5%
St. Helena Elementary	1,525	583	58.0%
St. Helena High	1,417	506	50.3%
St. Helena Opportunities Program	1,525	583	58.0%
St. Helena Primary	1,453	619	61.6%
St. Helena Montessori	733	210	20.9%
St. Helena Public Library	1,123	216	21.5%
St. Helena Farmers' Market	1,396	605	60.2%
Sunshine Foods	1,573	600	59.7%
Wine Country Cases	657	5	0.5%
Crane Park	1,396	605	60.2%

Note: Total Connections refers to potential origins within 1.5 miles of the listed destination

St. Helena Elementary, St. Helena Opportunities Program, St. Helena Primary, St. Helena Farmers' Market, Sunshine Foods, and Crane Park have the highest percentage of low-stress connectivity in St. Helena. These locations are located off of low stress streets making them more reachable via the bicycle network.

The destination with the poorest connectivity is Wine Country Cases located off of Main Street, which is a high stress street. Other destinations with poorer connectivity include City Hall, Jacob Meiley Park, Safeway, St. Helena Public Library and Safeway. In some cases, these destinations are located on low stress streets, but other higher stress streets, like SR 29, are barriers for many bicyclists.

Community Priorities

Throughout the community engagement process, St. Helena residents identified priorities for potential improvements. Main Street/SR 29, Madrona Avenue, Hunt Avenue, and Spring Street were highlighted as priority improvement locations. Community members discussed safe routes to school, traffic calming, sidewalks along SR 29, improved visibility, and emphasized the Vine Trail. One comment received during the CBTP outreach noted the lack of secure bicycle parking options in St. Helena, expressing interest in more secure bike racks. Another specific comment received during CBTP outreach suggested adding pedestrian facilities along Hudson Avenue.

Developing the Active Transportation Network in St. Helena

Utilizing the findings from the past planning efforts, existing transportation conditions, LTS and bicycle connectivity analysis and community engagement priorities, the active proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and city staff. Once this review occurred, the network was revised and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an interactive map hosted on the project website.

Feedback gathered during the workshop and from the interactive map was used to update the active transportation network. Changes were vetted by NVTA and city staff before the network was finalized early 2026.

Developing the Bicycle Network

In addition to the 2019 Countywide Bicycle Plan, St. Helena developed a Streets Master Plan concurrently with the Napa Countywide AT Plan. Recommendations from the Streets Master Plan were incorporated into the proposed network.

The development of the network focused specifically on providing connectivity across high stress roads such as SR 29, as well as connections to the Vine Trail, local schools, and commercial destinations. To provide connectivity to key destinations on narrower streets, Class III bicycle boulevards were considered.

Developing the Pedestrian Network

Sidewalk gap closure projects were proposed if they met the following criteria:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary.

Most of the proposed pedestrian gap projects are located along Hillview Place, Hudson Avenue, and Crane Avenue, improving pedestrian connectivity to St. Helena Primary school and Robert Louis Stevenson Intermediate School, as well as a few local parks.

Shared-use path projects were identified during the development of the bicycle network but are also included as part of the pedestrian network. Proposed shared-use paths are proposed throughout the city, connecting to the vine trail, providing access through the southern part of the city, and to Silverado Trail beyond the city limits.

Recommendations

Recommendations for the St. Helena active transportation network include the proposed network of bikeways and sidewalk gap closure projects. The AT Plan does not identify specific crossing improvements. Instead, a crosswalk strategy is detailed in Chapter 5. Additionally, a treatment toolkit detailing bicycle and pedestrian improvement design guide was developed to accommodate the proposed network. See Appendix D for more information.

Proposed Bicycle Network

The proposed St. Helena bicycle network builds off the 2019 Countywide Bicycle Plan and is largely based off the St. Helena Streets Master Plan (2026) and the findings from the needs assessment. Existing bicycle facilities, community engagement feedback, and findings from the LTS analysis were also considered. The proposed network follows best practices established in the Treatment Toolkit (Appendix D) and upgrades previous recommendations where necessary. For a map of the St. Helena bicycle network, see Figure 8.8. For the list of bicycle network recommendations, see Appendix E.

Table 8.4 provides the mileage of the existing network, compares mileage proposed in the AT Plan and the previous Countywide Bicycle Plan (2019), and the total mileage of entire bicycle network. The AT Plan adds 22.9 miles to the bicycle network, for a total of 27.5 miles once implemented.

Table 8.4: City of St. Helena Proposed Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025*	2025 Proposed Mileage	Total Future Mileage
Shared-Use Path (Class I)	1.0	1.3	+0.3	10.5	**11.8**
Bike Lanes (Class II)	1.3	1.8	+0.5	4.0	**5.8**
Buffered Bike Lanes (Class II)	-	-	-	-	**-**
Bicycle Route (Class III)	0.2	0.6	+0.4	-	**0.6**
Bicycle Boulevard (Class III)	-	0.1	+0.1	5.0	**5.1**
Rural Bicycle Route (Class III)	-	-	-	3.3	**3.3**
Separated Bikeway (Class IV)	-	-	-	-	**-**
Unclassified Bike Route	-	0.9	+0.9	-	**0.9**
Total	**2.5**	**4.6**	**+2.1**	**22.9**	**27.5**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities.*

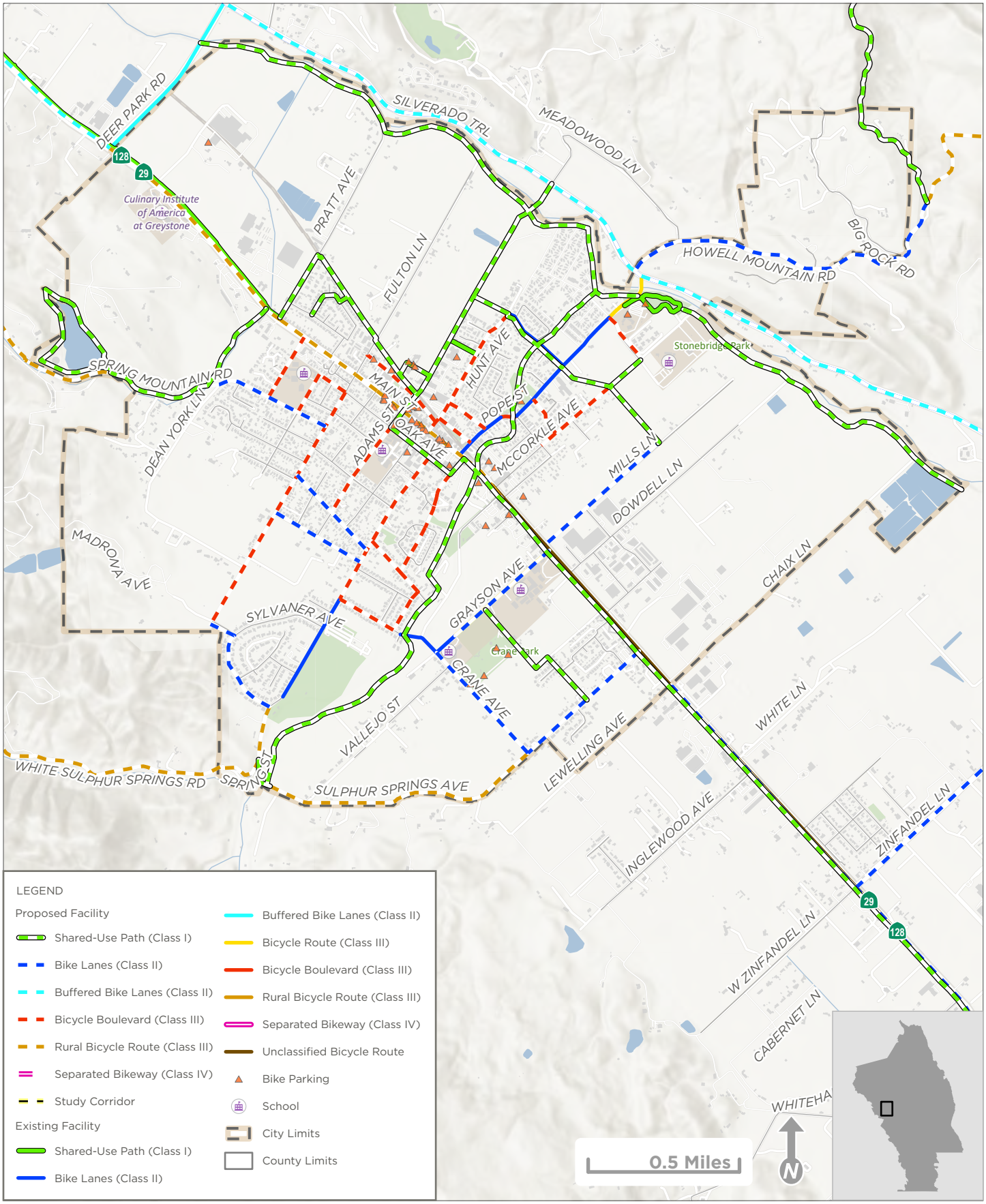
Proposed Pedestrian Network

The proposed St. Helena pedestrian network includes sidewalk gap closure projects and shared-use paths, as was developed based on existing gaps in the network. For a map of the pedestrian network, see Figure 8.9.

Table 8.5 presents the existing pedestrian network mileage, and mileage proposed in this AT Plan, as well as the total existing and proposed mileage. The AT Plan adds 12.3 miles to the pedestrian network, for a total future mileage of 34.3 miles of sidewalks and 11.8 miles of shared-use paths. Shared-use path mileage in Table 8.5 is not additional mileage but rather reflects the same mileage in the bicycle mileage table (Table 8.4), as these facilities are suitable for both pedestrians and bicyclists.

Table 8.5: City of St. Helena Proposed Pedestrian Network Mileage

Facility Type	2025 Existing Mileage	2025 Proposed Mileage	Total Future Mileage
Shared-Use Path (Class I)	1.3	10.5	**11.8**
Sidewalk	32.5	1.8	**34.3**
Total	**33.8**	**12.3**	**46.1**



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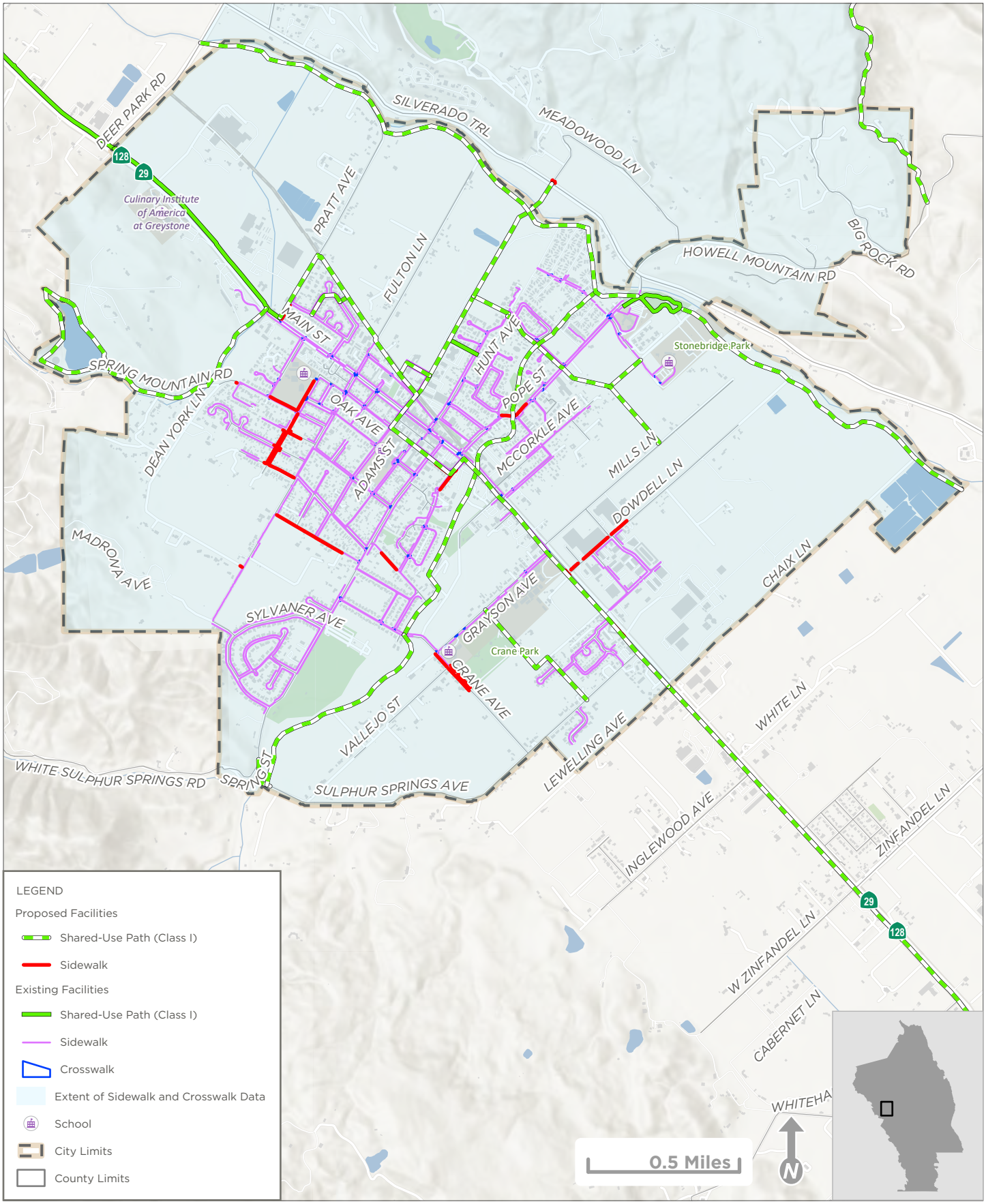
NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing and Proposed Bicycle Facilities

FIGURE 8.8



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Existing and Proposed Pedestrian Facilities

FIGURE 8.9

Programs and Policies

This section will be completed by the individual jurisdiction should locally identified programs or policies be added prior to local adoption.

Implementation Plan

The previous Recommendations section provides the complete active transportation network for St. Helena to be implemented over the next 25 years. The implementation plan outlines an approach for prioritizing certain bicycle projects for near-term implementation. Note that the pedestrian network presented in the previous section represents the prioritized list of sidewalk gap projects and no further prioritization is conducted in this AT Plan. The sidewalk gap projects recommended form the prioritized list as they provide improved pedestrian access near key destinations.

In addition to the prioritized bicycle projects, the implementation plan includes potential induced demand and VMT reductions from the full proposed bicycle network in St. Helena.

For the complete implementation plan, see Chapter 6 which includes unit cost assumptions for pedestrian and bicycle projects, as well as funding opportunities. The proposed network includes some facilities along state routes, which will require coordination with Caltrans.

Bicycle Network Prioritization

The proposed active transportation network provides a vision for St. Helena through 2050. However, there is limited available funding, and the whole network cannot be implemented at once. A near-term list of bicycle projects was developed for implementation over the next five to seven years. For prioritization methodology, see Chapter 6.

Three projects in St. Helena are identified for near-term implementation, listed in Table 8.6. For a map of near-term bicycle projects, see Figure 8.10. The proposed bicycle route on Main Street would provide connectivity to many destinations along the city's primary travel routes.

Main Street is identified as part of the High Injury Network by the Vision Zero Plan – adding a bicycle facility on this route aims to improve safety. The Napa Vine Trail and Napa River trail alignments are both prioritized, providing off-street connections. All of the near-term projects are also in Equity Priority Communities and are consistent with past planning efforts.

Project Complexity

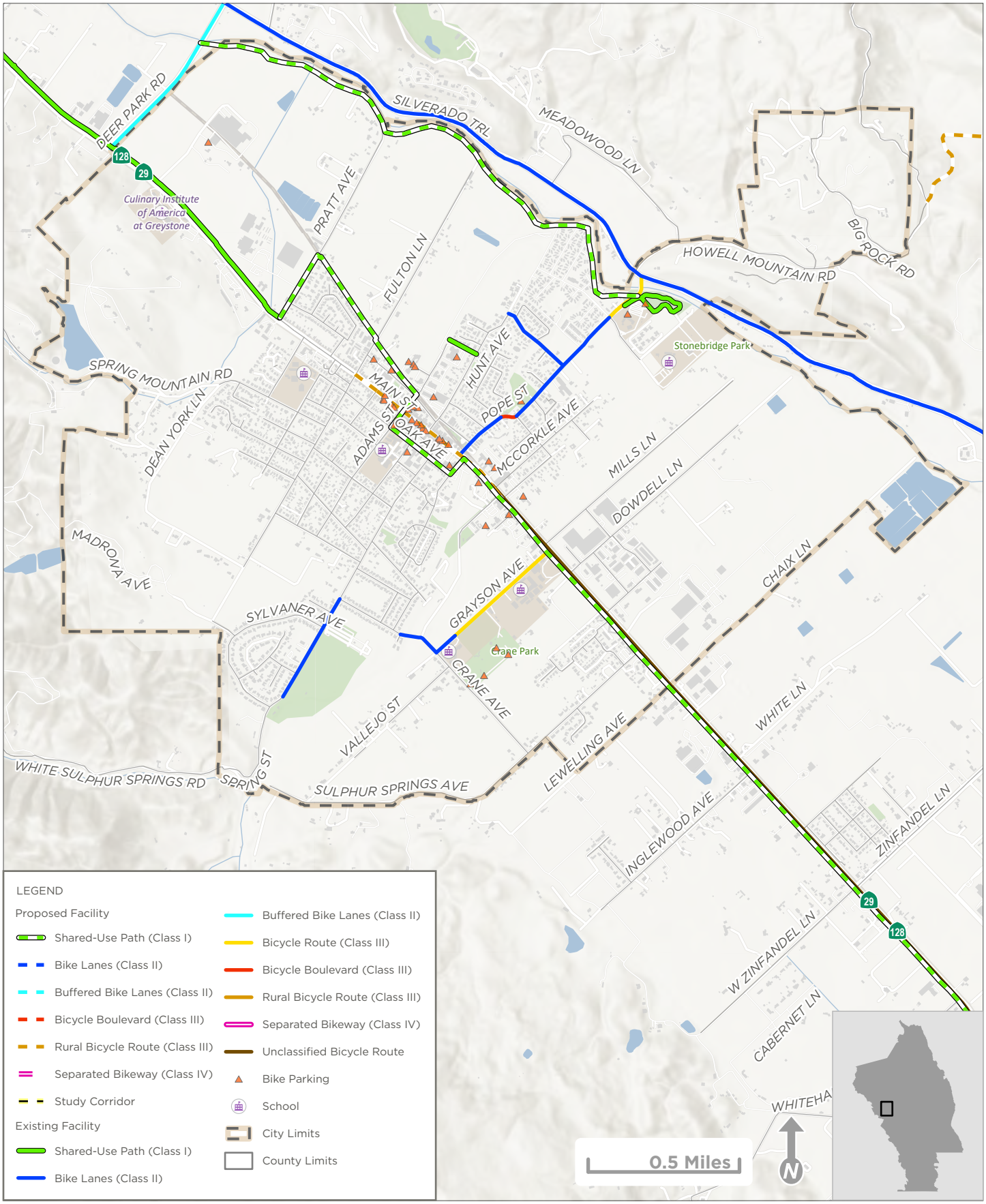
In addition to the prioritization, project complexity Is an essential consideration. Lower-complexity projects are projects that generally require only striping and signage, or which can be incorporated into routine paving or road resurfacing activities Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage, relocation of utilities, and other factors that increase construction costs. Projects in this AT Plan are categorized as either high or low complexity. For more information about project complexity, see Chapter 6.

Short-Term Solutions

For quick or short-term implementation, quick builds can be a viable option. Quick builds are improvements that address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust.

Table 8.6: City of St. Helena Near-Term Bicycle Project List

ID	Segment	Begins	Ends	Length (mi)	Type
900	Main St	Madrona Ave	Charter Oak Ave	0.6	Rural Bicycle Route (Class III)
1181	Napa Valley Vine Trail	Pratt Ave	Chaix Ln	2.3	Shared Use Path (Class I)
1225	Napa River Trail	Pope St (Napa River Trail-Wappo Park)	St Helena city limit (Deer Park Rd / Lower Reservoir Trail)	1.9	Shared Use Path (Class I)



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena

Near-Term Bicycle Network

FIGURE 8.10

Induced Bicycle Demand and VMT Reductions

For the three near-term projects proposed in St. Helena, benefits were quantified using the NCHRP Report 552 Guidelines for Analysis of Investment in Bicycle Facilities. The benefits presented are estimates and may not predict the exact benefits produced by each project.

Methodology

The annualized benefits are based on potential induced bicycling demand for each proposed project The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The results presented in Table 8.7 utilize the highest estimate. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[17] and used to estimate the total induced commuter bicyclists annually.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F. These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlines above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

Results

Table 8.7 provides the new bicycle commuters induced annually, annual VMT reduction, and the total annual monetized benefit provided by each project. All near-term proposed projects are estimated to induce between six and twelve new annual commuters a year. In St. Helena, the proposed Napa Valley Vine Trail segment is anticipated to provide the highest total benefit, followed by the SR 29/Main St bike lanes.

[17] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Table 8.7: City of St. Helena Near-Term Bicycle Project Benefits

ID	Segment	Begins	Ends	Length (mi)	Type	New Annual Commuter Bicyclists	VMT Reduction	Total Annual Benefits
900	Main St	Madrona Ave	Charter Oak Ave	0.6	Rural Bicycle Route (Class III)	10	15,135	$251,700
1181	Napa Valley Vine Trail	Pratt Ave	Chaix Ln	2.3	Shared Use Path (Class I)	12	17,854	$424,500
1225	Napa River Trail	Pope St (Napa River Trail-Wappo Park)	St Helena city limit (Deer Park Rd / Lower Reservoir Trail)	1.9	Shared Use Path (Class I)	6	8,607	$212,300

Chapter 9
Town of Yountville

The Town of Yountville is approximately 1.5 square miles and has a population of 3,396 residents. Yountville began as an agricultural settlement surrounded by fields and vineyards, and it remains small and compact to this day. The Town's business district and residential neighborhoods lie to the east of the highway, while the Veterans Home is to the west.

Demographics

The following demographic information is from the American Community Survey (ACS) 2023 five-year estimates.

Age

Communities of all ages benefit from a connected and accessible transit network. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood, contributing to active lifestyles. Active lifestyles are linked to many physical and mental benefits such as cardiovascular health, improved mental health, and for areas, can form a large sense of community. Figure 9.1 shows the age distribution in the Town of Yountville. The median age is 65 years, which is older than the county median age of 42.8. Yountville's population skews older than neighboring jurisdictions, and only 5% of the population is under 25 years of age.

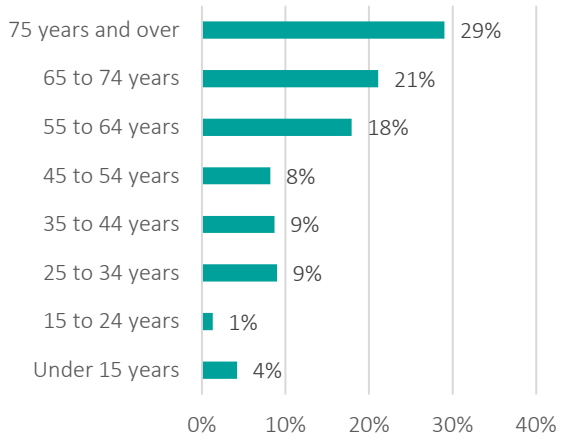


Figure 9.1: Town of Yountville Age Distribution

Income

The Town of Yountville has a median household income (MHI) of $131,592, which is higher than Napa County's MHI of $108,970. See Figure 9.2 for the distribution of household income in the town.

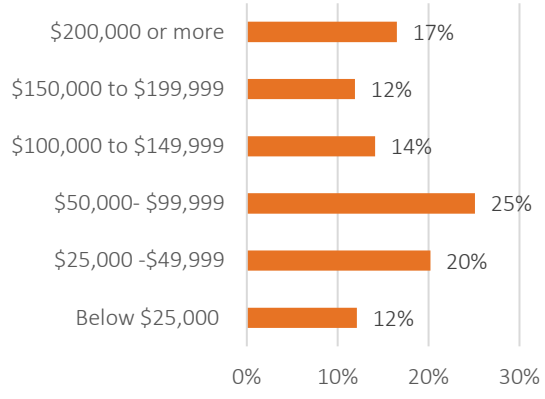


Figure 9.2: Town of Yountville Household Income

Travel Behavior

Mode Share

Figure 9.3 provides an overview of commute mode share for workers living in Yountville aged 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates and represents data for 2016 and 2023. The data does not include non-work trips.

Most Yountville residents drive to work, though a significant portion of residents walk. In 2023, nineteen percent of residents walked to work, less than one percent rode their bicycle, and one percent took public transportation.

Since 2016, more people have started working from home, likely due to the COVID-19 Pandemic. The percentage of people who drive alone or carpool has decreased significantly, and more people are walking.

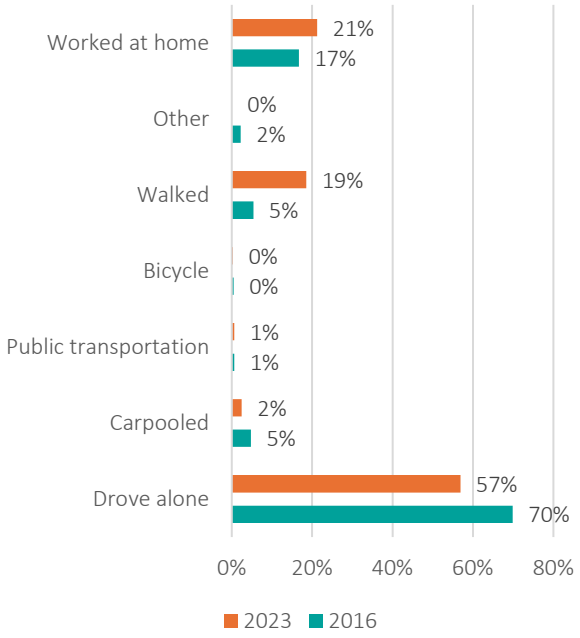


Figure 9.3: Town of Yountville Means of Transportation to Work

Trip Length

Figure 9.4 provides trip length information for Yountville from the 2025 Travel Behavior Study. Of all trips originating in Yountville, 15 percent were two miles or less. These "short-trips" represent an opportunity for mode shift, or to encourage people to switch from driving to an active mode of travel.

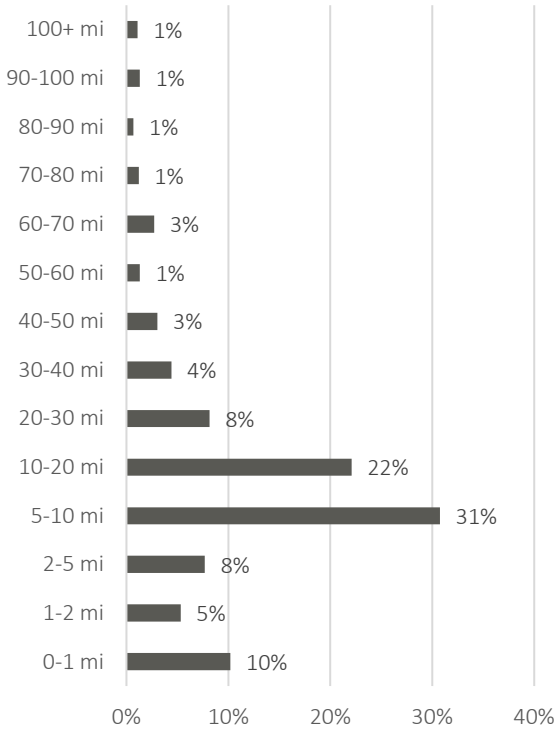


Figure 9.4: Town of Yountville Trip Length (2025 Travel Behavior Study)

Key Community Destinations

Many of the key community destinations in Yountville are located along or near Washington St. The Town of Yountville, unofficially called the Culinary Capital of the Napa Valley, offers world-renowned restaurants and dining experiences. Key destinations such as the Veterans Home of California, Yountville Library. Vineyard Park and Yountville City Hall are main points of interest. Prioritizing a safe and connected Yountville includes improving pedestrian and bicycling facilities.

Transit System and Stops

The Vine runs the Up Valley Connector, bus route 10, from the City of Napa through the Town of Yountville along SR 29, ending in Calistoga. There is also the Yountville Bee bus system, an on-demand transit service operating Sunday through Friday. Users can call, use the online website or the app to request a ride from the Bee. Improvements along these routes should be considered to improve first- and last-mile connectivity and increase access for those who rely on walking and bicycling.

Existing Bicycling and Walking Environment

Bicycle Facilities

Existing bicycle facilities in Yountville are mapped in Figure 9.5. The map also includes bicycle parking locations.

Bicycle Network

Mileage of existing bicycle facilities is listed in Table 9.1. The bicycle network in Yountville is composed primarily of shared-use pathways and on-street bicycle lanes. Connectivity is limited through the town's main roadways, but the network connects to regional bicycle facilities. There are no bicycle facilities south of SR 29 that connect to the Veteran's Home of California community.

Table 9.1: Town of Yountville Existing Bicycle Network Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	2.4
Bicycle Lanes (Class II)	0.7
Bicycle Routes (Class III)	0.4
Separated Bikeways (Class IV)	-
Unclassified Bicycle Routes	-
Total	**3.5**

Off-street bicycle paths include the Vine Trail, which extends from the northern town boundary through the City of Napa. There is also disconnected network of shared-use paths around the now closed Yountville Elementary School property and through the nearby residential neighborhood.

Dedicated on-street bike lanes are located on Yountville Cross Road and on a Portion of Finnell Road. Yountville Cross Road is a collector road where bicyclists ride on the roadway shoulder. It connects the Vine Trail and Silverado Trail north of town. Silverado Trail has a dedicated bike lane and provides a connection between Calistoga and the City of Napa; it is a rural road primarily used by recreational cyclists. The bicycle lane on Finnell Road connects residents to portions of the shared-use path network.

There is one bicycle route in Yountville, on Yount Street between Yountville Cross Road and Webber Avenue. The bicycle route does not extend into town or connect to other destinations south.

Bicycle Parking

Bicycle parking in Yountville is located primarily along Washington Street. Parking is also located at the Vine Trail Trailhead and Veterans Park at the Oak Circle Parking Lot. Bicycle lockers for longer-term bike parking are available at the Napa Vine Trail Trailhead at Solana Avenue and California Drive.

Pedestrian Facilities

Existing sidewalks and shared-use paths in Yountville are mapped in Figure 9.6. Mileage of existing pedestrian facilities is listed in Table 9.2.

Table 9.2: Town of Yountville Existing Pedestrian Facility Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	2.4
Sidewalks	15.0
Total	**17.4**

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks are considered gaps in the network – some residential, rural, and/or recently annexed communities may not require sidewalk implementation per local guidelines. Sidewalk gap closures may also not be appropriate where right-of-way is limited, where community character is to be preserved, or in areas where traffic volumes and speeds are low enough for pedestrians to share the roadway.

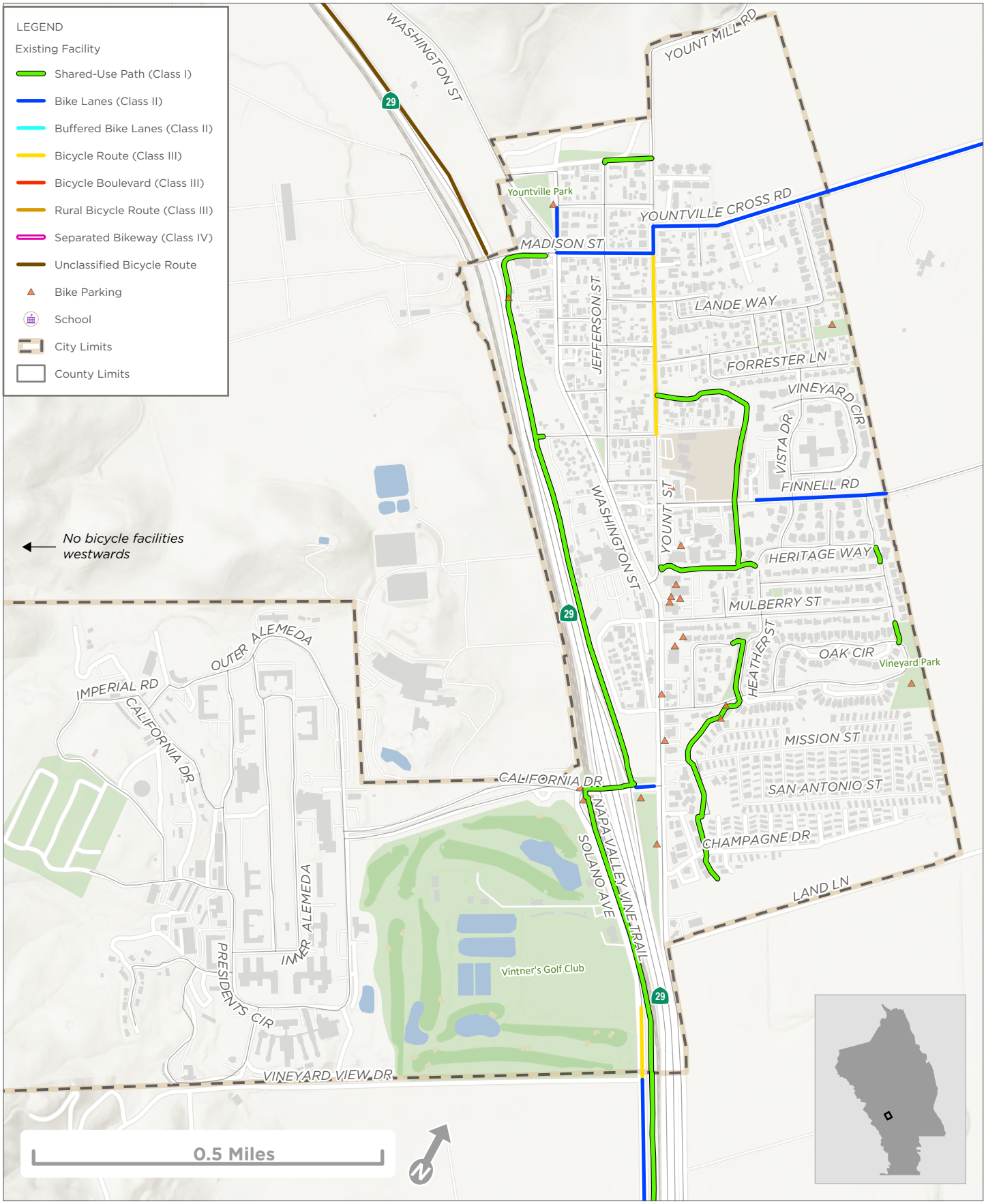
Sidewalks

In Yountville, sidewalks are present on primary roadways such as Yount Street and Washington Street. Along some segments, sidewalks are only present on one side of the road. There is also a connected sidewalk network through the residential community between Vineyard Circle and Oak Circle. This network is connected to various neighborhood shared-use pathways, as well as the Vine Trail. The Outer Alameda community has a connected sidewalk network.

Sidewalks are limited in the residential community at the north end of town. However, as identified in the 2016 Napa County Pedestrian Master Plan, roadways through these communities have gravel shoulders to preserve the rural community character and are not identified as gaps.

Crossings

Marked crosswalks are concentrated around the commercial core in Yountville. Many of the crosswalks along Yountville's primary roadways, including Yount Street, Washington Street, California Street, and Finell Road, are at uncontrolled locations. Yount Street features bulb outs at some of these locations to reduce crossing distances and slow traffic. The rest of Yountville's roadway network is primarily residential, and crosswalks are less concentrated and typically not needed due to the low speed, low-capacity nature of the network.



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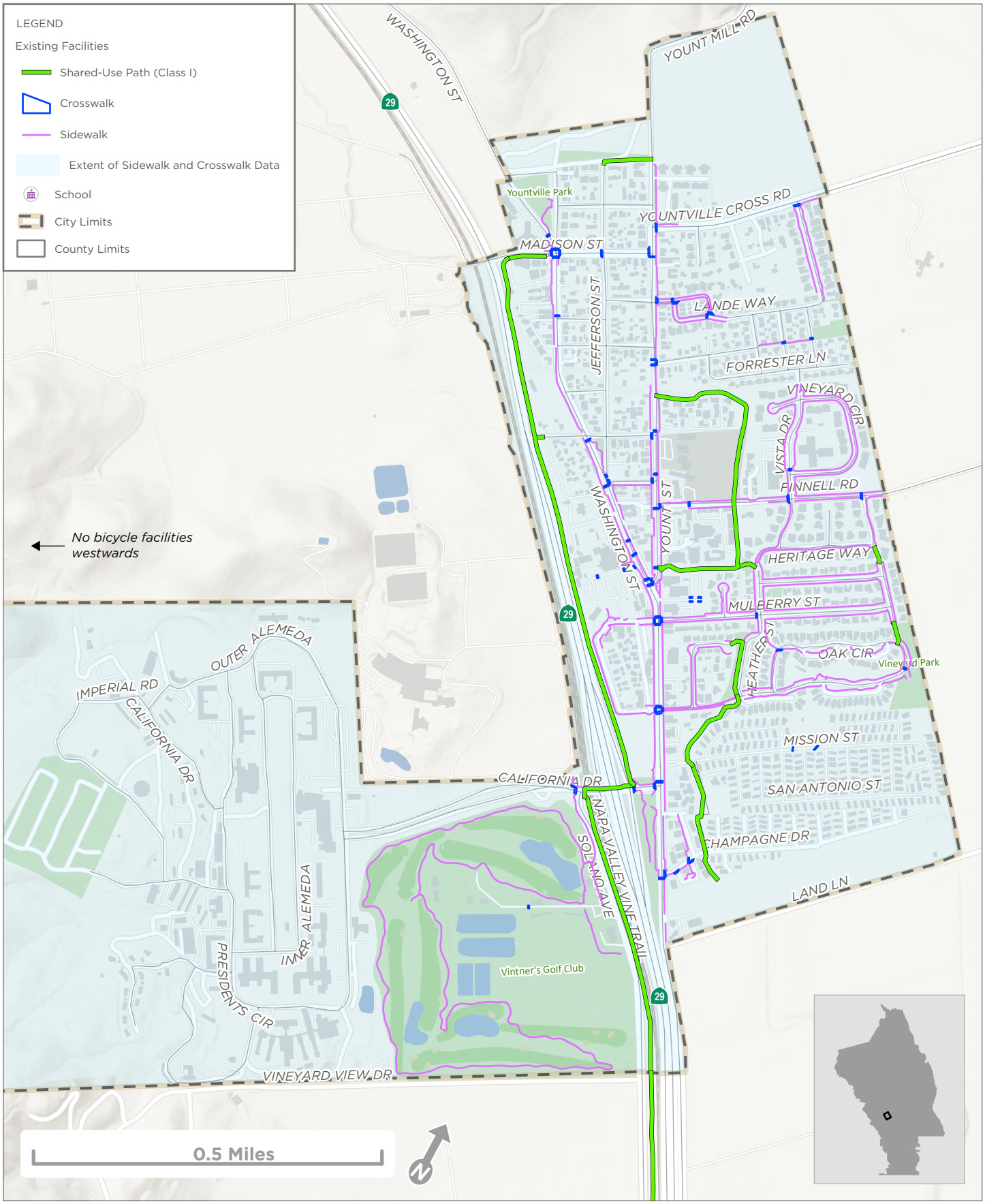
NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing Bicycle Facilities

FIGURE 9.5



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing Pedestrian Facilities

FIGURE 9.6

Needs Assessment

Once existing transportation conditions were documented, a needs assessment was conducted to highlight needs in the active transportation network. The needs assessment for Yountville includes an analysis of bicycle level of traffic stress (LTS) and connectivity.

Level of Bicycle Stress

LTS produces a score for roadways from 1 to 4. Streets that scored 1 or 2 are less stressful and comfortable for bicyclists of most ages and abilities, while streets that scored 3 or 4 are more stressful and appropriate for only more experienced riders. For more information about LTS methodology, see Chapter 4.

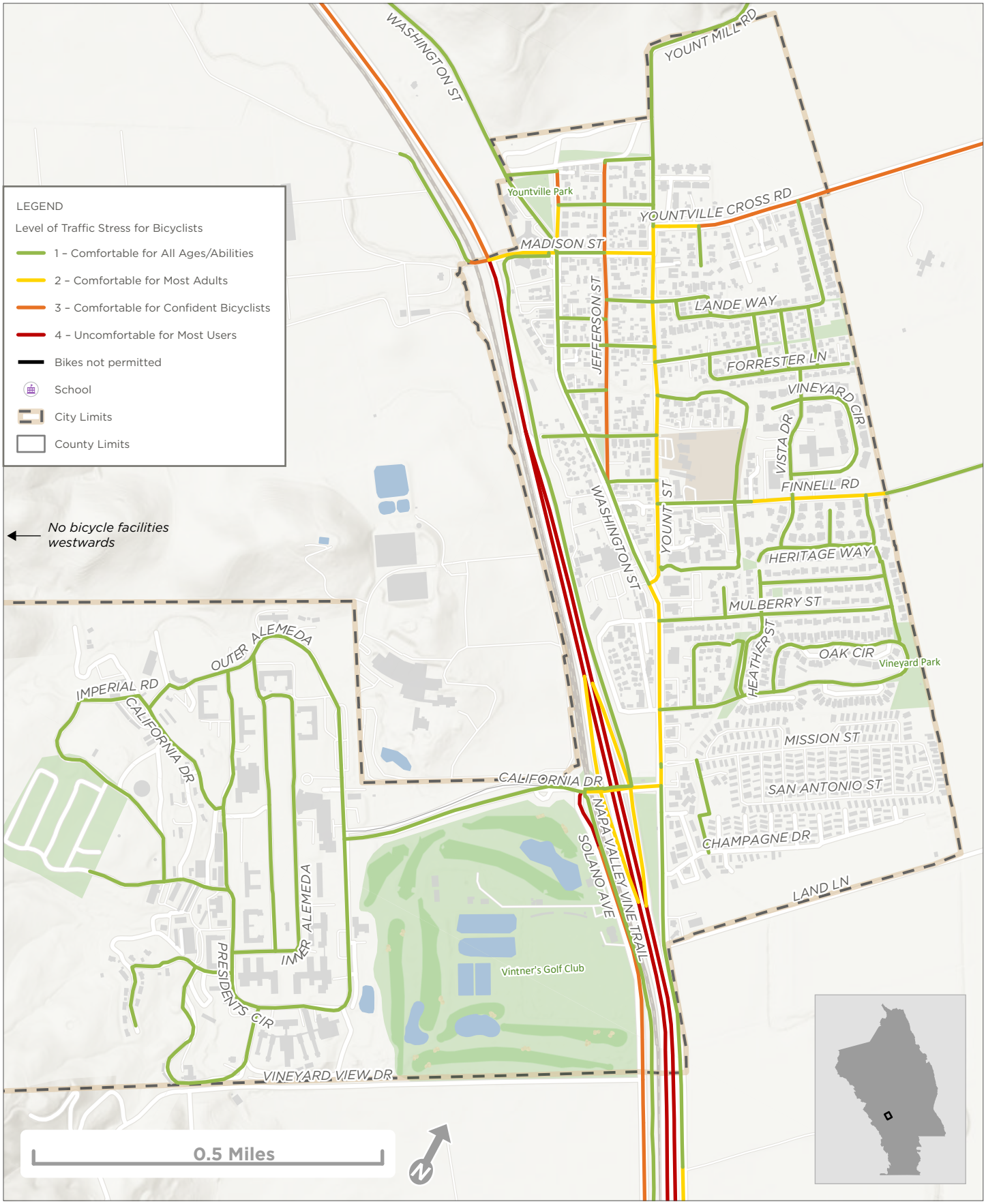
As shown in Figure 9.7, the Town of Yountville is composed mostly of low stress neighborhood streets with a few higher stress corridors. Of the 18.1 miles of roadway in Yountville, 19% scored LTS 3 or 4 and are considered high stress.

Yount Street is a primary north/south collector in Yountville and scored an LTS 2. There are no bicycle facilities on Yount Street, but lower prevailing speeds and traffic volumes provide an opportunity for a lower stress bicycle corridor. Washington Street is a local road that parallels Yount Street and offers a lower stress north/south connection. Where Yount Street terminates, Washington Street becomes the primary north/south collector and LTS increases to 2 as a result of higher assumed volumes. Jefferson Street is another north/south corridor, though higher volumes and speeds result in a higher stress corridor (LTS 3). East/west connectivity is composed primarily of low stress local residential streets.

Low Stress Connectivity

Bicycle connectivity throughout the Town of Yountville was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

Table 9.3 describes low stress bicycle connectivity to seven key destinations in the Town of Yountville. The table describes the percentage of origins (residential units) that are connected to each destination along the low stress network. Origins in this analysis are within 1.5 miles of one or more destinations, which is the average distance a person is willing to bike. Origins outside of this 1.5-mile range are excluded.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Bicycle Level of Traffic Stress

FIGURE 9.7

Table 9.3: Town of Yountville Low Stress Connectivity

Key Destinations	Total Connections to each destination (high- and low-stress)	Total Low Stress Connections	Percent Low-Stress Connectivity to Origins
Town of Yountville – Public Works	582	259	74.6%
V Marketplace	583	258	74.4%
Veterans Home	317	2	0.6%
Veterans Park	590	258	74.4%
Yountville Library	582	258	74.4%
Yountville Park	350	23	6.6%
Vineyard Park	575	256	73.8%

Note: Total Connections refers to potential origins within 1.5 miles of the listed destination

Five of the seven destinations are more than 70% connected to the low-stress network. This includes the public works department, V Marketplace, Veterans Park, the Yountville Library and Vineyard Park, all of which are located off of low-stress streets. The Yountville Veterans Home has the poorest bicycle connectivity – it is disconnected form the rest of the town by SR 29. Yountville Park is also poorly connected. Jefferson Street is a high stress road that limits connectivity to the park from the east side of town.

Community Priorities

Throughout the community engagement process, Yountville residents identified priorities for potential improvements. Residents were interested in improving bike accommodations on Washington Street, Yount Street, and Silverado trail, as well as improving the SR 29 undercrossing for non-motorized users. Community members also discussed improving pavement conditions and improving connectivity between jurisdictions.

Developing the Active Transportation Network in Yountville

Utilizing the findings from the past planning efforts, existing transportation conditions, LTS and bicycle connectivity analysis and community engagement priorities, the active proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and city staff. Once this review occurred, the network was revised and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an interactive map hosted on the project website. Feedback gathered during the workshop and from the interactive map was used to update the active transportation network. Changes were vetted by NVTA and city staff before the network was finalized early 2026.

Developing the Bicycle Network

The Envision Yountville General Plan (2022) largely reflects the bicycle recommendations proposed in the 2019 2019 Countywide Bicycle Plan. Both documents were reviewed and incorporated in the proposed network.

The development of the network specifically considered increasing connectivity to Yountville Park and the Yountville Veteran's home and reducing bicycle stress on Jefferson Street. Connectivity along key north/south routes through town, and connections to the Vine Trail, we also incorporated.

Developing the Pedestrian Network

Sidewalk gap closure projects were proposed if they met the following criteria:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary. Development of the pedestrian network focused on Madison Street and Yountville Cross Road, and improving pedestrian connectivity to the Napa Vine Trail.

Recommendations

Recommendations for the Yountville active transportation network include the proposed network of bikeways and sidewalk gap closure projects. The AT Plan does not identify specific crossing improvements. Instead, a crosswalk strategy is detailed in Chapter 5. Additionally, a treatment toolkit detailing bicycle and pedestrian improvement design guide was developed to accommodate the proposed network. See Appendix D for more information.

Proposed Bicycle Network

The proposed Yountville bicycle network builds off the 2019 Countywide Bicycle Plan and the findings from the needs assessment.

The proposed network follows best practices established in the Treatment Toolkit (Appendix D) and upgrades previous recommendations where necessary. For the map of the Yountville bicycle network, see Figure 9.8. For the list of bicycle network recommendations, see Appendix E.

The proposed network also includes two study corridors along Jefferson Street and Yount Street. Jefferson Street is high stress for bicyclists because of high traffic volumes. Yount Street is considered lower stress and serves as one of the primary connections through Yountville. The City should consider improving safety and connectivity along these routes, but further study is needed to determine what kinds of bicycle improvements are feasible.

Table 9.4 provides the mileage of the existing network, compares mileage proposed in the AT Plan and the previous Countywide Bicycle Plan (2019), and the total mileage of entire bicycle network. The AT Plan adds 1.5 miles to the bicycle network, for a total of 5 miles once implemented.

Table 9.4: Town of Yountville Proposed Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025*	2025 Proposed Mileage	Total Future Mileage
Shared-Use Path (Class I)	2.5	2.4	-0.1	0.1	**2.5**
Bike Lanes (Class II)	1.2	0.7	-0.5	0.05	**0.8**
Buffered Bike Lanes (Class II)	-	-	-	-	**-**
Bicycle Route (Class III)	0.5	0.4	-0.1	-	**0.4**
Bicycle Boulevard (Class III)	-	-	-	1.0	**1.0**
Rural Bicycle Route (Class III)	-	-	-	0.3	**0.3**
Separated Bikeway (Class IV)	-	-	-	-	**-**
Unclassified Bike Route	-	-	-	0.1	**0.1**
Total	**4.2**	**3.5**	**-0.7**	**1.5**	**5.0**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities.*

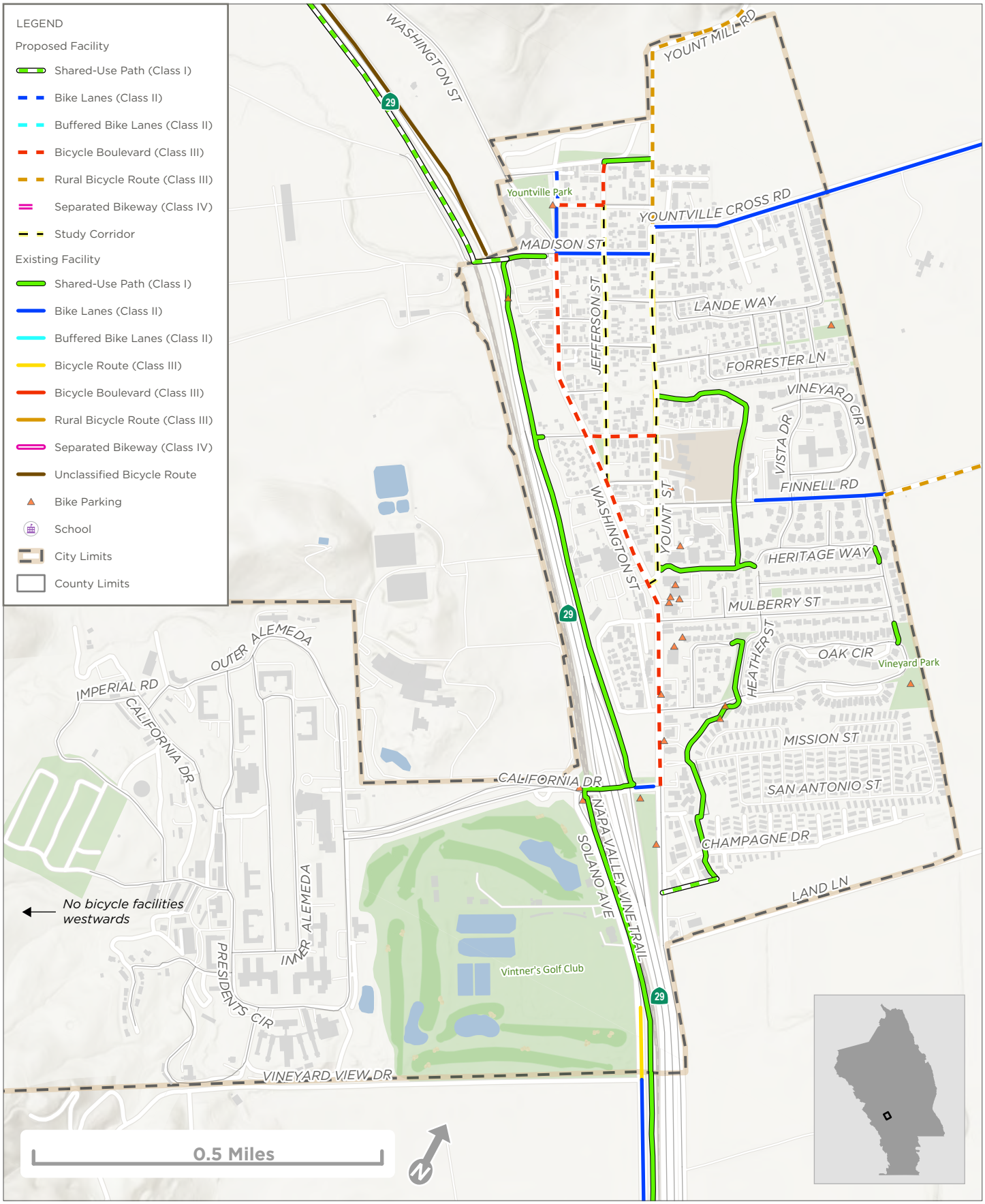
Proposed Pedestrian Network

The proposed Yountville pedestrian network includes sidewalk gap closure projects and shared-use paths, as was developed based on existing gaps in the network. For a map of the pedestrian network, see Figure 9.9.

Table 9.5 presents the existing pedestrian network mileage, mileage proposed by the AT Plan, as well as the total existing and proposed mileage. The AT Plan adds 0.7 miles to the pedestrian network, for a total future mileage of 15.6 miles of sidewalks and 2.5 miles of shared-use paths.

Table 9.5: Town of Yountville Proposed Pedestrian Network Mileage

Facility Type	Existing Mileage	2025 Proposed Mileage	Total Future Mileage
Shared-Use Path (Class I)	2.4	0.1	**2.5**
Sidewalk	15.0	0.6	**15.6**
Total	**17.4**	**0.7**	**18.1**



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

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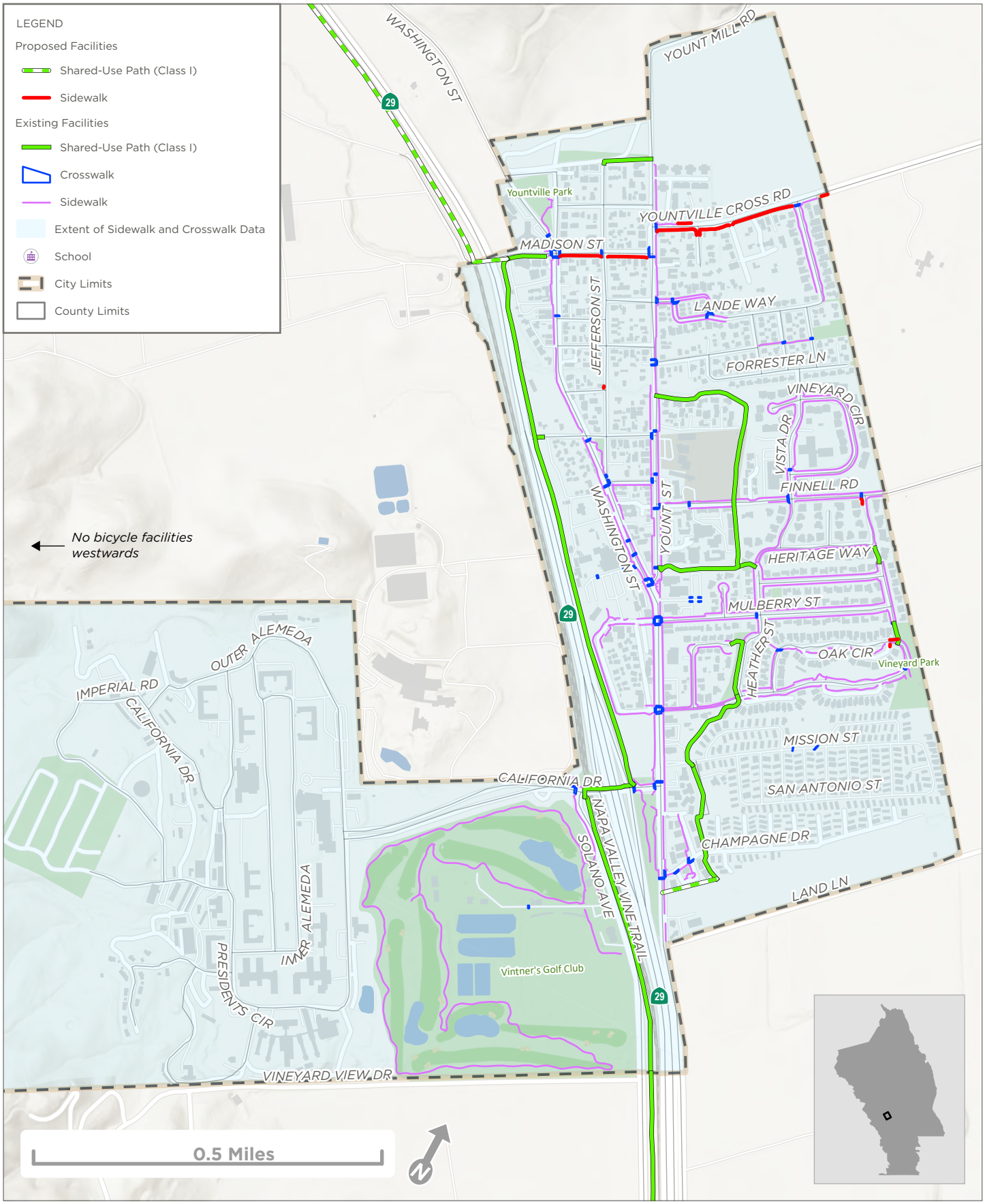
Town of Yountville
Existing and Proposed Bicycle Facilities

FIGURE 9.8



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Existing and Proposed Pedestrian Facilities

FIGURE 9.9

Programs and Policies

This section will be completed by the individual jurisdiction should locally identified programs or policies be added prior to local adoption.

Implementation Plan

The previous Recommendations section provides the complete active transportation network for Yountville to be implemented over the next 25 years. The implementation plan outlines an approach for prioritizing certain bicycle projects for near-term implementation. Note that the pedestrian network presented in the previous section represents the prioritized list of sidewalk gap projects and no further prioritization is conducted in this plan. The sidewalk gap projects recommended form the prioritized list as they provide improved pedestrian access near key destinations.

In addition to the near-term bicycle projects, the implementation plan includes potential induced demand and VMT reductions from the full proposed bicycle network in Yountville.

For the complete implementation plan, see Chapter 6 which includes unit cost assumptions for pedestrian and bicycle projects, as well as funding opportunities.

Bicycle Network Prioritization

The proposed active transportation network provides a vision for Yountville through 2050. However, there is limited available funding, and the whole network cannot be implemented at once. A near-term list of bicycle projects was developed for implementation over the next five to seven years. For prioritization methodology, see Chapter 6.

The Hopper Creek Path Extension in Yountville was identified for near-term implementation (see Table 9.6). This 0.1-mile project closes the gap between the existing Hopper Creek Path and Washington Street, improving connectivity between the on-street bicycle network and on-street paths.

Project Complexity

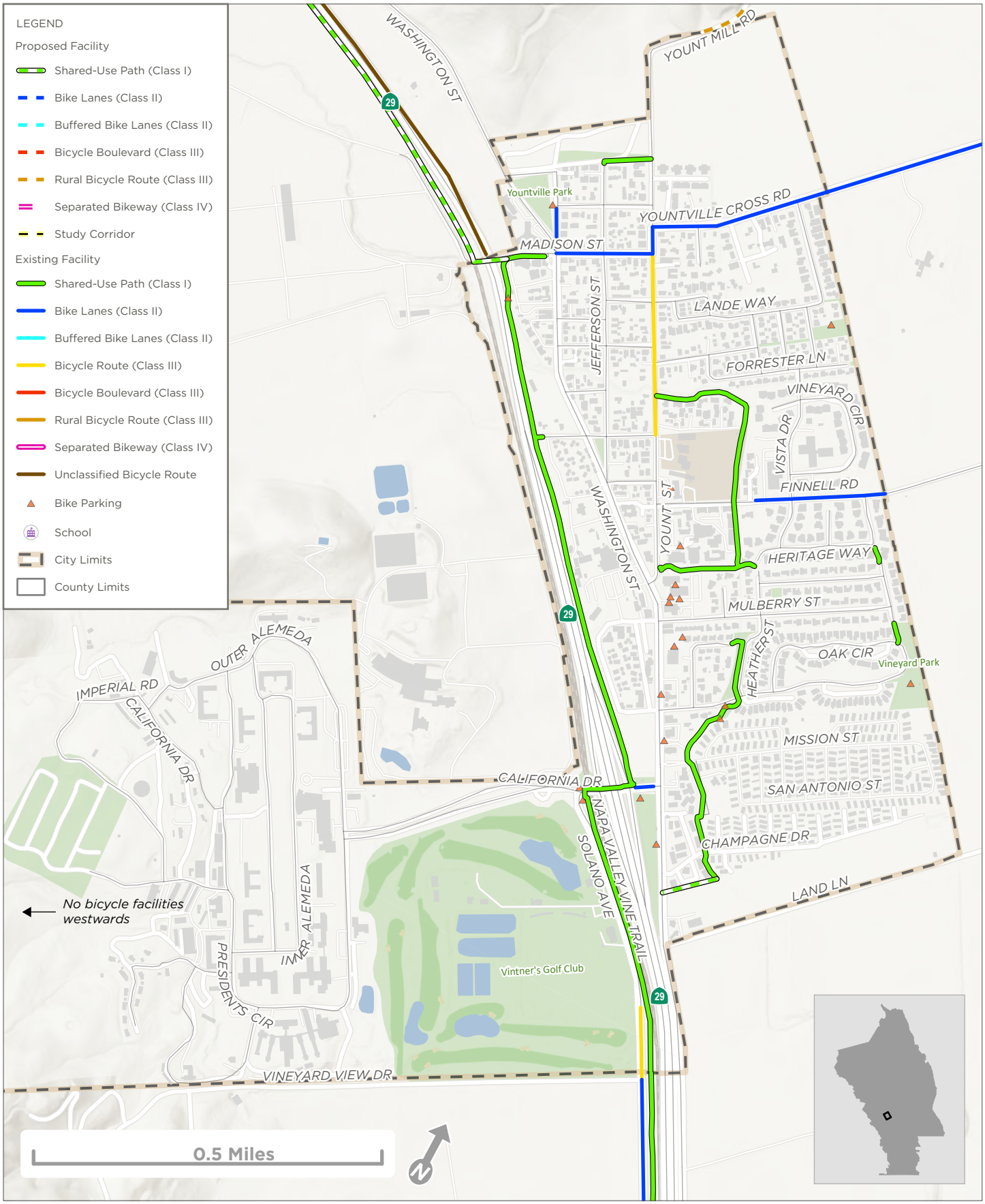
In addition to the prioritization, project complexity Is an essential consideration. Lower-complexity projects are projects that generally require only striping and signage, or which can be incorporated into routine paving or road resurfacing activities Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage, relocation of utilities, and other factors that increase construction costs. Projects in this AT Plan are categorized as either high or low complexity. For more information about project complexity, see Chapter 6.

Short-Term Solutions

For quick or short-term implementation, quick builds can be a viable option. Quick builds are improvements that address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust.

Table 9.6: Town of Yountville Near-Term Bicycle Project List

ID	Segment	Begins	Ends	Length (mi)	Type
1234	Hopper Creek Path: South Extension	Hopper Creek	Washington St.	0.1	Shared Use Path (Class I)



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville

Near-Term Bicycle Network

FIGURE 9.10

Induced Bicycle Demand and VMT Reductions

For the one near-term project proposed in Yountville, benefits were quantified using the NCHRP Report 552 Guidelines for Analysis of Investment in Bicycle Facilities. The benefits presented are estimates and may not predict the exact benefits produced by each project.

Methodology

The annualized benefits are based on potential induced bicycling demand for each proposed project The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The results presented in Table 9.7 utilize the highest estimate. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[18] and used to estimate the total induced commuter bicyclists annually.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F.

These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlines above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

Results

Table 9.7 provides the new bicycle commuters induced annually, annual VMT reduction, and the total annual monetized benefit provided by the project. The near-term proposed project induces six new annual commuters a year.

Table 9.7: Town of Yountville Near-Term Bicycle Project Benefits

ID	Segment	Begins	Ends	Length (miles)	Type	New Annual Commuter Bicyclists	VMT Reduction	Total Annual Benefits
1234	Hopper Creek Path – South Extension to Washington St	Hopper Creek	Washington St.	0.1	Shared Use Path (Class I)	6	8,356	$195,600

[18] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Chapter 10
City of Napa

The City of Napa is the county seat and the largest city in the County, with a population of 78,816 residents and an area of 18.4 square miles. SR 29, SR 121, and SR 221 run though the city, connecting it to other communities in the region.

The community offers a multitude of options for entertainment, dining, cultural and recreational experiences; quaint and historic neighborhoods; an active and historic Downtown; and access to recreation, nature, and the Napa River. Its vibrant, historic downtown has a grid street network with a growing retail core bordered by older neighborhoods and residential areas. Toward the edges of the city, lower-density residential uses are laid out in a suburban pattern.

Demographics

The following demographic information is from the American Community Survey (ACS) 2023 five-year estimates.

Age

Communities whose population skews younger may have improved opportunities for increasing active transportation mode shift. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood. Figure 10.1 shows the age distribution in the City of Napa. The City of Napa's median age is 41.2 years, which is slightly younger than the county median age of 42.8. Almost one third of the City of Napa's population is under 25 years of age, which is a larger portion of the population than some other jurisdictions.

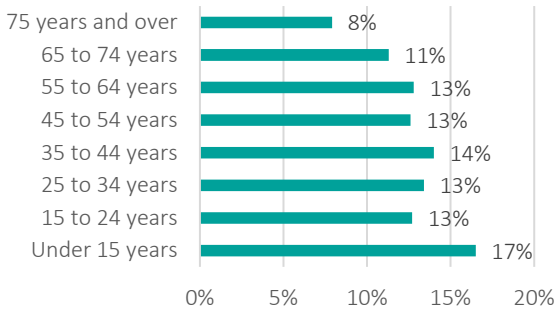


Figure 10.1: City of Napa Age Distribution

Income

Figure 10.2 shows the income distribution in the City of Napa. The City of Napa has a median household income (MHI) of $102,231, which is lower than Napa County's MHI of $108,970. Lower-income community members are more likely to rely on active transportation and transit as opposed to car travel. Providing adequate active transportation will support connectivity for these residents.

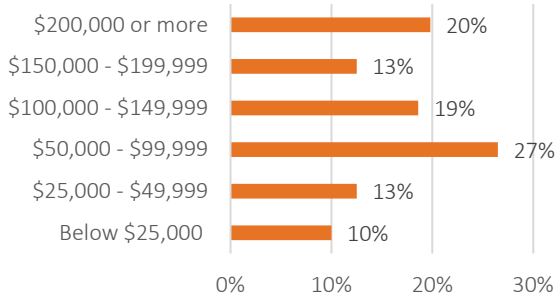


Figure 10.2: City of Napa Household Income

Travel Behavior

Mode Share

Figure 10.3 provides an overview of commute mode share for workers living in the City of Napa aged 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates and represents data for 2016 and 2023. The data does not include non-work trips.

Most City of Napa residents drive to, work either alone or by carpooling. In 2023, three percent of residents walked to work, one percent rode their bicycle, and one percent took transportation. Since 2016, more people have started working from home, likely due to the COVID-19 pandemic. The percentage of people who drive alone or carpool has declined.

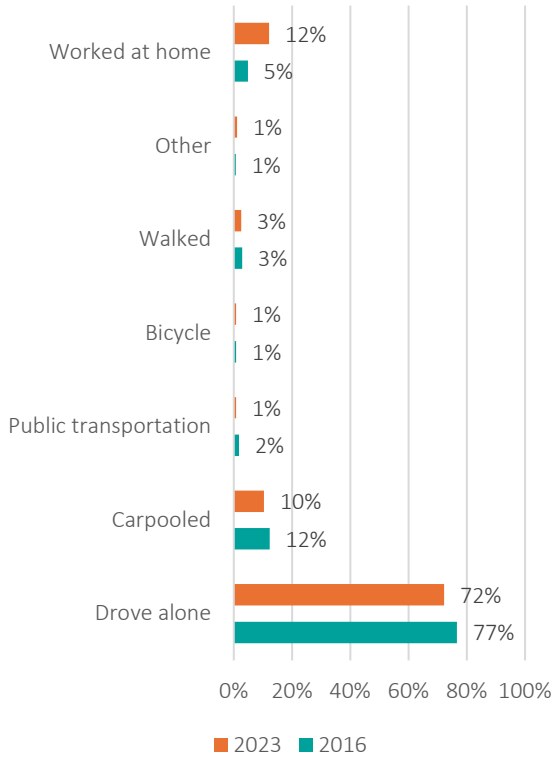


Figure 10.3: City of Napa Means of Transportation to Work

Trip Length

Figure 10.4 illustrates trip length information for the City of Napa from the 2025 Travel Behavior Study. Of all trips originating in the City of Napa, 31% are two miles or under in length. These "short trips" pose opportunities for mode shift, or the potential to encourage active modes of travel instead of driving.

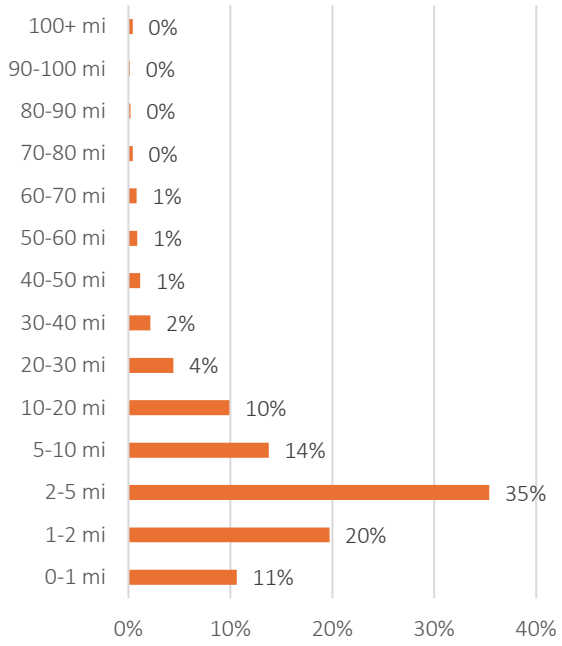


Figure 10.4: City of Napa Trip Length

Key Community Destinations

Many of the key community destinations in Napa are located along or near Main Street, including grocery stores and retail, City Hall, the Library, and Schools such as Mayacamas Charter Middle. Other key destinations include Westwood Hills Park, Browns Valley Elementary, Bel Aire Plaza, and Fuller Park. Improving pedestrian and bicycle connections to these destinations is key for developing a more connected active transportation network in the City of Napa. Focusing improvements to schools mentioned will improve connectivity and safety, for more vulnerable road users (children and families) traveling to school.

Transit System and Stops

The Vine runs the Up Valley Connector, bus route 10, from the City of Napa along SR 29, ending in Calistoga. The City has seven internal bus lines serving all points of Napa from Monday to Saturday. Half of the buses operate north/south alignments while the other half generally run east/west.

Existing Bicycling and Walking Environment

Bicycle Facilities

Existing bicycle facilities in the City of Napa are mapped in Figure 10.5 through Figure 10.8. The map also includes bicycle parking locations

Bicycle Network

Mileage of existing bicycle facilities is listed in Table 10.1. The City of Napa bikeway network is composed primarily of on-street bicycle lanes, with the Vine Trail providing an off-street connection throughout the city and to the Town of Yountville.

Table 10.1: City of Napa Existing Bicycle Network Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	18.6
Bicycle Lanes (Class II)	25.9
Buffered Bicycle Lanes (Class II)	2.5
Bicycle Routes (Class III)	5.3
Separated Bikeway (Class IV)	1.9
Unclassified Bicycle Route	-
Total	**54.2**

Though the city has north/south connectivity via the Vine Trail, Solana Ave, and Soscol Ave, east/west connectivity is limited. Many of the on-street bike lanes are located on high-speed, high-capacity roadways that do not offer comfortable routes for most bicyclists. Further, these routes are primarily along roadways that run north / south. Lincoln Avenue and Imola Avenue provide the only east/west connectivity.

There is a network of bicycle routes through the central grid between Lincoln Avenue and Imola Avenue. These routes are marked with sharrows and signage, and are intended to be lower stress routes where bicyclists ride with vehicle traffic. The bicycle routes connect to downtown Napa and key destinations such as the Vine Trail, Shearer Elementary School, and local parks.

Bicycle Parking

Bicycle parking in the City of Napa is most concentrated downtown, in the shopping centers off SR 221 and SR 29, and throughout the central grid. Bicycle lockers for longer-term bicycle parking are concentrated downtown, but are also available at the following locations:

- Shopping center on Imola Avenue and Soscol Avenue
- The Imola Park and Ride Station
- Napa Valley College
- Meritage Resort on Napa Valley Corporate Drive

Pedestrian Facilities

Existing sidewalks and shared-use paths in the City of Napa are mapped in Figure 10.9 through Figure 10.12. Mileage of pedestrian facilities is listed in Table 10.2.

Table 10.2: City of Napa Existing Pedestrian Facilities Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	18.6
Sidewalks	344.5
Total	**363.1**

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks are considered gaps in the network – some residential, rural, and/or recently annexed communities may not require sidewalk implementation per local guidelines. Sidewalk gap closures may also not be appropriate where right-of-way is limited, where

community character is to be preserved, or in areas where traffic volumes and speeds are low enough for pedestrians to share the roadway.

Sidewalks and Paths

The City of Napa has a well-connected sidewalk network. The network is supported by the Vine Trail, which provides a north/south connection through the entire city, as well as other recreational shared-use pathways.

The 2016 Napa County Pedestrian Master Plan identifies key corridors with missing sidewalks, including Coombsville Road, Redwood Road, Linda Vista Avenue, Imola Avenue, Sierra Avenue, and Salvador Avenue.

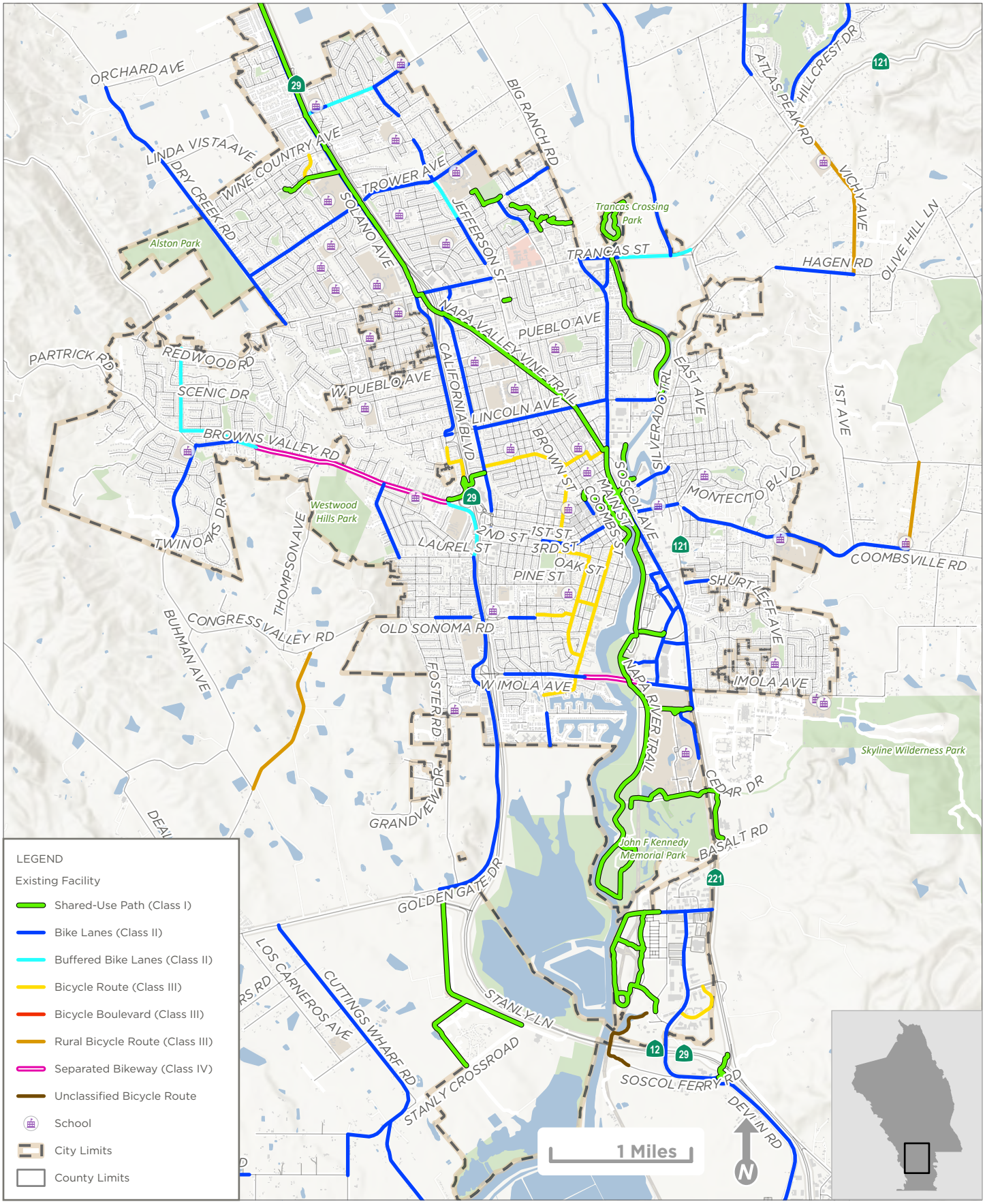
Some residential neighborhoods within the city do not have sidewalks, including the Alta Heights community east of the Napa River. West of SR 29, there is an unincorporated pocket of Napa County within the City that does not have sidewalks, though the surrounding residential area does.

Crossings

There is a high concentration of marked crosswalks in downtown Napa. Marked crosswalks are present along key east/west corridors such as Redwood Road and Lincoln Avenue, as well as north/south corridors including Soscol Avenue.

Connectivity between the east and west sides of Napa across SR 29 is limited. At key crossing locations such as Salvador Avenue, Trower Avenue, Redwood Road/Trancas Street, Lincoln Avene,1st Street, and Imola Avenue, pedestrians may have to cross up to six lanes of traffic and cross highway on- and off-ramps.

There are crosswalks used to access the Napa Vine Trail, but connectivity is limited along Solano Avenue, and some entry points do not have marked crossings.

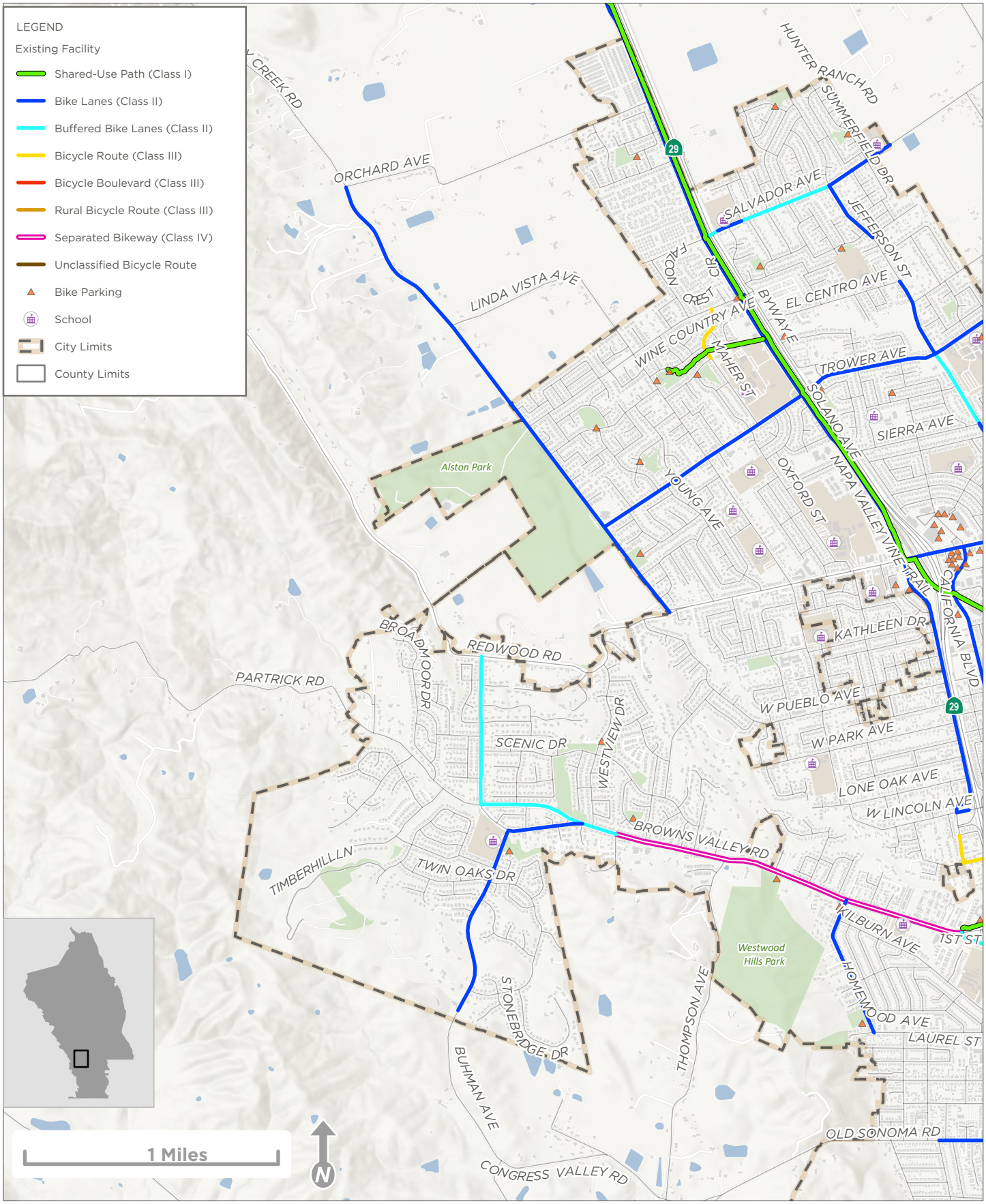


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing Bicycle Facilities

FIGURE 10.5

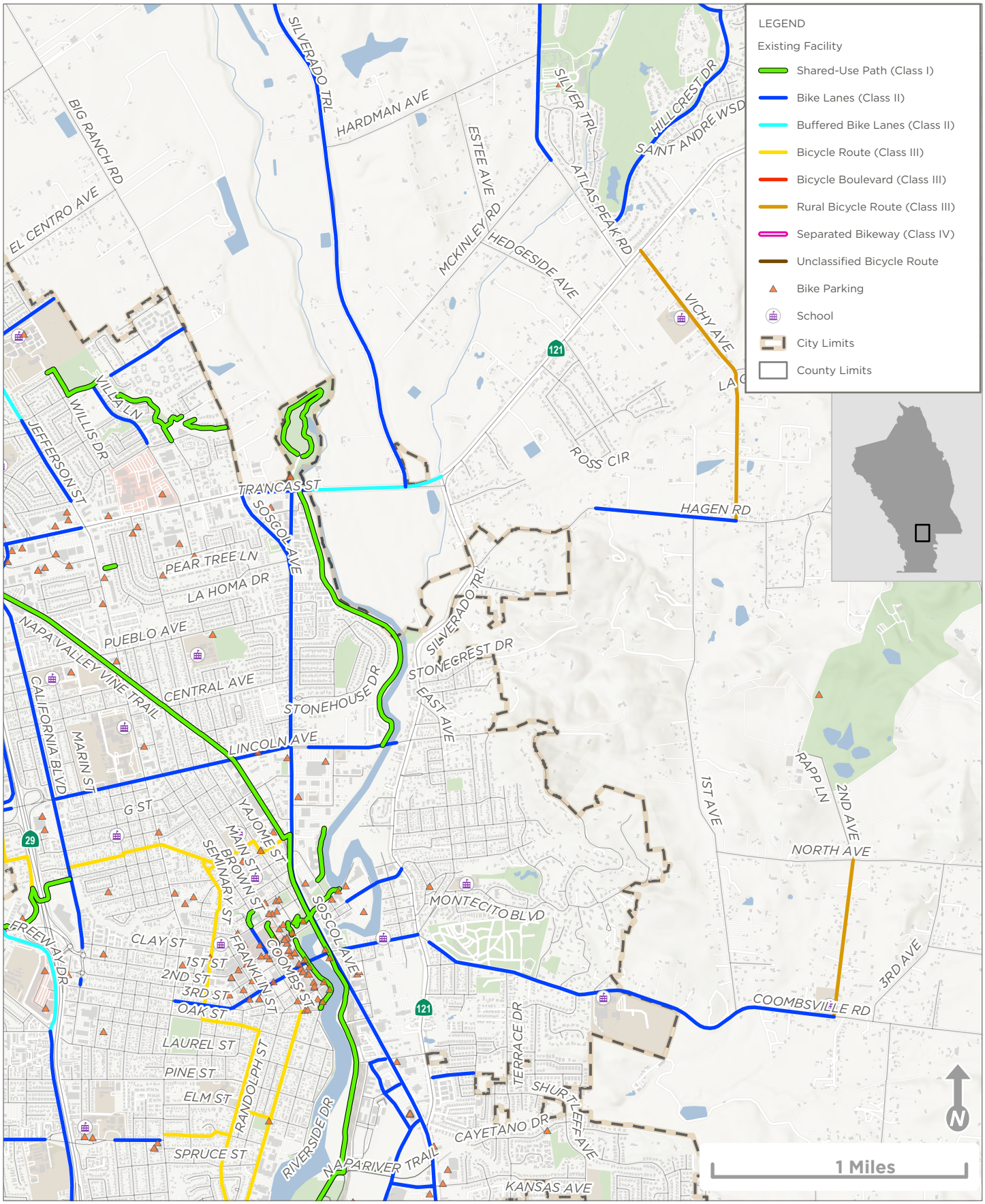


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing Bicycle Facilities

FIGURE 10.6

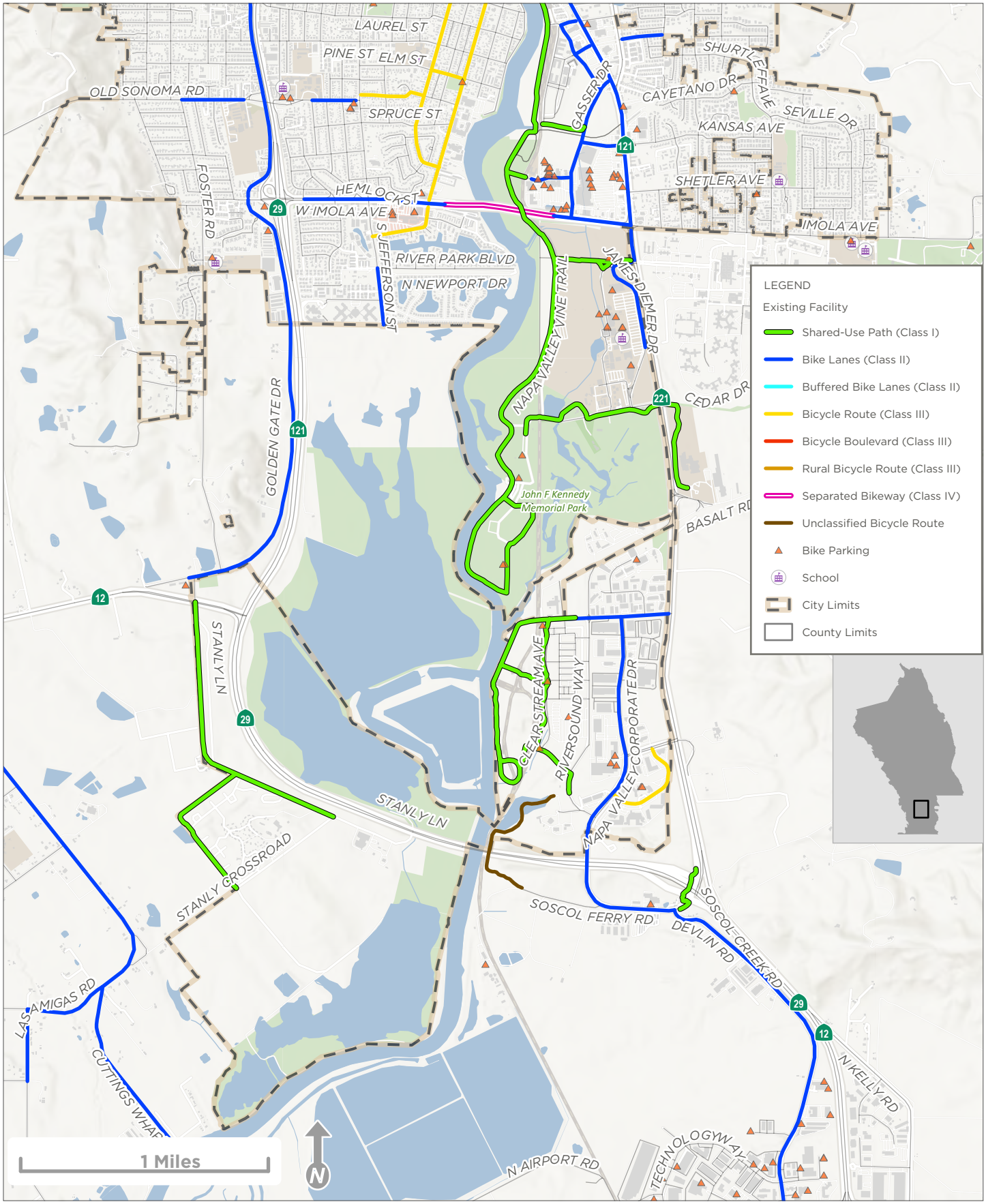


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing Bicycle Facilities

FIGURE 10.7

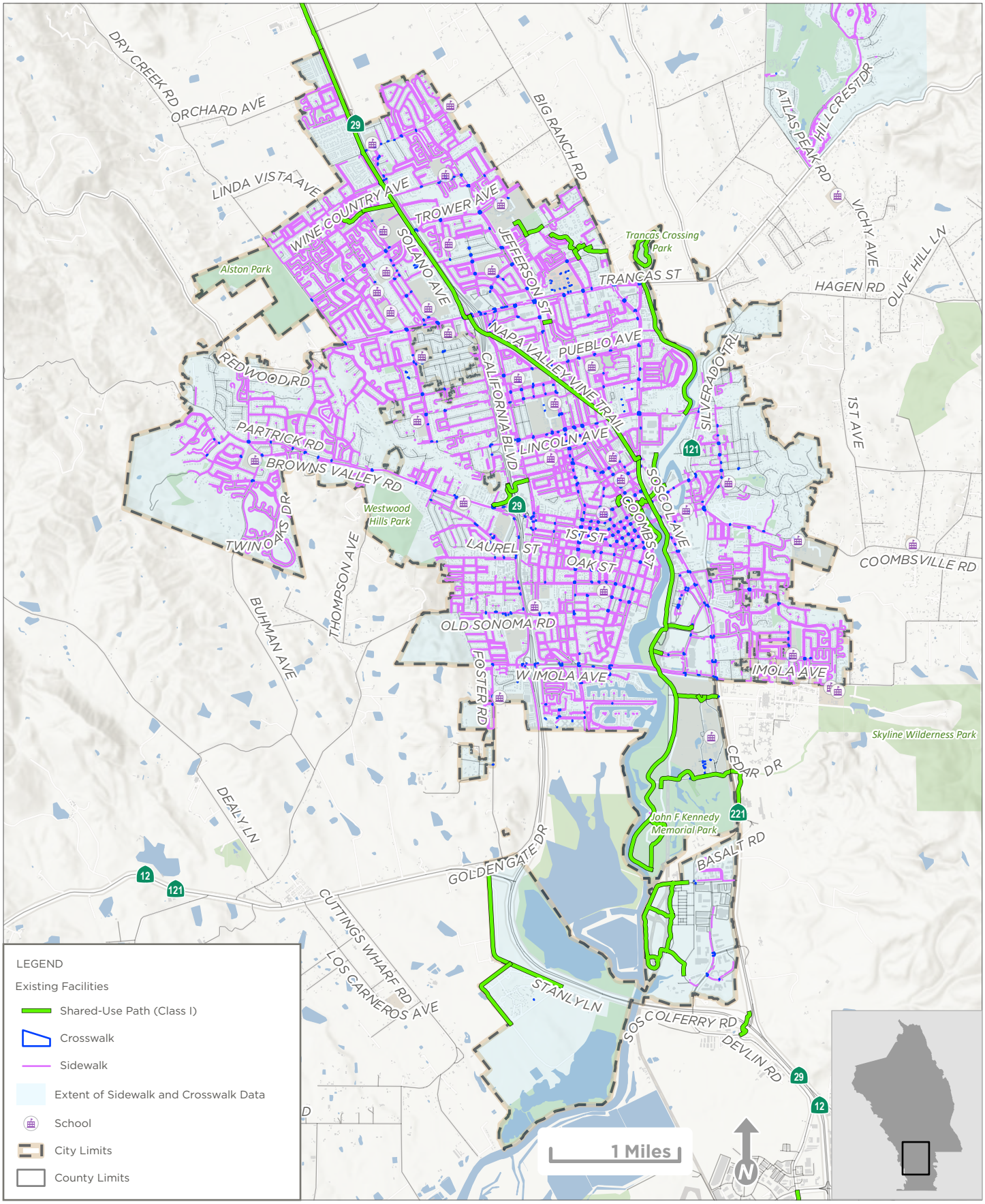


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing Bicycle Facilities

FIGURE 10.8

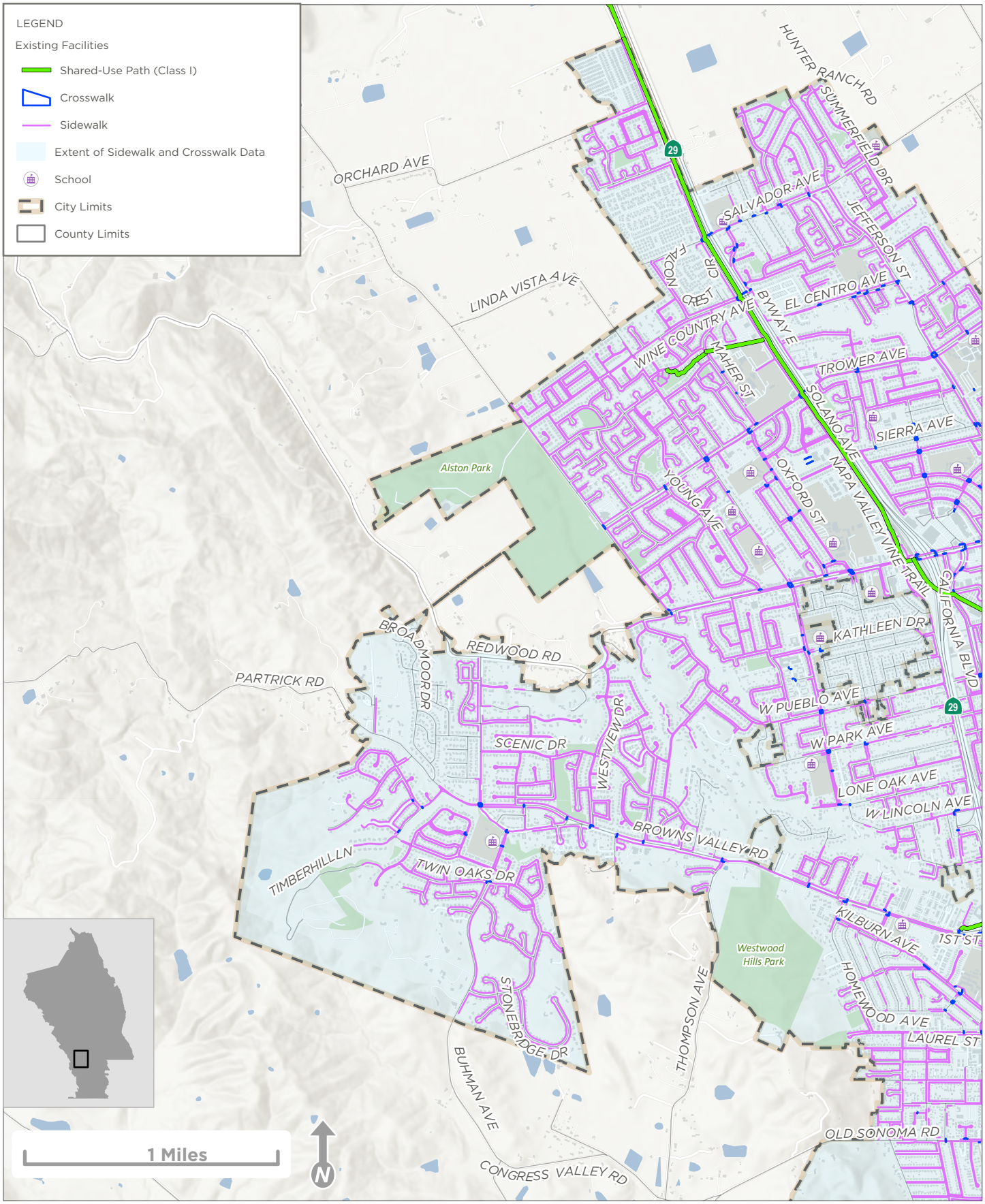


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing Pedestrian Facilities

FIGURE 10.9

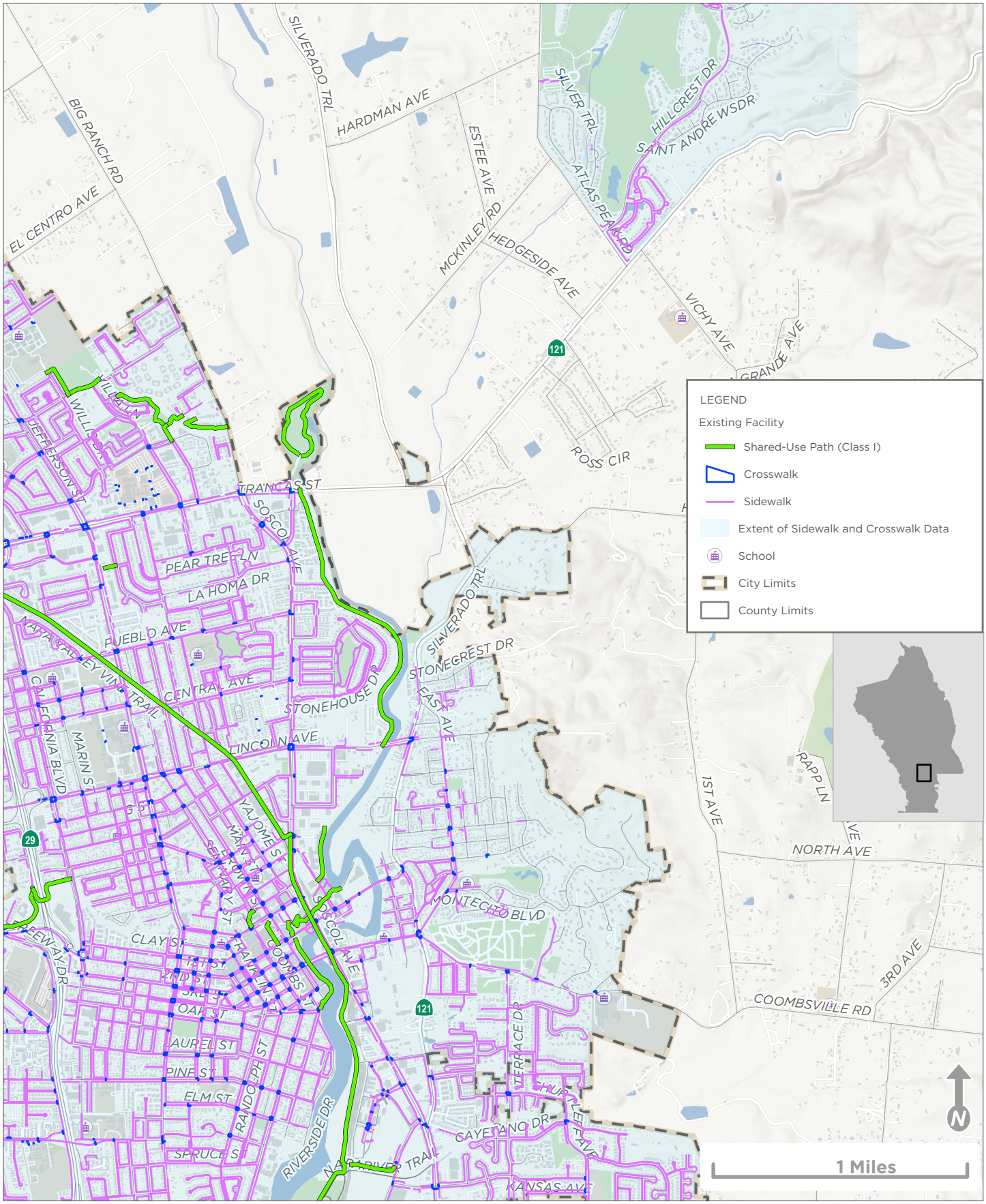


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing Pedestrian Facilities

FIGURE 10.10

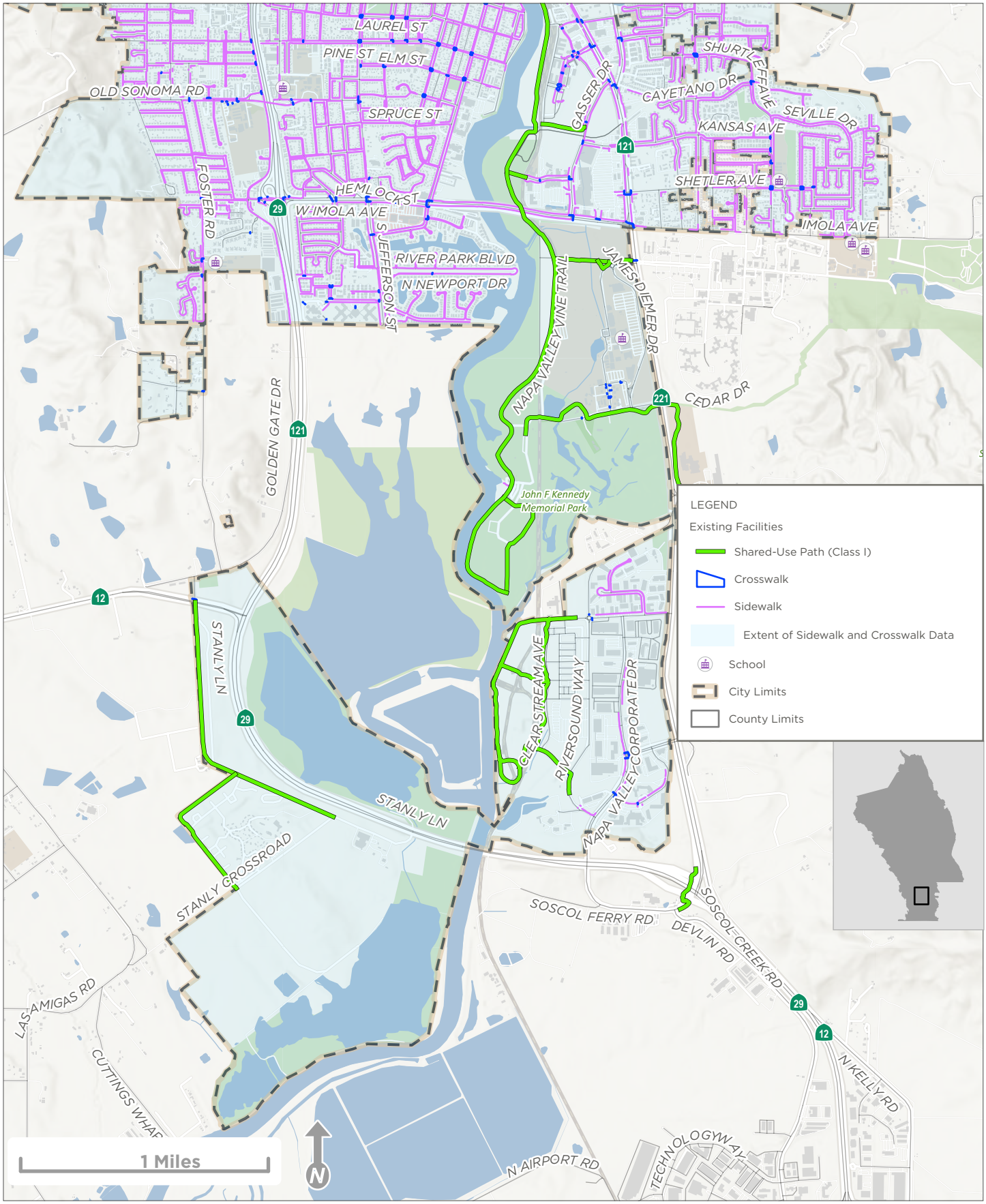


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing Pedestrian Facilities

FIGURE 10.11



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing Pedestrian Facilities

FIGURE 10.12

Needs Assessment

Once existing transportation conditions were documented, a needs assessment was conducted to highlight needs in the active transportation network. The needs assessment for the City of Napa includes an analysis of bicycle level of traffic stress (LTS) and connectivity.

Level of Bicycle Stress

LTS produces a score for roadways from 1 to 4. Streets that scored 1 or 2 are less stressful and comfortable for bicyclists of most ages and abilities, while streets that scored 3 or 4 are more stressful and appropriate for only more experienced riders. For more information about LTS methodology, see Chapter 4.

As shown in Figure 10.13 through Figure 10.16, the City of Napa is made up of low stress residential networks divided by higher stress arterials and collectors. Of the 271.7 miles of roadway in Napa, 19% scored LTS 3 or 4 and are considered high stress.

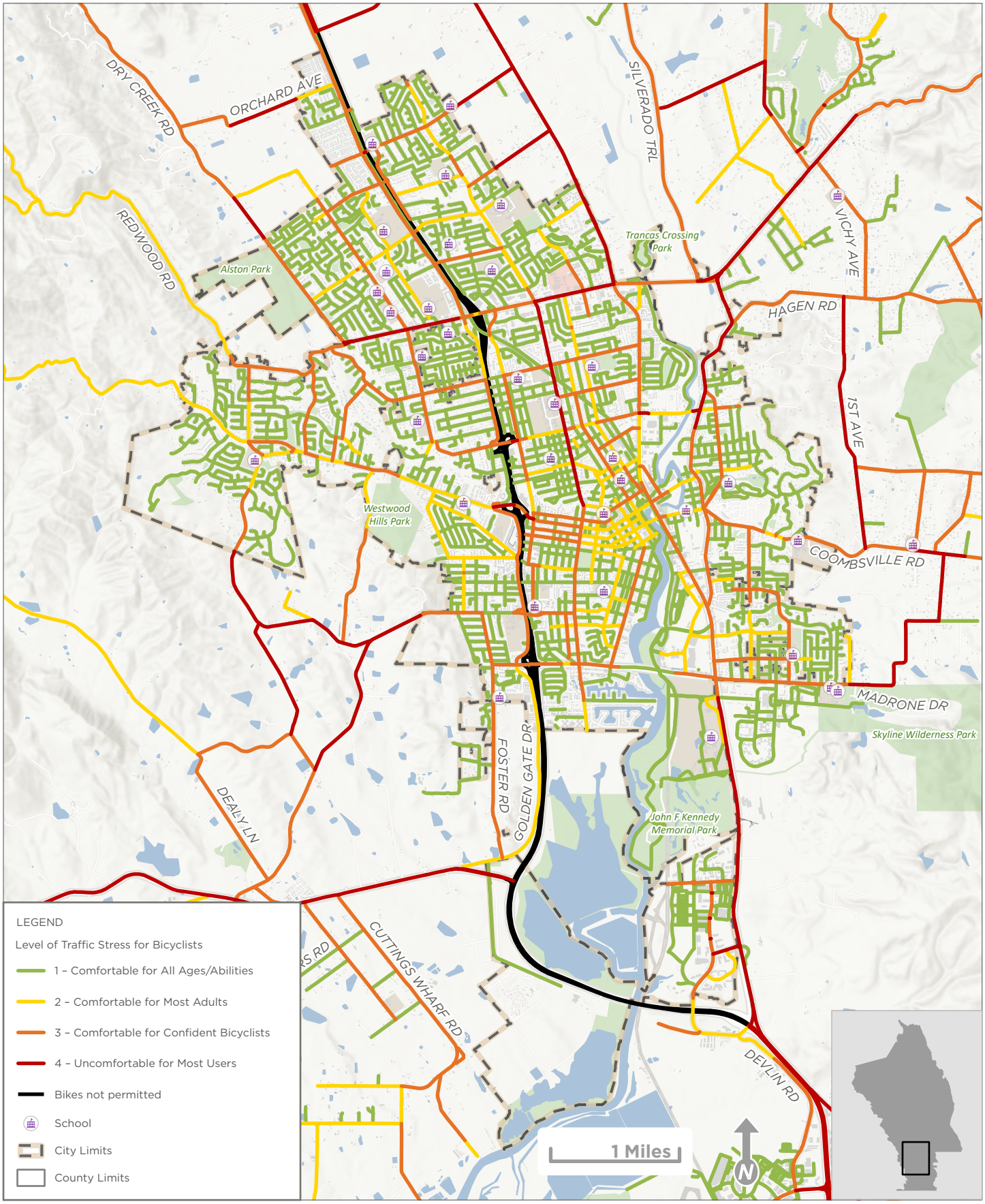
SR 29 divides the City of Napa and prohibits bicycling. Most of the east/west connections across SR 29 are high stress (LTS 3 or higher) with higher speeds, higher vehicle capacity and lack bicycle facilities, limiting access for most bicyclists. Key north/south routes such as Linda Vista Avenue, California Boulevard, and Jefferson Street are also high stress. The Vine Trail provides a low-stress north/south connection along the Napa River and rail corridor.

Downtown Napa is composed of streets that scored LTS 1-2. Most of these routes do not have bicycle facilities and have high traffic volumes, but lower prevailing speeds.

Low Stress Connectivity

Bicycle connectivity throughout the City of Napa was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

Table 10.3 describes low stress bicycle connectivity to 41 key destinations in Napa City. The table describes the percentage of origins (residential units) that are connected to each destination along the low stress network. Origins in this analysis are within 1.5 miles of one or more destinations, which is the average distance a person is willing to bike. Origins outside of this 1.5-mile range are excluded.

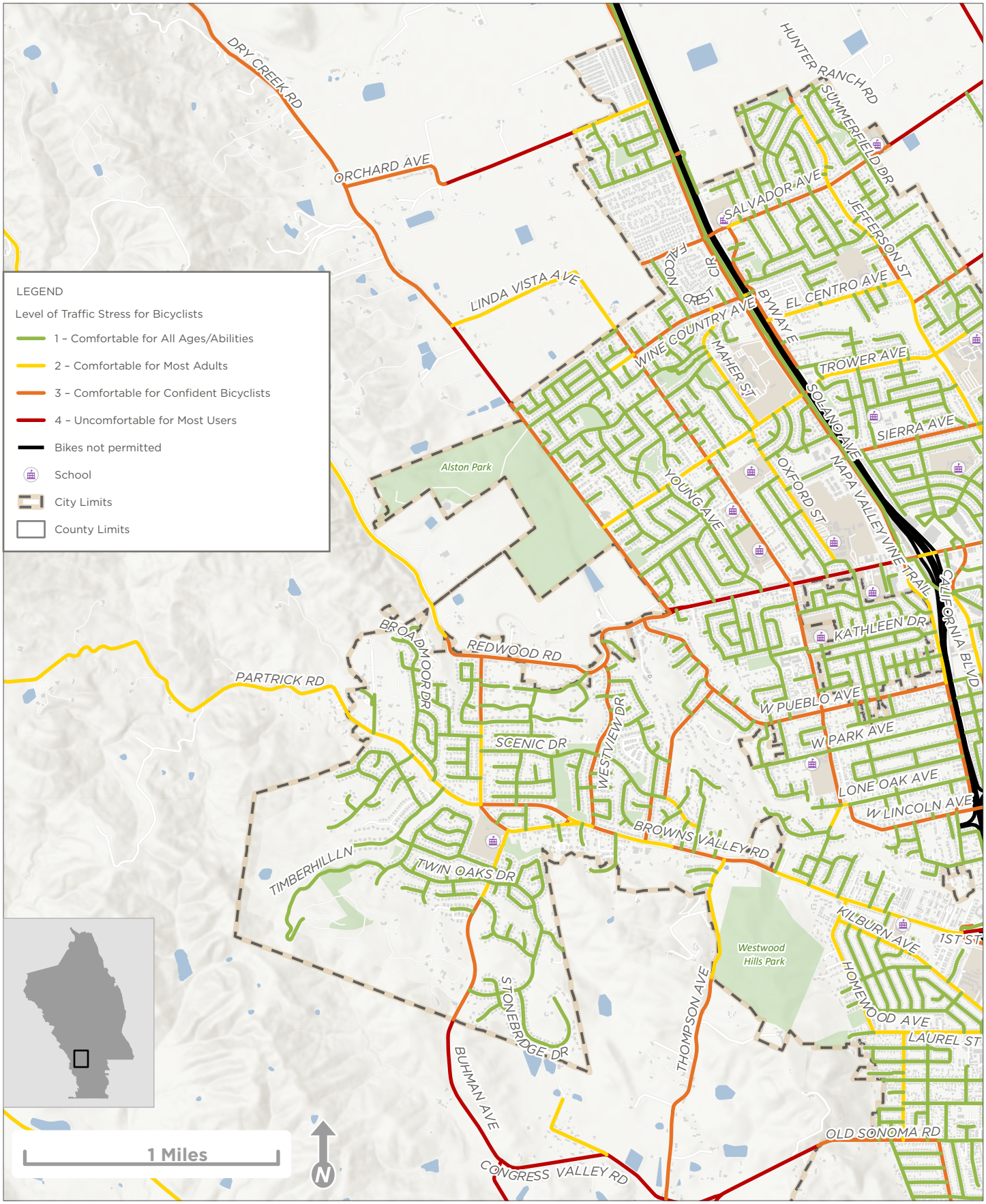


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Bicycle Level of Traffic Stress

FIGURE 10.13

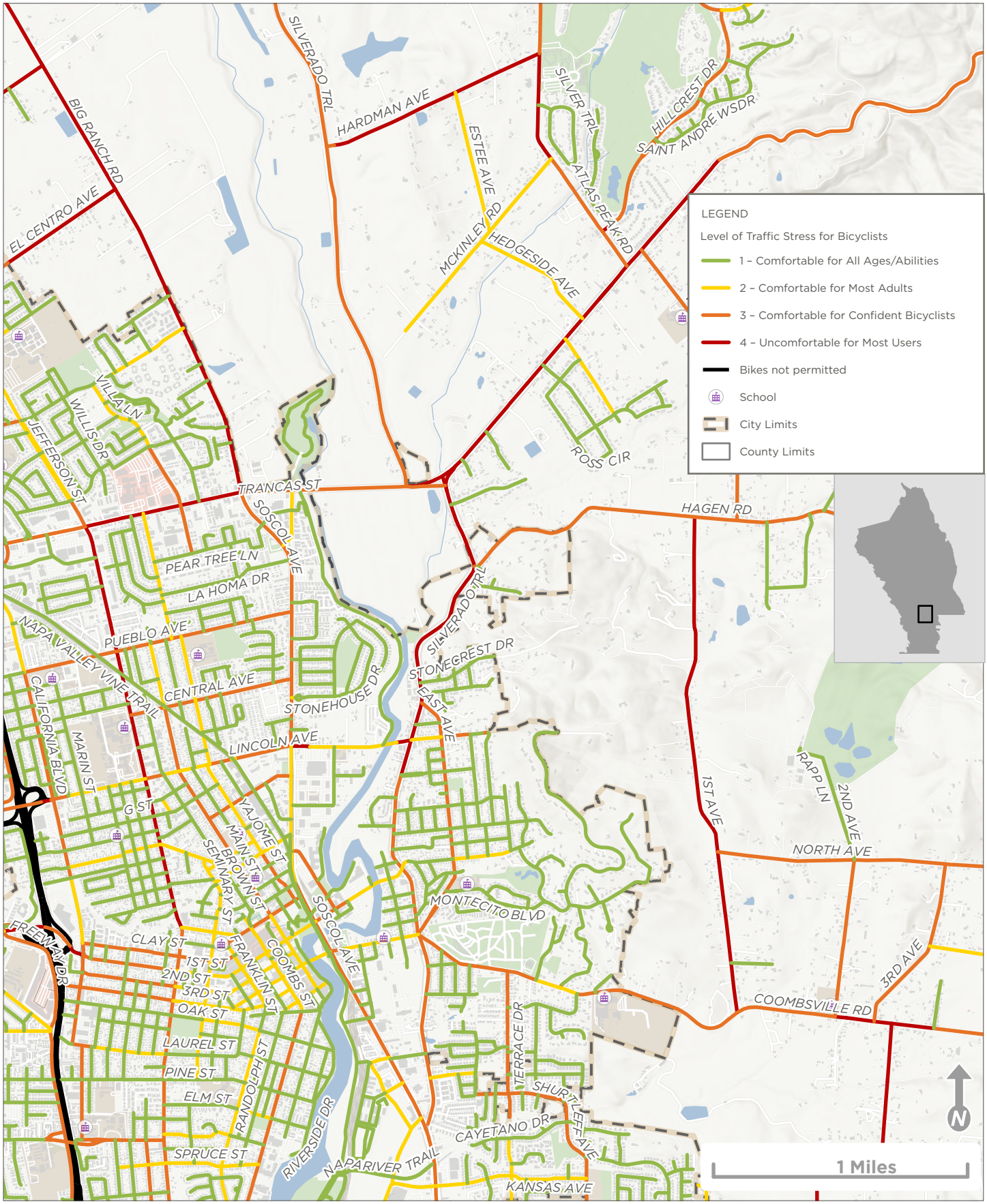


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Bicycle Level of Traffic Stress

FIGURE 10.14

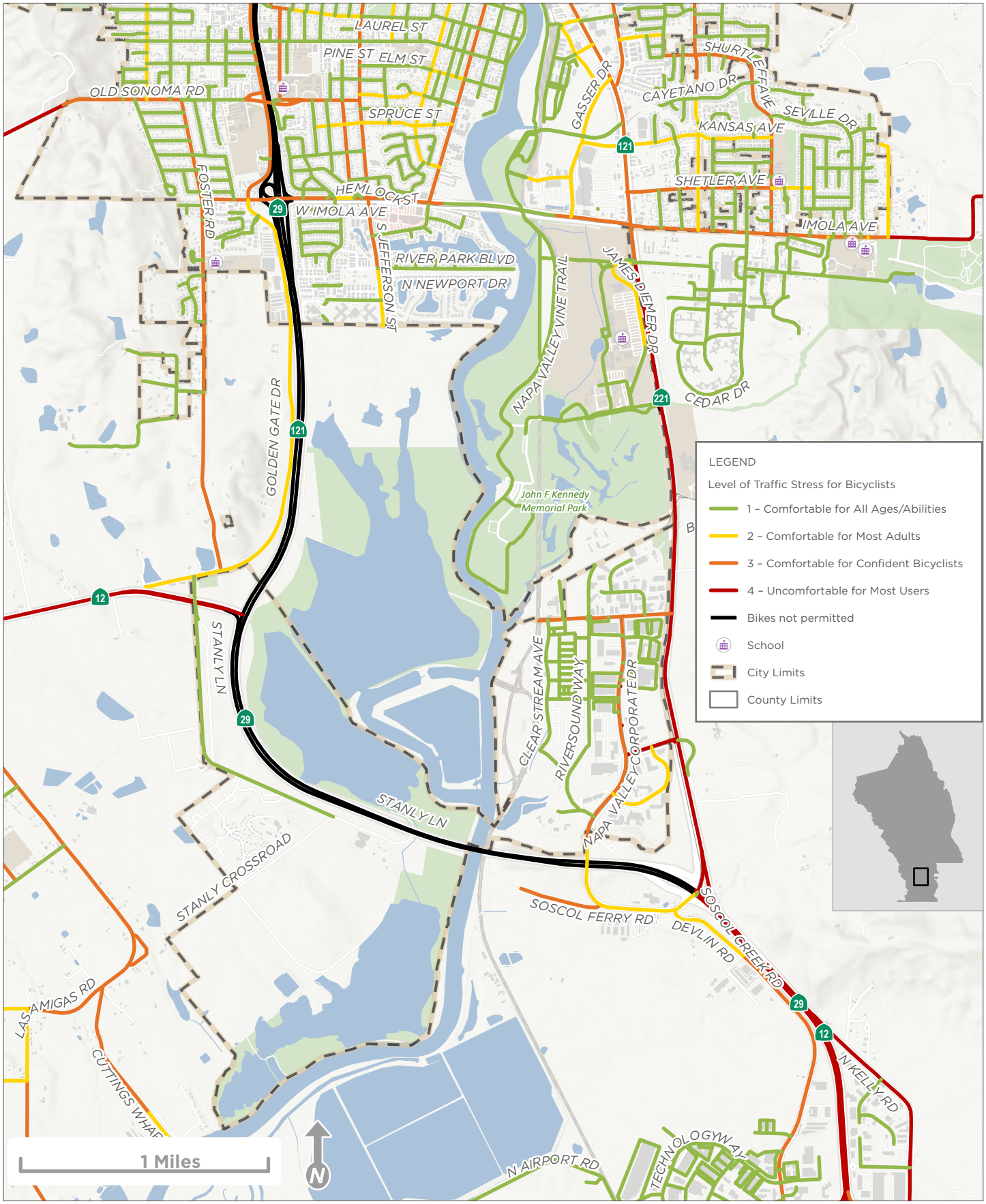


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Bicycle Level of Traffic Stress

FIGURE 10.15



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Bicycle Level of Traffic Stress

FIGURE 10.16

Table 10.3: City of Napa Low Stress Connectivity

Key Destinations	Total Connections to each destination (high- and low-stress)	Total Low Stress Connections	Percent Low-Stress Connectivity to Origins
Alta Heights Elementary	2,187	348	3.2%
Bel Aire Park Elementary	3,306	486	4.5%
Bel Aire Plaza	3,783	486	4.5%
Browns Valley Elementary	1,995	639	5.9%
City of Napa - Local Government	3,298	524	4.8%
Costco Wholesale Nama	23	6	0.1%
Economy Market	1,047	32	0.3%
Fuller Park	3,115	524	4.8%
Garfield Park	1,745	486	4.5%
Goodman Library	3,456	524	4.8%
Grocery Outlet	4	2	0.0%
Kaiser Permanente	3,212	1	0.0%
Lola's Market	2,729	761	7.0%
Mayacamas Charter Middle	3,112	2	0.0%
Mi Familia Market	2,869	820	7.6%
Napa County Library	3,157	524	4.8%
Napa County Public Works	3,341	524	4.8%
Napa County Resource Conservation District	3,073	168	1.6%
Napa Premium Outlets	3,210	820	7.6%
NAPA Town Center	3,452	518	4.8%
Napa Valley Language Academy	2,481	822	7.6%
New Technology High	2,779	6	0.1%
Northwood Elementary	3,330	373	3.4%
O'Brien Park	1,898	75	0.7%
Providence Queen Of The Valley Medical Center	2,741	27	0.2%
Pueblo Vista Elementary	2,712	297	2.7%
Redwood Middle	3,490	373	3.4%
River Park Plaza	1,602	21	0.2%
Safeway	3,171	1	0.0%
Shearer Elementary	2,780	524	4.8%
Silverado Plaza	1,718	11	0.1%
Snow Elementary	1,059	23	0.2%
South Napa Market Place	1,729	4	0.0%
Trancas Crossing Park	6	3	0.0%
Valley Oak High	2,625	366	3.4%
Vintage High	2,592	362	3.3%
Walmart Supercenter	2,186	10	0.1%
West Park Elementary	2,175	57	0.5%
Whole Foods & Trader Joes	3,522	486	4.5%
Willow Elementary	2,330	256	2.4%
Westwood Hills Park	2,300	654	6.0%

Note: Total Connections refers to potential origins within 1.5 miles of the listed destination

Of the 41 destinations, only four are connected to more than 7% of total residential units along the low-stress network. These destinations are Lola's Market, Mi Familia Market, Premium Outlets, and the Language Academy. Low-stress bicycle connections are typically present within neighborhoods, but high stress arterial roads limit connectivity between communities. As a result, percent connectivity to most destinations is low.

Community Priorities

Throughout the community engagement process, Napa residents identified priorities for potential improvements. Residents discussed identifying sidewalk gaps on key corridors, near neighborhood schools, and in older neighborhoods. They emphasized bicycle connectivity to and through downtown Napa, improving pedestrian and bicycle connections to schools and the Vine Trail. One specific commenter noted an unmarked crossing for the Vine Trail located on Solano Avenue near the Redwood/Trancas intersection as a recommended project.

Developing the Active Transportation Network in the City of Napa

Using the findings from the past planning efforts, existing transportation conditions, LTS and bicycle connectivity analysis and community engagement priorities, the active proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and city staff. Once this review occurred, the network was revised and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an interactive map hosted on the project website. Feedback gathered during the workshop and from the interactive map was used to update the active transportation network. Changes were vetted by NVTA and city staff before the network was finalized early 2026.

Developing the Bicycle Network

The 2019 Countywide Bicycle Plan, which was adopted into the City of Napa's General Plan in 2022, was reviewed and incorporated into the proposed network.

SR 29, as well as many arterials and collectors limit connectivity throughout the city. Bicycle connections along or across these high stress routes were prioritized. The development of the network also focused on connections to the Vine Trail, schools, and routes beyond the city limits. Bicycle Boulevards were also considered where connectivity was needed but room was limited for dedicated bicycle facilities. Some bicycle routes were also upgraded to bicycle boulevards to provide traffic calming benefits.

Developing the Pedestrian Network

Sidewalk gap closure projects were proposed if they met the following criteria:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary.

Sidewalk gap projects are located throughout City, with concentrations east of SR 121 and west of SR 29.

Shared-use path projects were identified during the development of the bicycle network but are also included as part of the pedestrian network. Proposed shared-use paths are proposed mostly in the southern part of the city, including along the west side of the Napa River, SR 121, and Imola Avenue.

Recommendations

Recommendations for the City of Napa active transportation network include the proposed network of bikeways and sidewalk gap closure projects. The AT Plan does not identify specific crossing improvements. Instead, a crosswalk strategy is detailed in Chapter 5. Additionally, a treatment toolkit detailing bicycle and pedestrian improvement design guide was developed to accommodate the proposed network. See Appendix D for more information.

Proposed Bicycle Network

The proposed bicycle network builds off the 2019 Countywide Bicycle Plan and the findings from the needs assessment. The proposed network follows best practices established in the Treatment Toolkit (Appendix D) and upgrades previous recommendations where necessary. For a map of the Napa bicycle network, see Figure 10.17 through Figure 10.20. For the list of bicycle network recommendations, see Appendix E.

The City of Napa bicycle network also includes several study corridors. These are streets that were identified through the needs assessment or by the community for future improvements but require a greater level of study than is possible within this planning effort to determine the most appropriate improvements for the corridor. Most of the study corridors in Napa are along high stress routes where separation between bicyclists and motor vehicles may be needed to reduce LTS. Table 10.4 lists the study corridors recommended for the City of Napa.

The SF Bay Trail parallels SR 29 at the southern end of the City before turning east to follow Imola Avenue. The Napa Valley Vine Trail and the SF Bay Trail overlap in some portions of the city, but are recognized as two separate trails. While not called out as individual projects in this AT Plan, they are integral to the regional active transportation network and are regionally prioritized.

Table 10.4: City of Napa Study Corridors

Street	Begins	Ends	Length (mi)
Jefferson St (Study Underway in 2026)	Salvador Ave	S Jefferson St at City Limits	5.0
Trancas St	Dry Creek Rd	Napa river	1.5
California Blvd	Clay St	Trancas St	1.6
South Soscol St	Imola Ave	3rd St	1.3
Terrace Dr	Imola Ave	Coombsville Rd	1.2
Redwood Road	Solano Avenue	Dry Creek Road	1.0

Table 10.5 provides the mileage of the existing network, compares mileage proposed in the AT Plan and the previous Countywide Bicycle Plan (2019), and the total mileage of entire bicycle network. The AT Plan adds 68.7 miles to the bicycle network, for a total of 122.9 miles once implemented.

Table 10.5: City of Napa Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025*	2025 Proposed Mileage	Total Mileage
Shared-Use Path (Class I)	14.9	18.6	+3.7	10.5	**29.1**
Bike Lanes (Class II)	28.5	25.9	-2.6	12.5	**38.4**
Buffered Bike Lanes (Class II)	-	2.5	+2.5	4.9	**7.5**
Bicycle Route (Class III)	5.6	5.3	-0.3	-	**5.3**
Bicycle Boulevard (Class III)	-	-	-	38.0	**38.0**
Rural Bicycle Route (Class III)	-	-	-	0.2	**0.2**
Separated Bikeway (Class IV)	-	1.9	+1.9	2.6	**4.4**
Unclassified Bike Route	-	-	-	-	**-**
Total	**49.0**	**54.2**	**+5.2**	**68.7**	**122.9**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities. As such, direct comparison between 2019 and 2025 facility mileages for a given facility type may be misleading*

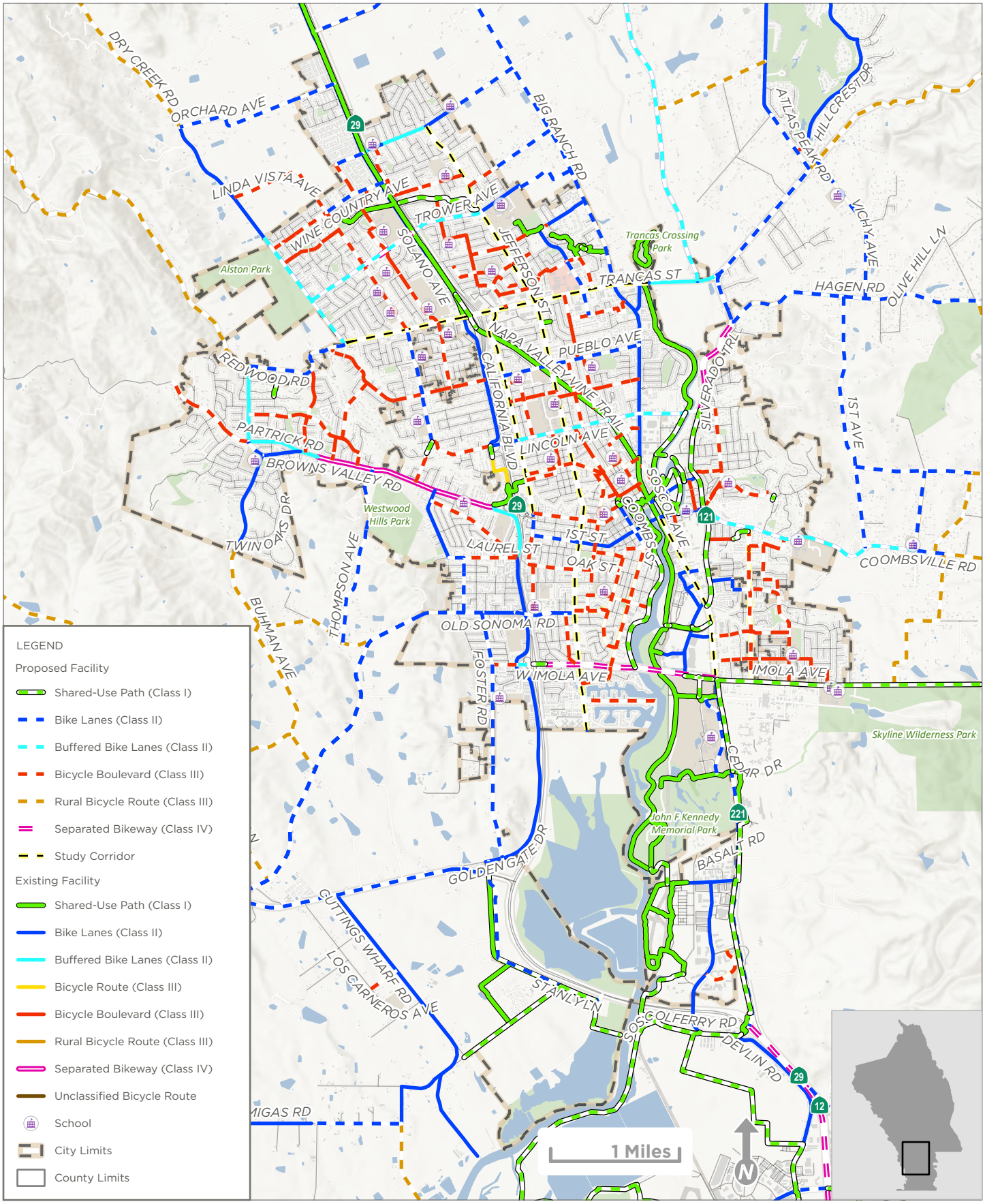
Proposed Pedestrian Network

The proposed the City of Napa pedestrian network includes sidewalk gap closure projects and shared-use paths, as was developed based on existing gaps in the network. For maps of the pedestrian network, see Figure 10.21 through Figure 10.24.

Table 10.6 presents the existing pedestrian network mileage, and mileage proposed in this AT Plan, as well as the total existing and proposed mileage. The AT Plan adds 20.4 miles to the pedestrian network, for a total future mileage of 354.4 miles of sidewalks and 29.1 miles of shared-use paths. Shared-use path mileage in Table 10.6 is not additional mileage but rather reflects the same mileage in the bicycle mileage table (Table 10.5), as these facilities are suitable for both pedestrians and bicyclists.

Table 10.6: City of Napa Pedestrian Network Mileage

Facility Type	Existing Mileage	2025 Proposed Mileage	Total Future Mileage
Class I Shared-use Path	18.6	10.5	**29.1**
Sidewalk	344.5	9.7	**354.2**
Total	**363.1**	**20.2**	**383.3**



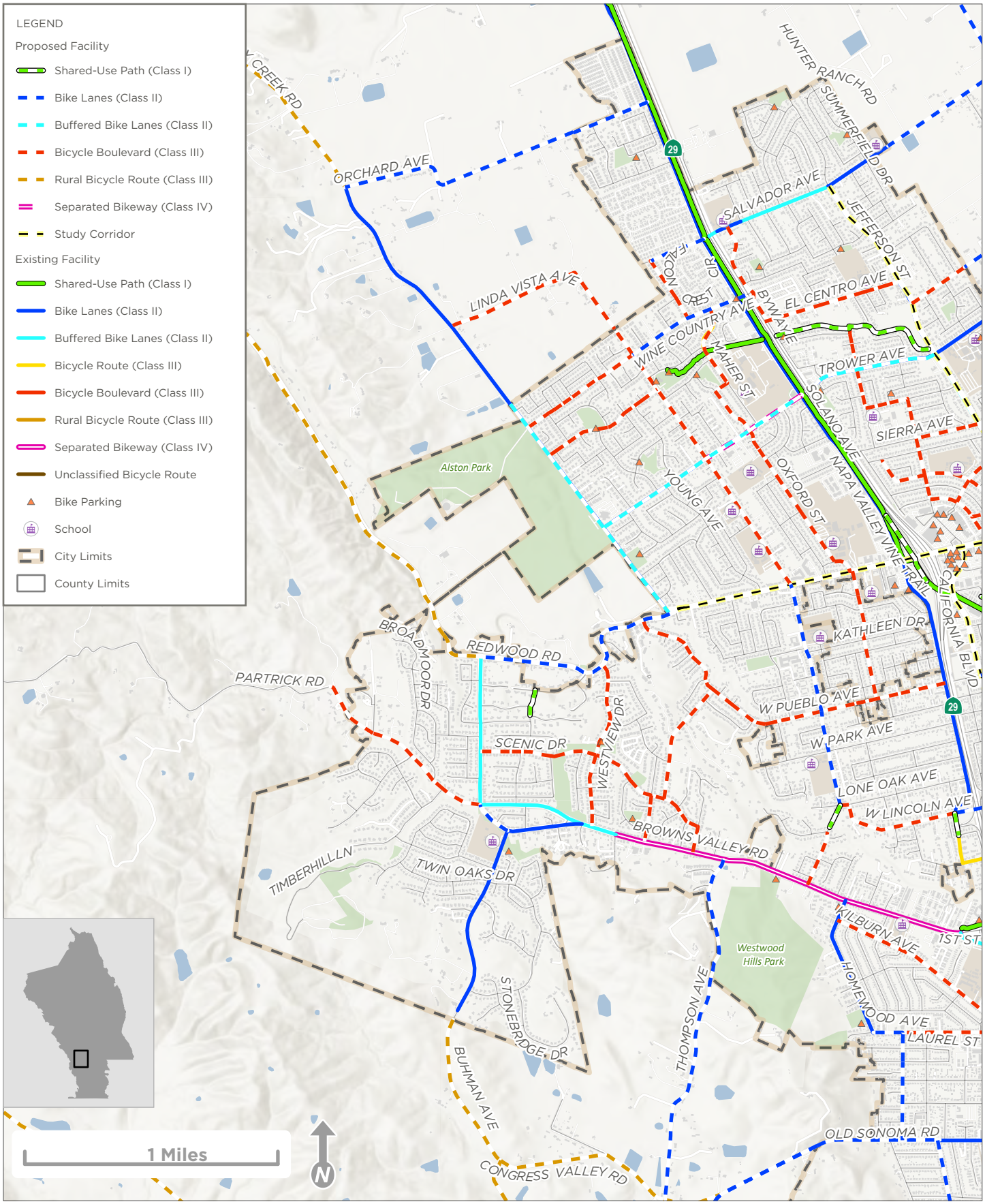
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa

Existing and Proposed Bicycle Facilities

FIGURE 10.17

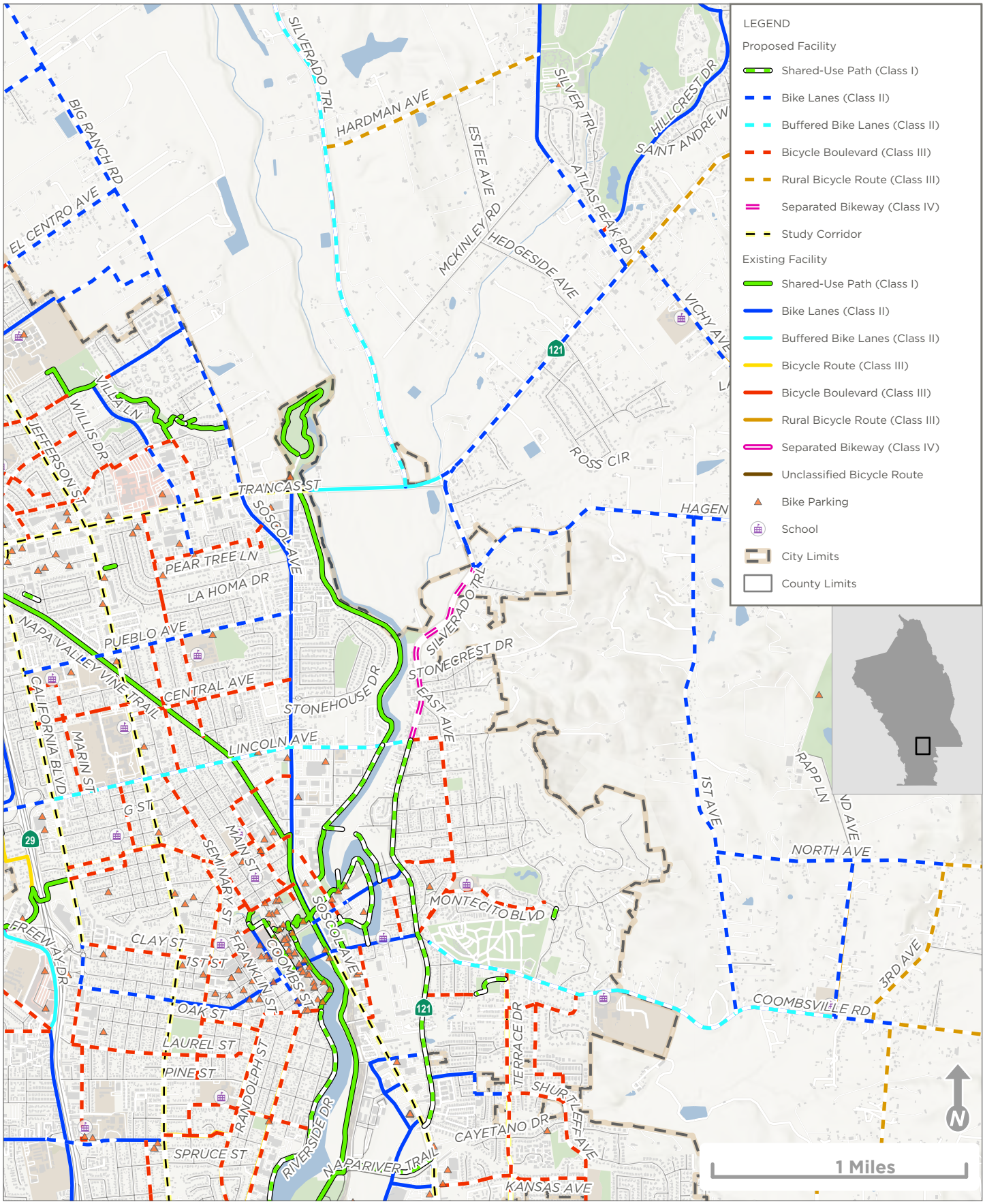


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing and Proposed Bicycle Facilities

FIGURE 10.18

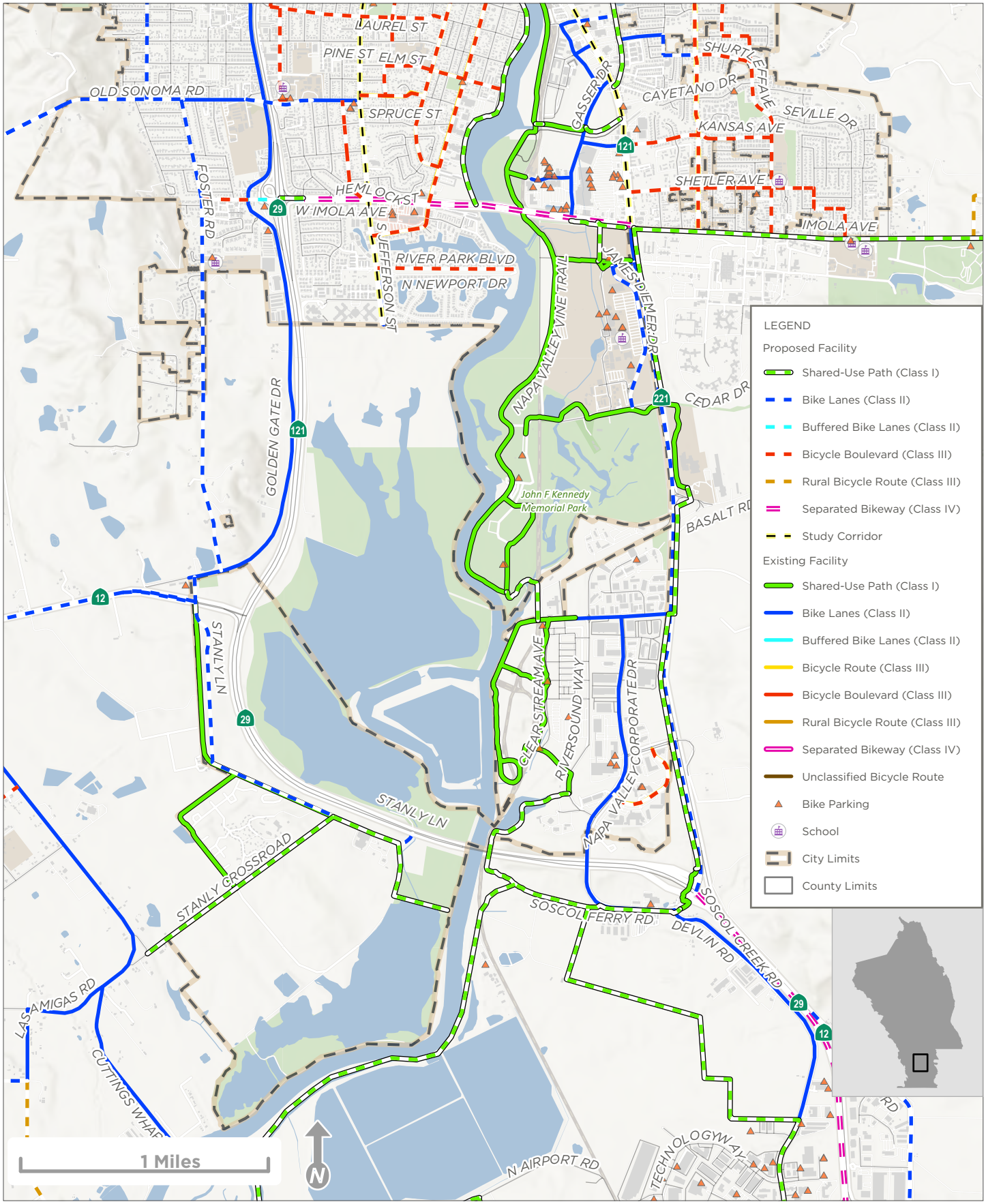


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing and Proposed Bicycle Facilities

FIGURE 10.19

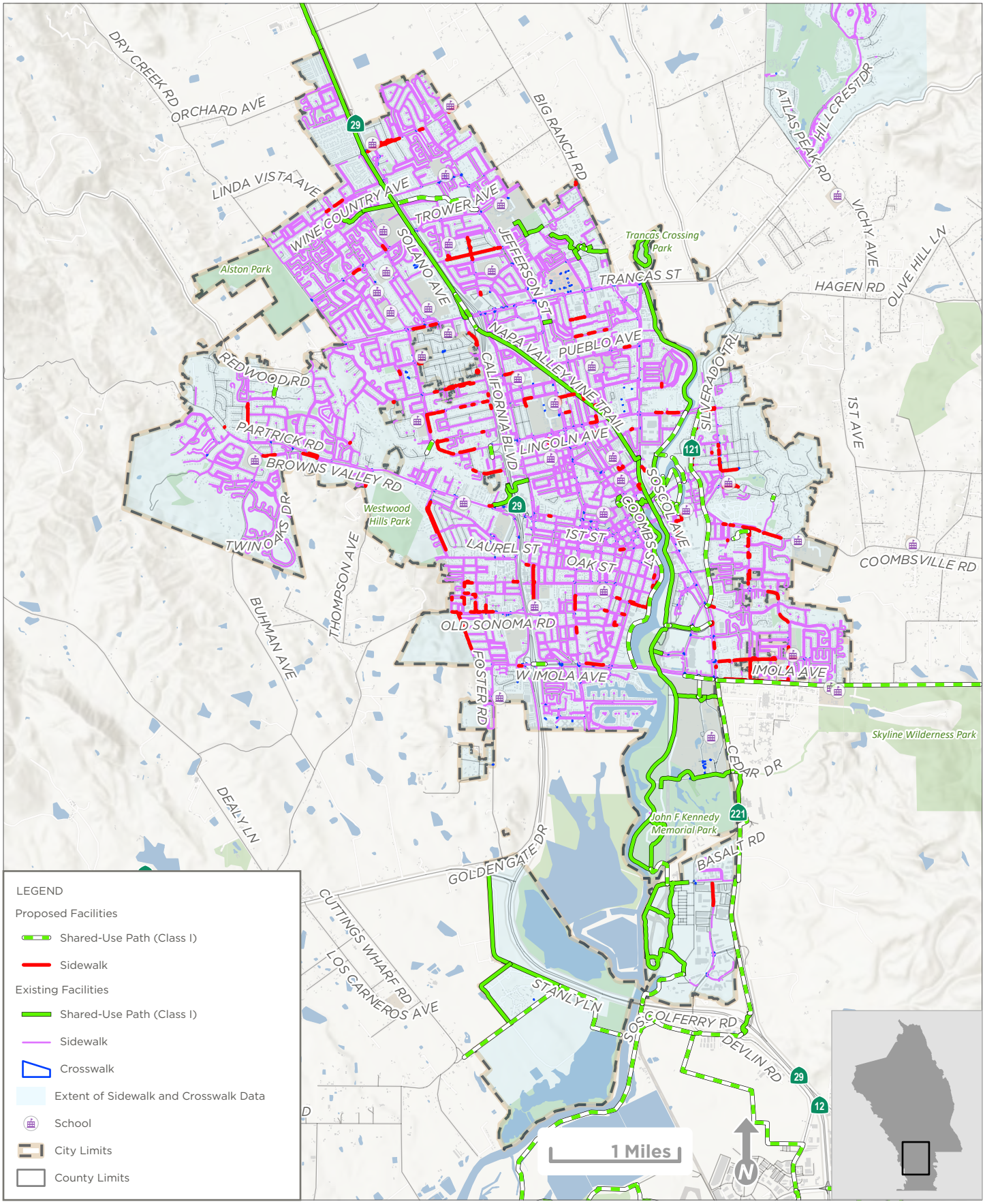


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing and Proposed Bicycle Facilities

FIGURE 10.20

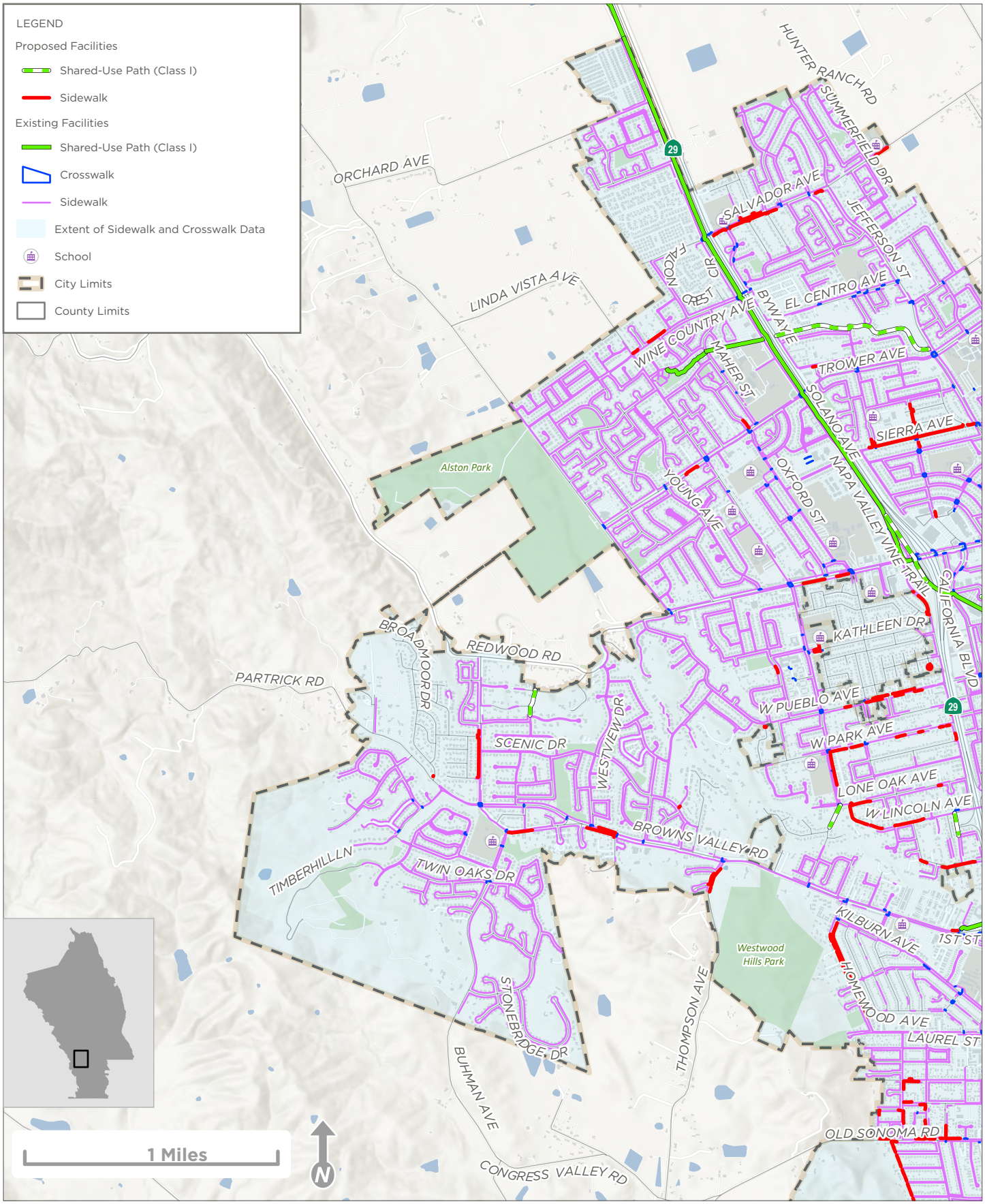


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Existing and Proposed Pedestrian Facilities

FIGURE 10.21

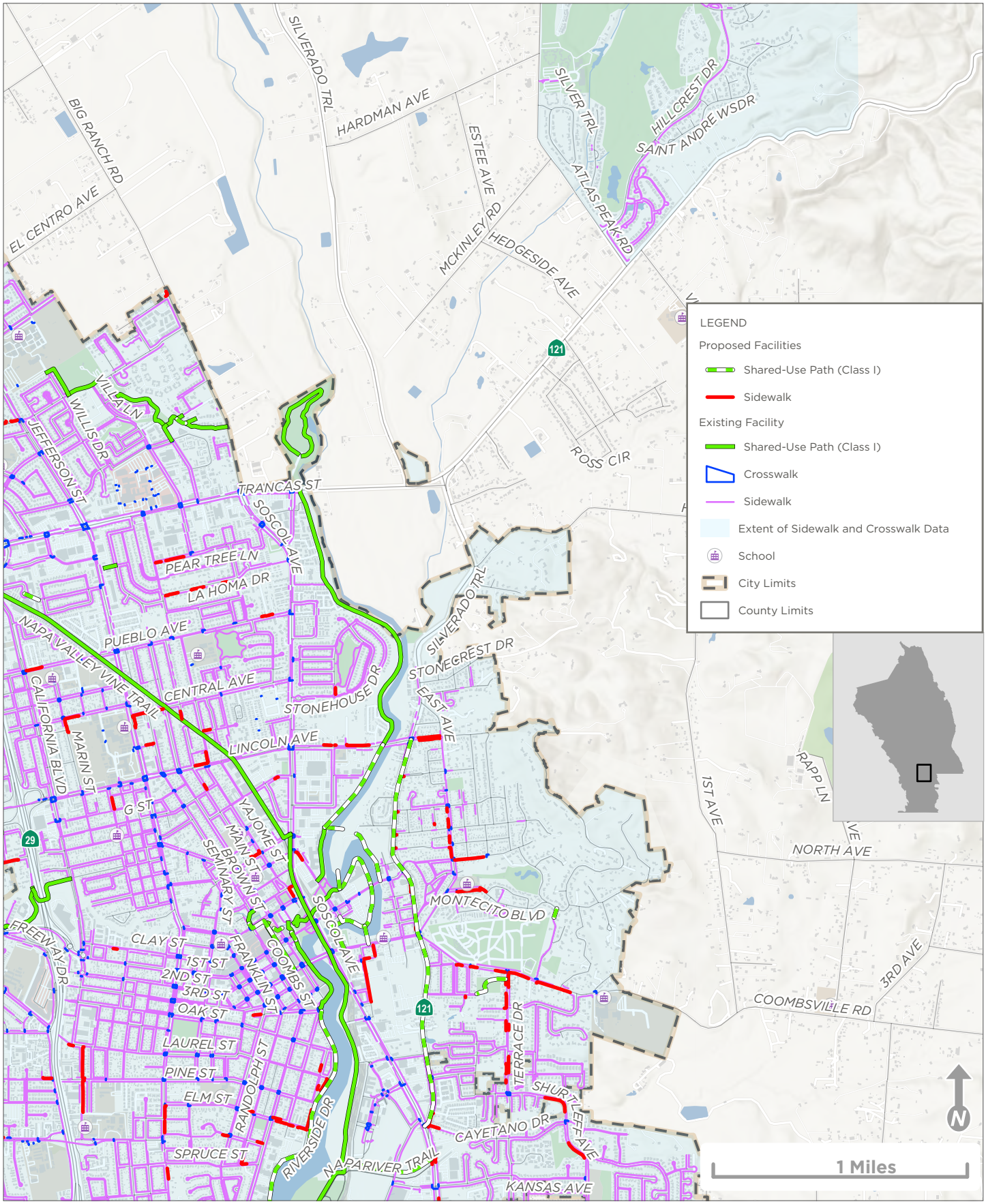


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest
Existing and Proposed Pedestrian Facilities

FIGURE 10.22

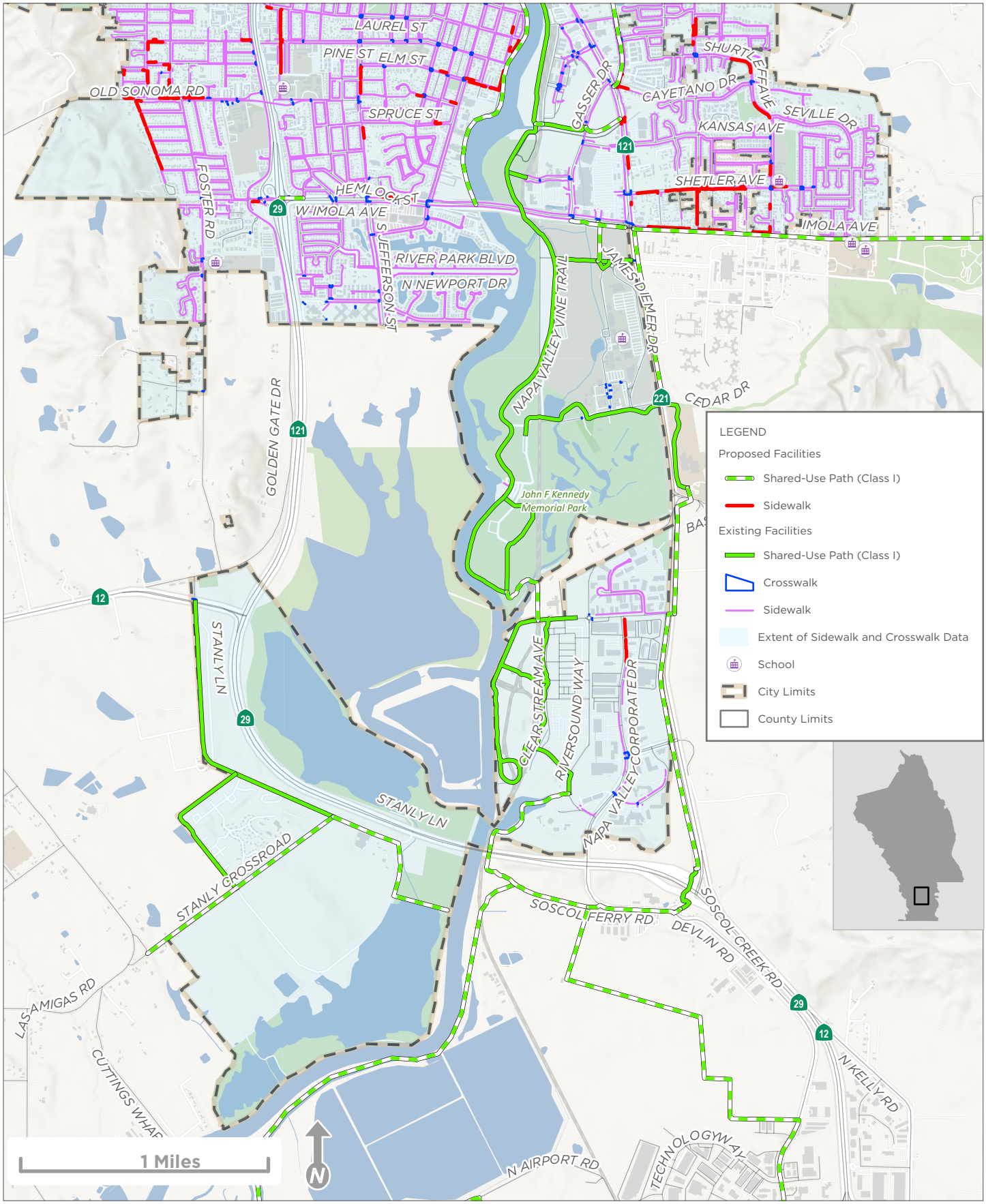


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast
Existing and Proposed Pedestrian Facilities

FIGURE 10.23



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South
Existing and Proposed Pedestrian Facilities

FIGURE 10.24

Programs and Policies

This section will be completed by the individual jurisdiction should locally identified programs or policies be added prior to local adoption.

Implementation Plan

The previous Recommendations section provides the complete active transportation network for the City of Napa to be implemented over the next 25 years. The implementation plan outlines an approach for prioritizing certain bicycle projects for near-term implementation. Note that the pedestrian network presented in the previous section represents the prioritized list of sidewalk gap projects and no further prioritization is conducted in this plan. The sidewalk gap projects recommended form the prioritized list as they provide improved pedestrian access near key destinations.

In addition to the near-term bicycle projects, the implementation plan includes potential induced demand and VMT reductions from the full proposed bicycle network in Calistoga.

For the complete implementation plan, see Chapter 6 which includes unit cost assumptions for pedestrian and bicycle projects, as well as funding opportunities. The proposed network includes some facilities along state routes, which will require coordination with Caltrans.

Bicycle Network Prioritization

The proposed active transportation network provides a vision for the City of Napa through 2050. However, there is limited available funding, and the whole network cannot be implemented at once. A prioritized list of bicycle projects was developed for implementation over the next five to seven years. For prioritization methodology, see Chapter 6.

Seventeen projects in the City of Napa were prioritized for implementation, listed in Table 10.7 and shown in Figure 10.25. Most of the prioritized projects fall within an Equity Priority Community, and all are consistent with past planning efforts. Many of the projects are located along or across high stress corridors, or along the High Injury Network, defined by the Vision Zero Plan. These projects aim to reduce barriers to low-stress bicycle connectivity, as well as address transportation inequities.

Project Complexity

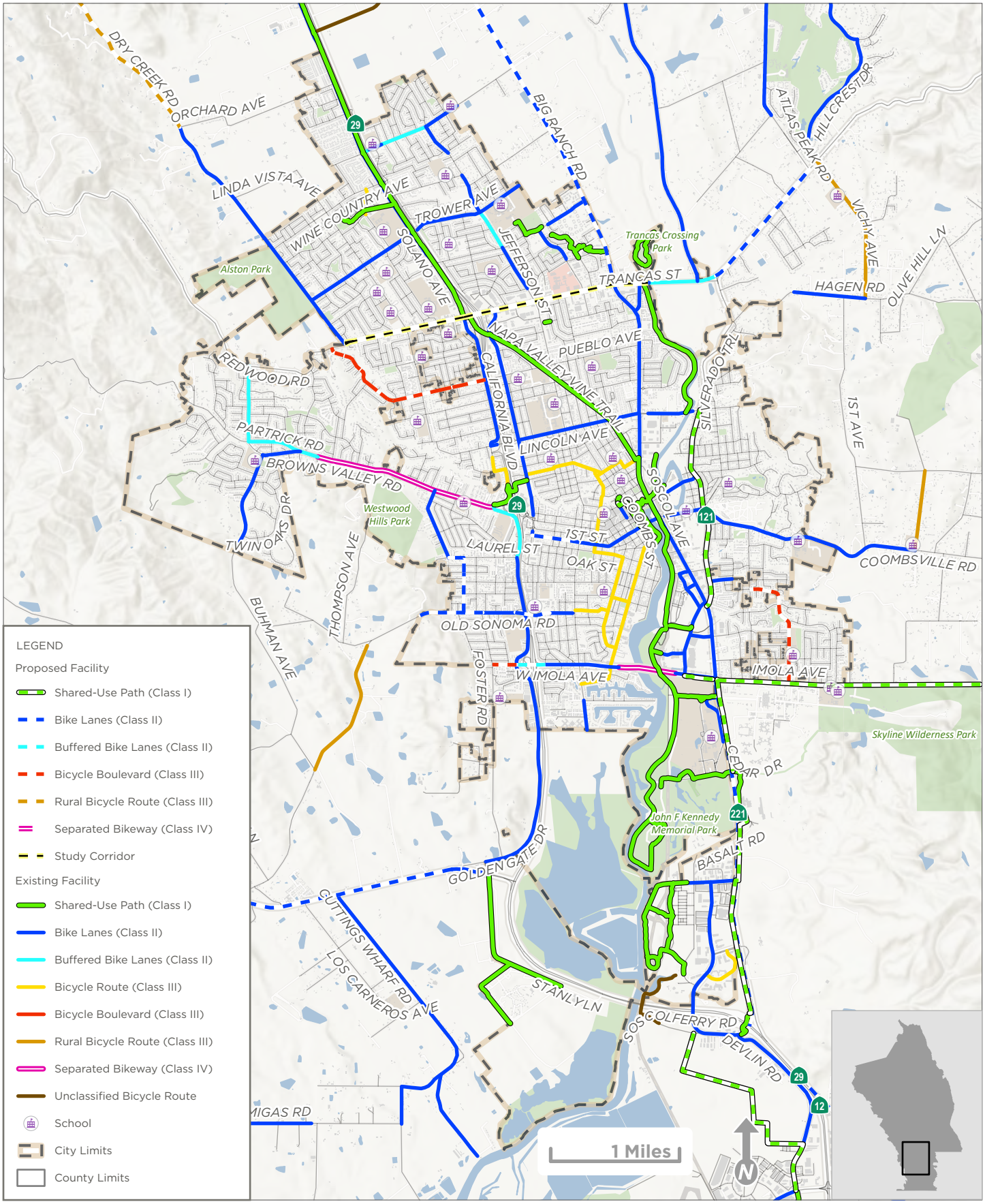
In addition to the prioritization, project complexity Is an essential consideration. Lower-complexity projects are projects that generally require only striping and signage, or which can be incorporated into routine paving or road resurfacing activities Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage, relocation of utilities, and other factors that increase construction costs. Projects in this AT Plan are categorized as either high or low complexity. For more information about project complexity, see Chapter 6.

Short-Term Solutions

For quick or short-term implementation, quick builds can be a viable option. Quick builds are improvements that address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust.

Table 10.7: City of Napa Near-Term Bicycle Project List

ID	Segment	Begins	Ends	Length (miles)	Type
742	Redwood Road	Solano Avenue	Dry Creek Road	1.0	Study Corridor
757	Foothill Boulevard	Laurel Street	Old Sonoma Drive	0.4	Bike Lanes (Class II)
762	Imola Avenue	South Freeway Drive	Foster Road	0.2	Bicycle Boulevard (Class III)
766	Shurtleff Avenue	Imola Avenue	Terrace Drive	0.9	Bicycle Boulevard (Class III)
785	3rd Street	California Boulevard	Jefferson Street	0.4	Bike Lanes (Class II)
831	Imola Avenue	Hunt Street	South Freeway Drive	0.2	Buffered Bike Lanes (Class II)
842	Old Sonoma Rd	Old Sonoma Rd (near Playground Fantastico)	Jefferson St	0.3	Bike Lanes (Class II)
843	Old Sonoma Rd	Western City Limits	Foster Rd	0.5	Bike Lanes (Class II)
867	SR 221	Imola Ave	Kaiser Rd	1.3	Shared Use Path (Class I)
886	SR 221	Kaiser Rd	Magnolia Dr	1.4	Bike Lanes (Class II)
945	Brown St Corridor	Coombs St/Pearl St	3rd St	0.3	Shared Use Path (Class I)
951	Laurel St	Foothill Blvd	1st St	0.1	Bike Lanes (Class II)
952	W Pueblo Ave	Solano Ave	Redwood Rd	1.4	Bicycle Boulevard (Class III)
980	Big Ranch Rd	Trancas St	Northern City Limits	0.9	Bike Lanes (Class II)
1131	Imola Ave Class I Path	Vine Trail at Imola Bridge	SR 221	0.2	Shared Use Path (Class I)
1142	Silverado Trail	Soscol Ave	Lincoln Ave	1.6	Shared Use Path (Class I)
1210	Trancas St	City Limits	Solano Ave	1.5	Study Corridor



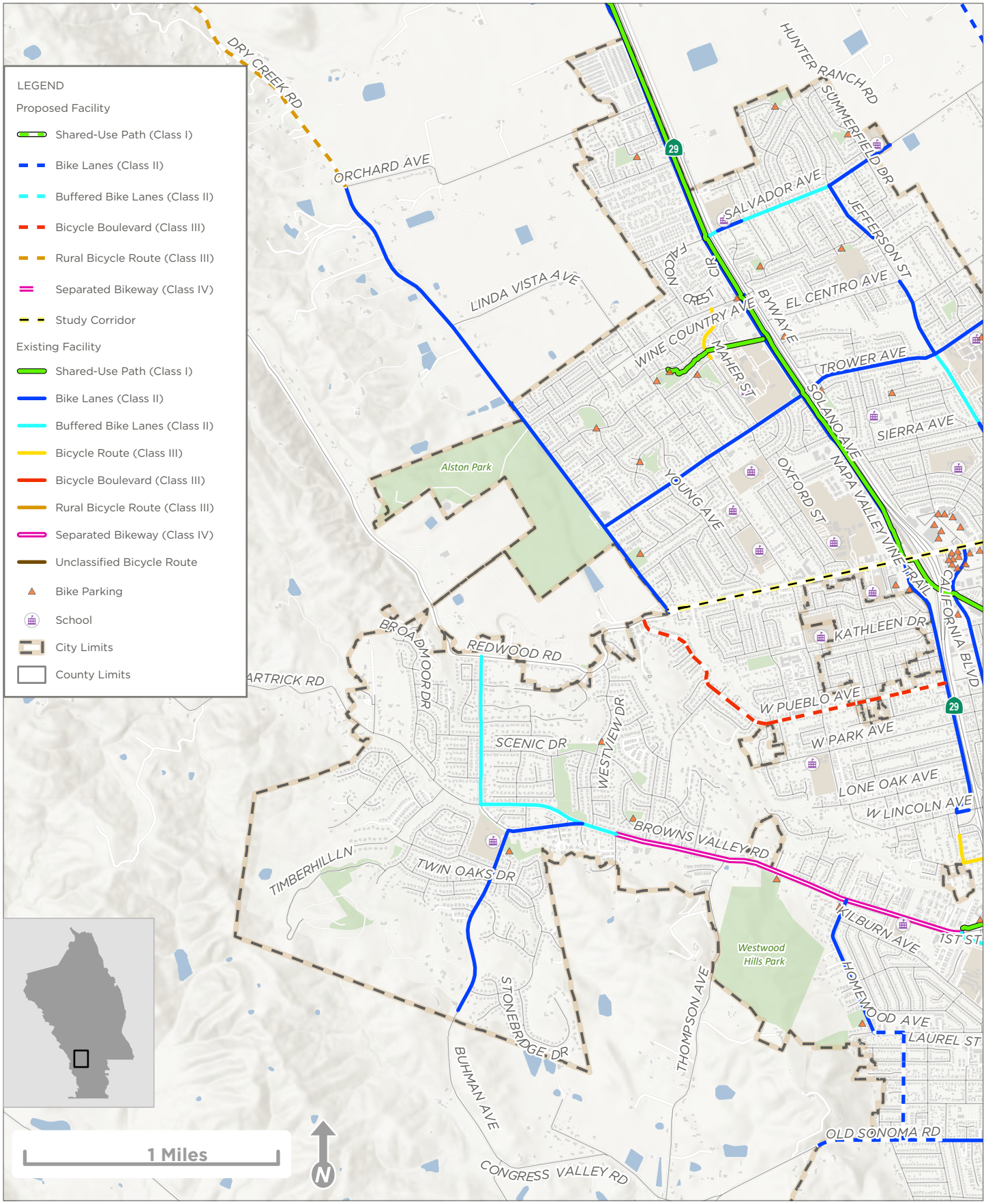
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa

Near-Term Bicycle Network

FIGURE 10.25



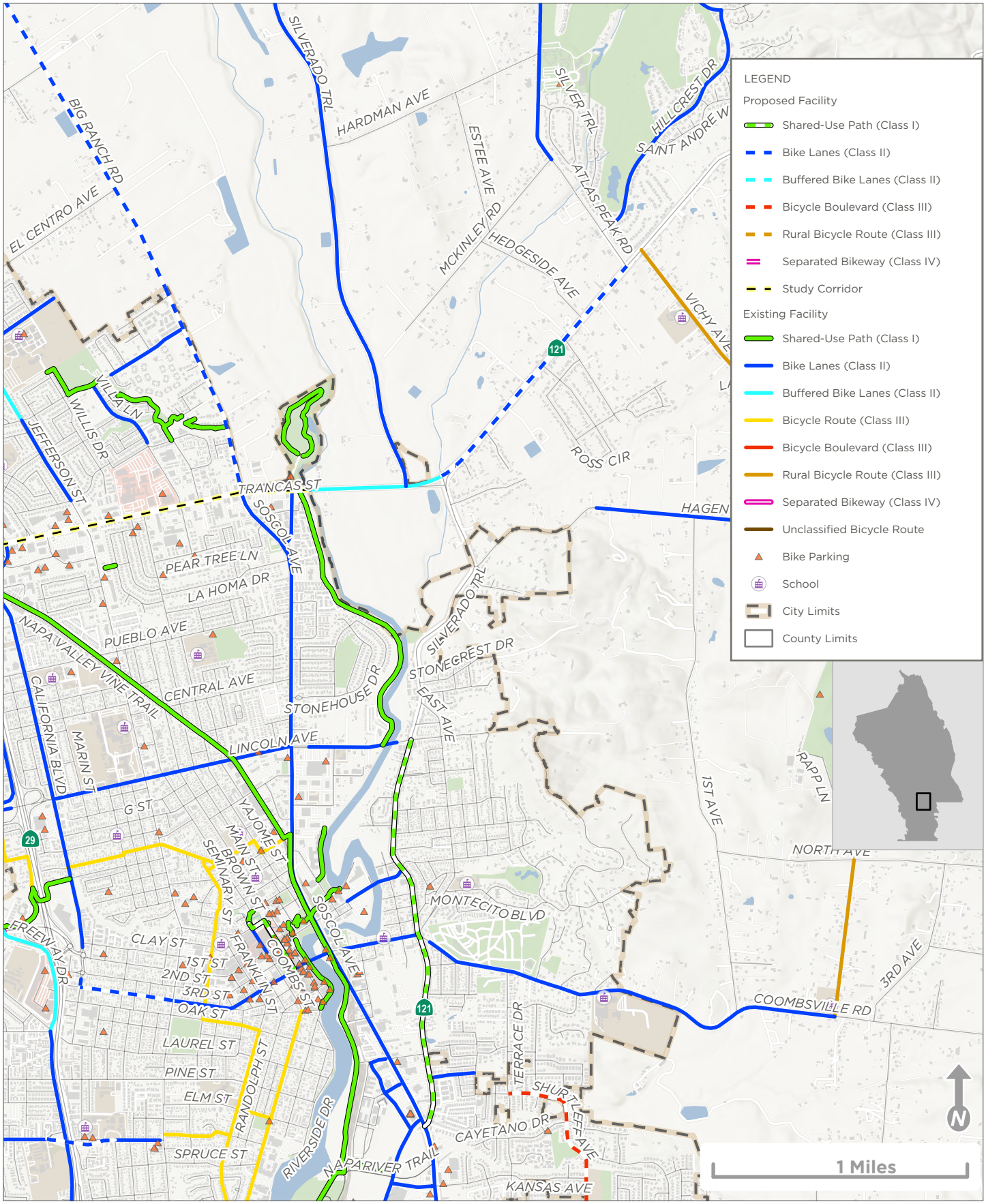
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest

Near-Term Bicycle Network

FIGURE 10.26



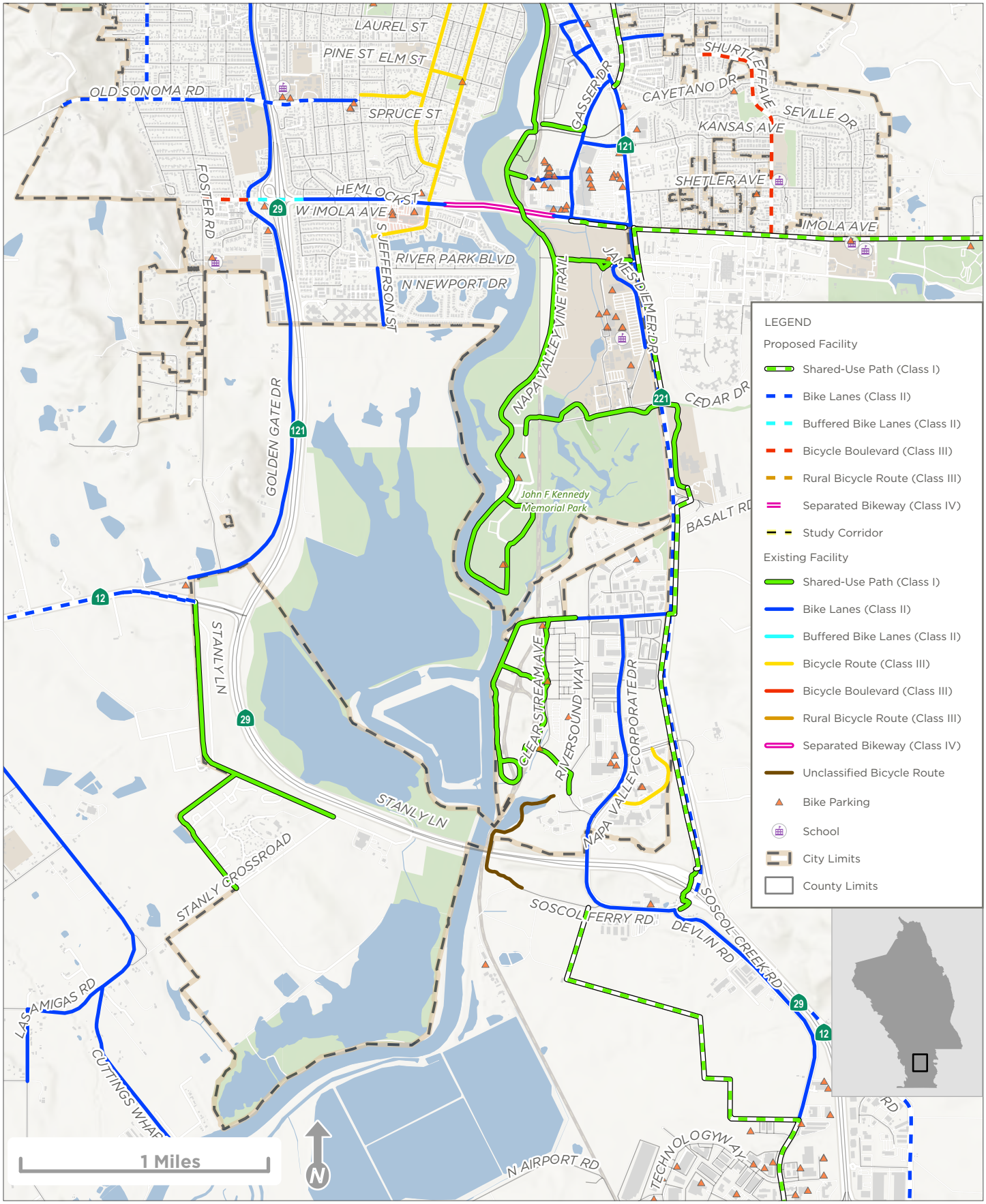
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast

Near-Term Bicycle Network

FIGURE 10.27



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South

Near-Term Bicycle Network

FIGURE 10.28

Induced Bicycle Demand and VMT Reductions

Of the 17 near-term projects proposed in Napa City, benefits of 15 projects were quantified using the NCHRP Report 552 Guidelines for Analysis of Investment in Bicycle Facilities. The benefits presented are estimates and may not predict the exact benefits produced by each project.

Methodology

The annualized benefits are based on potential induced bicycling demand for each proposed project The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The results presented in Table 10.8, utilize the highest estimate. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[19] and used to estimate the total induced commuter bicyclists annually.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F. These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlines above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

Results

Table 10.8 provides the new bicycle commuters induced annually, annual VMT reduction, and the total annual monetized benefit provided by each project. The near-term proposed projects induce between 13 and 50 new annual commuters a year. Both Imola Avenue and Old Sonoma Road hold multiple projects that provide high total benefits. The bike lanes on Third Street and shared-use path on Silverado Trail provide the highest benefits.

[19] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Table 10.8: City of Napa Near-Term Bicycle Project Benefits

ID	Segment	Begins	Ends	Length (miles)	Type	New Annual Commuter Bicyclists	Annual Emissions Reduction (Tons)	Total Annual Benefits
742	Redwood Road	Solano Avenue	Dry Creek Road	1.0	Study Corridor	N/A	N/A	N/A
757	Foothill Boulevard	Laurel Street	Old Sonoma Drive	0.4	Bike Lanes (Class II)	26	39,331	$951,800
762	Imola Avenue	South Freeway Drive	Foster Road	0.2	Bicycle Boulevard (Class III)	15	22,883	$382,100
766	Shurtleff Avenue	Imola Avenue	Terrace Drive	0.9	Bicycle Boulevard (Class III)	23	34,957	$582,600
785	3rd Street	California Boulevard	Jefferson Street	0.4	Bike Lanes (Class II)	39	58,397	$1,396,900
831	Imola Avenue	Hunt Street	South Freeway Drive	0.2	Buffered Bike Lanes (Class II)	24	35,407	$778,200
842	Old Sonoma Rd	Old Sonoma Rd (near Playground Fantastico)	Jefferson St	0.3	Bike Lanes (Class II)	35	52,286	$1,098,700
843	Old Sonoma Rd	Western City Limits	Foster Rd	0.5	Bike Lanes (Class II)	25	37,797	$823,600
867	SR 221	Imola Ave	Kaiser Rd	1.3	Shared Use Path (Class I)	17	25,447	$635,100
886	SR 221	Kaiser Rd	Magnolia Dr	1.4	Bike Lanes (Class II)	13	18,790	$569,900
945	Brown St Corridor	Coombs St/Pearl St	3rd St	0.3	Shared Use Path (Class I)	36	53,587	$1,322,400
951	Laurel St	Foothill Blvd	1st St	0.1	Bike Lanes (Class II)	19	28,823	$742,000
952	W Pueblo Ave	Solano Ave	Redwood Rd	1.4	Bicycle Boulevard (Class III)	50	73,911	$1,230,800
980	Big Ranch Rd	Trancas St	Northern City Limits	0.9	Bike Lanes (Class II)	32	48,079	$1,316,500
1131	Imola Ave Class I Path	Vine Trail at Imola Bridge	SR 221	0.2	Shared Use Path (Class I)	15	22,486	$564,900
1142	Silverado Trail	Soscol Ave	Lincoln Ave	1.6	Shared Use Path (Class I)	43	63,524	$1,571,300
1210	Trancas St	City Limits	Solano Ave	1.5	Study Corridor	N/A	N/A	N/A

Chapter 11
City of American Canyon

The City of American Canyon is approximately 6.5 square miles and has a population of 21,698 residents. The city is located in southern Napa County along SR 29 in the world-famous Napa Valley wine growing region and in close proximity to the San Francisco Bay.

American Canyon serves as a wine processing hub; and is a vibrant and diverse community. Because of its strategic location at the southern end of Napa County and with easy access to state and interstate highways, American Canyon's industrial district is home to millions of square feet of wine processing, bottling storage, and shipping space.

The northern portions of the city are composed of industrial land uses with limited roadway connectivity. The southern half of the city is primarily residential with a disconnected suburban roadway network.

Demographics

The following demographic information is from the American Community Survey (ACS) 2023 five-year estimates.

Age

Communities whose population skews younger may have improved opportunities for increasing active transportation mode shift. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood. The median age for the City of American Canyon is 36.2 years, which is younger than the county median age of 42.8. Additionally, 37% of American Canyon's population is under 25 years old, which is a larger portion of the population compared to other jurisdictions. Figure 11.1 shows the age distribution for the City of American Canyon.

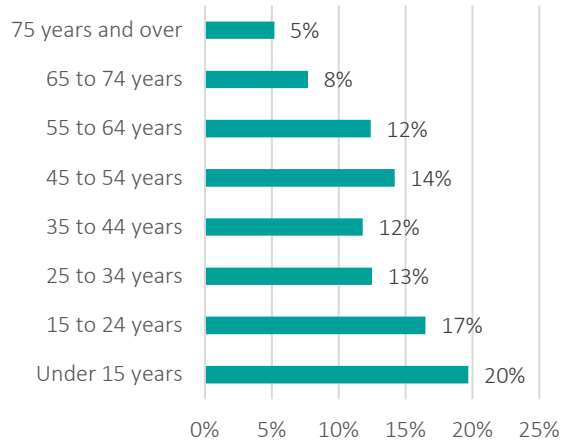


Figure 11.1: City of American Canyon Age Distribution

Income

As shown in Figure 11.2, the City of American Canyon has a median household income (MHI) of $123,935, which is higher than Napa County's MHI of $108,970. Those below the county median make up over 40% of the total population for American Canyon. Lower-income community members are more likely to rely on active transportation and transit as opposed to car travel. Providing adequate active transportation will support connectivity for these residents.

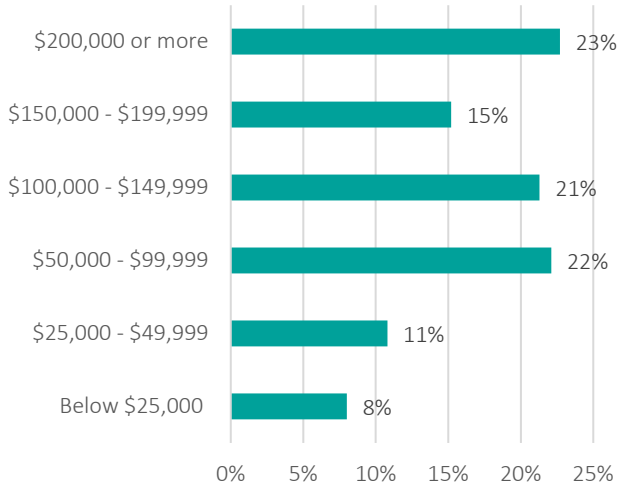


Figure 11.2: City of American Canyon Household Income

Travel Behavior

Mode Share

Figure 11.3 provides an overview of commute mode share for workers living in American Can aged 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates and represents data for 2016 and 2023. The data does not include non-work trips.

Most American Canyon residents drive to work, either alone or by carpooling. There is a small portion of the population that walks or takes public transportation.

Since 2016, more people have started working from home, likely due to the COVID-19 pandemic. The percentage of people who drive alone or carpool has declined.

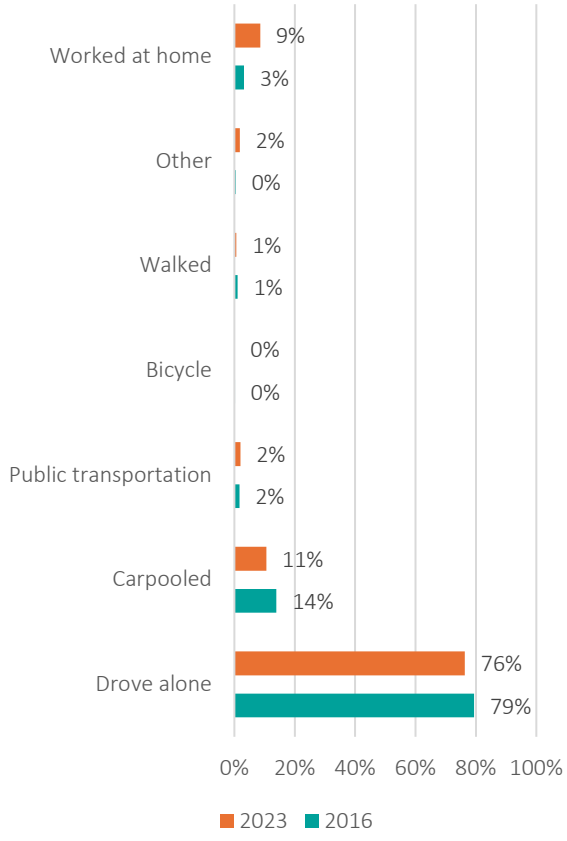


Figure 11.3: City of American Canyon Means of Transportation to Work

Trip Length

Figure 11.4 shows trip length information for American Canyon from the 2025 Travel Behavior Study. Of all trips originating in American Canyon, 29% were two miles or less in length. These "short-trips" represent opportunities for potential mode shift, encouraging people to switch from driving to active modes of transportation.

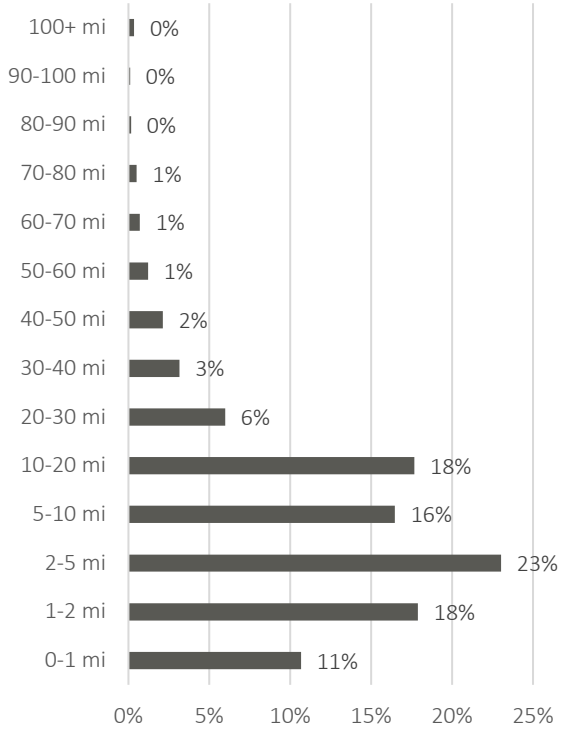


Figure 11.4: City of American Canyon Trip Length

Key Community Destinations

Some key destinations in American Canyon are located along and around James Street such as the Library. Some schools in American Canyon include American Canyon High, Canyon Oaks Elementary, and Donaldson Way Elementary. Improving pedestrian and bicycle connections to these destinations is key for developing a more connected active transportation network in American Canyon. Focusing improvements to schools mentioned will improve connectivity and safety, for more vulnerable road users (children and families) traveling to school.

Transit System and Stops

The Napa Vallejo is a bus system that goes from Vallejo through American Canyon with a direct line or indirect line up to City of Napa. There is also an on-demand transit system where users can call, use the online website or the app to request a ride on weekdays from 8:30 am to 5:30pm. American Canyon also has a fixed-route system that operates on 3 route loops, two in the morning and one in the afternoon. Improvements along these routes should be considered to improve first- and last-mile connectivity and increase access for those who rely on walking and bicycling.

Existing Bicycling and Walking Environment

Bicycle Facilities

Existing bicycle facilities in American Canyon are mapped in Figure 11.5. The map also includes bicycle parking locations.

Bicycle Network

Mileage of existing bicycle facilities is listed in Table 11.1. The American Canyon Bikeway network is composed of primarily off-street paths, supported by on-street bicycle lanes and bicycle routes. Most of the city's bicycle facilities are throughout the residential neighborhoods on either side of SR 29. However, east/west connectivity is limited as there are no bicycle facilities that connect across the highway.

Table 11.1: City of American Canyon Existing Bicycle Network Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	11.0
Bicycle Lanes (Class II)	6.0
Bicycle Routes (Class III)	0.6
Rural Bicycle Routes (Class III)	0.6
Separated Bikeways (Class IV)	-
Unclassified Bicycle Routes	1.9
Total	**20.0**

West of SR 29, off-street paths along Wetlands Edge Road designated as part of the San Francisco Bay Trail provide local connections to Donaldson Way Elementary School and American Canyon Middle School, and provide regional connectivity to much of the bay area. There are also pathways through Elliot Park and the American Canyon Recreation Area. In the industrial areas of the City north of Eucalyptus Drive, there is a shared use path along Devlin Road (Vine Trail) that transitions to a bike lane at Middleton Way.

East of the highway, there are shared-use pathways along Donaldson Way, Newell Drive/Flodsen Road, Shenandoah Drive and parallel to American Canyon Road (off-street pathways). These paths connect residents to American Canyon High School, Canyon Oaks Elementary School, Newell Open Space, North Vallejo Community Center, and other key destinations. There is also a shared-use pathway along SR 29 between the Tractor Supply and Eucalyptus Drive. This pathway connects to a key commercial area but is not connected to the greater bicycle network.

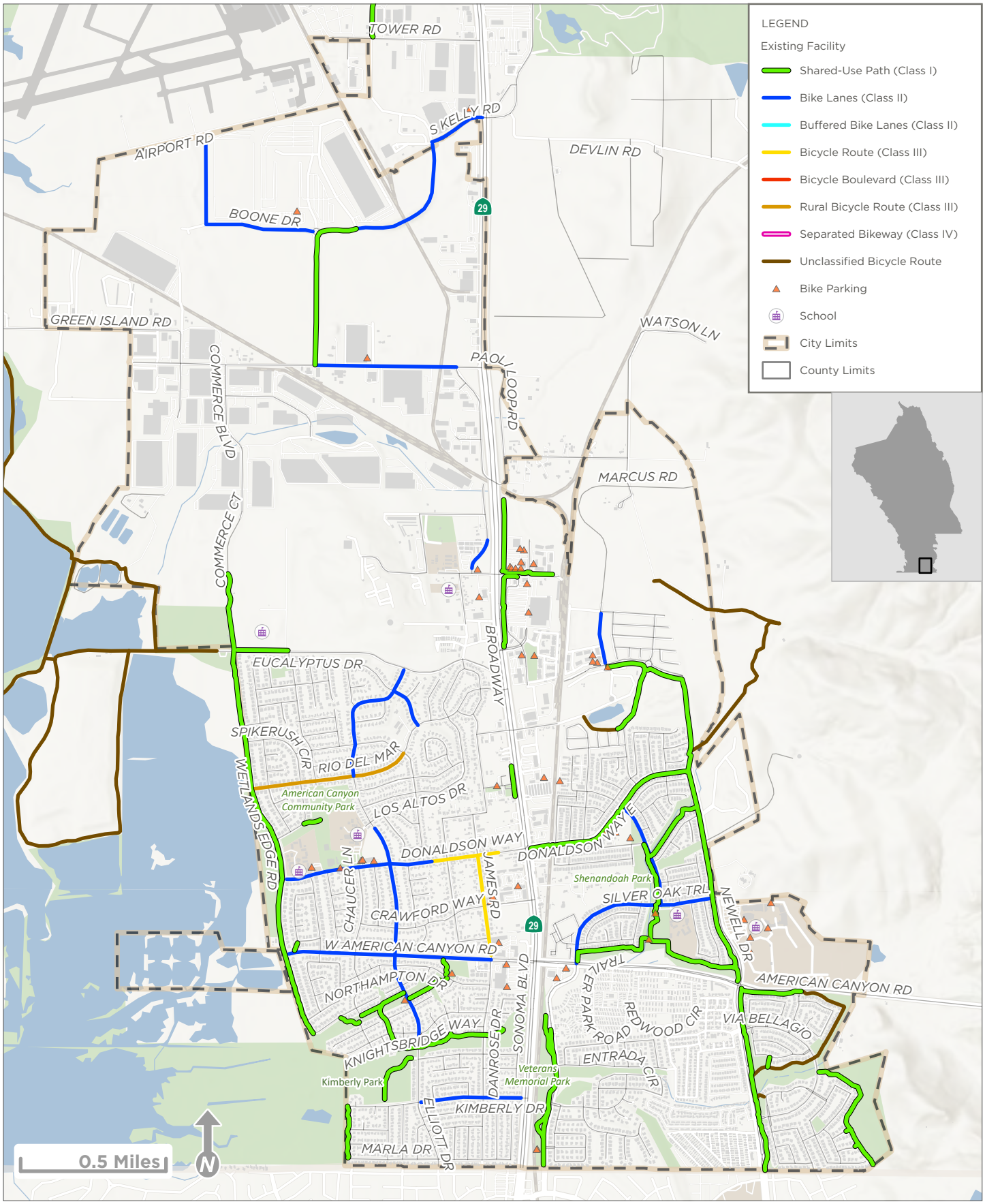
On-street bicycle lanes and bicycle routes support the off-street path network. West of SR 29, Benton Way has a bicycle lane/bicycle route that connects west to the San Francisco Bay Trail to Andrew Road.

There is a bicycle lane on Elliott Drive that connects to the Benton Way bike lane and the American Canyon Recreation area and path. Further south, there is a bicycle lane on Kimberly Drive between Kimberly Park and SR 29. East of the highway, there is a bike lane on the Silver Oak Trail that connects to American Canyon High and the various existing shared-use paths.

There are several unclassified bicycle routes along the edge of the city boundary or just beyond it, including a dirt pathway south of American Canyon Road and along the San Franciso Bay Trail alignment. These routes provide recreational bikeway access and connect to existing pathways throughout the city.

Bicycle Parking

Bicycle parking is available at key destinations, including American Canyon Middle School, Donaldson Way Elementary School, Elliott Park, and Canyon Plaza on the west side of SR 29, and at Shenandoah Park, American Canyon High School, and the Walmart Supercenter on the east side. Bicycle lockers for longer-term bike parking are available at the American Canyon Library at Crawford Way and James Road.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing Bicycle Facilities

FIGURE 11.5

Pedestrian Facilities

Existing sidewalks and shared-use paths in American Canyon are mapped in Figure 11.6. Mileage of existing pedestrian facilities is listed in Table 11.2.

Table 11.2: City of American Canyon Existing Pedestrian Facility Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	11.0
Sidewalks	108.1
Total	**119.1**

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks are considered gaps in the network – some residential, rural, and/or recently annexed communities may not require sidewalk implementation per local guidelines. Sidewalk gap closures may also not be appropriate where right-of-way is limited, where community character is to be preserved, or in areas where traffic volumes and speeds are low enough for pedestrians to share the roadway.

Sidewalks

American Canyon has a well-connected sidewalk network south of Eucalyptus Drive. The north end of the city is primarily industrial, and pedestrian connectivity is limited. In the southern residential portion of the city, most neighborhood streets have sidewalks on both sides of the street. There is also a robust shared-use pathway network on either side of SR 29 that supports the sidewalk network for commuting and recreation.

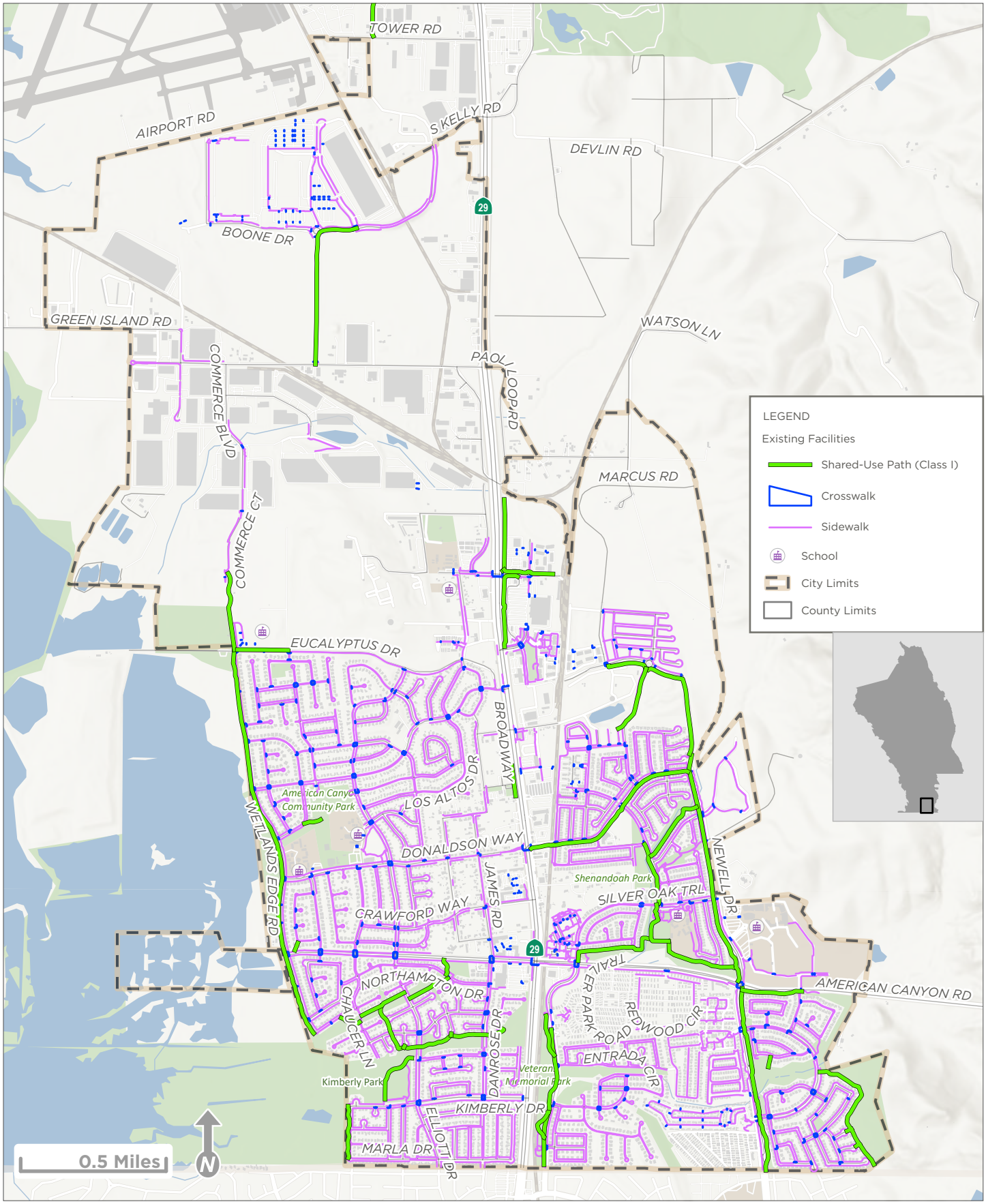
The 2016 Napa County Pedestrian Master Plan identifies James Road and Andrew Road as north/south pedestrian corridors without consistent sidewalks on both sides of the street. The AT Plan also highlights east/west corridors Donaldson Way and Crawford Way west of SR 29.

Pedestrian connectivity is limited across SR 29. At Donaldson Way and American Canyon Road, the two SR 29 crossings locations in the south end of the city, sidewalks leading up to the intersection are missing or limited. These locations are planned for future improvements as part of the SR 29 Corridor project.

Crossings

Marked crosswalks are present throughout the residential portions of the city, including major signalized intersections, minor stop-controlled intersections, and midblock crossings throughout residential neighborhoods and connected to the shared-use path network.

Crossing opportunities across SR 29 are limited. There are four signalized intersections between Napa Junction Road and American Canyon Road where drivers, pedestrians, and bicyclists can cross between the east and west sides of the community. Here, pedestrians must cross up to six lanes of traffic, and crosswalks are not present at all intersection legs.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing Pedestrian Facilities

FIGURE 11.6

Needs Assessment

Once existing transportation conditions were documented, a needs assessment was conducted to highlight needs in the active transportation network. The needs assessment for American Canyon includes an analysis of bicycle level of traffic stress (LTS) and connectivity.

Level of Bicycle Stress

LTS produces a score for roadways from 1 to 4. Streets that scored 1 or 2 are less stressful and comfortable for bicyclists of most ages and abilities, while streets that scored 3 or 4 are more stressful and appropriate for only more experienced riders. For more information about LTS methodology, see Chapter 4.

As shown in Figure 11.7, the road network in American Canyon is composed of low-stress residential streets and higher stress arterials and collectors. Of the 85.1 miles of roadway in American Canyon, 15 percent scored LTS 3 or 4 and are considered high stress.

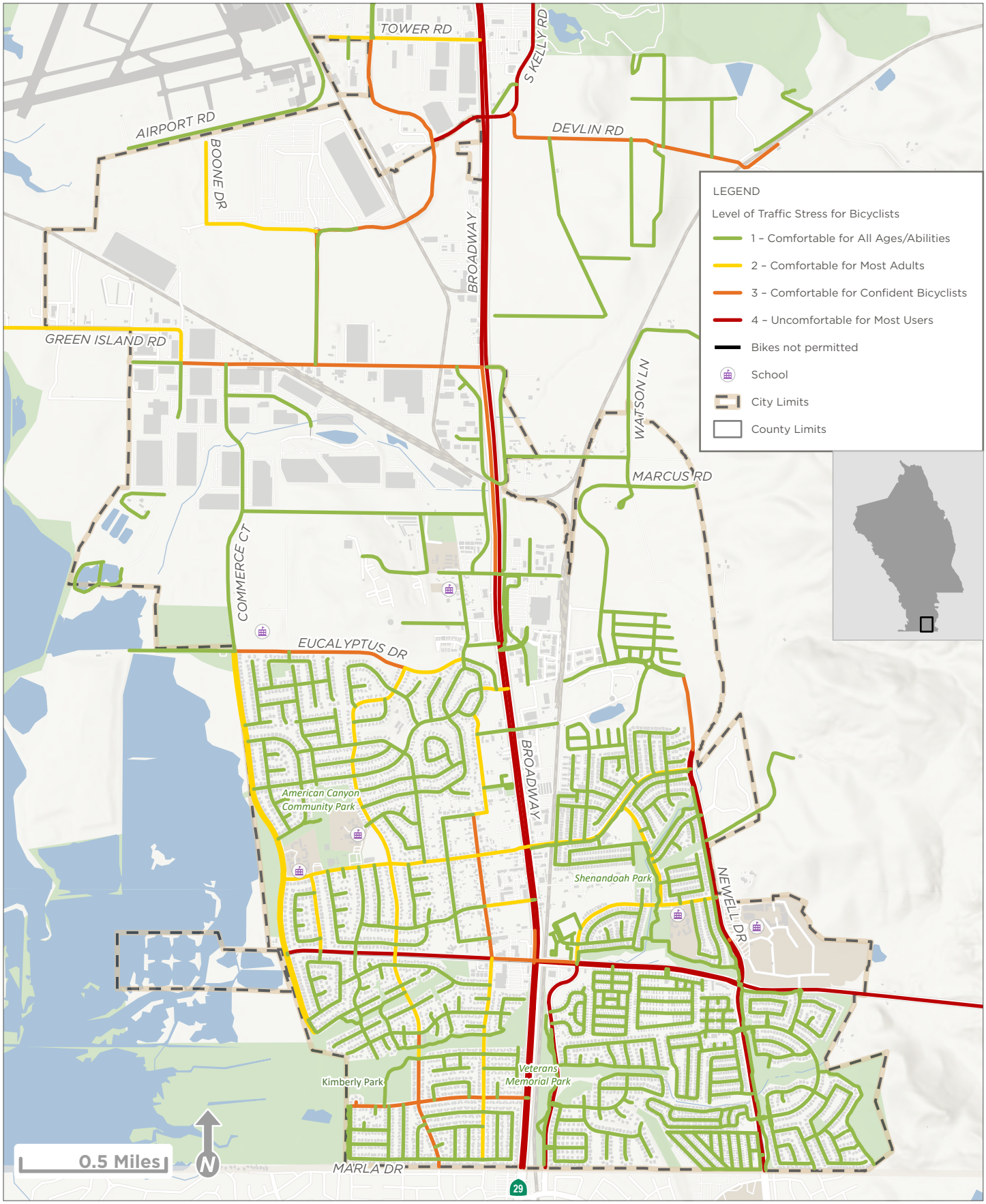
SR 29 scored LTS 4 and divides the city. There are two east/west routes that provide connectivity across SR 29: Donaldson Way and American Canyon Road. Donaldson Way is LTS 2 and provides access to schools on the west side of SR 29. It has bike lanes (Class II) for most of the corridor, moderate prevailing speeds (32 mph) and is classified as a collector with lower assumed traffic volumes, making it an appropriate bicycle route for many riders. Conversely, American Canyon Road scored an LTS 4 for its high speeds, vehicle capacity, and lack of bicycle facilities. American Canyon Road connects to American Canyon High School, but the existing conditions create a stressful environment for most bicyclists. Areas of low stress connectivity are separated by high stress streets that are barriers to low stress bicycling.

Key north/south routes include Donaldson and Melvin Road/James Rd, which score LTS 2 and 3 in different segments. These routes provide north/south connectivity and are opportunities for improved bicycle connectivity.

Low Stress Connectivity

Bicycle connectivity throughout the City of American Canyon was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

Table 11.3 describes low stress bicycle connectivity to 14 key destinations within the city. The table describes the percentage of origins (residential units) that are connected to each destination along the low stress network. Origins in this analysis are within 1.5 miles of one or more destinations, which is the average distance a person is willing to bike. Origins outside of this 1.5-mile range are excluded.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Bicycle Level of Traffic Stress

FIGURE 11.7

Table 11.3: City of American Canyon Low Stress Connectivity

Key Destinations	Total Connections to each destination (high- and low-stress)	Total Low Stress Connections	Percent Low-Stress Connectivity to Origins
American Canyon City Hall	1,532	697	25.5%
American Canyon High	1,865	488	17.8%
American Canyon Library	2,343	2	0.1%
American Canyon Middle	2,579	891	32.5%
Canyon Oaks Elementary	2,113	489	17.9%
Canyon Plaza	2,202	2	0.1%
Donaldson Way Elementary	2,855	893	32.6%
Elliot Park	2,261	327	11.9%
Safeway Shopping Center	2,606	327	11.9%
Walmart Supercenter	963	3	0.1%
Kimberly Park	1,499	1	0.0%
Montecarlo Park	1,071	250	9.1%
Silver Oak Park	1,235	420	15.3%
Via Bellagio Park	764	250	9.1%

Note: Total Connections refers to potential origins within 1.5 miles of the listed destination

American Canyon Middle and Donaldson Way Elementary have the best bicycle connectivity. Both schools are surrounded by low stress streets with no high stress barriers. However, fewer than 50% of residential units are connected to these destinations, due to high stress barriers like Broadway Street (SR 29) and American Canyon Road.

The four destinations with the poorest low-stress bicycle connectivity are the American Canyon Library, Canyon Plaza, The Walmart Supercenter and Kimberly Park. The library is located between James Road and Broadway Street, limiting connectivity for residents on both sides of town. Kimberly Park, which only has one low stress connection, is cornered on two high stress streets, Kimberly Dr. and Elliot Dr. The other two locations are located along SR 29, a high stress barrier, preventing low stress bicycle connectivity.

Community Priorities

Throughout the community engagement process, American Canyon residents identified priorities for potential improvements. Broadway Street/SR 29, Donaldson Way, American Canyon Road, Kimberly Drive and Eucalyptus Driver were highlighted as priority improvement locations. Community members discussed safe routes to school, improving existing bicycle facilities, and traffic calming. They also provided comments about future vine trail connections to American Canyon, and the need to improve intersections across SR 29.

Developing the Active Transportation Network in American Canyon

Using the findings from the past planning efforts, existing transportation conditions, LTS and bicycle connectivity analysis and community engagement priorities, the active proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and City staff. Once this review occurred, the network was revised and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an interactive map hosted on the project website. Feedback gathered during the workshop and from

the interactive map was used to update the active transportation network. Changes were vetted by NVTA and city staff before the network was finalized early 2026.

Developing the Bicycle Network

American Canyon adopted the Countywide Bicycle Plan (2019), and additional efforts the Local Road Safety Plan (2022) and Broadway District Specific Plan were also reviewed.

The development of the network specifically focused on improving north/south connectivity along SR 29, connections across the highway and to local schools. The network builds off the existing shared-use paths in American Canyon, providing both on- and off-street bicycle connections. There was also a focus on improving connectivity across east/west arterials that are currently barriers to bicycling.

Developing the Pedestrian Network

Sidewalk gap closure projects were proposed if they met the following criteria:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary.

Most of the proposed pedestrian gap projects are located west of SR 29 and north of American Canyon Road along West Donaldson Way, Andrew Road, and James Road. There are also two gap projects on American Canyon Road.

Shared-use path projects were identified during the development of the bicycle network but are also included as part of the pedestrian network. American Canyon. There are several existing shared-use paths in American Canyon, and the AT Plan proposes to expand the network along SR 29, Eucalyptus Drive, and American Canyon Road. These recommendations increase access to parks, schools, and residential neighborhoods, as well as recreational facilities outside city limits.

Recommendations

Recommendations for the American Canyon active transportation network includes the proposed network of bikeways and sidewalk gap closure projects. The AT Plan does not identify specific crossing improvements. Instead, a crosswalk strategy is detailed in Chapter 5. Additionally, a treatment toolkit detailing bicycle and pedestrian improvement design guide was developed to accommodate the proposed AT network. See Appendix D for more information.

Proposed Bicycle Network

The proposed American Canyon bicycle network builds off the 2019 Countywide Bicycle Plan, and was developed from the findings in the needs assessment. The proposed network follows best practices established in the Treatment Toolkit (Appendix D) and upgrades previous recommendations where necessary. For a map of the American Canyon bicycle network, see Figure 11.8.

The SF Bay Trail alignment runs along the western edge of the city, with two small gaps on the southern portion of the city and a larger gap west and north of the airport. The Napa Valley Vine Trail and the SF Bay Trail overlap in some portions of the city, but are recognized as two separate trails. While not called out as individual projects in this AT Plan, they are integral to the regional active transportation network and are regionally prioritized.

Table 11.4 provides the mileage of the existing network, compares mileage proposed in the AT Plan and the previous Countywide Bicycle Plan (2019), and the total mileage of entire bicycle network. The AT Plan adds 19.1 miles to the bicycle network, for a total of 39.1 miles once implemented.

Table 11.4: City of American Canyon Proposed Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025*	2025 Proposed Mileage	Total Mileage
Shared-Use Path (Class I)	9.7	11.0	+1.3	10.3	**21.4**
Bike Lanes (Class II)	1.6	6.0	+4.4	2.9	**8.9**
Buffered Bike Lanes (Class II)	-	-	-	0.3	**0.3**
Bicycle Route (Class III)	1.8	0.6	-1.2	-	**0.6**
Bicycle Boulevard (Class III)	-	-	-	3.7	**3.7**
Rural Bicycle Route (Class III)	-	0.6	+0.6	1.1	**1.6**
Separated Bikeway (Class IV)	-	-	-	0.7	**0.7**
Unclassified Bike Route	-	1.9	+1.9	-	**1.9**
Total	**13.1**	**20.0**	**+6.9**	**19.1**	**39.1**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities.*

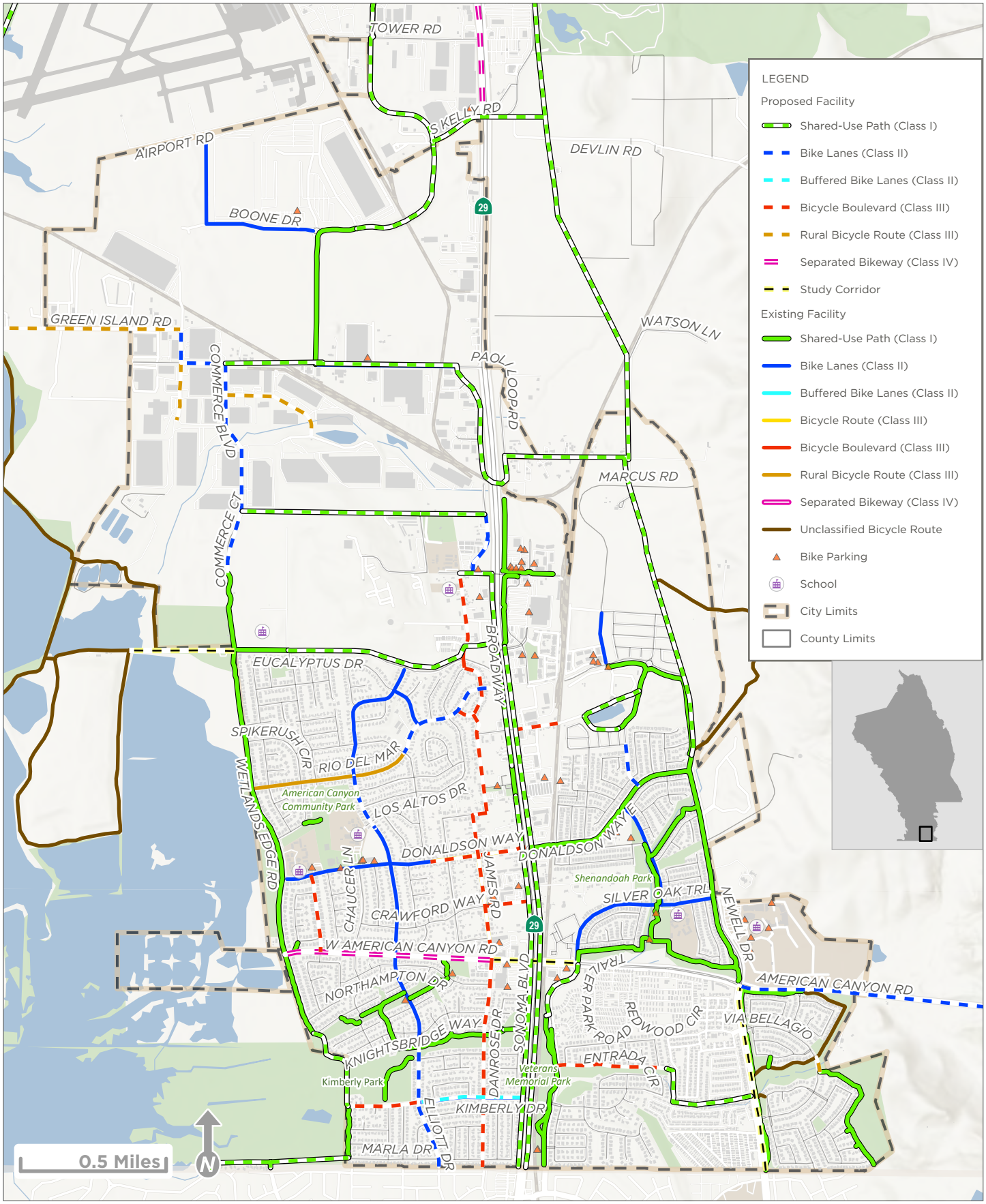
Proposed Pedestrian Network

The proposed American pedestrian network includes sidewalk gap closure projects and shared-use paths, as was developed based on existing gaps in the network. For a map of the pedestrian network, see Figure 11.9.

Table 11.5 presents the existing pedestrian network mileage, and mileage proposed in this AT Plan, as well as the total existing and proposed mileage. The AT Plan adds 12 miles to the pedestrian network, for a total future mileage of 109.8 miles of sidewalks and 21.4 miles of shared-use paths. Shared-use path mileage in Table 11.5 is not additional mileage but rather reflects the same mileage in the bicycle mileage table (Table 11.4), as these facilities are suitable for both pedestrians and bicyclists.

Table 11.5: City of American Canyon Proposed Pedestrian Network Mileage

Facility Type	Existing Mileage	Proposed Mileage	Total Future Mileage
Class I Shared-use Path	11.0	10.3	**21.4**
Sidewalk	108.1	1.7	**109.8**
Total	**119.1**	**12.0**	**131.1**

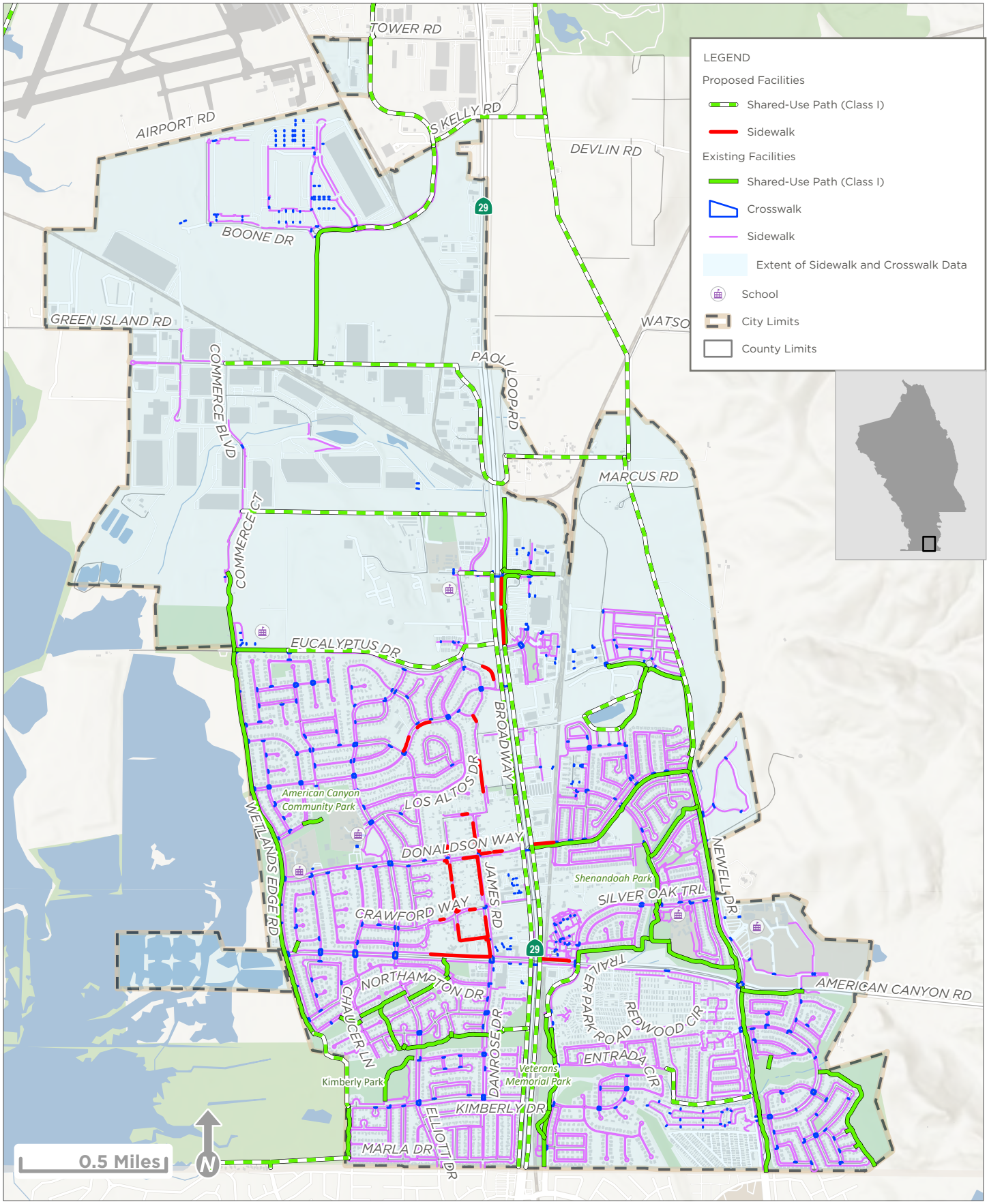


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing and Proposed Bicycle Facilities

FIGURE 11.8



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Existing and Proposed Pedestrian Facilities

FIGURE 11.9

Programs and Policies

This section will be completed by the individual jurisdiction should locally identified programs or policies be added prior to local adoption.

Implementation Plan

The previous Recommendations section provides the complete active transportation network for Calistoga to be implemented over the next 25 years. The implementation plan outlines an approach for prioritizing certain bicycle projects for near-term implementation. Note that the pedestrian network presented in the previous section represents the prioritized list of sidewalk gap projects and no further prioritization is conducted in this AT Plan. The sidewalk gap projects recommended form the prioritized list as they provide improved pedestrian access near key destinations.

In addition to the near-term bicycle projects, the implementation plan includes potential induced demand and VMT reductions from the full proposed bicycle network in Calistoga.

For the complete implementation plan, see Chapter 6 which includes unit cost assumptions for pedestrian and bicycle projects, as well as funding opportunities. The proposed network includes some facilities along state routes, which will require coordination with Caltrans.

Bicycle Network Prioritization

The proposed active transportation network provides a vision for Calistoga through 2050. However, there is limited available funding, and the whole network cannot be implemented at once. A near-term list of bicycle projects was developed for implementation over the next five to seven years. For prioritization methodology, see Chapter 6.

Five projects from American Canyon were identified for near-term implementation, listed in Table 11.6 and shown in Figure 11.10. The separated bikeway proposed on American Canyon Road will greatly improve connectivity west of SR 29 and reduce stress bicycle stress significantly. The Vine Trail segment in American Canyon and the path along SR 29 are key to connecting American Canyon north to the City of Napa. The bicycle boulevard on Kimberly Drive provides connectivity between the path along Meadow Bay Drive and the proposed bike lane on Elliot Drive.

Project Complexity

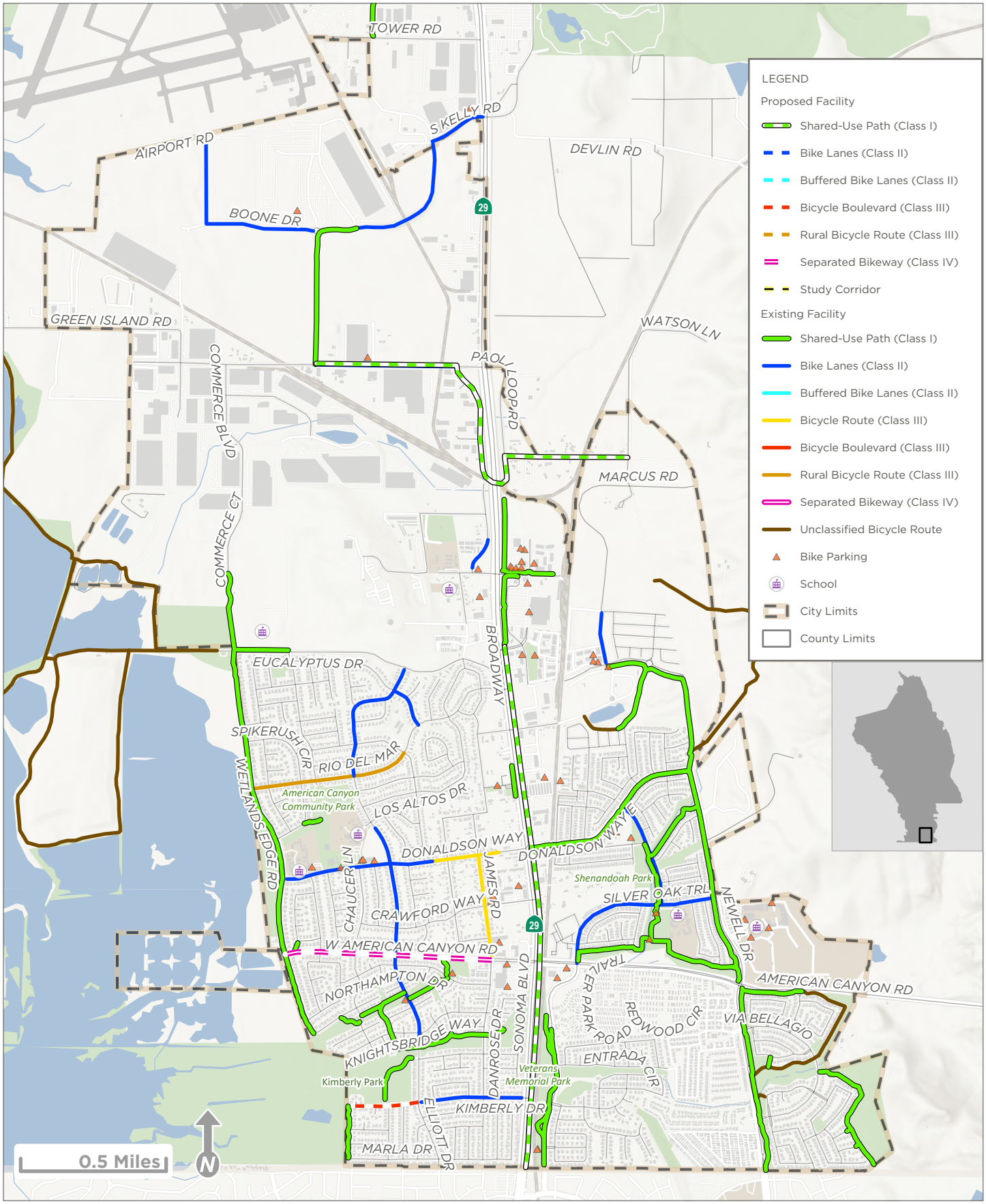
In addition to the prioritization, project complexity Is an essential consideration. Lower-complexity projects are projects that generally require only striping and signage, or which can be incorporated into routine paving or road resurfacing activities Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage, relocation of utilities, and other factors that increase construction costs. Projects in this AT Plan are categorized as either high or low complexity. For more information about project complexity, see Chapter 6.

Short-Term Solutions

For quick or short-term implementation, quick builds can be a viable option. Quick builds are improvements that address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust.

Table 11.6: City of American Canyon Near-Term Bicycle Project List

ID	Segment	Begins	Ends	Length (miles)	Type
796	Kimberley Drive	Elliot Drive	Meadow Bay Drive	0.2	Bicycle Boulevard (Class III)
839	American Canyon Rd	Wetlands Edge Rd	SR 29	0.7	Separated Bikeway (Class IV)
855	Vine Trail (along Devlin Rd)	Middleton Way	Watson Ln	1.1	Shared Use Path (Class I)
862	Vine Trail (along Watson Ln)	Paoli Loop Rd	Newell Rd Extension	0.4	Shared Use Path (Class I)
917	Kelly Rd	SR 12	Devlin Rd	1.0	Bike Lanes (Class II)
1147	SR 29 NB	American Canyon Rd	Napa Junction Rd	1.8	Shared Use Path (Class I)



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon

Near-Term Bicycle Network

FIGURE 11.10

Induced Bicycle Demand and VMT Reductions

For the five near-term projects proposed in American Canyon, benefits were quantified using the NCHRP Report 552 Guidelines for Analysis of Investment in Bicycle Facilities. The benefits presented are estimates and may not predict the exact benefits produced by each project.

Methodology

The annualized benefits are based on potential induced bicycling demand for each proposed project The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The results presented in Table 11.7 utilize the highest estimate. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[20] and used to estimate the total induced commuter bicyclists annually.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F. These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlines above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

Results

Table 11.7 provides the new bicycle commuters induced annually, annual VMT reduction and the total annual monetized benefit provided by each project. All near-term proposed projects are estimated to induce between four and 44 new annual commuters a year. The proposed shared-use path on northbound SR 29, is anticipated to provide the highest total benefit, followed by the separated bikeway on American Canyon Road.

[20] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Table 11.7: City of American Canyon Near-Term Bicycle Project Benefits

ID	Segment	Begins	Ends	Length (miles)	Type	New Annual Commuter Bicyclists	VMT Reduction	Total Annual Benefits
796	Kimberley Drive	Elliot Drive	Meadow Bay Drive	0.2	Bicycle Boulevard (Class III)	19	27,846	$463,800
839	American Canyon Rd	Wetlands Edge Rd	SR 29	0.7	Separated Bikeway (Class IV)	36	53,620	$1,280,900
855	Vine Trail (along Devlin Rd)	Middleton Way	Watson Ln	1.1	Shared Use Path (Class I)	4	6,435	$170,900
862	Vine Trail (along Watson Ln - American Canyon)	Paoli Loop Rd	Newell Rd Extension	0.4	Shared Use Path (Class I)	3	3,861	$98,700
1147	SR 29 NB	American Canyon Rd	Napa Junction Rd	1.8	Shared Use Path (Class I)	44	66,046	$1,574,900

Chapter 12
County of Napa

The unincorporated areas of the county are predominantly rural, characterized by wineries, vineyards, open space, and hills. Small communities and neighborhoods in the county including Angwin, Lake Berryessa, Rutherford, and Silverado are linked primarily by two-lane rural roadways and state routes.

Demographics

Age

Communities whose population skews younger may have improved opportunities for increasing active transportation mode shift. People who are introduced to walking, bicycling and transit at a younger age are more likely to use active modes of travel in adulthood. Figure 12.1 shows the age distribution for residents in unincorporated Napa County.

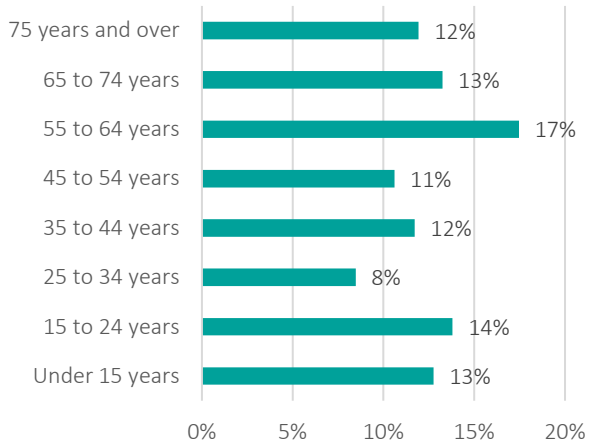


Figure 12.1: County of Napa Age Distribution

Income

Figure 12.2 shows the household income distribution for unincorporated Napa County. The median income countywide is $108,970. Lower-income community members are more likely to rely on active transportation and transit as opposed to car travel. Providing adequate active transportation will support connectivity for these residents.

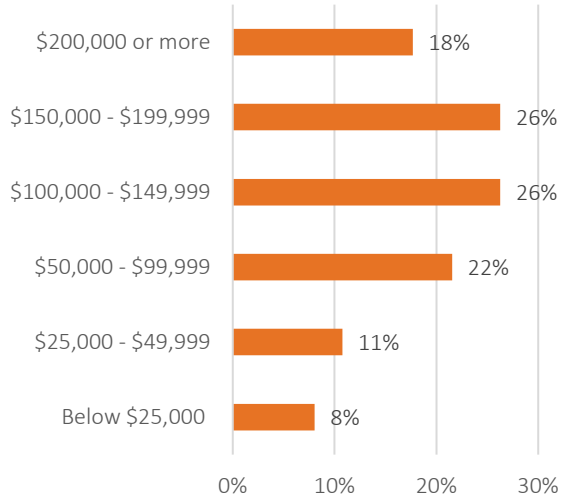


Figure 12.2: County of Napa Household Income

Travel Behavior

Mode Share

Figure 12.3 provides an overview of commute mode share in unincorporated Napa County for workers 16 years and older. Mode share data was sourced from the American Community Survey (ACS) five-year estimates and represents data for 2016 and 2023. The data does not include non-work trips.

Most of unincorporated Napa County residents drive to work, either alone or by carpooling. Since 2016, more residents are working from home, likely due to the Covid-19 pandemic, and fewer residents are driving alone or carpooling to work.

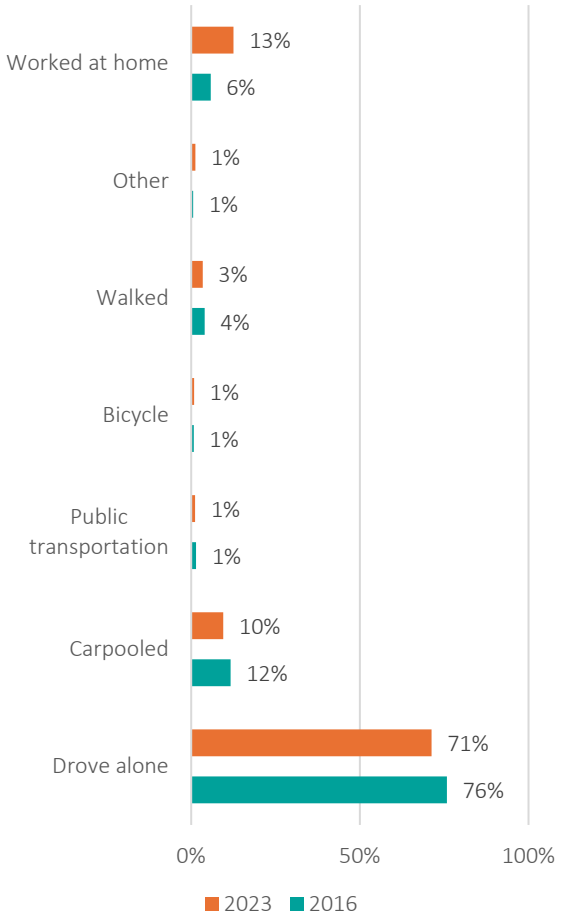


Figure 12.3: County of Napa Means of Transportation to Work

Trip Length

Figure 12.4 shows trip length data for unincorporated Napa County from the 2025 Travel Behavior Study. Of trips originating in Napa County, 14% were two miles or less. Typically, these "short trips" represent potential for mode shift, or the opportunity to encourage people to switch from driving to an active mode of transportation. Many roadways in unincorporated Napa County are rural in nature, and destinations are further from one another than in other jurisdictions, which may impact mode shift feasibility.

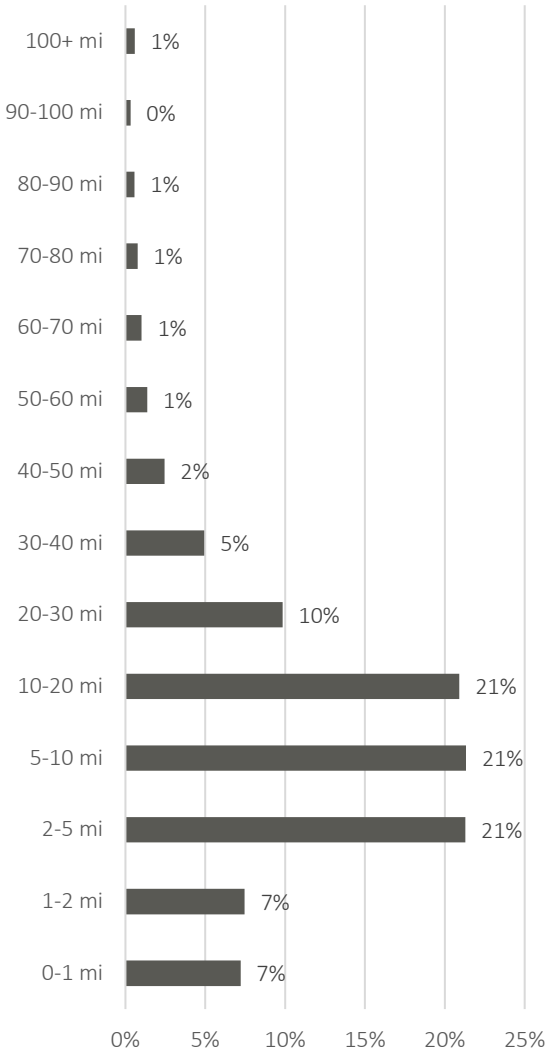


Figure 12.4: County of Napa Trip Length

Existing Bicycling and Walking Environment

Bicycle Facilities

Existing bicycle facilities in unincorporated Napa County are mapped in Figure 12.5 through Figure 12.13.

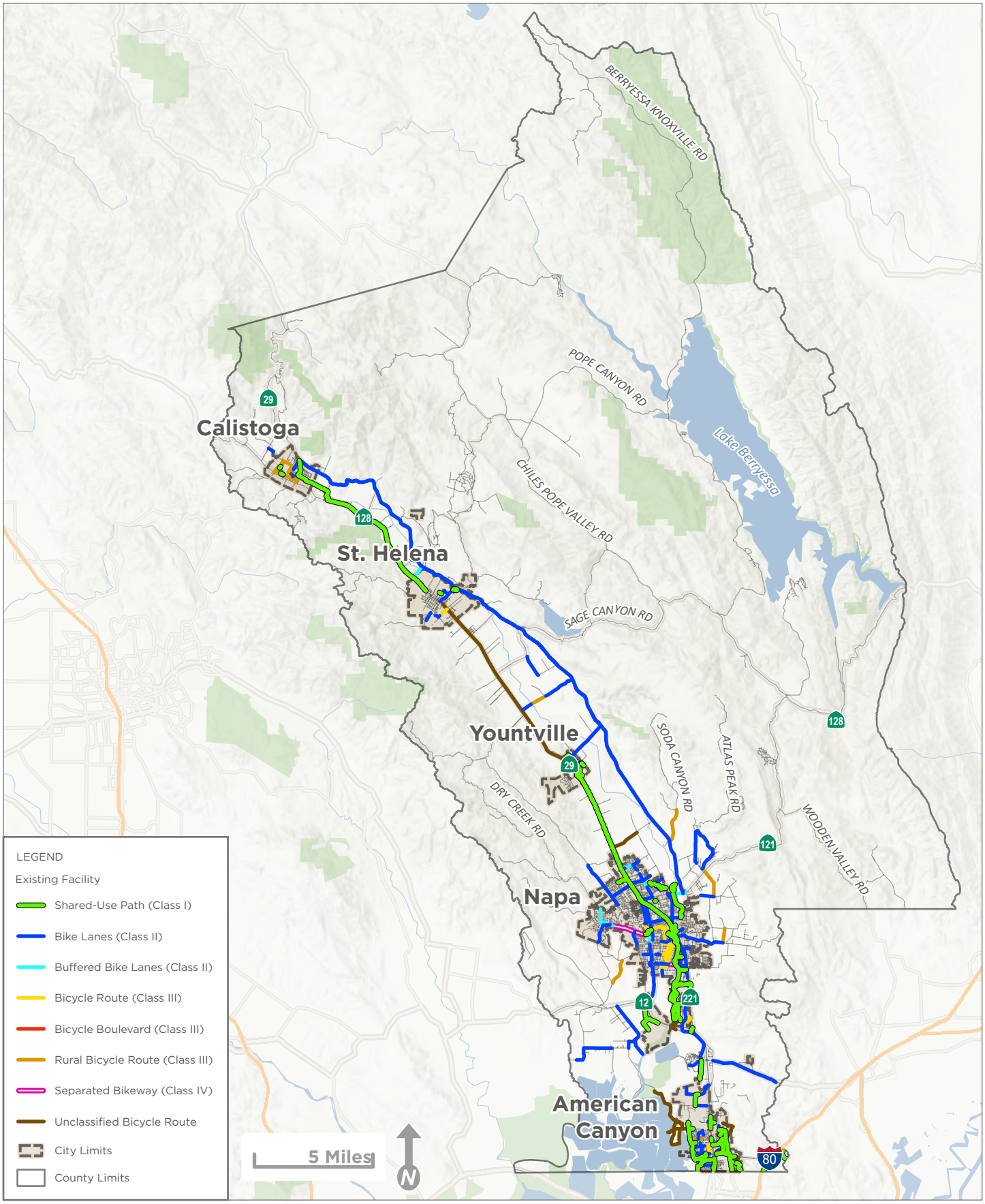
Bicycle Network

Mileage of existing bicycle facilities is listed in Table 12.1. The bicycle network provides some regional connections throughout the county, and efforts are being made to continue improving regional connectivity. The network is composed primarily of on-street bicycle lanes supported by bicycle routes and shared-use paths. These facilities provide regional connections between jurisdictions, but some communities remain disconnected from the greater bicycle network.

Table 12.1: County of Napa Existing Bicycle Network Mileage

Facility Type	Miles
Shared-Use Paths (Class I)	11.5
Bicycle Lanes (Class II)	51.0
Buffered Bicycle Lanes (Class II)	1.1
Rural Bicycle Routes (Class III)	5.1
Separated Bikeways (Class IV)	-
Unclassified Bicycle Routes	14.7
Total	**83.5**

The two primary bicycle routes through the County of Napa are along SR 29 and Silverado Trail. On SR 29, the Vine Trail has been constructed between Calistoga and St. Helena, and between Yountville and the City of Napa. The future alignment will include a connection between St. Helena and Yountville and between the City of Napa and American Canyon. Silverado Trail features a bicycle lane between Calistoga and the City of Napa. While it is a rural road with a speed limit of up to 55 mph, bicyclists on the corridor vary from experienced long-distance recreational cyclists to wine tasting bicycle tour groups. Most of the unclassified bicycle routes are located along SR 29 between Yountville and City of St. Helena.

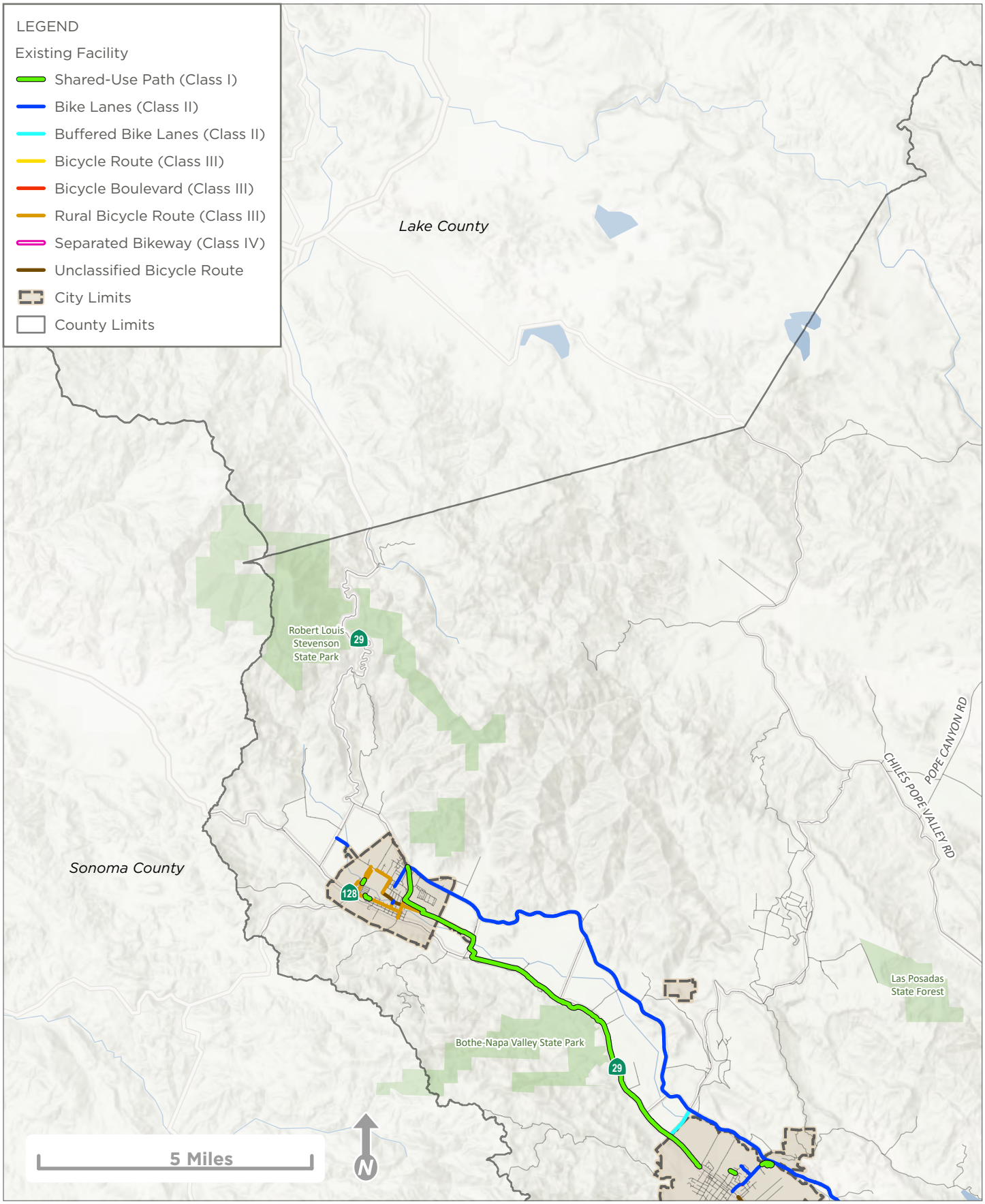


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa
Existing Bicycle Facilities

FIGURE 12.5

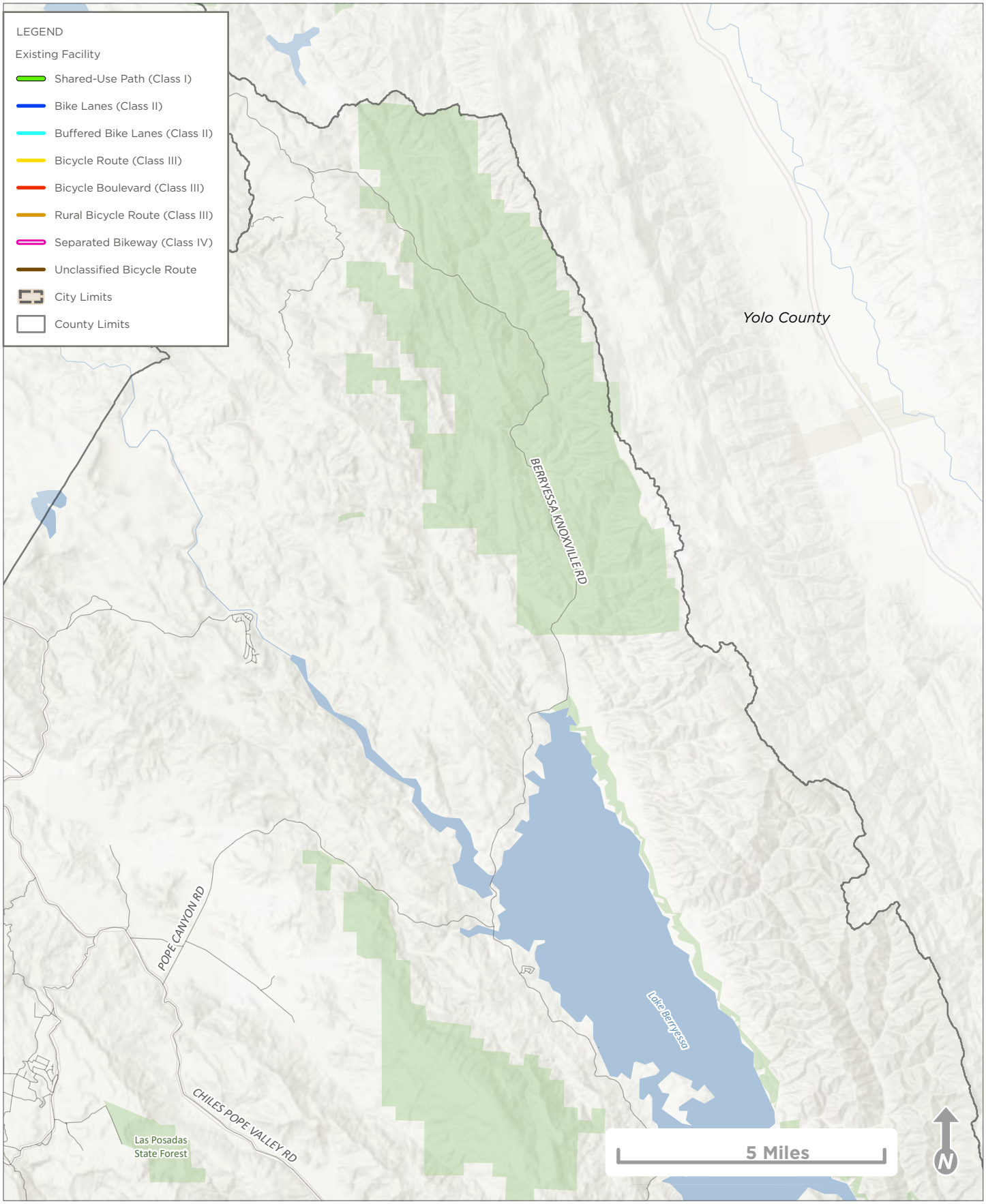


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest
Existing Bicycle Facilities

FIGURE 12.6

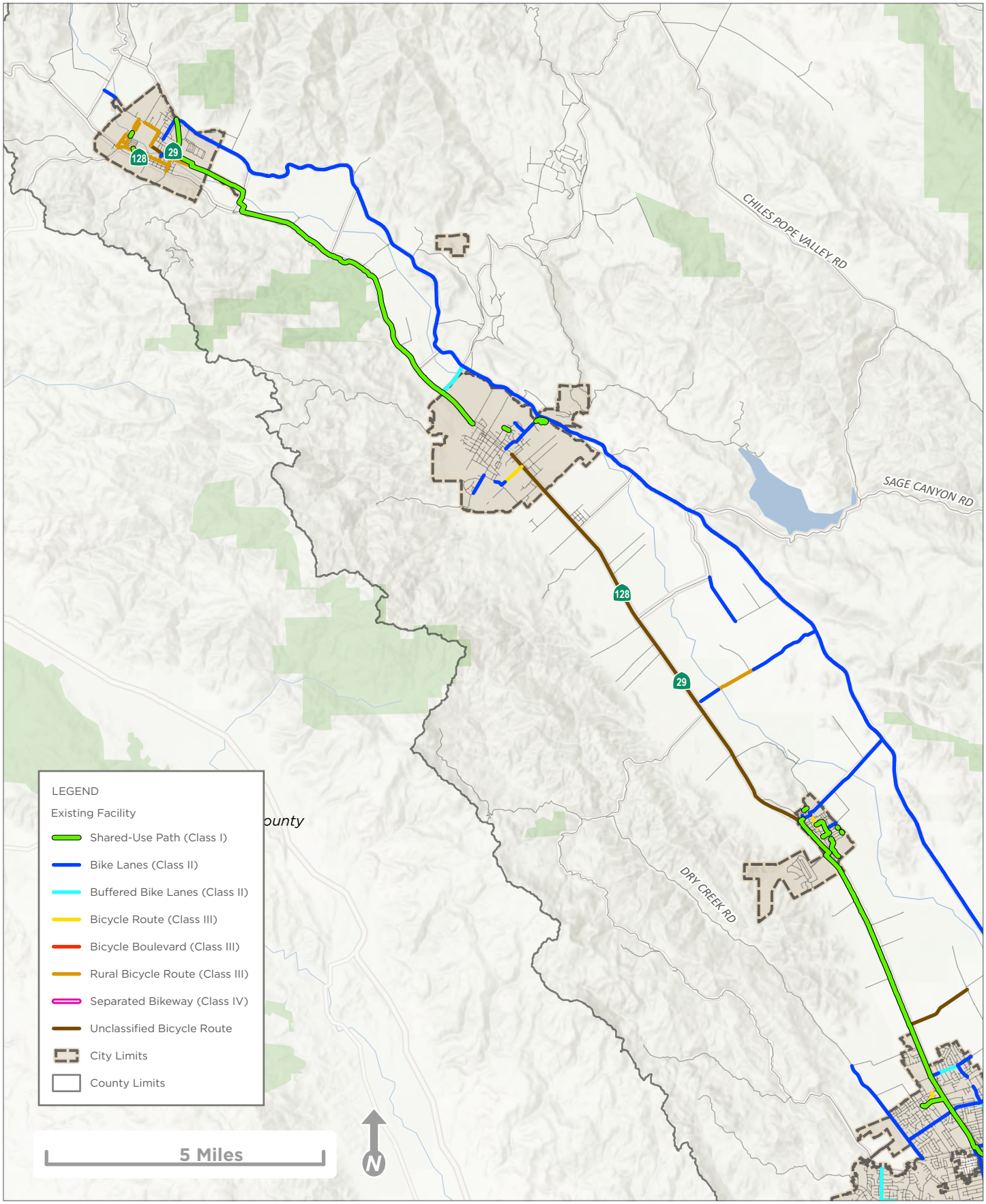


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast
Existing Bicycle Facilities

FIGURE 12.7

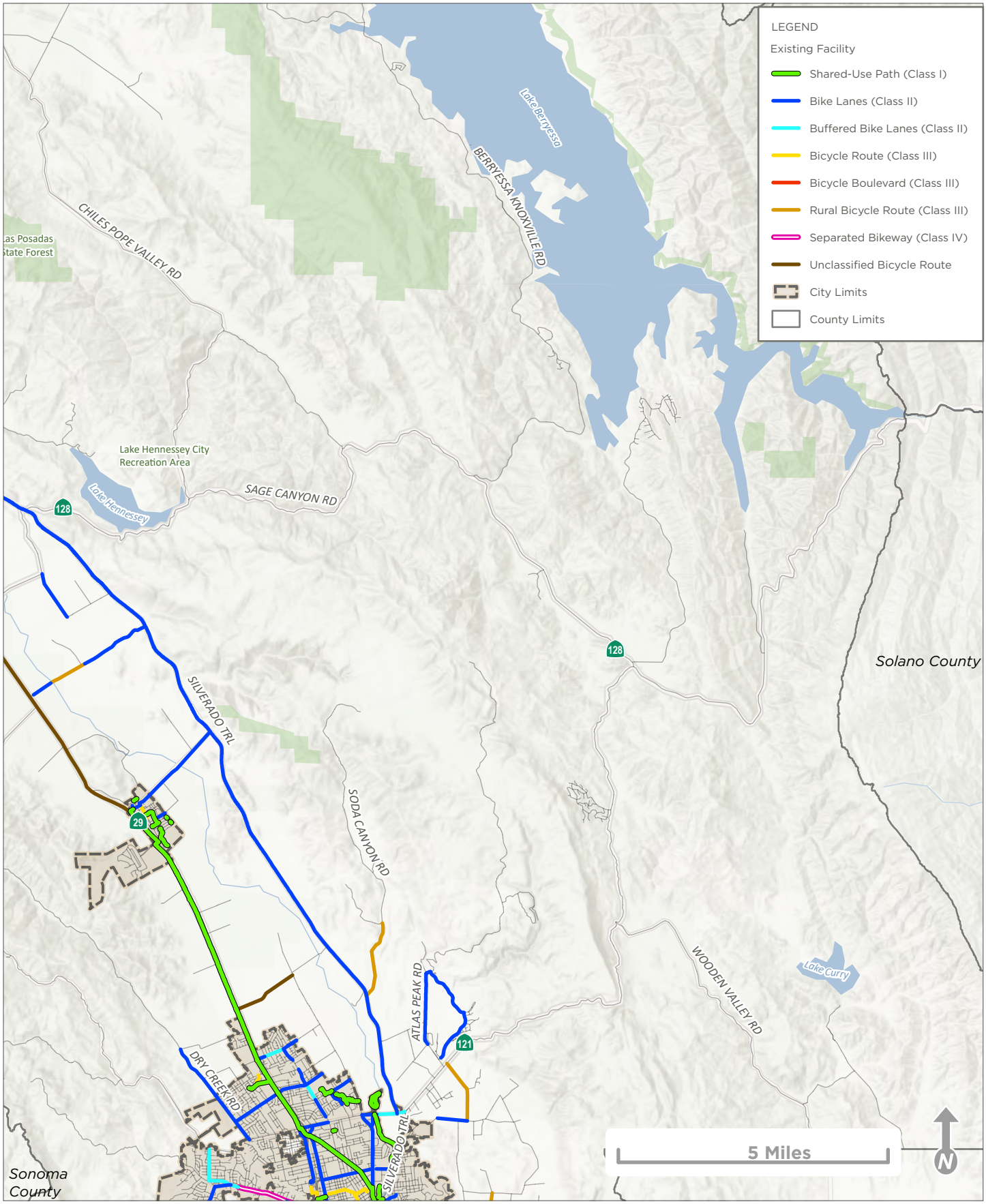


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West
Existing Bicycle Facilities

FIGURE 12.8

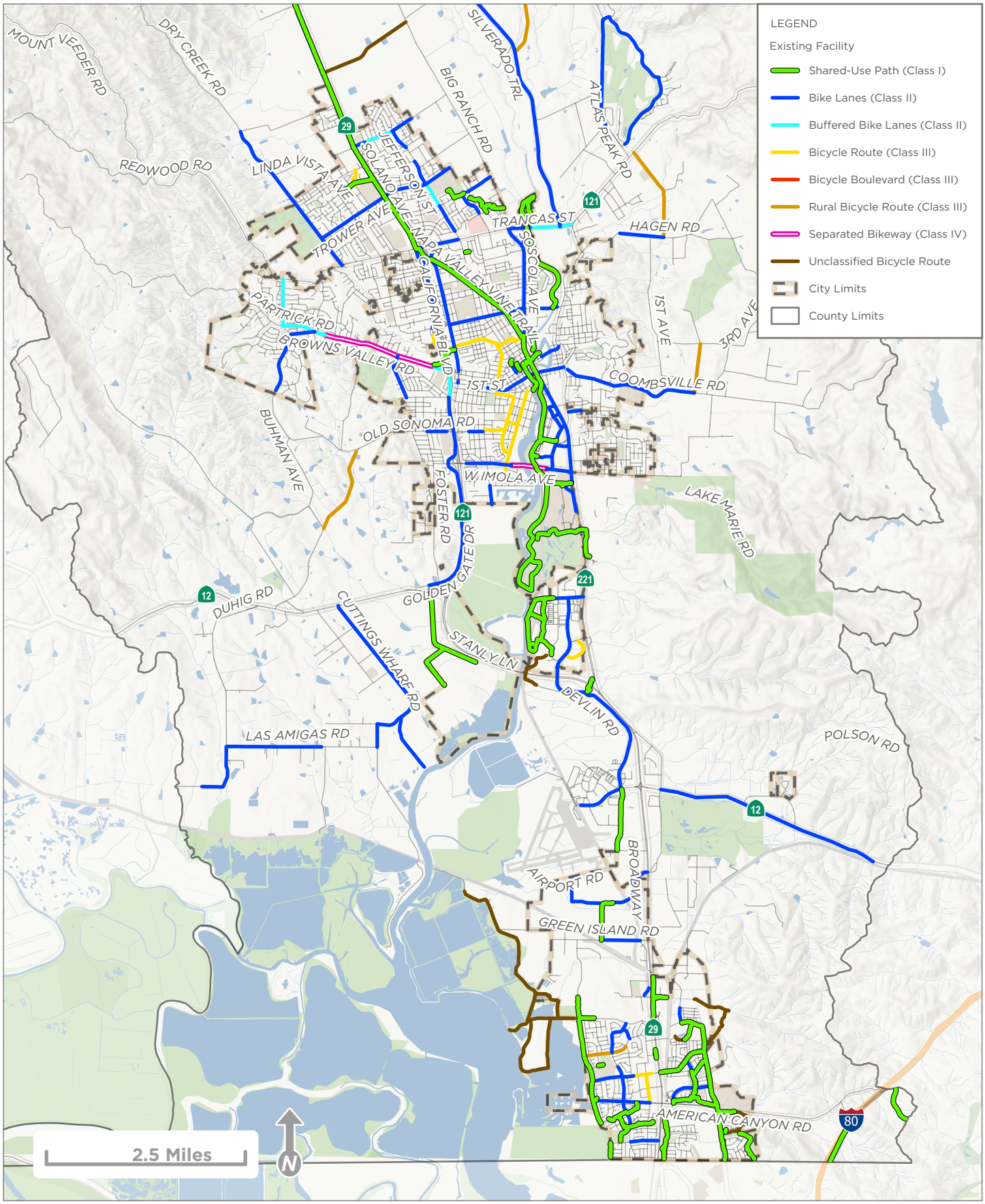


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East
Existing Bicycle Facilities

FIGURE 12.9

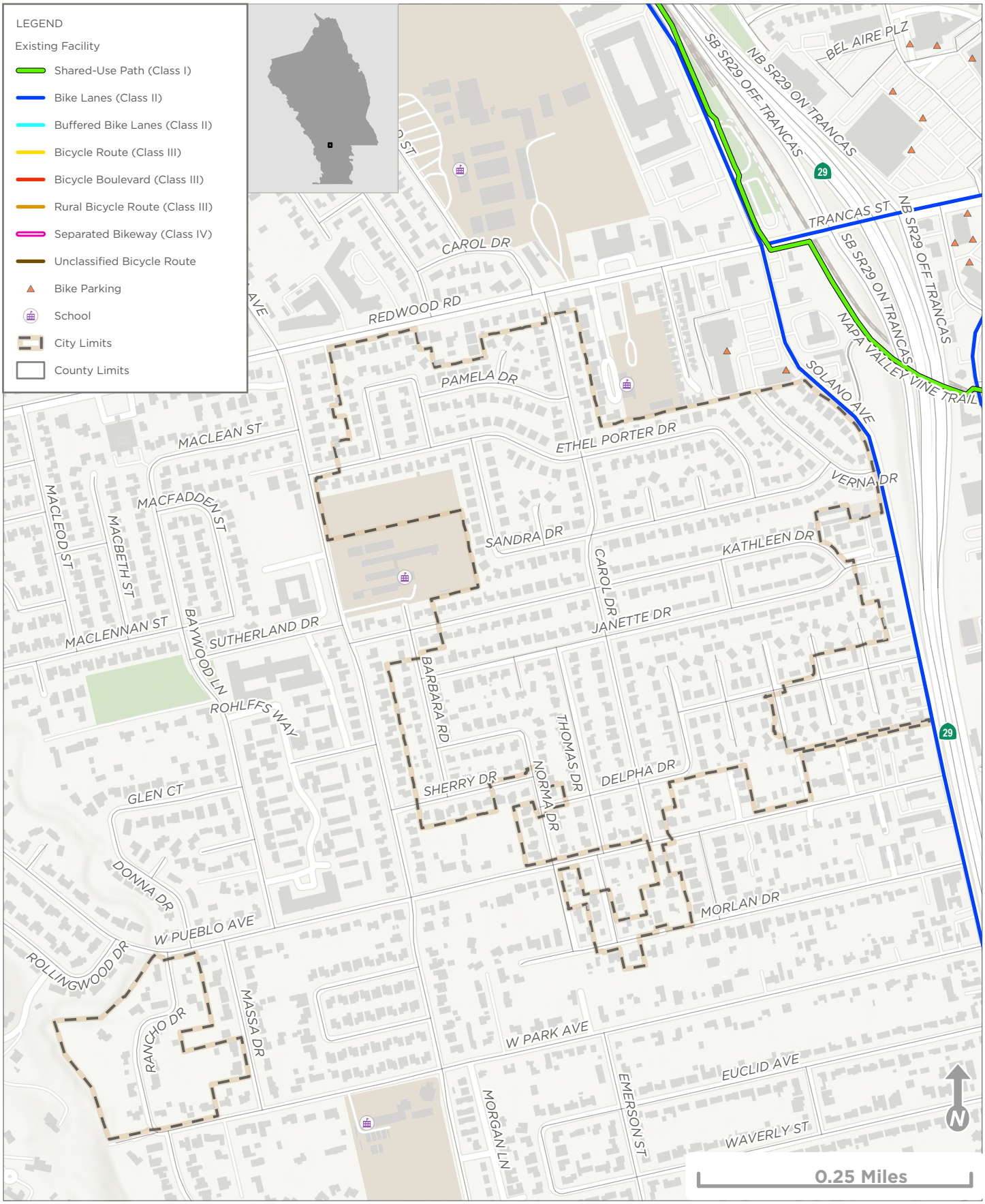


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South
Existing Bicycle Facilities

FIGURE 12.10



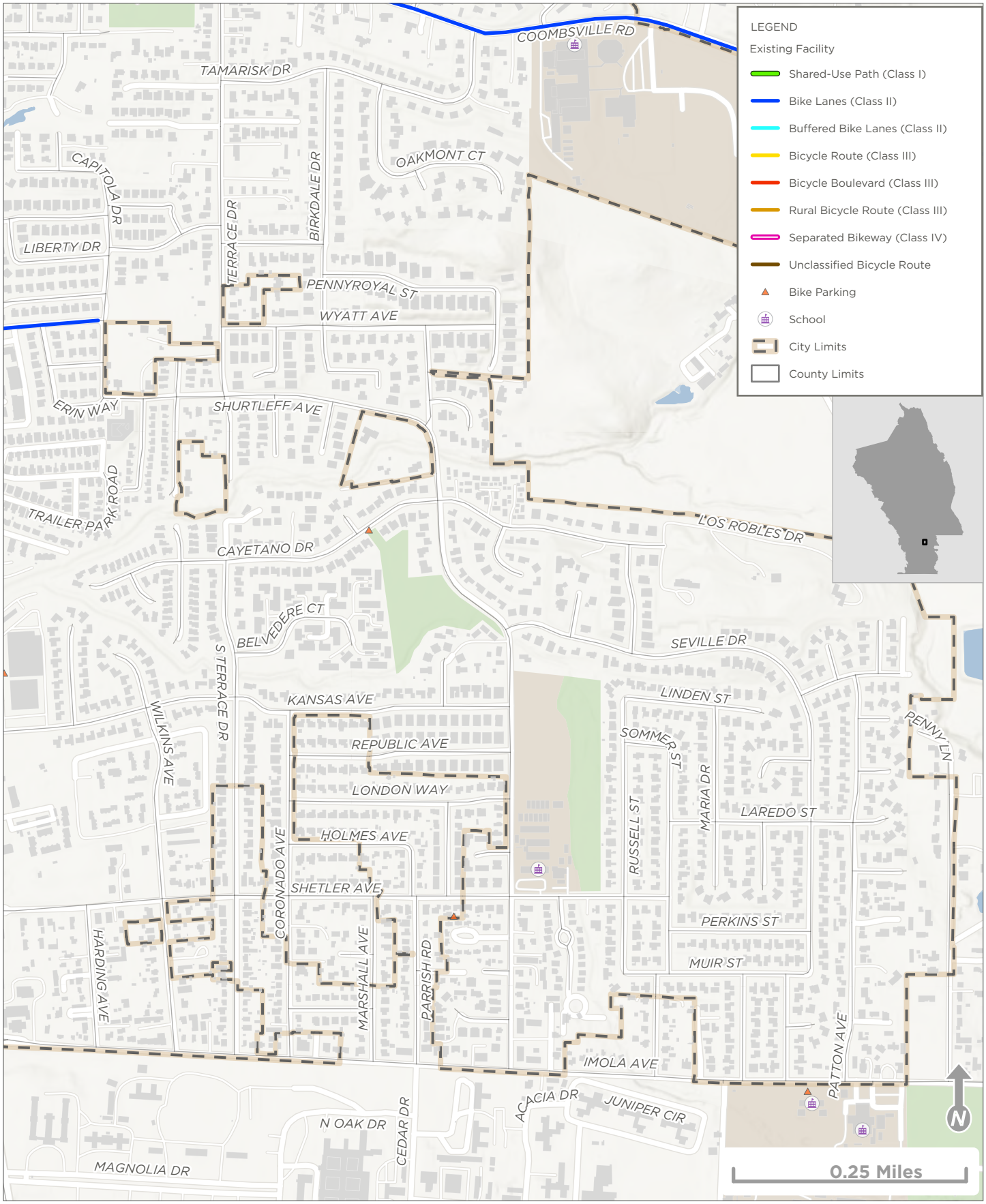
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Existing Bicycle Facilities

FIGURE 12.11

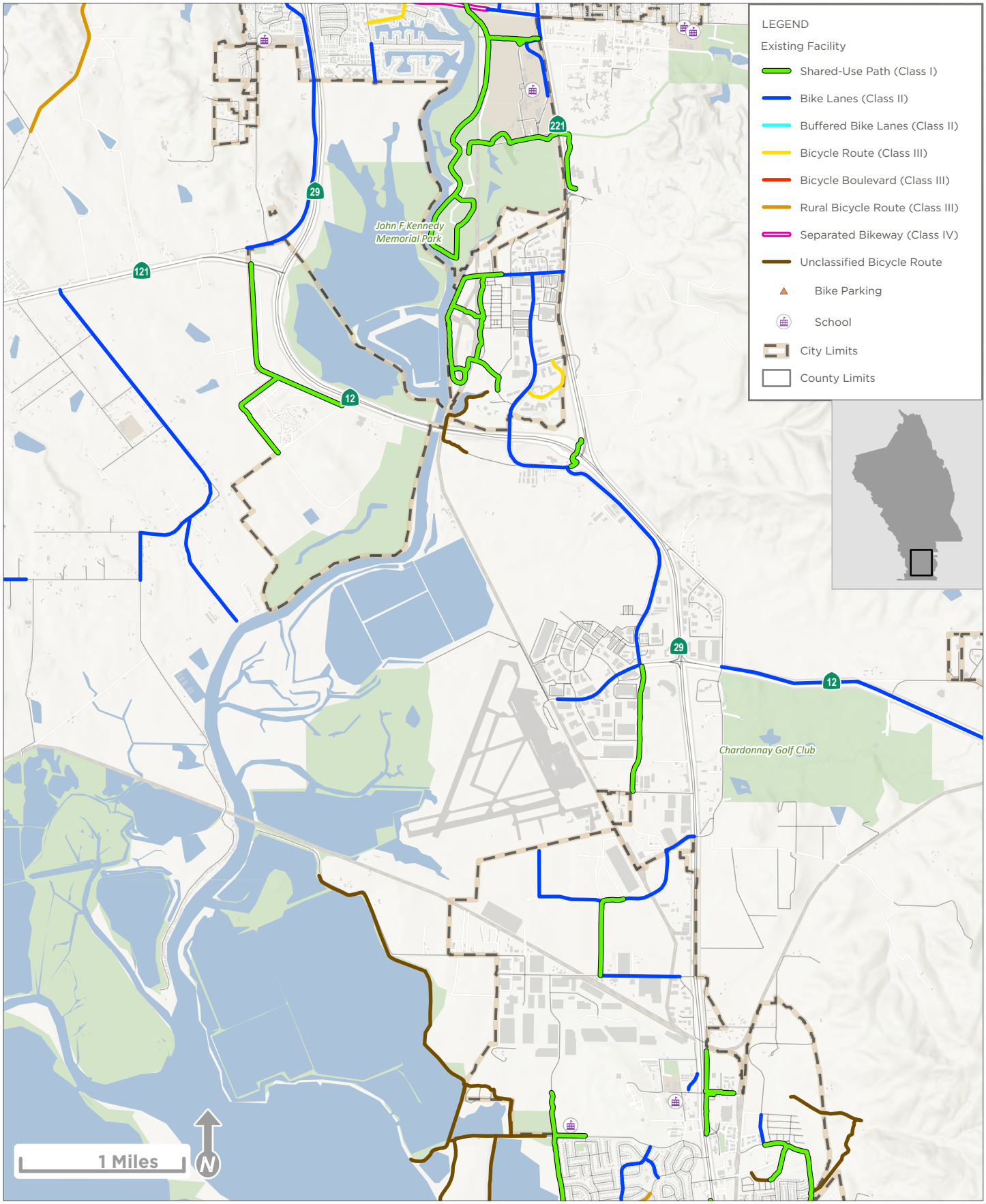


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands
Existing Bicycle Facilities

FIGURE 12.12



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon
Existing Bicycle Facilities

FIGURE 12.13

Pedestrian Facilities

An inventory of sidewalks was conducted in four unincorporated communities including Deer Park, Angwin, Rutherford and Oakville. Existing sidewalks and shared-use paths in unincorporated Napa Countyare mapped in Figure 12.14 through Figure 12.19. Mileage of each facility type is listed in Table 12.2.

Table 12.2: County of Napa Existing Pedestrian Facility Mileage

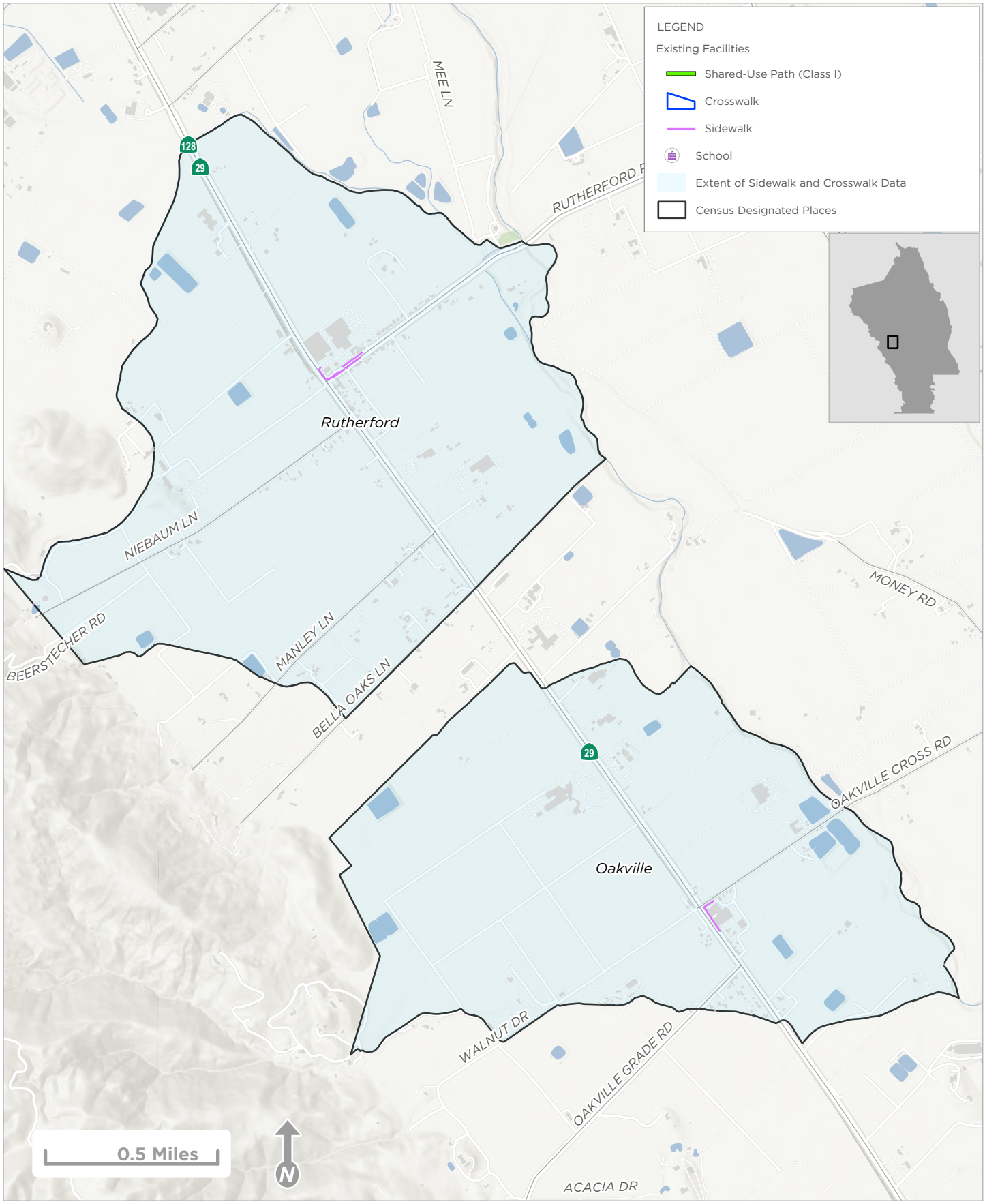
Facility Type	Miles
Shared-Use Paths (Class I)	11.5
Sidewalks	9.3
Total	**20.8**

The pedestrian network inventory provides information about streets with existing or missing sidewalks or paths, which will be used to develop near-term sidewalk gap closure recommendations. However, not all locations without sidewalks are considered gaps in the network – some residential, rural, and/or recently annexed communities may not require sidewalk implementation per local guidelines. Sidewalk gap closures may also not be appropriate where right-of-way is limited, where community character is to be preserved, or in areas where traffic volumes and speeds are low enough for pedestrians to share the roadway.

The pedestrian network provides some regional connections throughout the county, and efforts are being made to continue improving regional connectivity. Adjacent to SR 29, the Vine Trail has been constructed between Calistoga and St. Helena, and between Yountville and the City of Napa. The future alignment will include a connection between St. Helena and Yountville and between the City of Napa and American Canyon.

Some unincorporated communities have pedestrian facilities, including Deer Park, Angwin, Rutherford, and Oakville. These communities are rural, feature limited sidewalks and crossings, and are not connected to the greater pedestrian network. The Silverado Resort community has some existing pedestrian pathways through the golf course which are not intended for use by the public and are not connected to the broader network.

There are also unincorporated pockets within the City of Napa. These areas have a limited or non-existent sidewalk network even though there are pedestrian facilities in adjacent parts of the city.



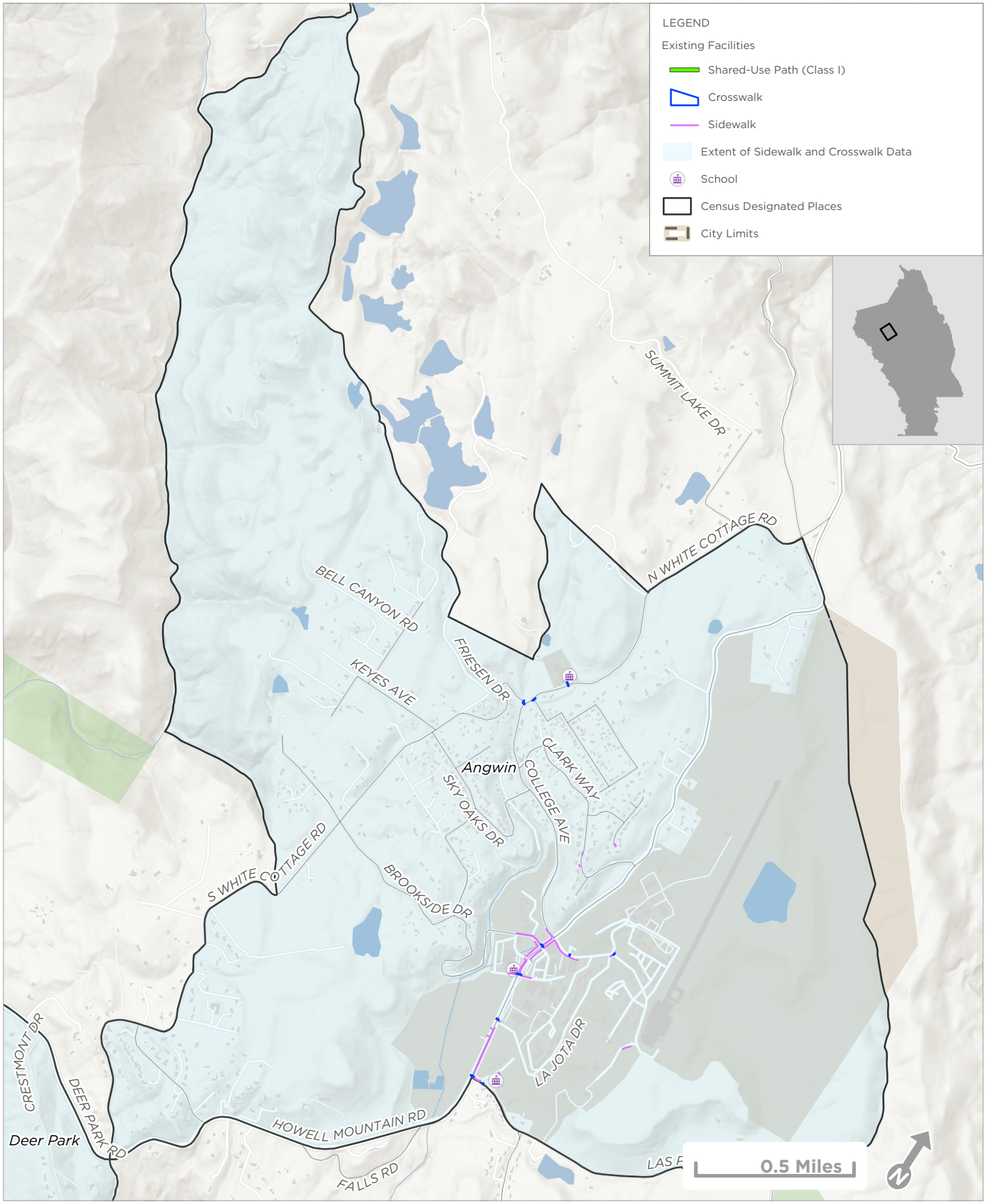
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Rutherford and Oakville

Existing Pedestrian Facilities

FIGURE 12.14



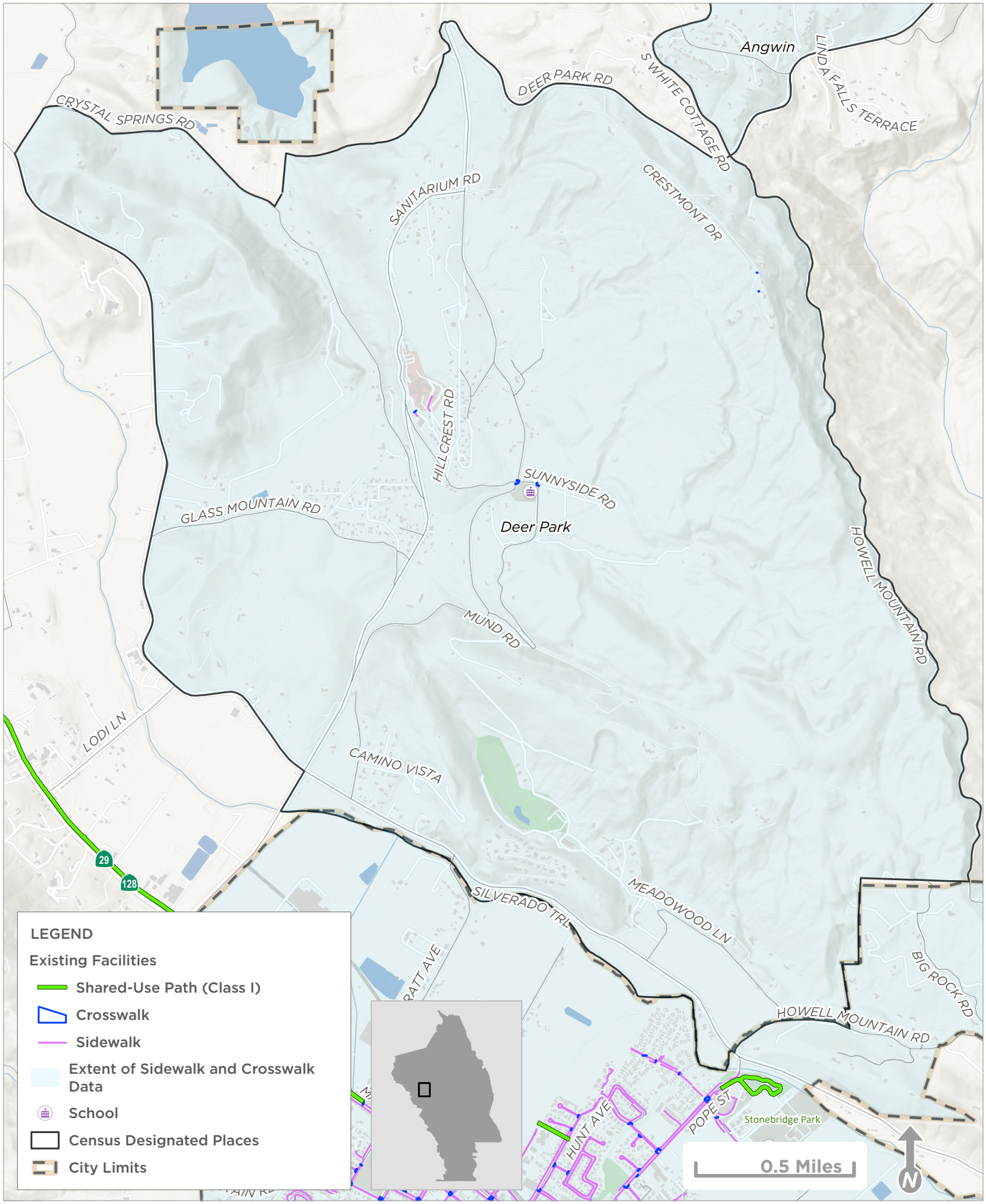
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Angwin

Existing Pedestrian Facilities

FIGURE 12.15



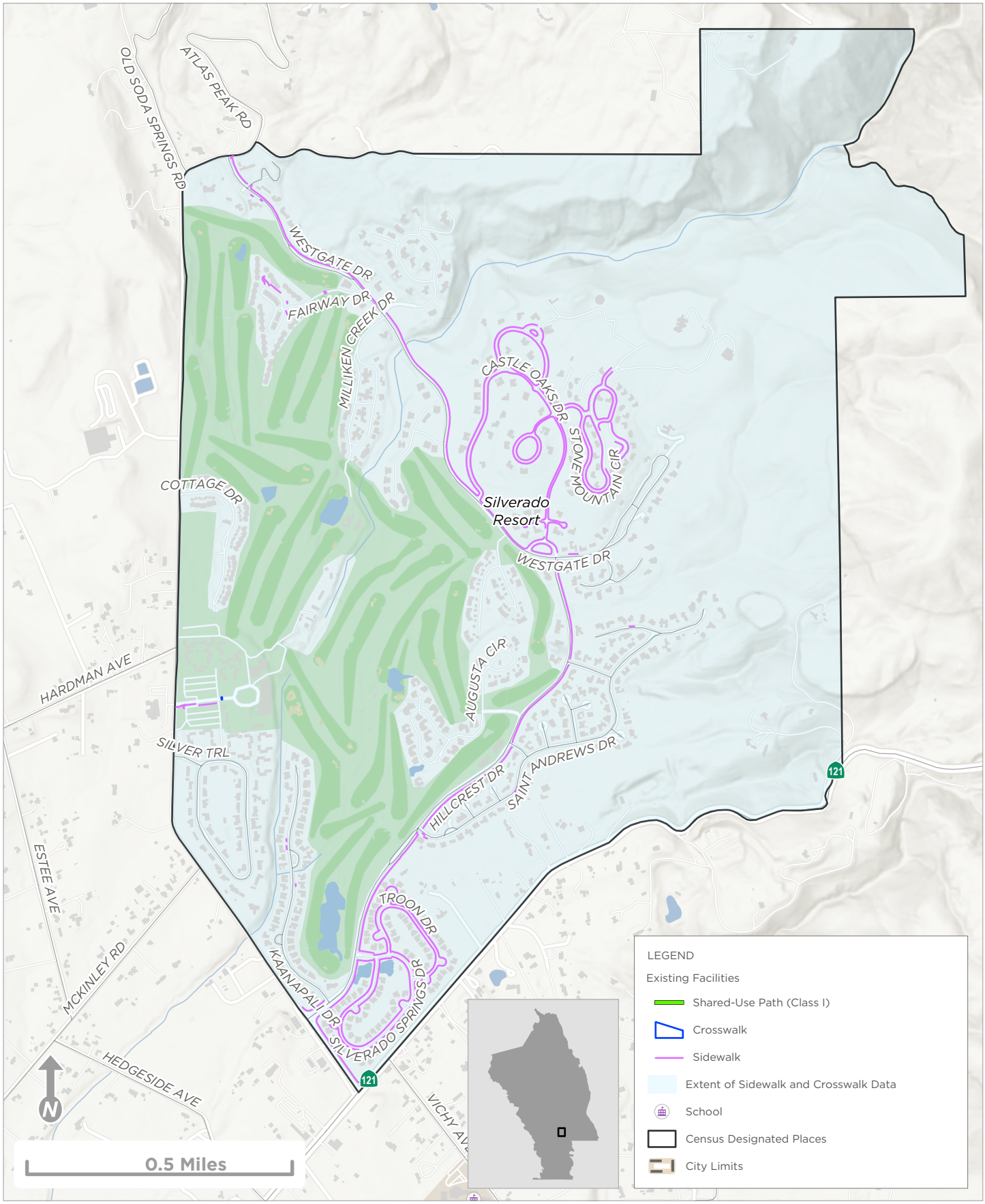
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Deer Park

Existing Pedestrian Facilities

FIGURE 12.16



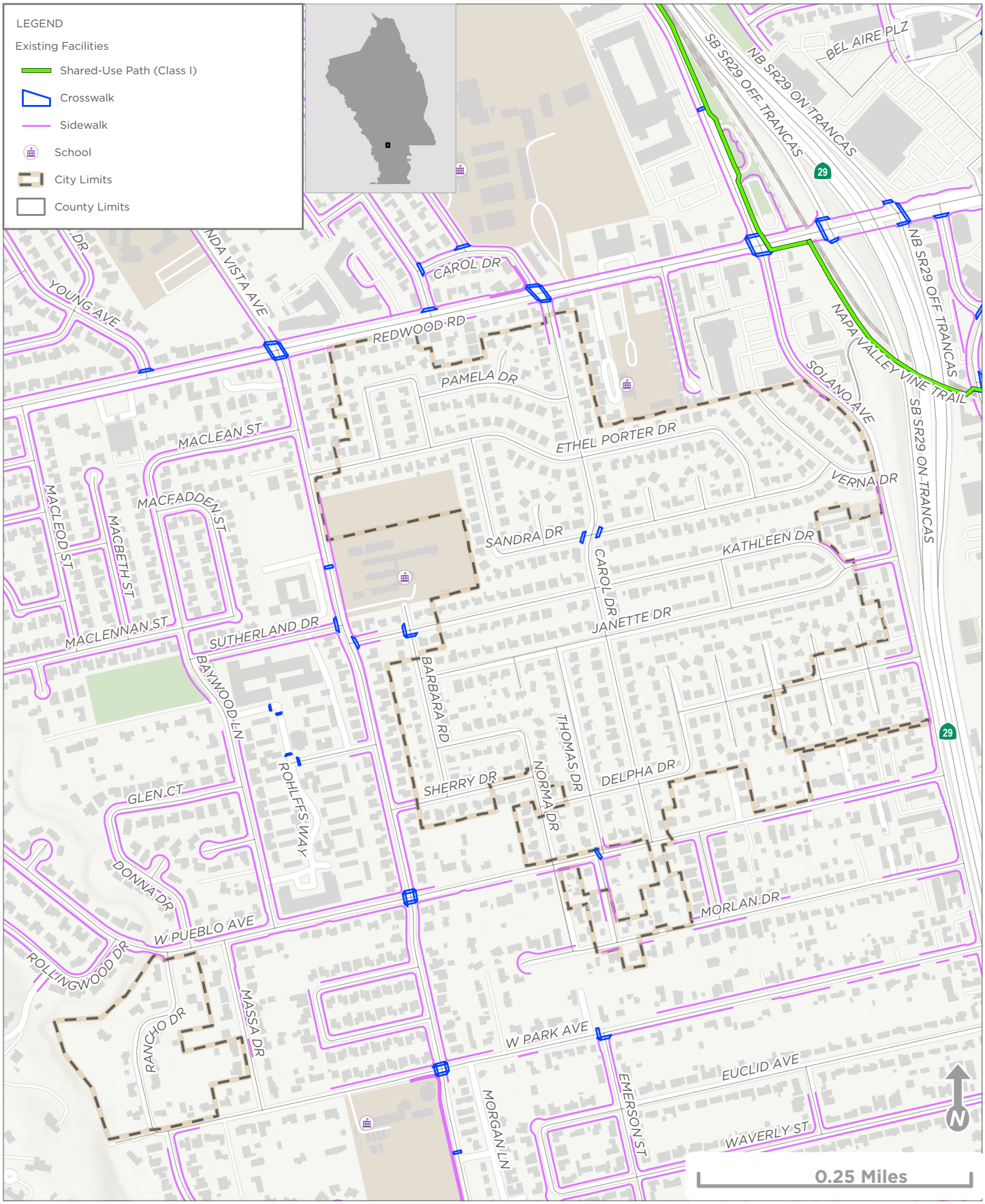
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Silverado Resort

Existing Pedestrian Facilities

FIGURE 12.17



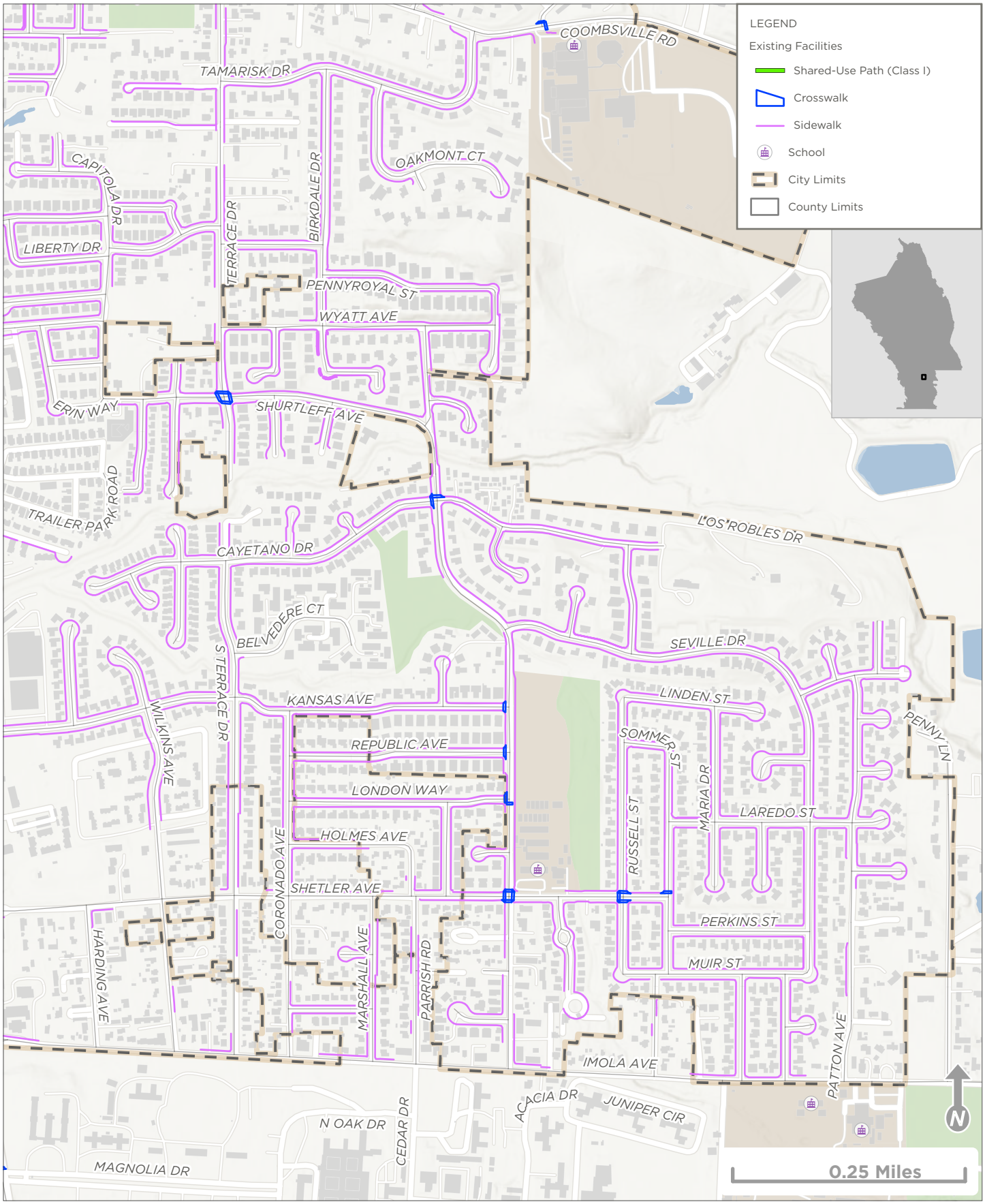
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Existing Pedestrian Facilities

FIGURE 12.18



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Existing Pedestrian Facilities

FIGURE 12.19

Needs Assessment

Once existing transportation conditions were documented, a needs assessment was conducted to highlight needs in the active transportation network. The needs assessment for unincorporated Napa County includes an analysis of bicycle level of traffic stress (LTS) and connectivity.

Level of Bicycle Stress

LTS produces a score for roadways from 1 to 4. Streets that scored 1 or 2 are less stressful and comfortable for bicyclists of most ages and abilities, while streets that scored 3 or 4 are more stressful and appropriate for only more experienced riders. For more information about LTS methodology, see Chapter 4.

As shown in Figure 12.20 through Figure 12.28, much of the County of Napa's roadway network is composed of rural, two-lane roads, many of which are high stress for bicyclists. Of the 533.7 miles of roadway in unincorporated Napa County, 55% scored LTS 3 or 4 and are considered high stress.

SR 29 and Silverado Trail are the primary north/south connections between jurisdictions in the Napa Valley. SR 29 is a four-lane highway with high speeds and high traffic volumes. Silverado Trail is a two-lane road used by recreational bicyclists with high prevailing speeds.

Most county roads outside of jurisdiction boundaries are local or rural roads that are low stress, and high stress arterial roads with high traffic volumes and speeds.

Low Stress Connectivity

Bicycle connectivity throughout unincorporated Napa County was analyzed using LTS scores and origin and destination points. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower. Providing low-stress connectivity improves bicycle access for a wider range of ages and abilities and induces bicycle demand.

Table 12.3 describes low stress bicycle connectivity to key destinations in unincorporated Napa County Low stress connectivity is defined by if the destination is reachable along the low stress bicycle network (roads that scored LTS 1 or 2). It describes the percentage of origins (residential units) that are connected to each destination along the low stress network. Origins in this analysis are within 1.5 miles of one or more destinations, which is the average distance a person is willing to bike.

Destinations in unincorporated Napa County are more spread out, and the roadway network prioritizes car travel. This results in poor low-stress bicycle connectivity throughout most of the unincorporated county.

Community Priorities

Throughout the community engagement process, residents from all cities and areas within unincorporated Napa County identified priorities for potential improvements. Connectivity between cities were highlighted as a priority, specifically regarding future vine trail connections. Proper signage, safe routes, improving existing bicycle facilities, and traffic calming were common themes in comments.

Developing the Active Transportation Network in the County of Napa

Using the findings from the past planning efforts, existing transportation conditions, LTS and bicycle connectivity analysis and community engagement priorities, the active proposed active transportation network was developed. The draft network was created in July 2025 and went through extensive review by NVTA and city staff. Once this review occurred, the network was revised and shared with the community during a virtual workshop in October 2025. Community members also had the opportunity to comment on the network using an

Table 12.3: County of Napa Low Stress Connectivity

Key Destinations	Total Connections to each destination (high- and low-stress)	Total Low Stress Connections	Percent Low-Stress Connectivity to Origins
Allied Universal	26	4	0.1%
Bale Grist Mill State Historic Park	51	2	0.0%
Berryessa Estates Marketplace	308	154	2.9%
Bothe-Napa State Park	54	3	0.1%
Domaine Chandon	828	2	0.0%
Lake Berryessa Market	330	6	0.1%
Las Posadas State Forest	44	2	0.0%
Berryessa Highlands	334	167	3.2%

Note: Total Connections refers to potential origins within 1.5 miles of the listed destination

interactive map hosted on the project website. Feedback gathered during the workshop and from the interactive map was used to update the active transportation network. Changes were vetted by NVTA and city staff before the network was finalized early 2026.

Developing the Bicycle Network

The 2019 Countywide Bicycle Plan was the basis of the proposed bicycle network, and new recommendations were made based on the existing roadway network, LTS, connectivity to community destinations, and community feedback.

The development of the network primarily focused on rural bicycle routes primarily used for recreation, and providing connectivity to key destinations where possible.

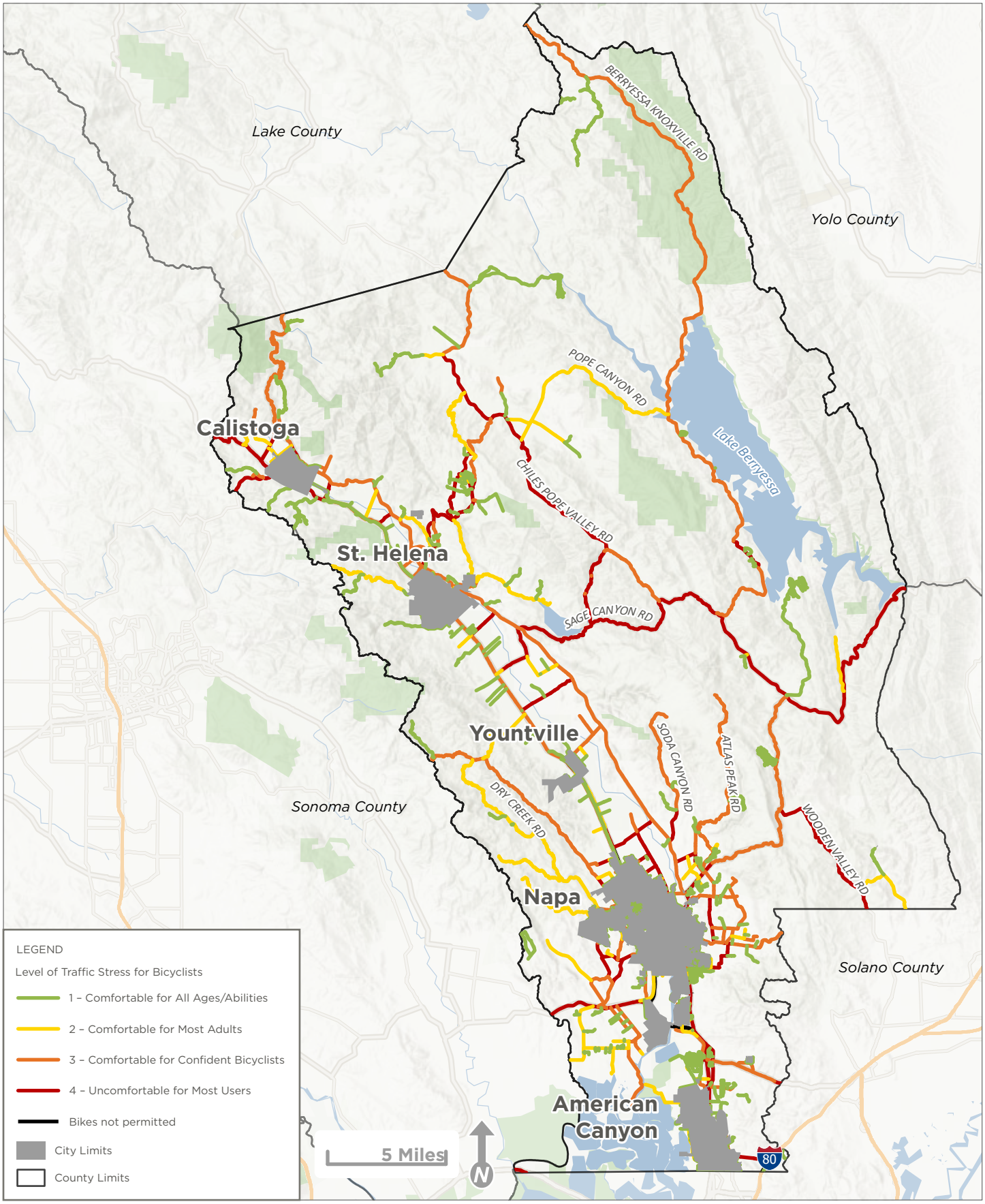
Developing the Pedestrian Network

Destinations in unincorporated Napa County are typically located too far from homes or hotels to be walkable. Instead of proposing sidewalks throughout the entire county, more populated communities were reviewed for potential sidewalk gap projects including Angwin, Deer Park, Oakville, and Rutherford, of which Angwin and Rutherford received sidewalk recommendations. Sidewalk gap closure projects were proposed if they met the following criteria:

- The gap is located within 500 feet of a point of interest, including parks, schools, transit stops, etc.
- The gap is located along a corridor with an existing or proposed bicycle improvement. The goal of this criterion is to create multimodal corridors that prioritize both pedestrians and bicyclists.

In addition to the methodology described above, a manual review was conducted to add or exclude projects where necessary.

Angwin and Rutherford were the focus of these efforts, with the aim to improve access to destinations like Pacific Union College, Howel Mountain Elementary School, and local retail.

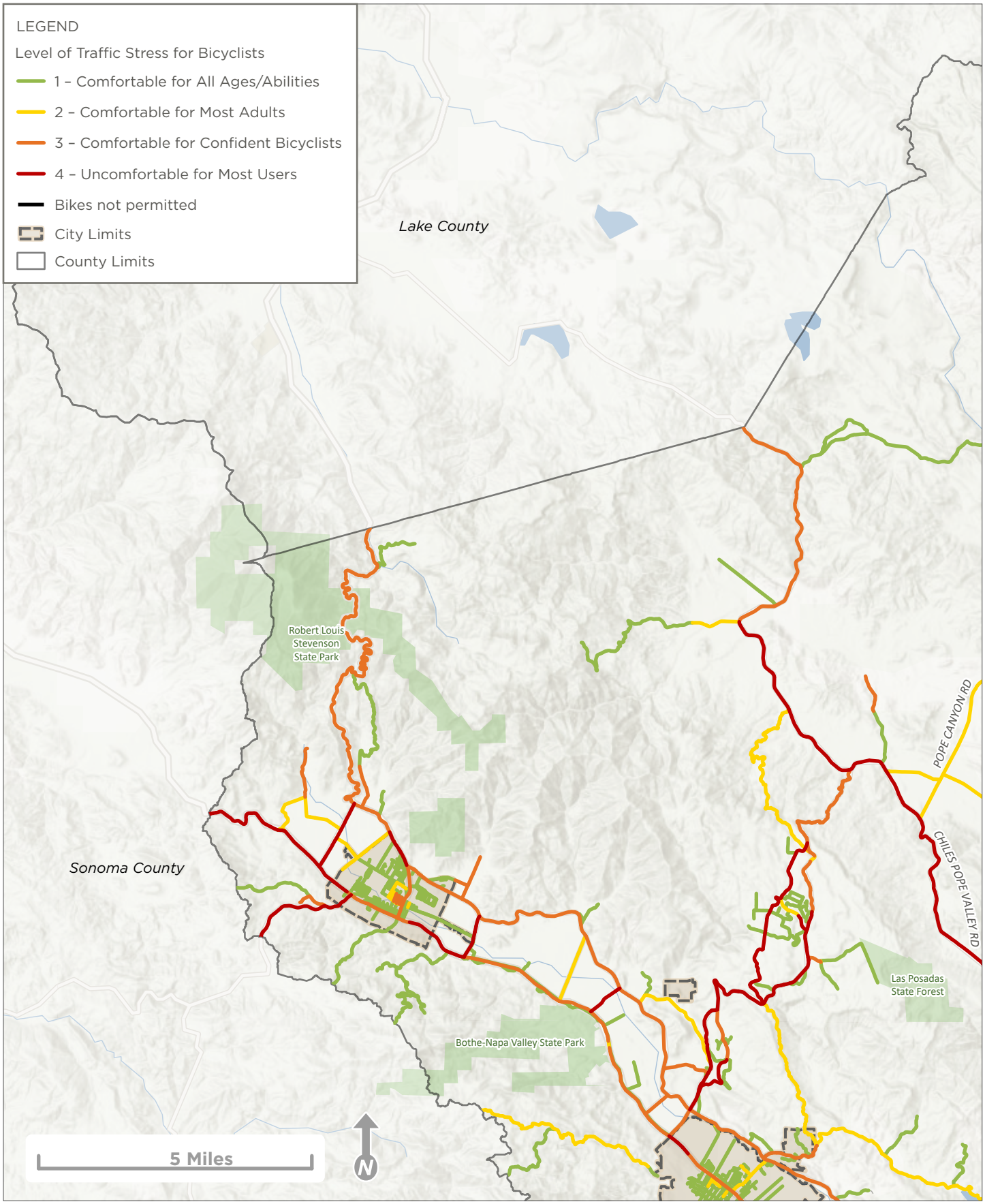


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa
Bicycle Level of Traffic Stress

FIGURE 12.20

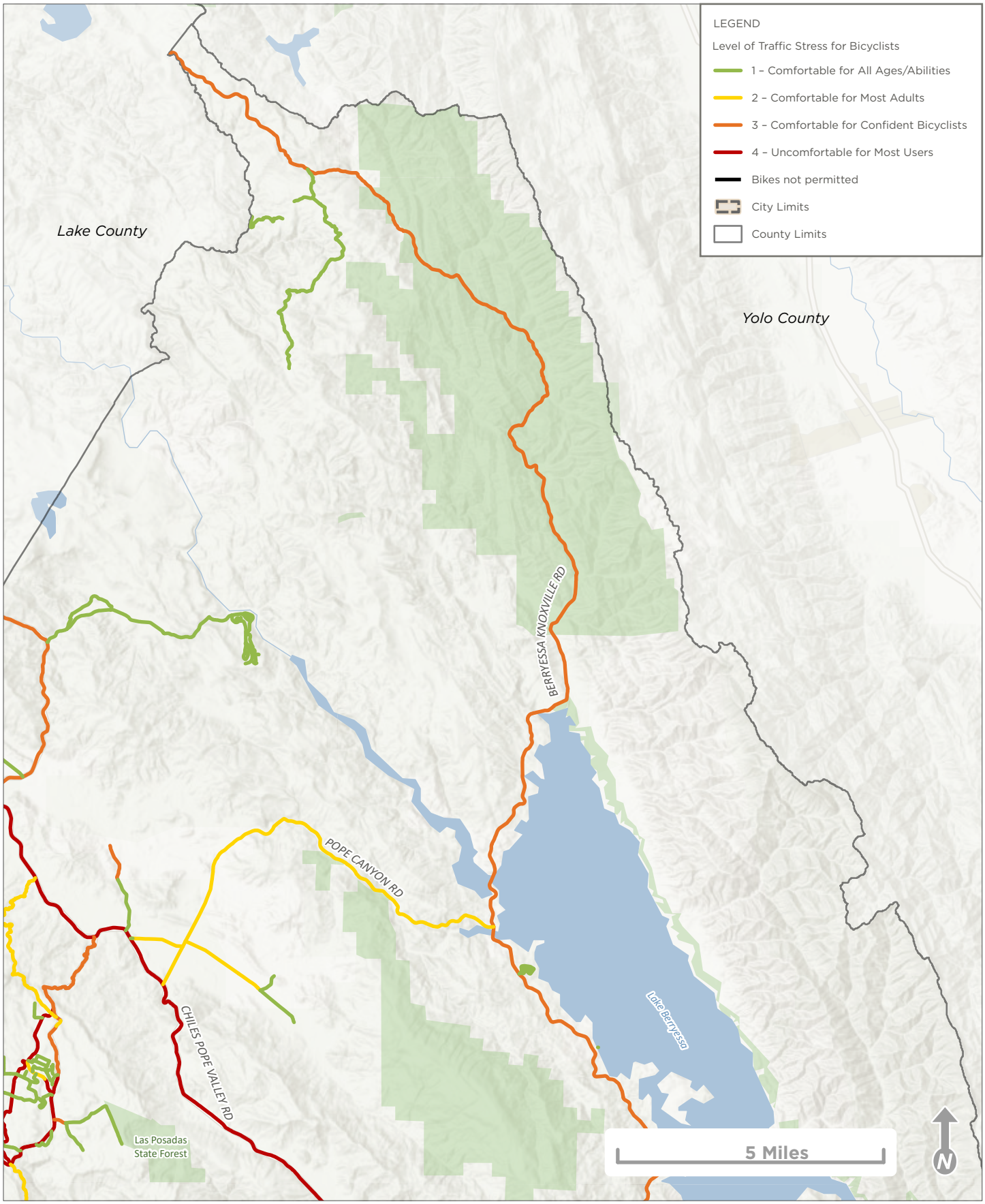


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest
Bicycle Level of Traffic Stress

FIGURE 12.21

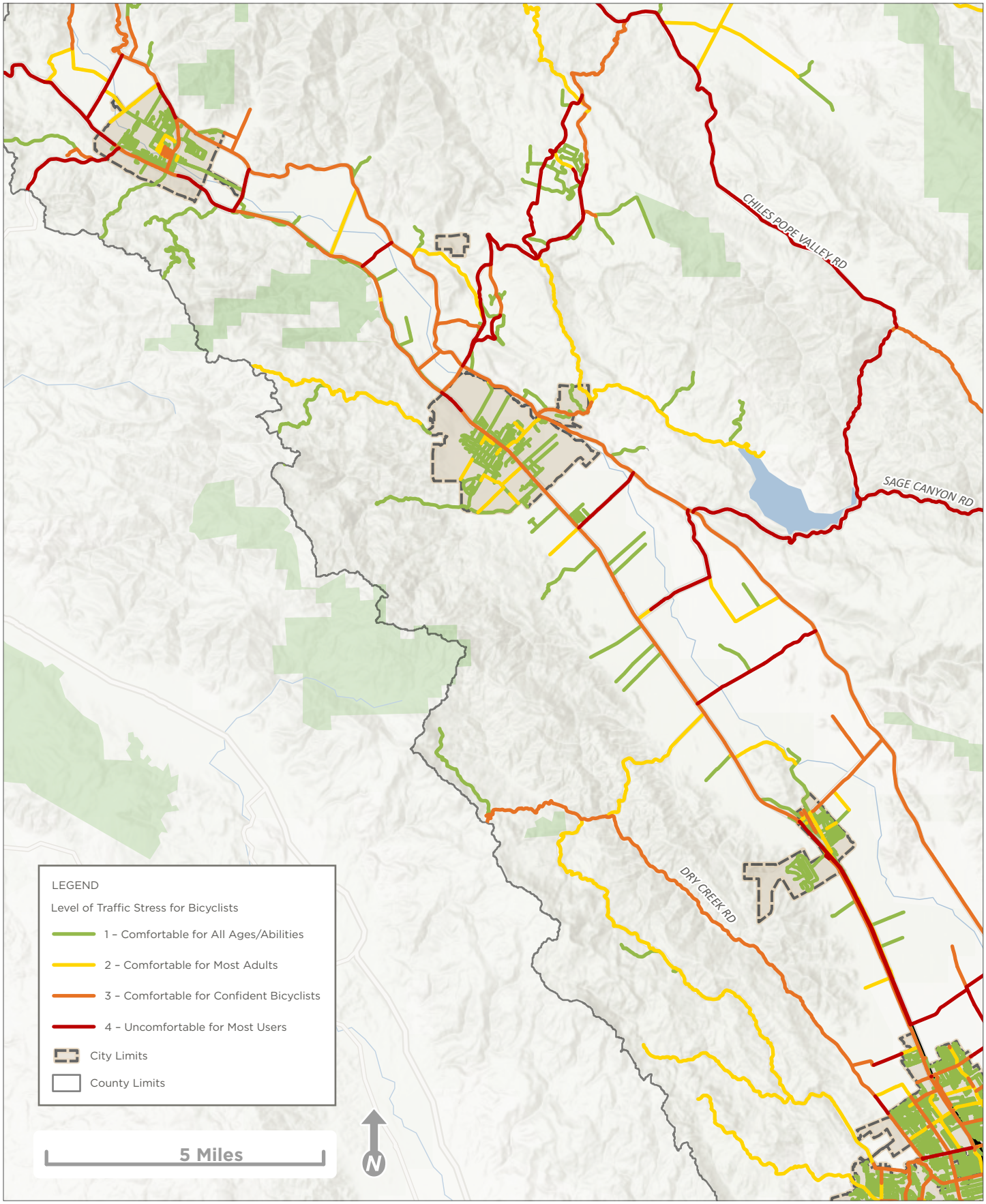


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast
Bicycle Level of Traffic Stress

FIGURE 12.22

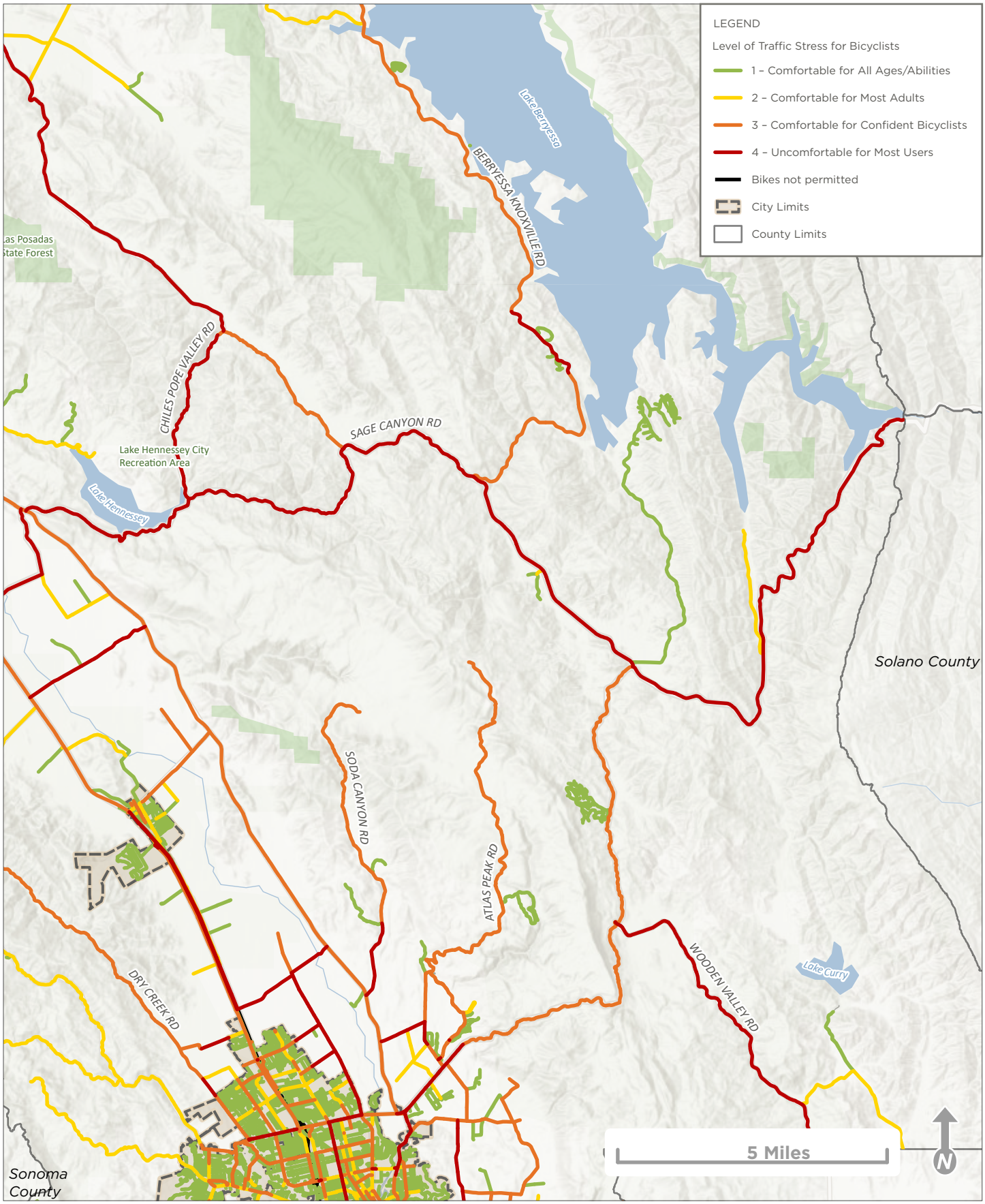


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West
Bicycle Level of Traffic Stress

FIGURE 12.23

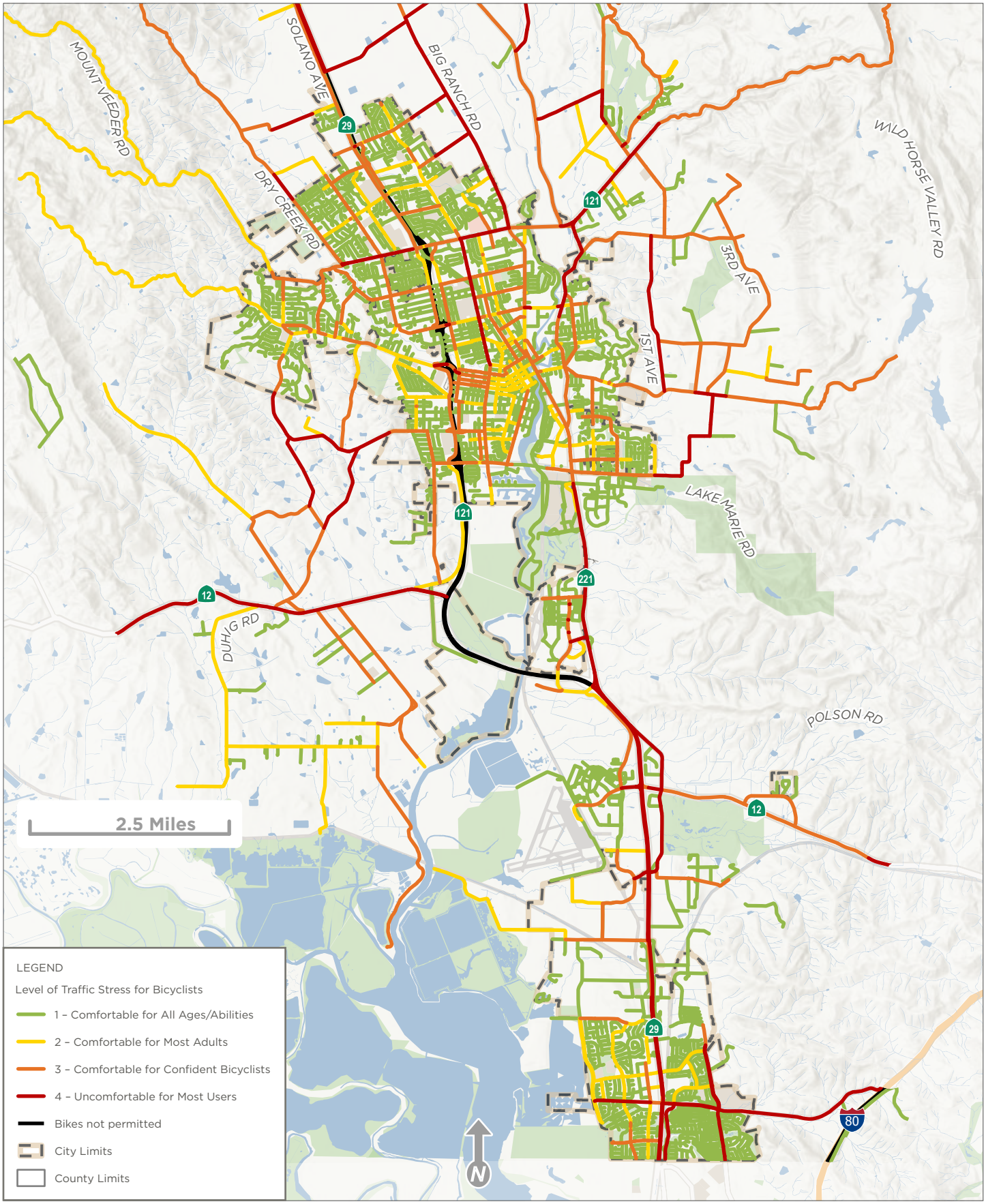


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East
Bicycle Level of Traffic Stress

FIGURE 12.24

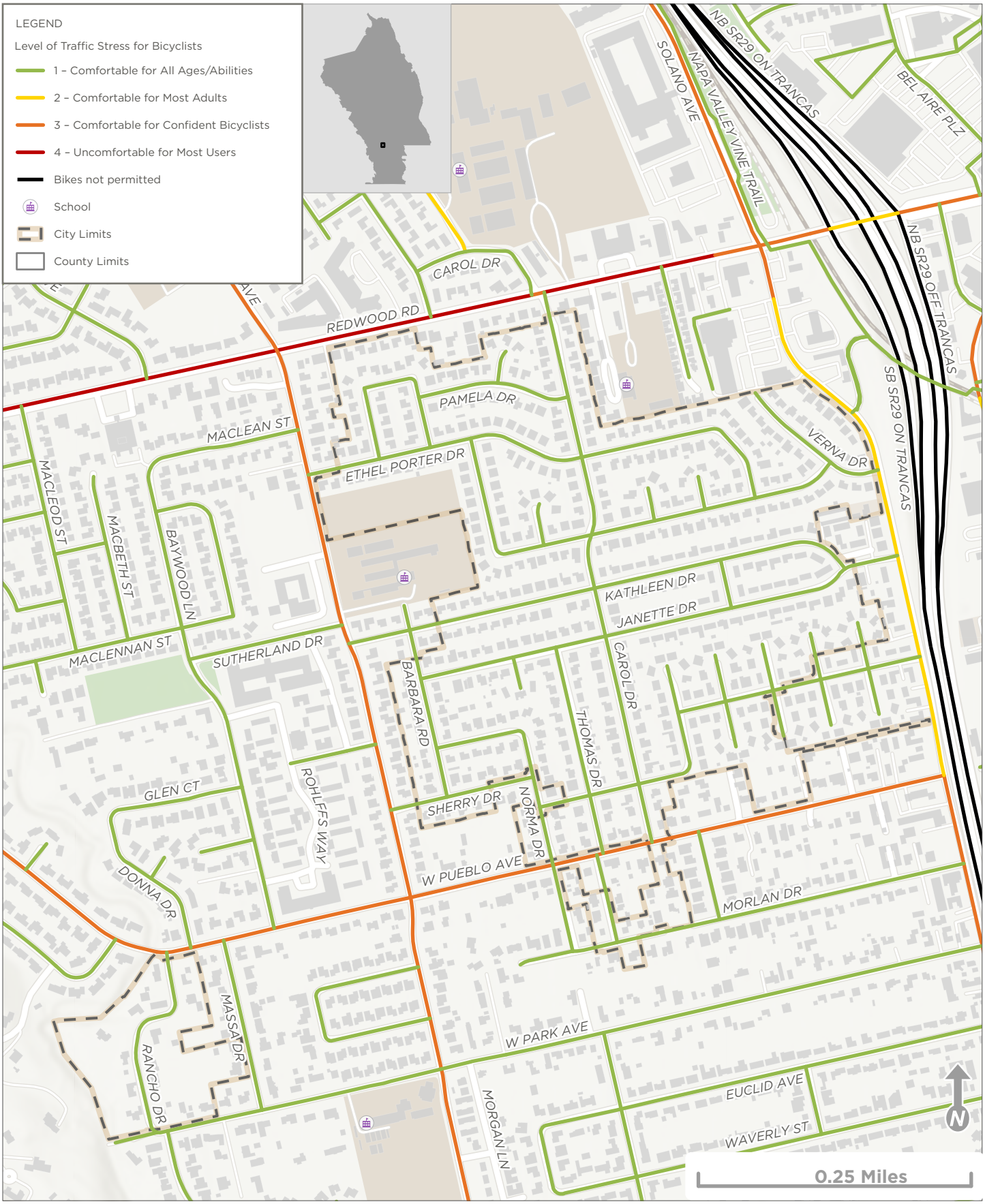


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South
Bicycle Level of Traffic Stress

FIGURE 12.25

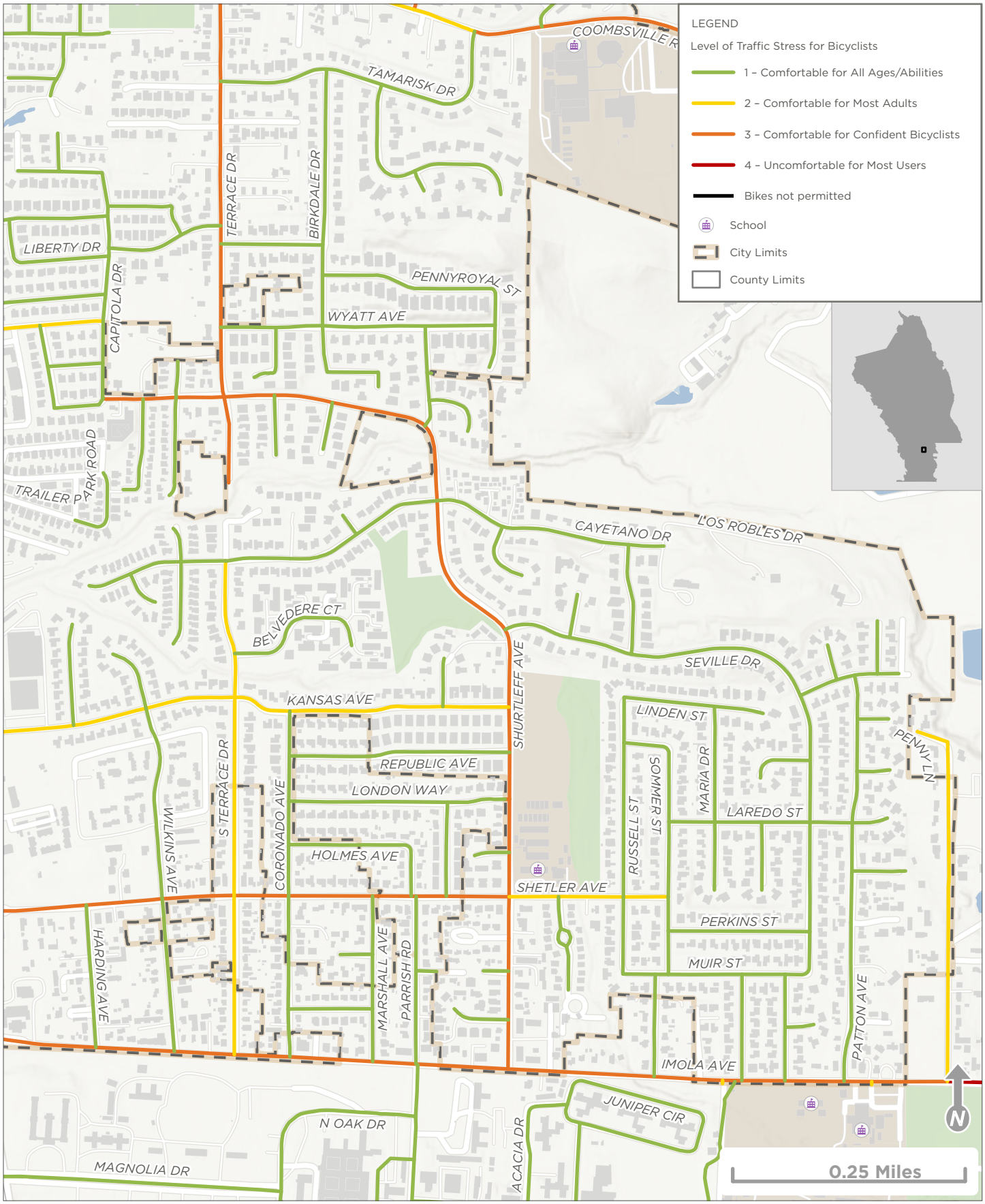


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo
Bicycle Level of Traffic Stress

FIGURE 12.26



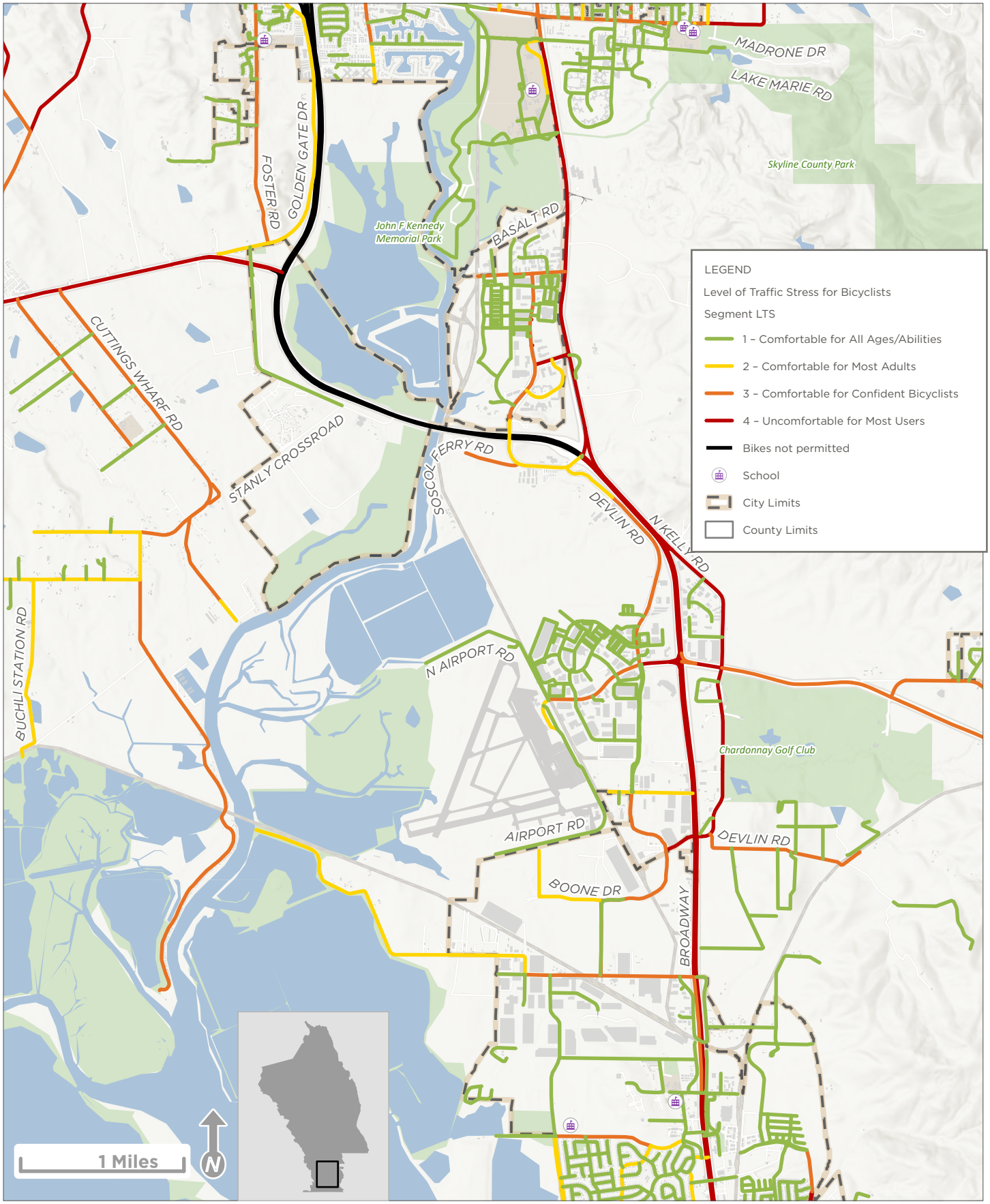
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Bicycle Level of Traffic Stress

FIGURE 12.27



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon
Bicycle Level of Traffic Stress

FIGURE 12.28

Recommendations

Recommendations for unincorporated Napa County active transportation network include the proposed network of bikeways and sidewalk gap closure projects. The AT Plan does not identify specific crossing improvements. Instead, a crosswalk strategy is detailed in Chapter 5. Additionally, a treatment toolkit detailing bicycle and pedestrian improvement design guide was developed to accommodate the proposed network. See Appendix D for more information.

Proposed Bicycle Network

The proposed bicycle network in unincorporated Napa County builds off the 2019 Countywide Bicycle Plan and the findings from the needs assessment. The proposed network follows best practices established in the Treatment Toolkit (Appendix D) and upgrades previous recommendations where necessary. For maps of unincorporated Napa County bicycle network, see Figure 12.29 through Figure 12.37. For the list of bicycle network recommendations, see Appendix E.

The Napa Valley Vine Trail and the SF Bay Trail overlap in some alignments in the southern portions of the county, but are recognized as two separate trails. While not called out as individual projects in this AT Plan, they are integral to the regional active transportation network and are regionally prioritized.

Table 12.4 provides the mileage of the existing network, compares mileage proposed in the AT Plan and the previous Countywide Bicycle Plan (2019), and the total mileage of entire bicycle network. The AT Plan adds 310 miles to the bicycle network, for a total of 393.5 miles once implemented.

Table 12.4: County of Napa Proposed Bicycle Network Mileage

Facility Type	2019 Existing Mileage	2025 Existing Mileage*	Change 2019 to 2025*	2025 Proposed Mileage	Total Future Mileage
Shared-Use Path (Class I)	11.5	11.5	-	31.3	**42.8**
Bike Lanes (Class II)	54.3	51.0	-3.3	53.5	**104.6**
Buffered Bike Lanes (Class II)	-	1.1	+1.1	25.6	**26.8**
Bicycle Route (Class III)	1.7	-	-1.7	-	**-**
Bicycle Boulevard (Class III)	-	-	-	1.5	**1.5**
Rural Bicycle Route (Class III)	-	5.1	+5.1	194.8	**199.9**
Separated Bikeway (Class IV)	-	-	-	2.5	**2.5**
Unclassified Bike Route	-	14.7	+14.7	0.7	**15.5**
Total	**67.5**	**83.5**	**+16.3**	**310.0**	**393.5**

**2025 Existing mileage totals are derived from a comprehensive review of existing bicycle facilities, which in some cases resulted in removal or re-categorization of facilities.*

Proposed Pedestrian Network

The proposed pedestrian network in unincorporated Napa County includes sidewalk gap closure projects and shared-use paths, as was developed based on existing gaps in the network. For maps of the pedestrian network, see Figure 12.37 through Figure 12.43.

Angwin

In Angwin, sidewalk gap closure projects are recommended on Howell Mountain Road to provide connectivity to Pacific Union College, and White Cottage Road to fill the sidewalk gap in front of Howell Mountain Elementary School.

Rutherford

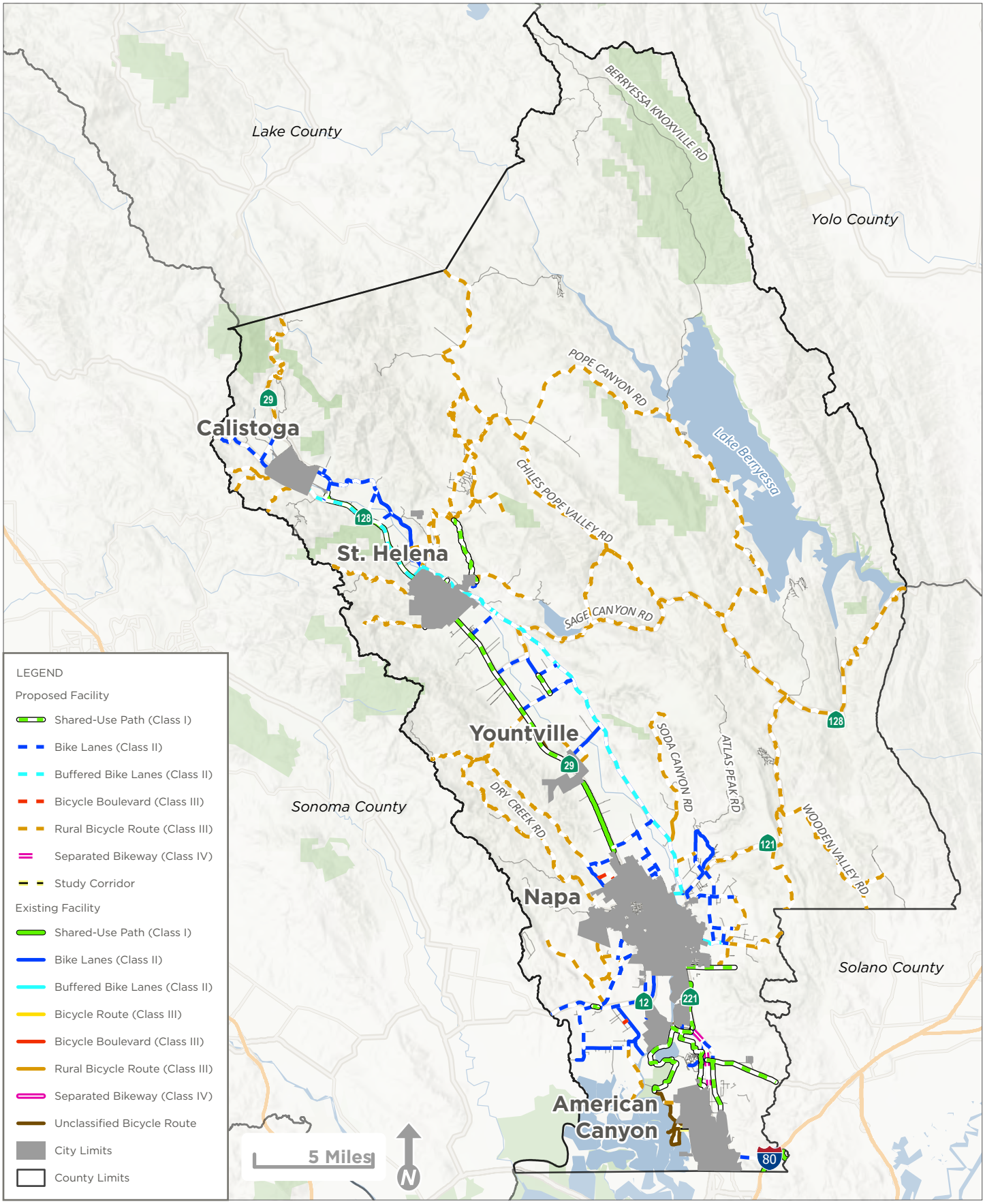
In Rutherford, sidewalks are recommended at SR 29 and Rutherford Road to enhance pedestrian connectivity to the local businesses near the intersection.

Shared-use path projects were identified during the development of the bicycle network but are also included as part of the pedestrian network. The Vine Trail is the primary recommended shared-use path, which is proposed to extend 31.7 miles throughout the County. Additional paths are proposed to expand upon the Vine Trail, recommended between American Canyon and the City of Napa and outside of St. Helena.

Table 12.5 presents the existing pedestrian network mileage, and mileage proposed in this AT Plan, as well as the total existing and proposed mileage. The AT Plan adds 32 miles to the pedestrian network, for a total future mileage of 9.6 miles of sidewalks and 42.8 miles of shared-use paths. Shared-use path mileage in Table 12.5 is not additional mileage but rather reflects the same mileage in the bicycle mileage table (Table 12.4), as these facilities are suitable for both pedestrians and bicyclists.

Table 12.5: County of Napa Proposed Pedestrian Mileage

Facility Type	Existing Mileage	Proposed Mileage	Total Future Mileage
Class I Shared-use Path	11.5	31.3	**42.8**
Sidewalk	9.3	0.3	**9.6**
Total	**20.8**	**32.0**	**52.4**

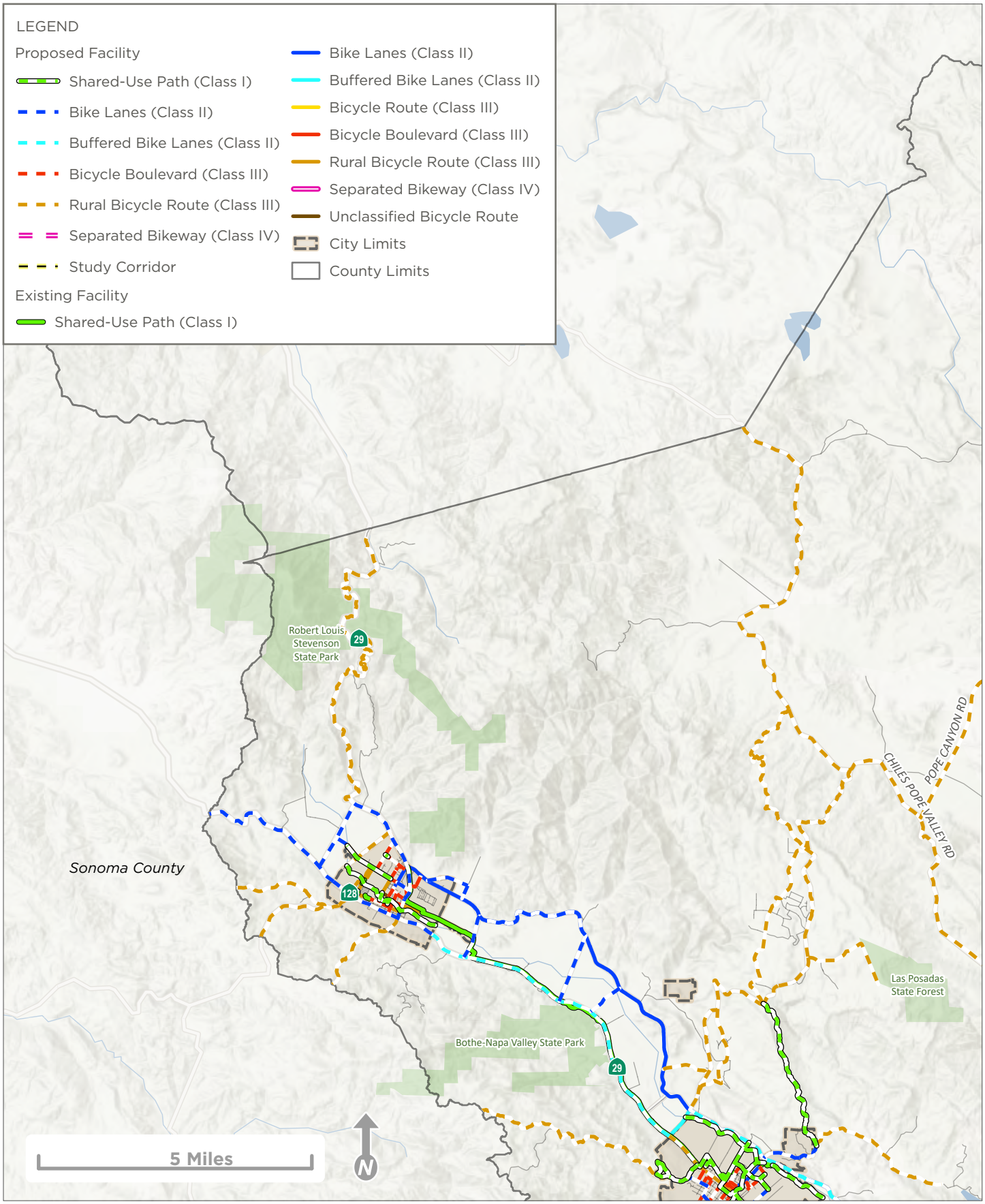


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa
Existing and Proposed Bicycle Facilities

FIGURE 12.29

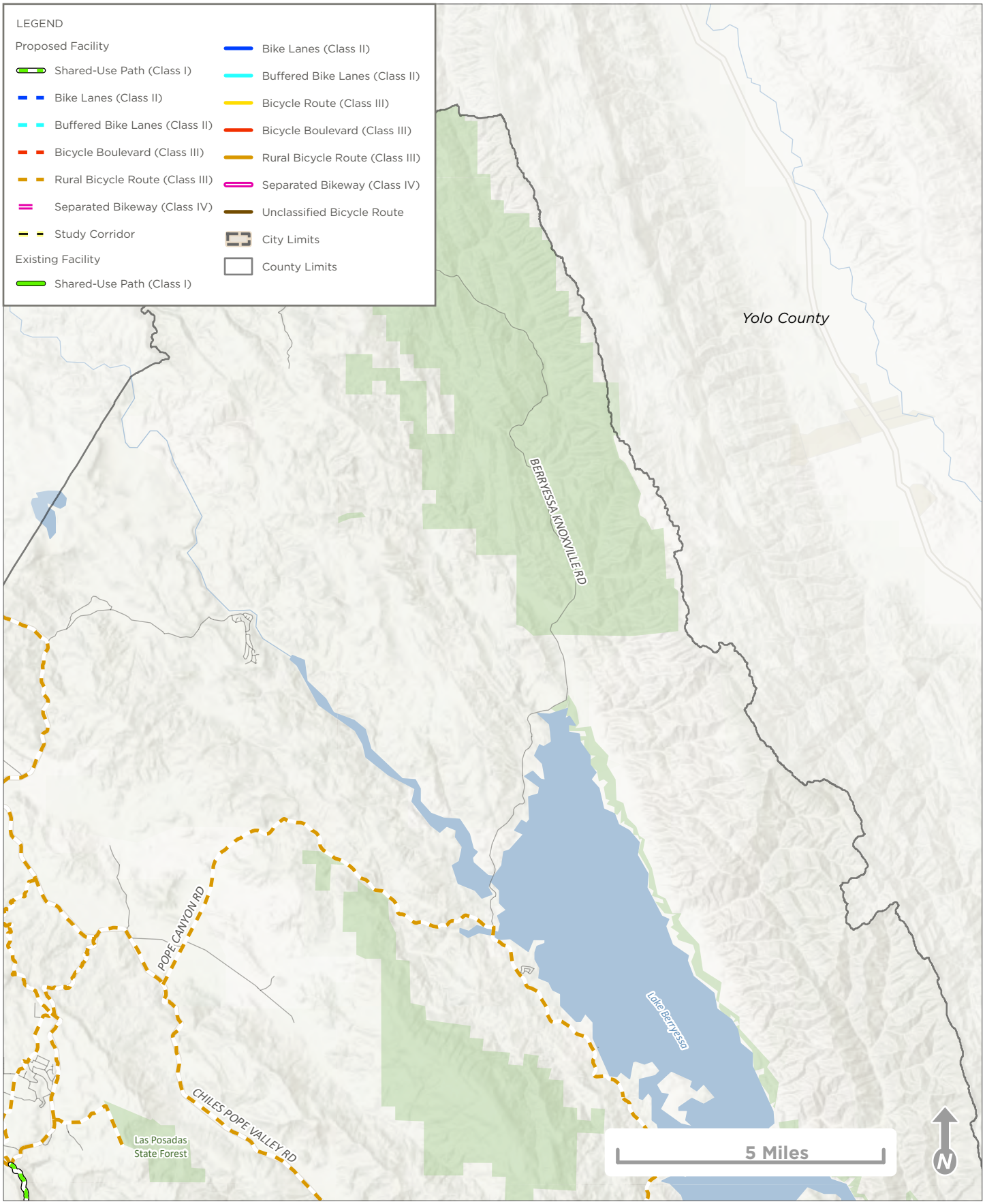


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest
Existing and Proposed Bicycle Facilities

FIGURE 12.30

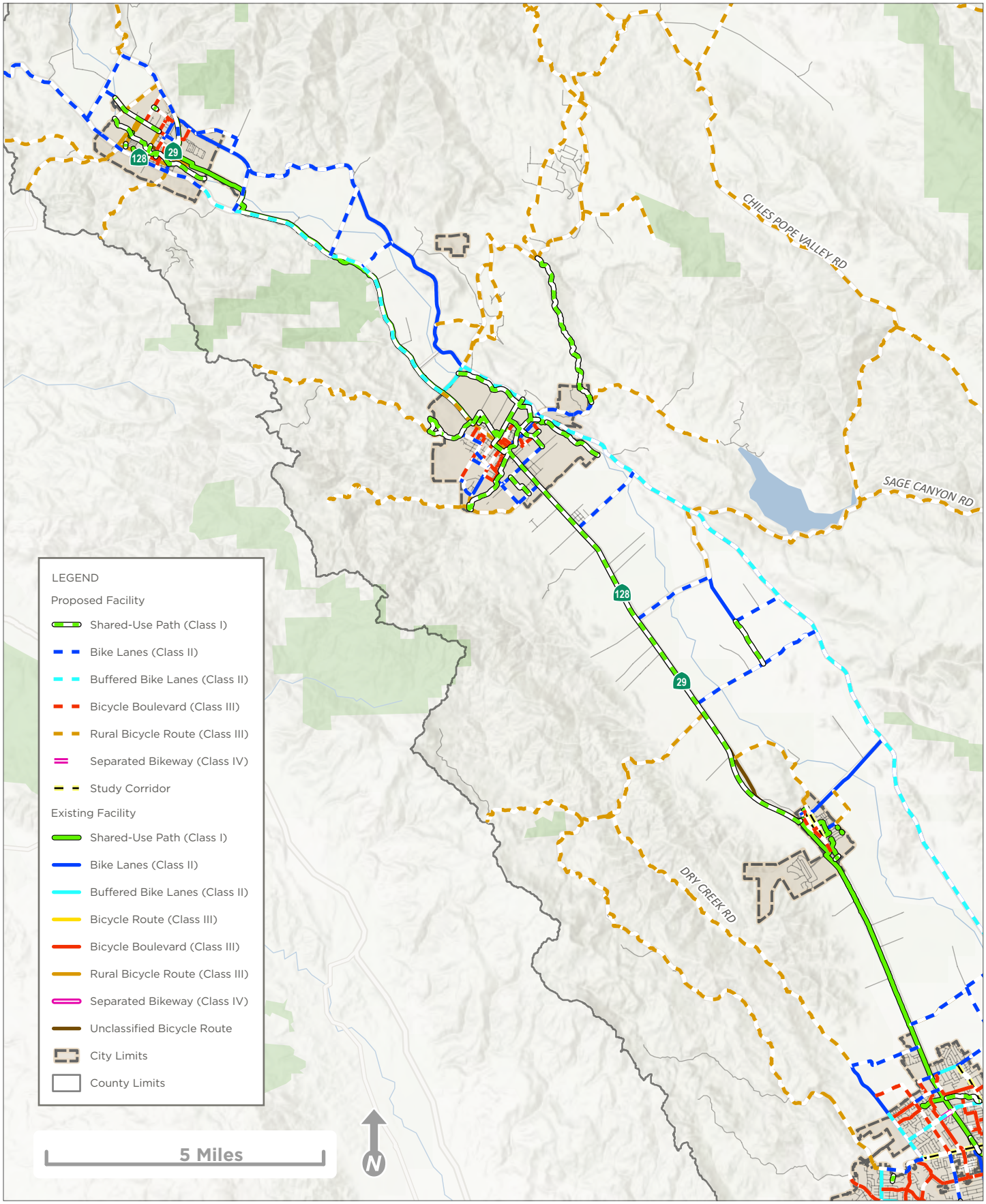


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast
Existing and Proposed Bicycle Facilities

FIGURE 12.31

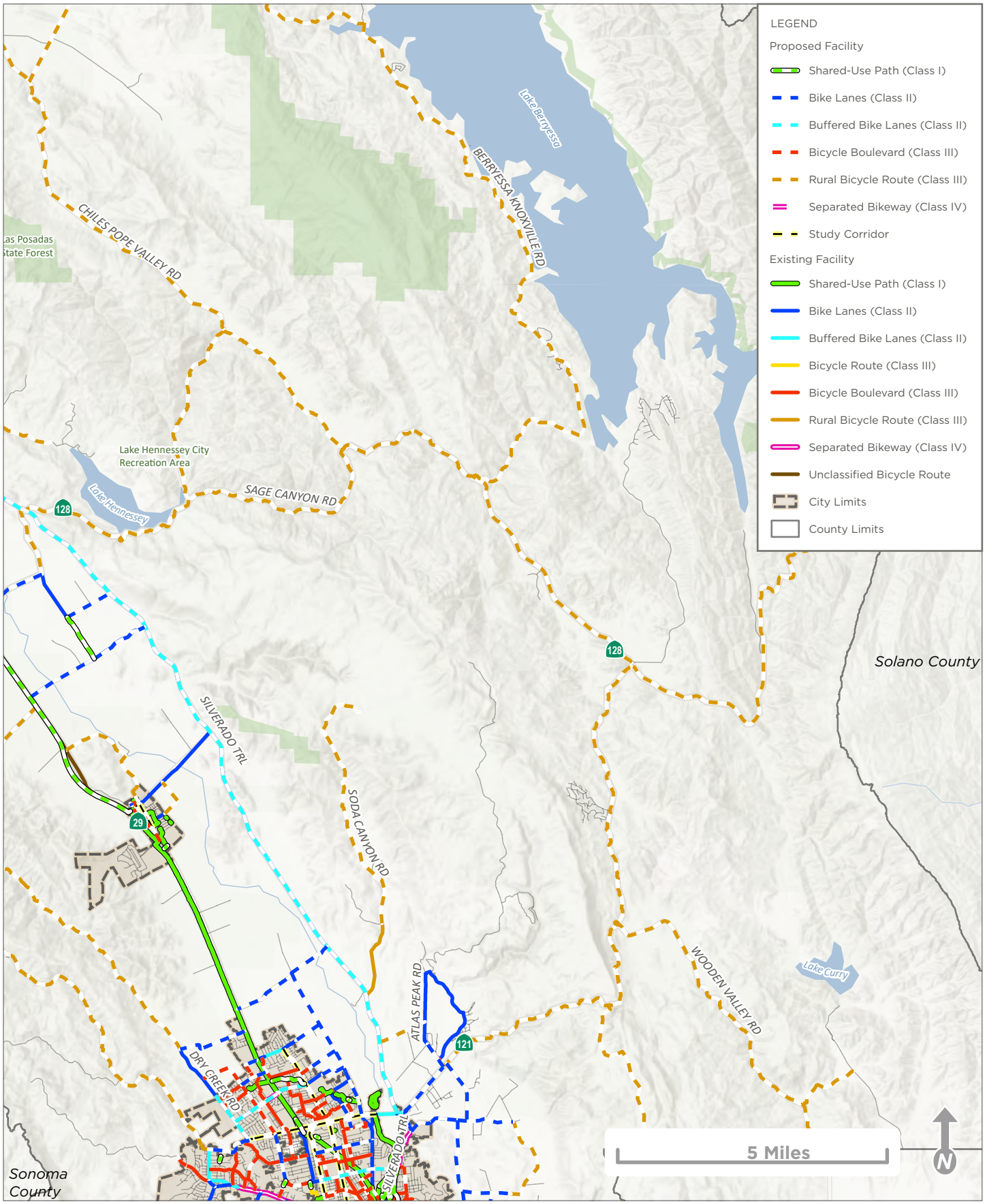


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West
Existing and Proposed Bicycle Facilities

FIGURE 12.32

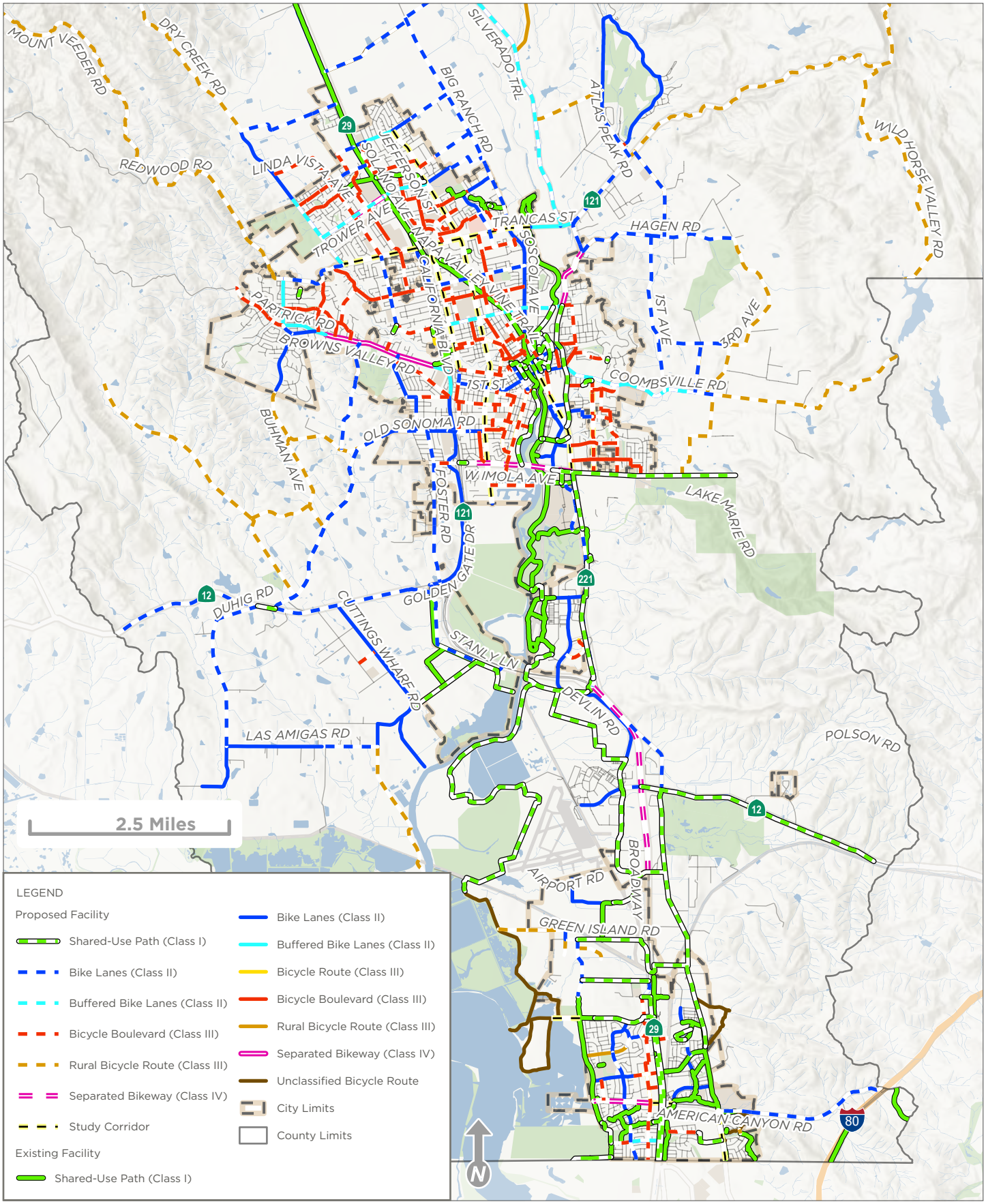


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East
Existing and Proposed Bicycle Facilities

FIGURE 12.33

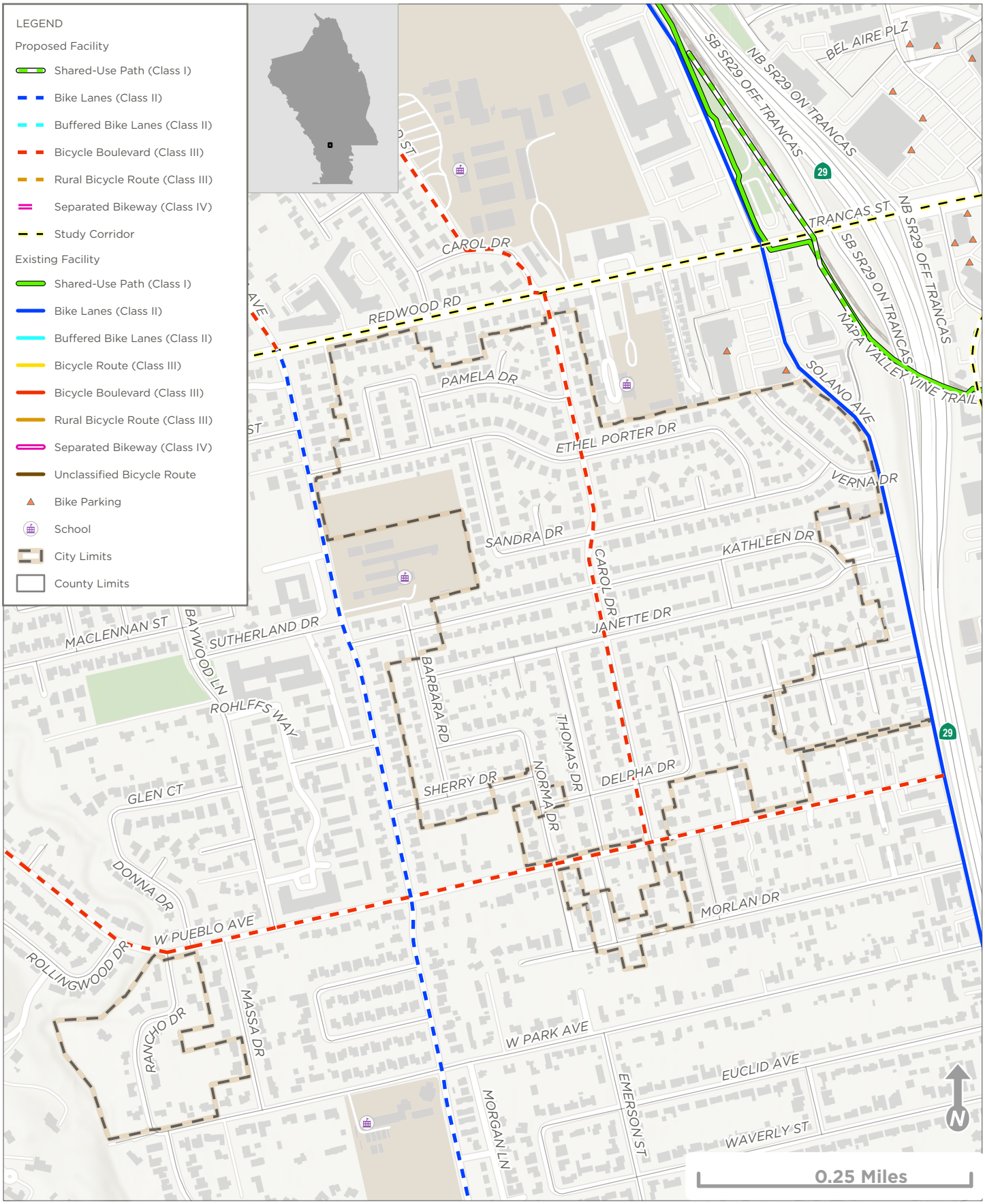


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South
Existing and Proposed Bicycle Facilities

FIGURE 12.34

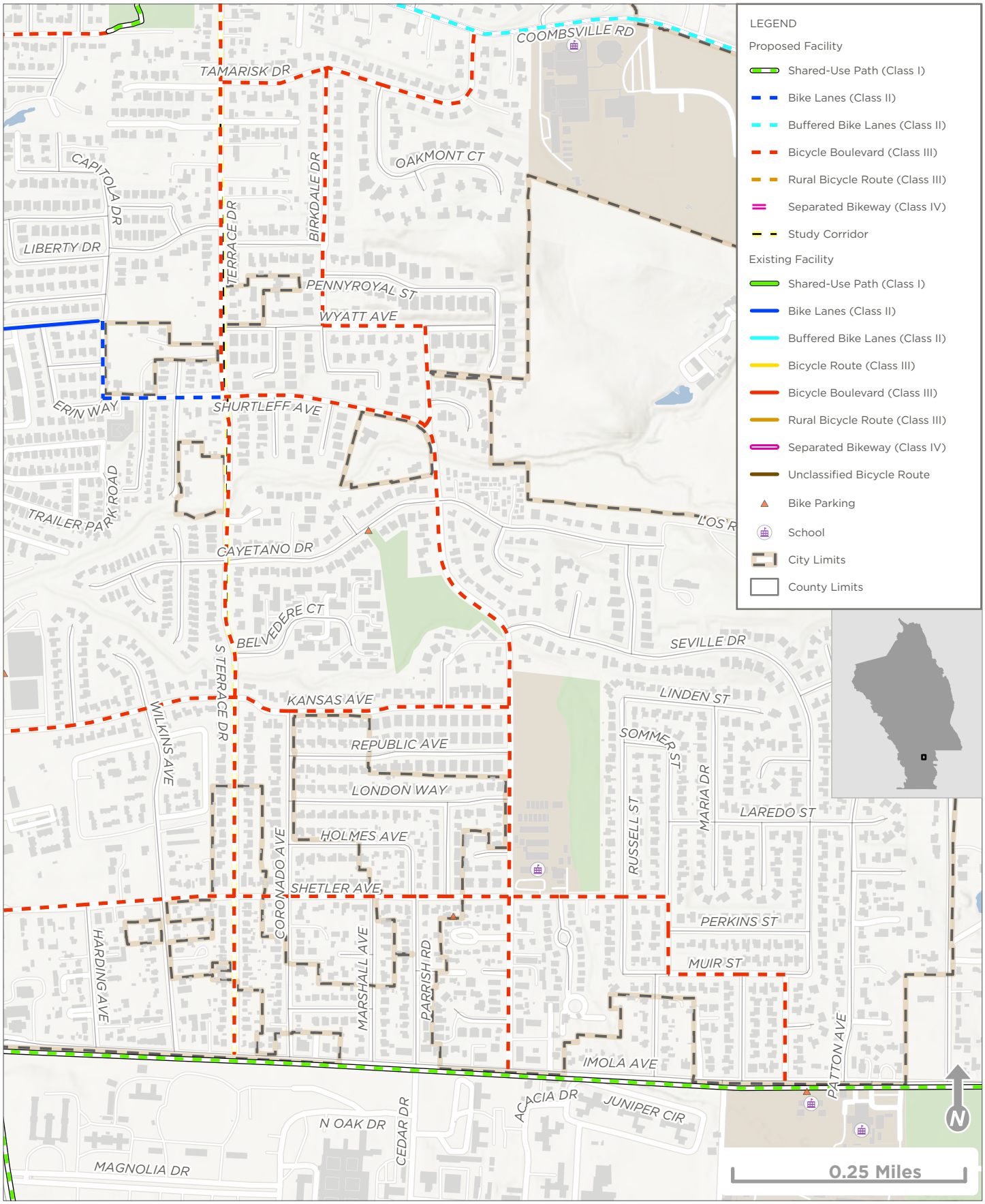


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo
Existing and Proposed Bicycle Facilities

FIGURE 12.35



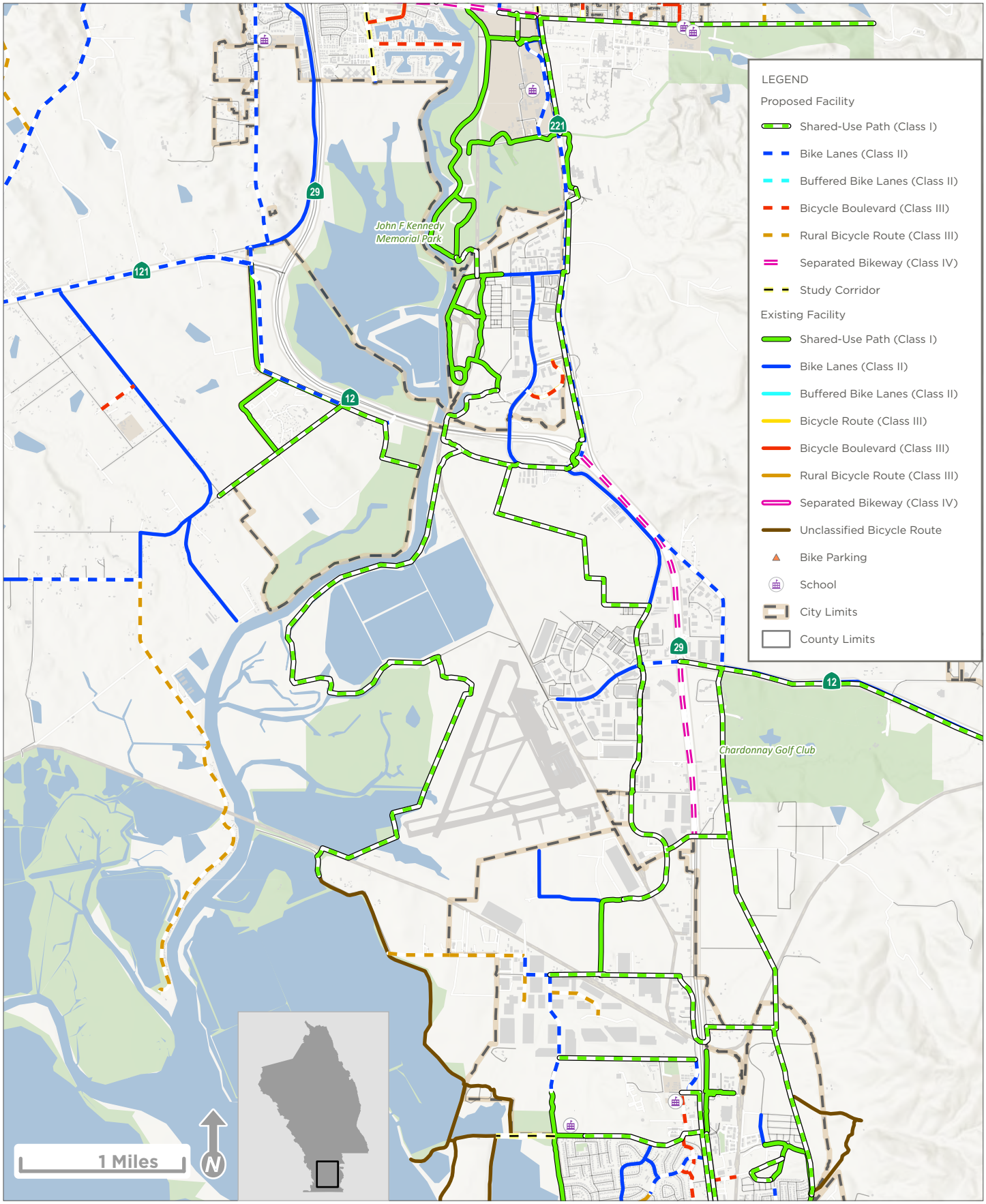
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Existing and Proposed Bicycle Facilities

FIGURE 12.36



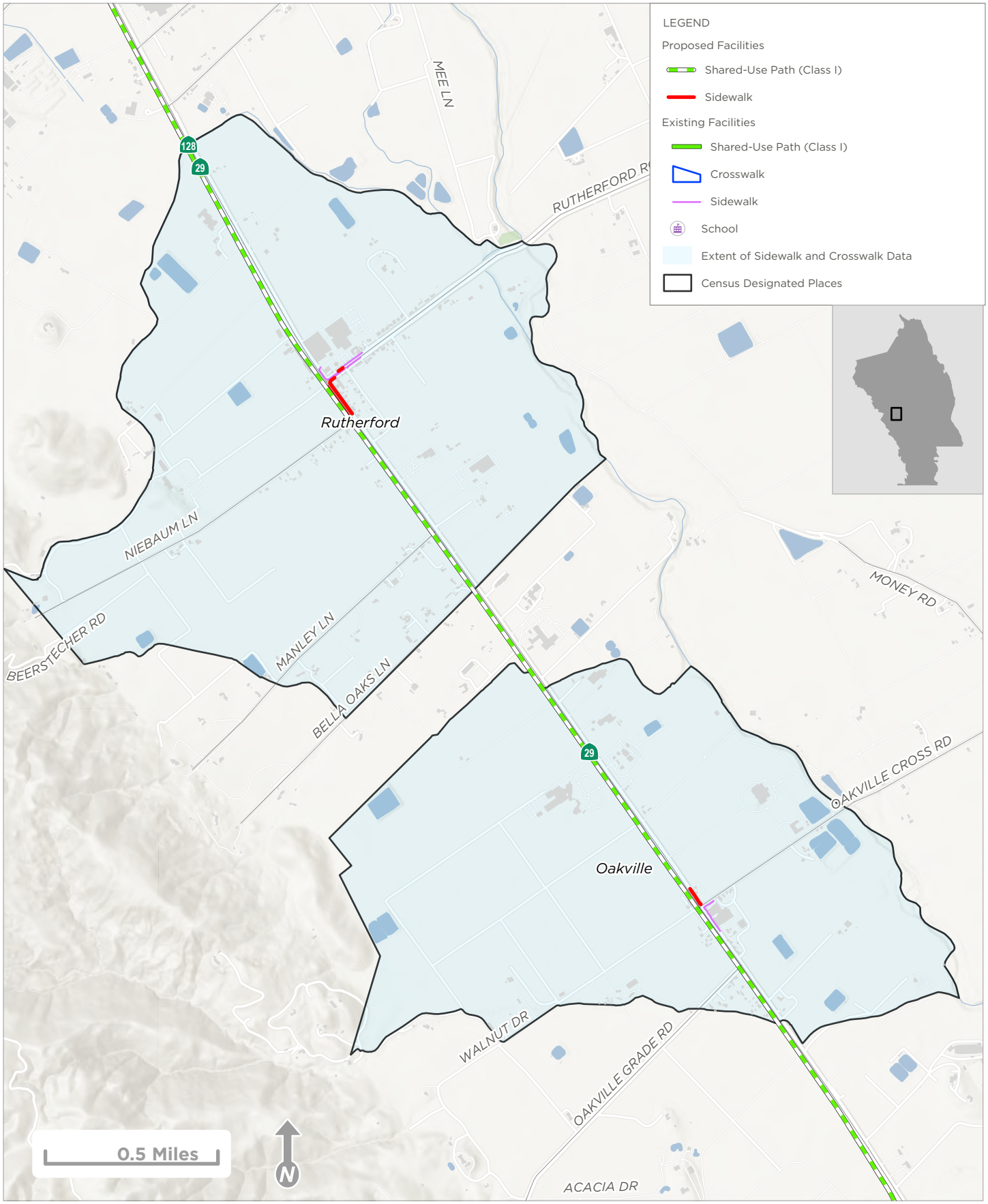
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon

Existing and Proposed Bicycle Facilities

FIGURE 12.37



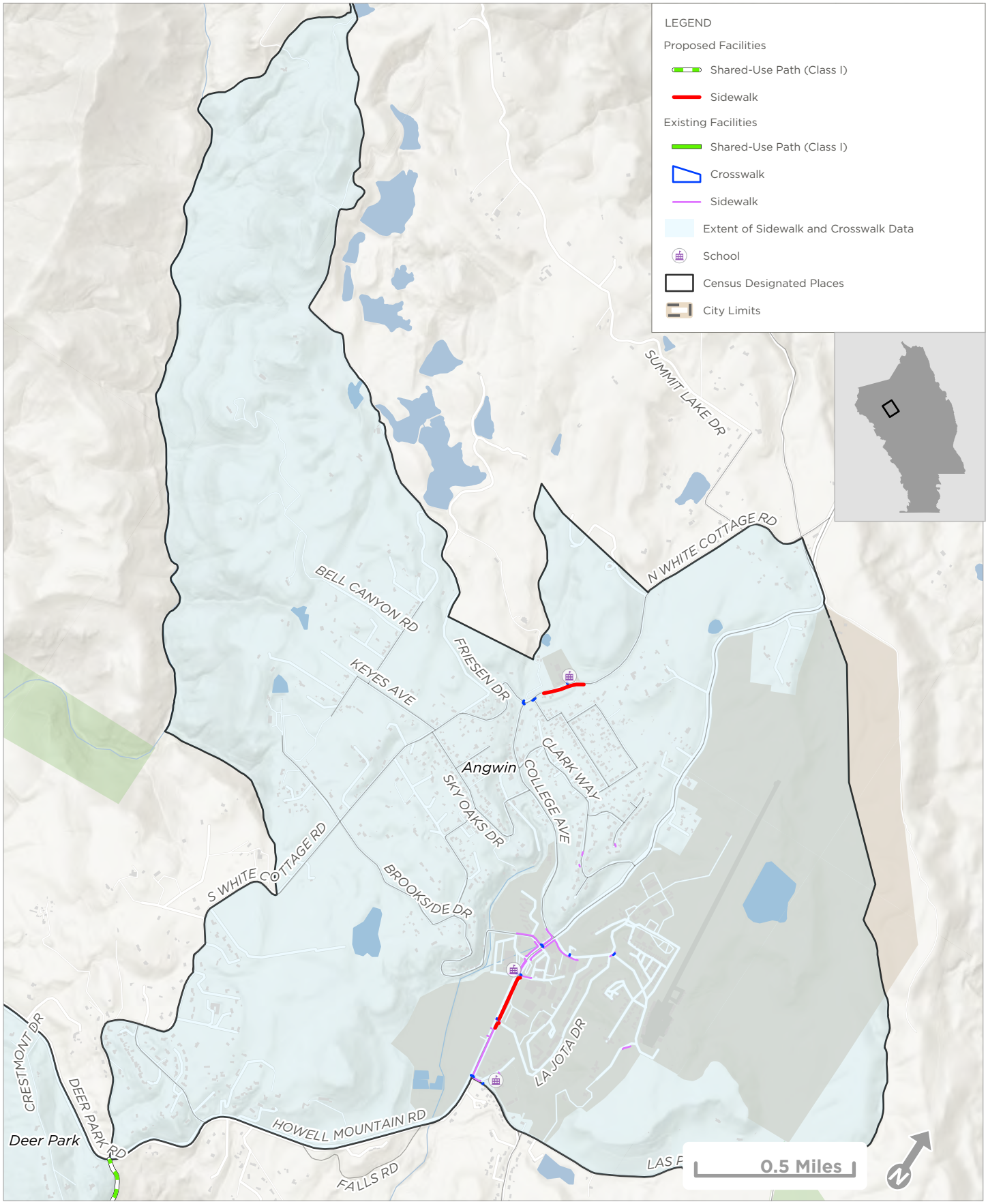
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Rutherford and Oakville

Existing and Proposed Pedestrian Facilities

FIGURE 12.38



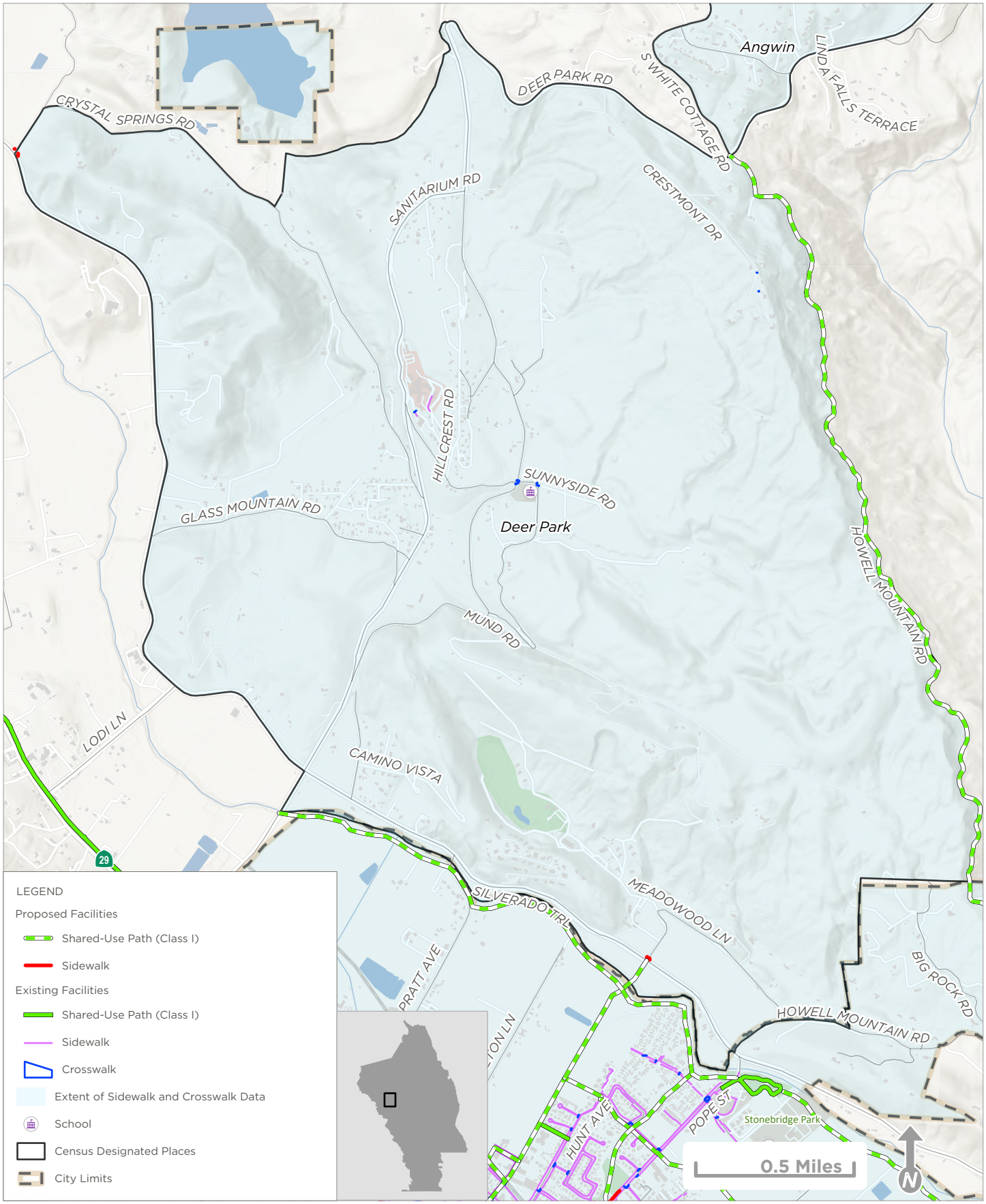
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Angwin

Existing and Proposed Pedestrian Facilities

FIGURE 12.39



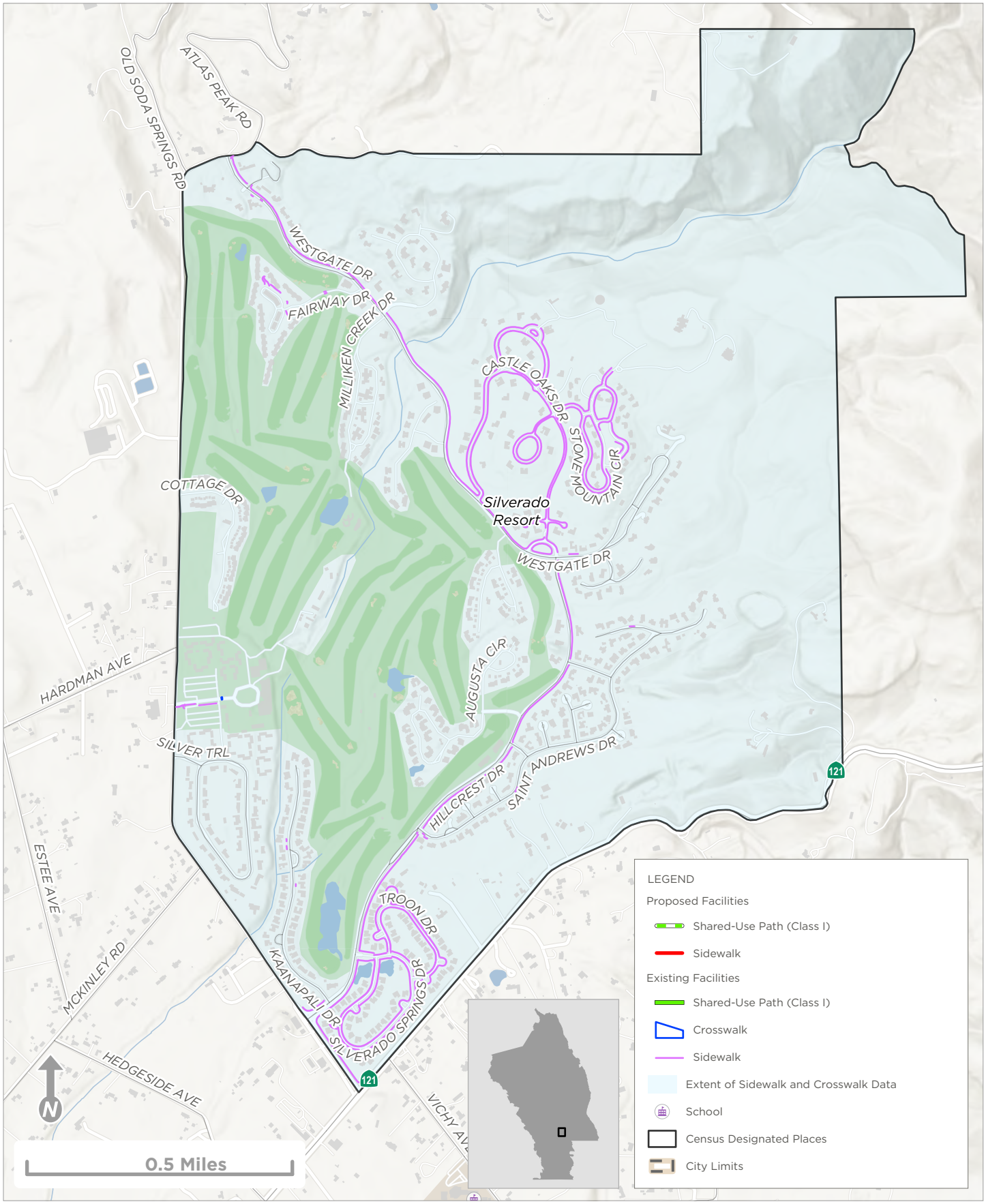
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Deer Park

Existing and Proposed Pedestrian Facilities

FIGURE 12.40



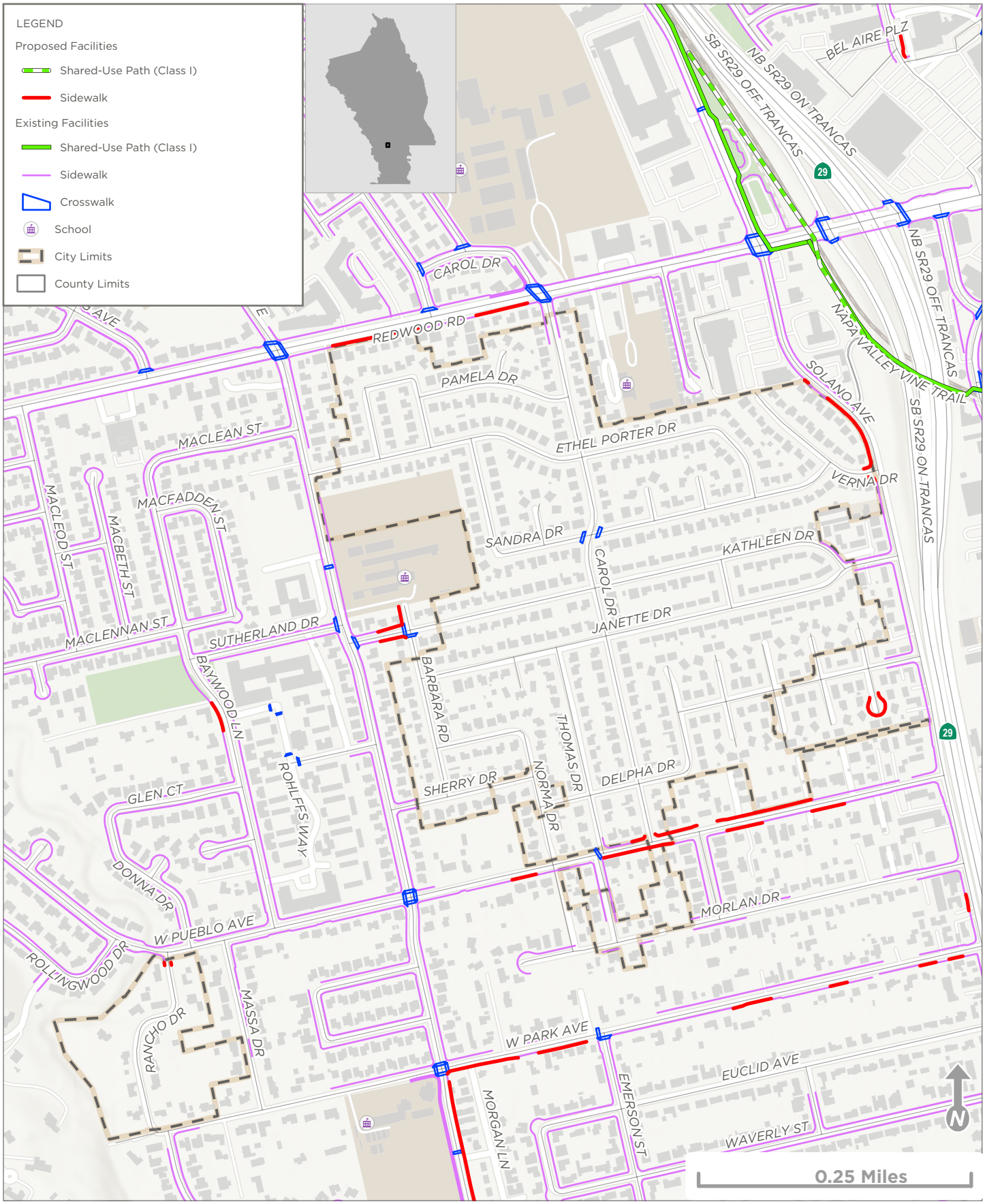
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Silverado Resort

Existing and Proposed Pedestrian Facilities

FIGURE 12.41



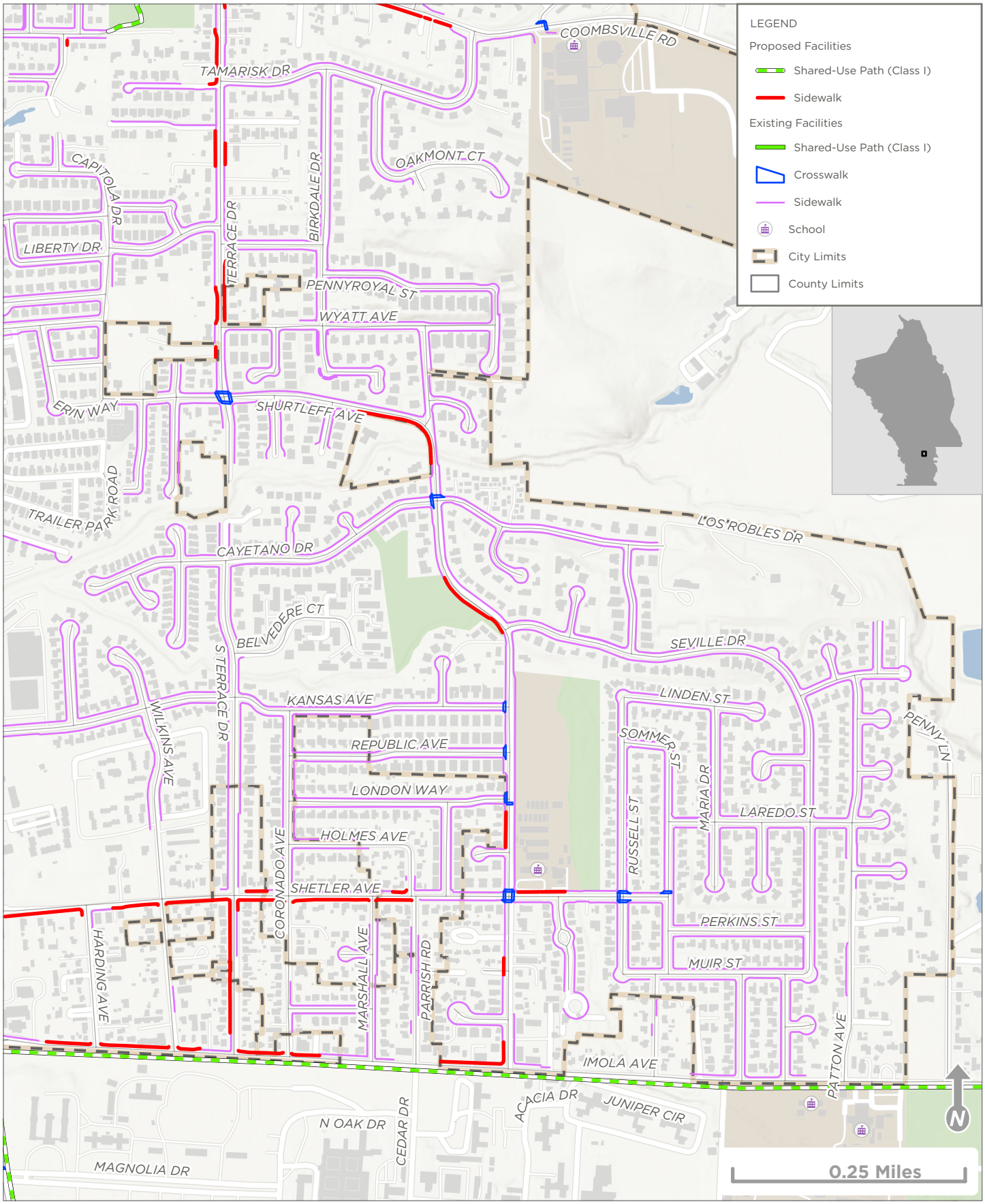
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Existing and Proposed Pedestrian Facilities

FIGURE 12.42



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Existing and Proposed Pedestrian Facilities

FIGURE 12.43

Programs and Policies

This section will be completed by the individual jurisdiction should locally identified programs or policies be added prior to local adoption.

Implementation Plan

The previous Recommendations section provides the complete active transportation network for Unincorporated Napa County to be implemented over the next 25 years. The implementation plan outlines an approach for prioritizing the certain bicycle projects for near-term implementation. Note that the pedestrian network presented in the previous section represents the prioritized list of sidewalk gap projects and no further prioritization is conducted in this AT Plan. The sidewalk gap projects recommended form the prioritized list as they provide improved pedestrian access near key destinations.

In addition to the near-term bicycle projects, the implementation plan includes potential induced demand and VMT reductions from the full proposed bicycle network in the County of Napa.

For the complete implementation plan, see Chapter 6 which includes unit cost assumptions for pedestrian and bicycle projects, as well as funding opportunities. The proposed network includes some facilities along state routes, which will require coordination with Caltrans.

Bicycle Network Prioritization

The proposed active transportation network provides a vision for Unincorporated Napa County through 2050. However, there is limited available funding, and the whole network cannot be implemented at once. A near-term list of bicycle projects was developed for implementation over the next five to seven years. For prioritization methodology, see Chapter 6.

The near-term project list includes 18 bicycle projects in unincorporated Napa County, listed in Table 12.6 and shown in Figure 12.44. Many of these projects are within an Equity Priority Community, and all are consistent with prior planning efforts. Most projects provide connectivity along or across a high stress route, or enhance safety along the High Injury Network defined by the Vision Zero Plan. These projects aim to reduce barriers to low-stress bicycle connectivity and address transportation inequities.

Project Complexity

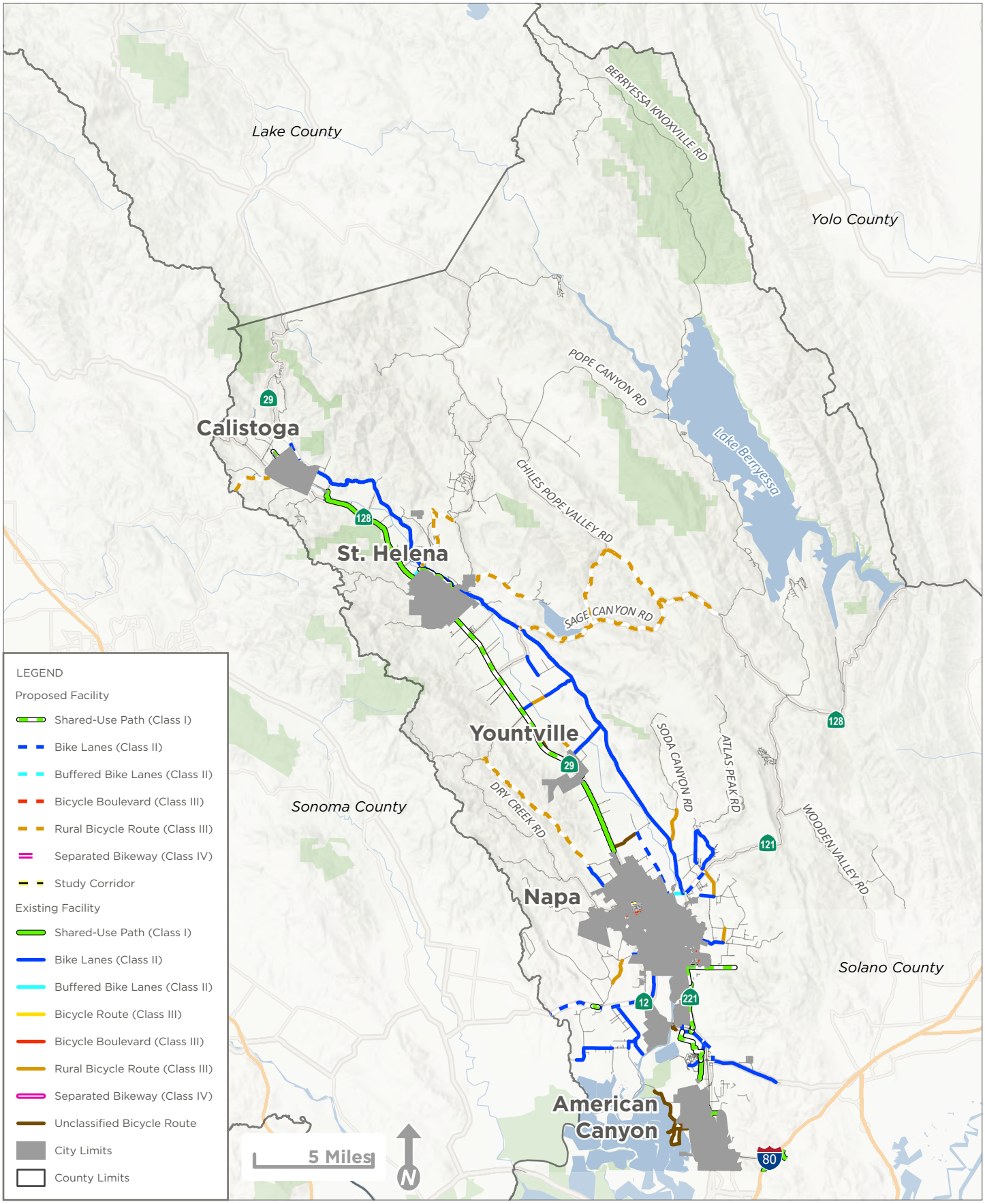
In addition to the prioritization, project complexity Is an essential consideration. Lower-complexity projects are projects that generally require only striping and signage, or which can be incorporated into routine paving or road resurfacing activities Higher complexity projects refer to projects that require right-of-way acquisition, concrete work, drainage, relocation of utilities, and other factors that increase construction costs. Projects in this AT Plan are categorized as either high or low complexity. For more information about project complexity, see Chapter 6.

Short-Term Solutions

For quick or short-term implementation, quick builds can be a viable option. Quick builds are improvements that address safety and connectivity at a lower cost and timeline than a full build-out with concrete or other permanent treatments. They often consist of plastic infrastructure such as bollards, signs, and paint, making them easy to install and adjust.

Table 12.6: County of Napa Near-Term Bicycle Project List

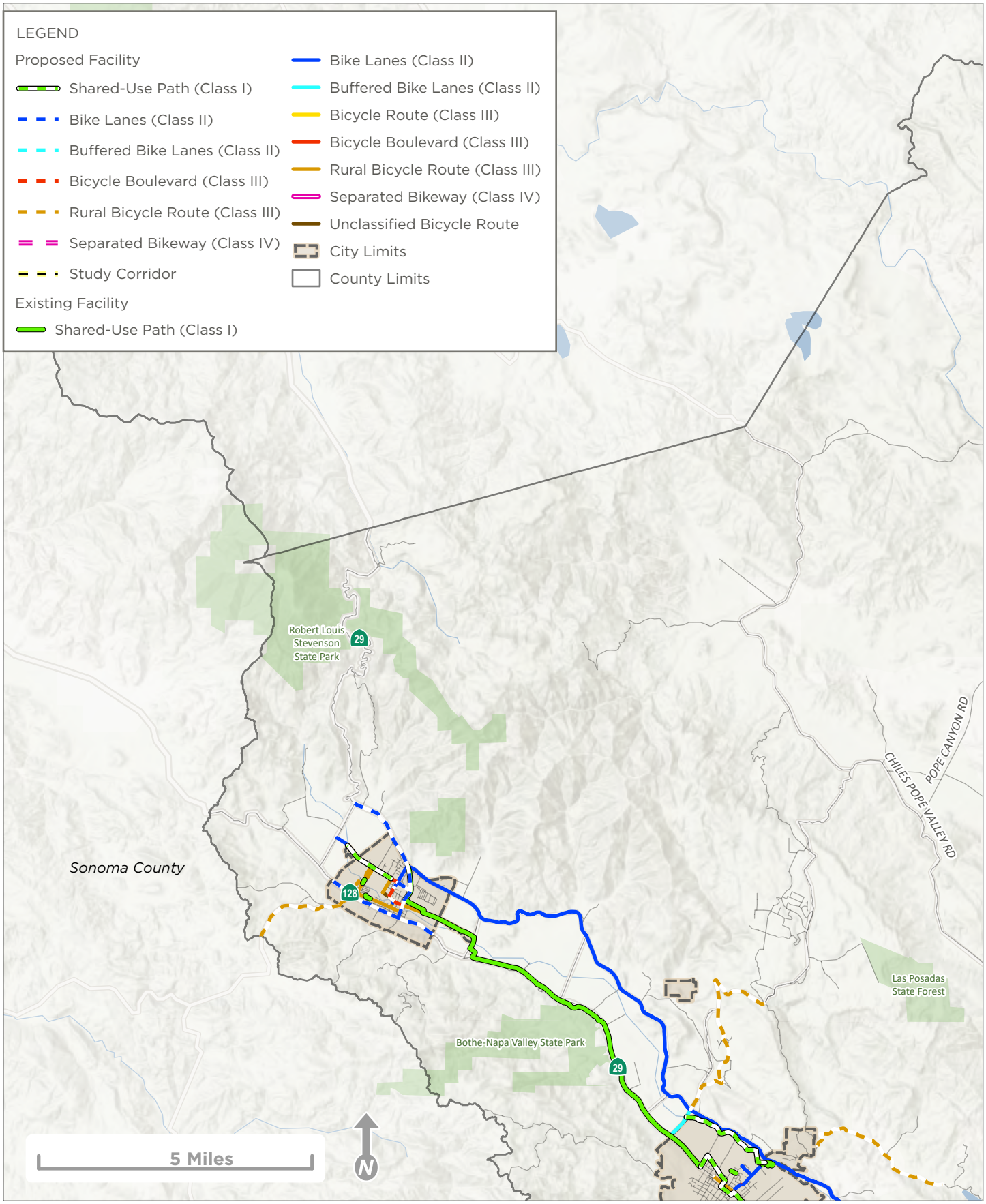
ID	Segment	Begins	Ends	Length (miles)	Type
821	SR 12	City boundary	Ramal	4.5	Bike Lanes (Class II)
838	Vine Trail Vista Carneros (NapaSan Fields)	Airport Blvd	Soscol Ferry Rd	2.0	Shared Use Path (Class I)
866	SR 221	Kaiser Rd	Vista Point Rd	1.1	Shared Use Path (Class I)
871	Dry Creek Rd	Oakville Grade Rd	Orchard Ave	6.8	Rural Bicycle Route (Class III)
885	SR 29/221	American Canyon city limit	Kaiser Rd	1.1	Bike Lanes (Class II)
889	Yount Mill Rd - Yount Street	Yountville town limit	SR 29	2.1	Rural Bicycle Route (Class III)
917	Kelly Rd	SR 12	Jameson Road	1.0	Bike Lanes (Class II)
1047	Skyline Path (along Imola Ave to Skyline Park)	Soscol Ave & 221	4th Avenue	2.0	Shared Use Path (Class I)
1054	Big Ranch Rd	Napa City Limits	Oak Knoll Ave	2.1	Bike Lanes (Class II)
1082	Conn Valley Rd	Howell Mountain Rd	Moore Creek Park	3.0	Rural Bicycle Route (Class III)
1084	Monticello Rd	Silverado Trail	Atlas Peak Rd	1.1	Bike Lanes (Class II)
1087	Deer Park Rd	Silverado Trail	White Cottage Rd	4.0	Rural Bicycle Route (Class III)
1092	SR 128/Sage Canyon Rd	Berryessa Knoxville Rd	Silverado Trail	11.2	Rural Bicycle Route (Class III)
1093	Lower Chiles Valley Rd	SR 128/Sage Canyon Rd	Chiles Pope Valley Rd	3.4	Rural Bicycle Route (Class III)
1095	Chiles Pope Valley Rd	SR 128/Sage Canyon Rd	Lower Chiles Valley Rd	3.7	Rural Bicycle Route (Class III)
1120	Petrified Forest Rd	City Border	Foothill Blvd	0.3	Rural Bicycle Route (Class III)
1180	Vine Trail St Helena to Yountville	Chaix Ln	Madison St	7.7	Shared Use Path (Class I)
1220	Snonma hwy from old sonoma to Duhig rd	Old Sonoma Rd	Duhig rd	0.2	Shared Use Path (Class I)
1228	Petrified Forest Rd	County border	Calistoga City Border	1.8	Rural Bicycle Route (Class III)



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa
Near-Term Bicycle Network
FIGURE 12.44



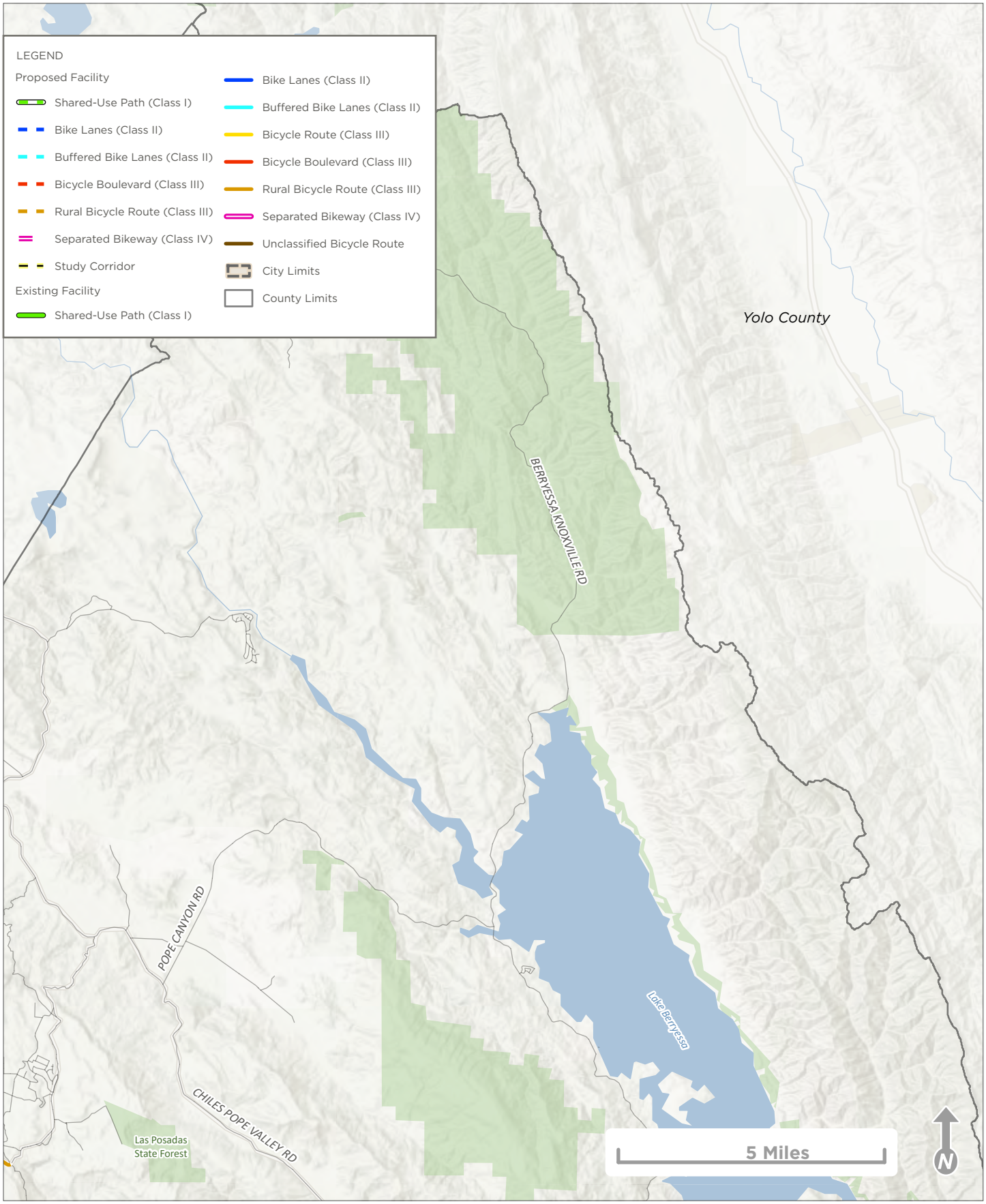
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northwest

Near-Term Bicycle Network

FIGURE 12.45



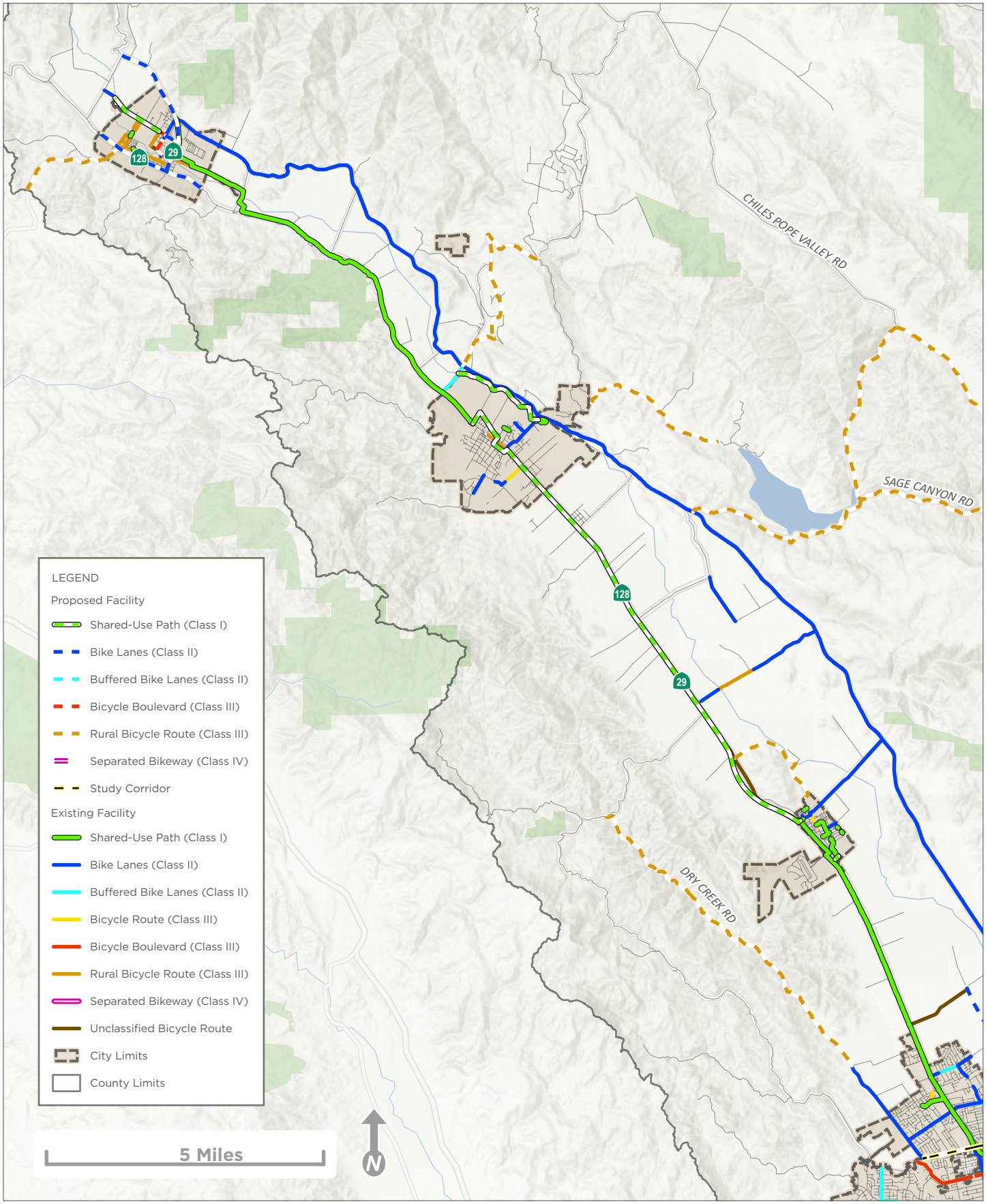
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Northeast

Near-Term Bicycle Network

FIGURE 12.46



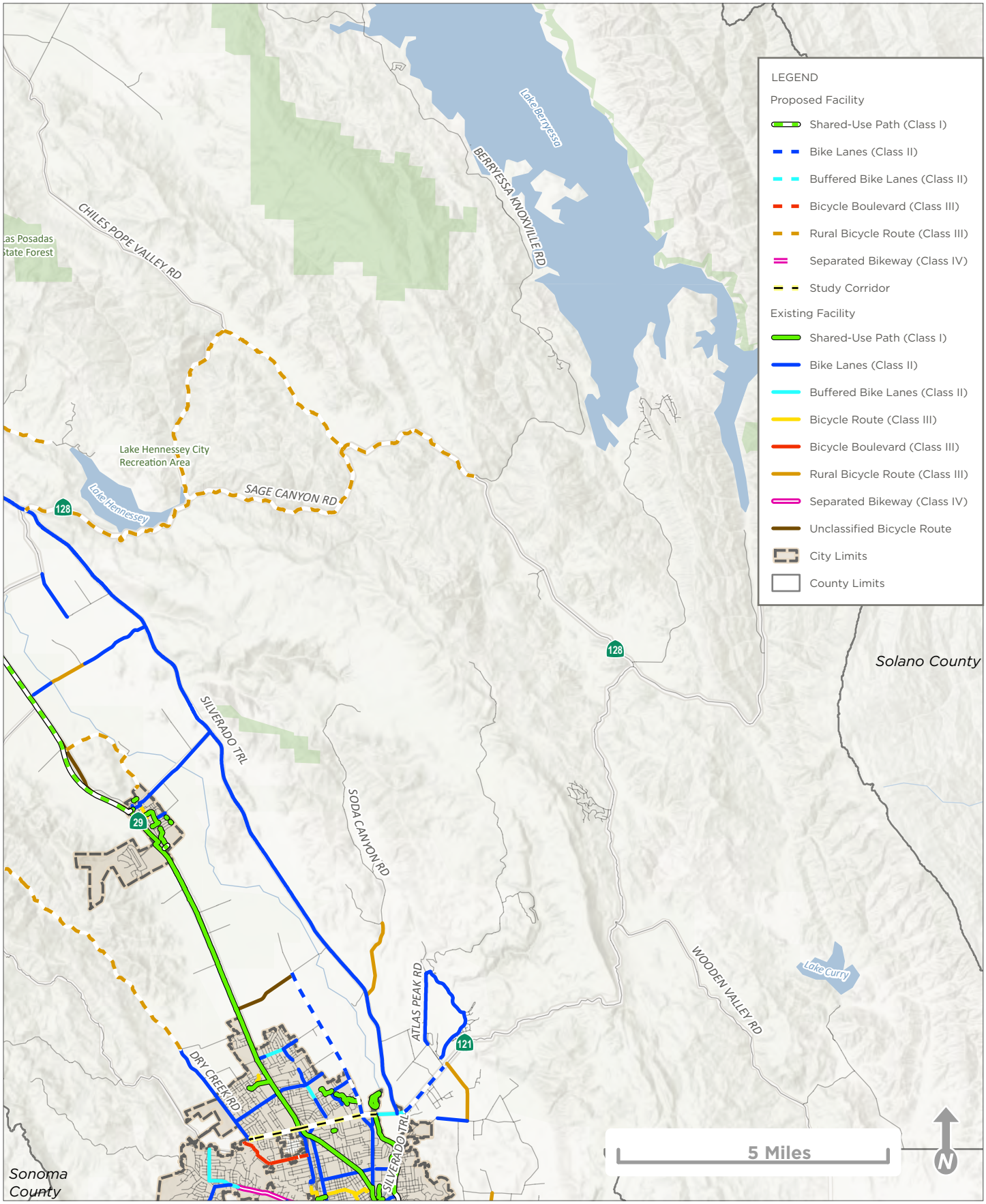
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central West

Near-Term Bicycle Network

FIGURE 12.47



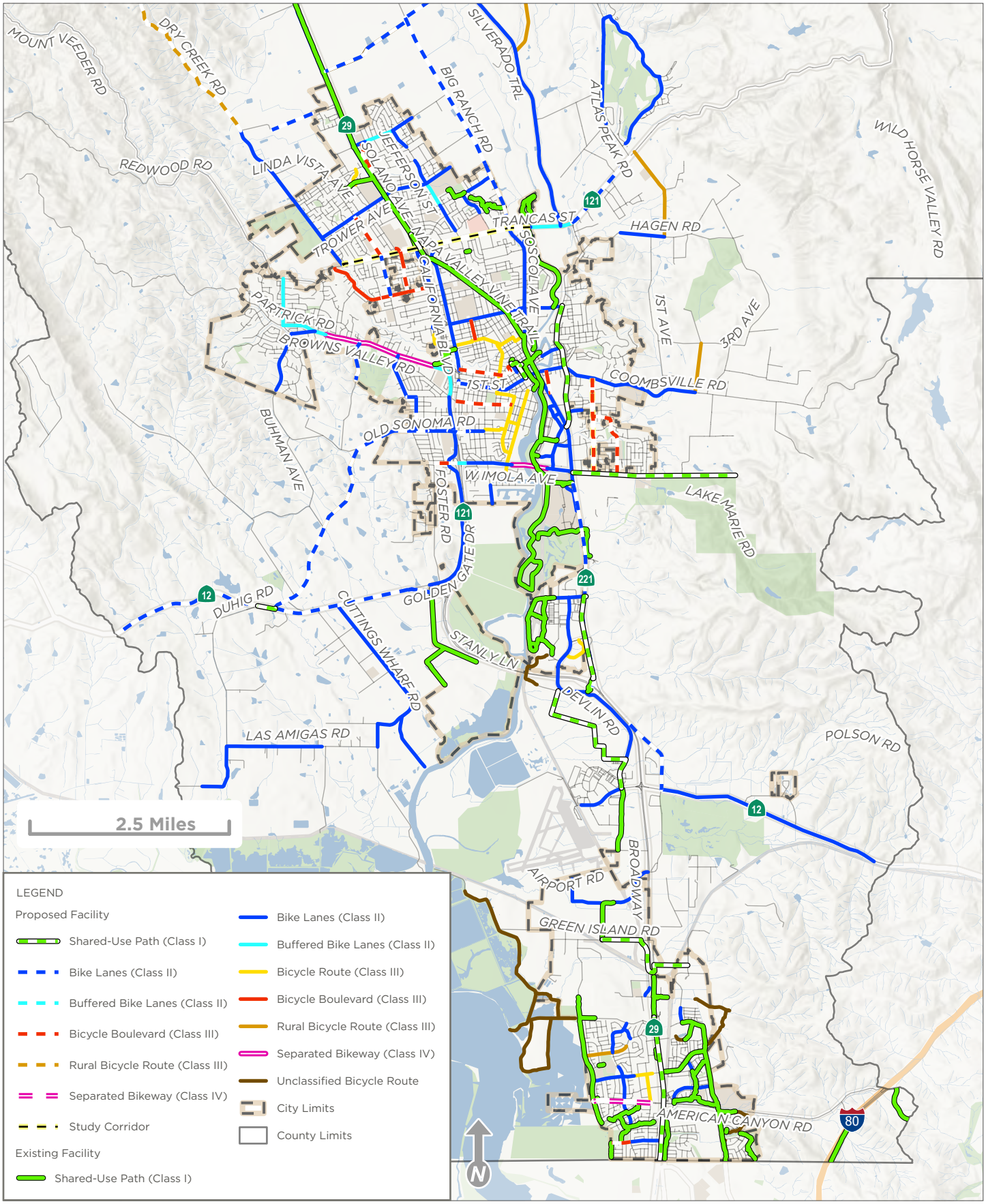
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Central East

Near-Term Bicycle Network

FIGURE 12.48



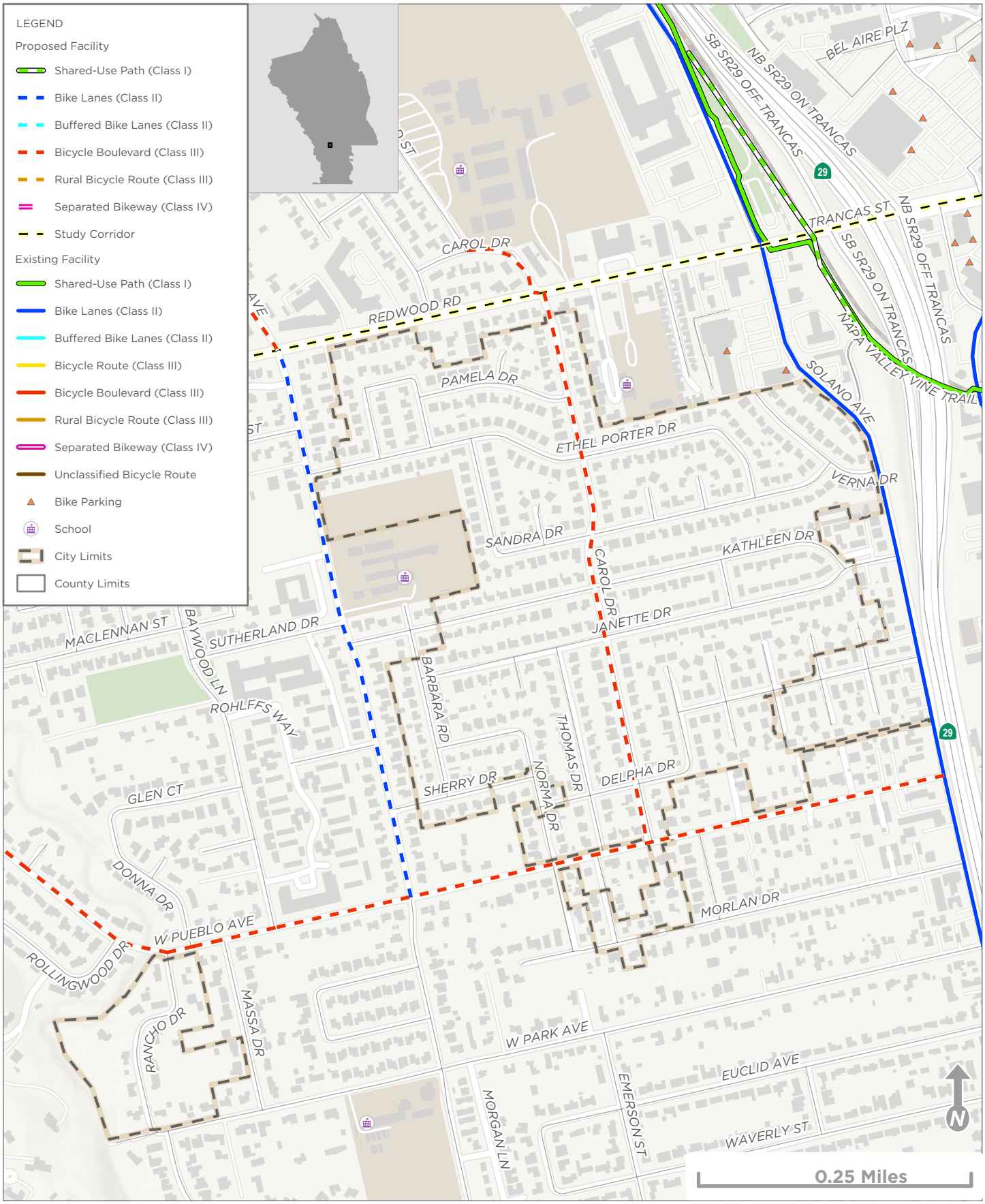
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - South

Near-Term Bicycle Network

FIGURE 12.49



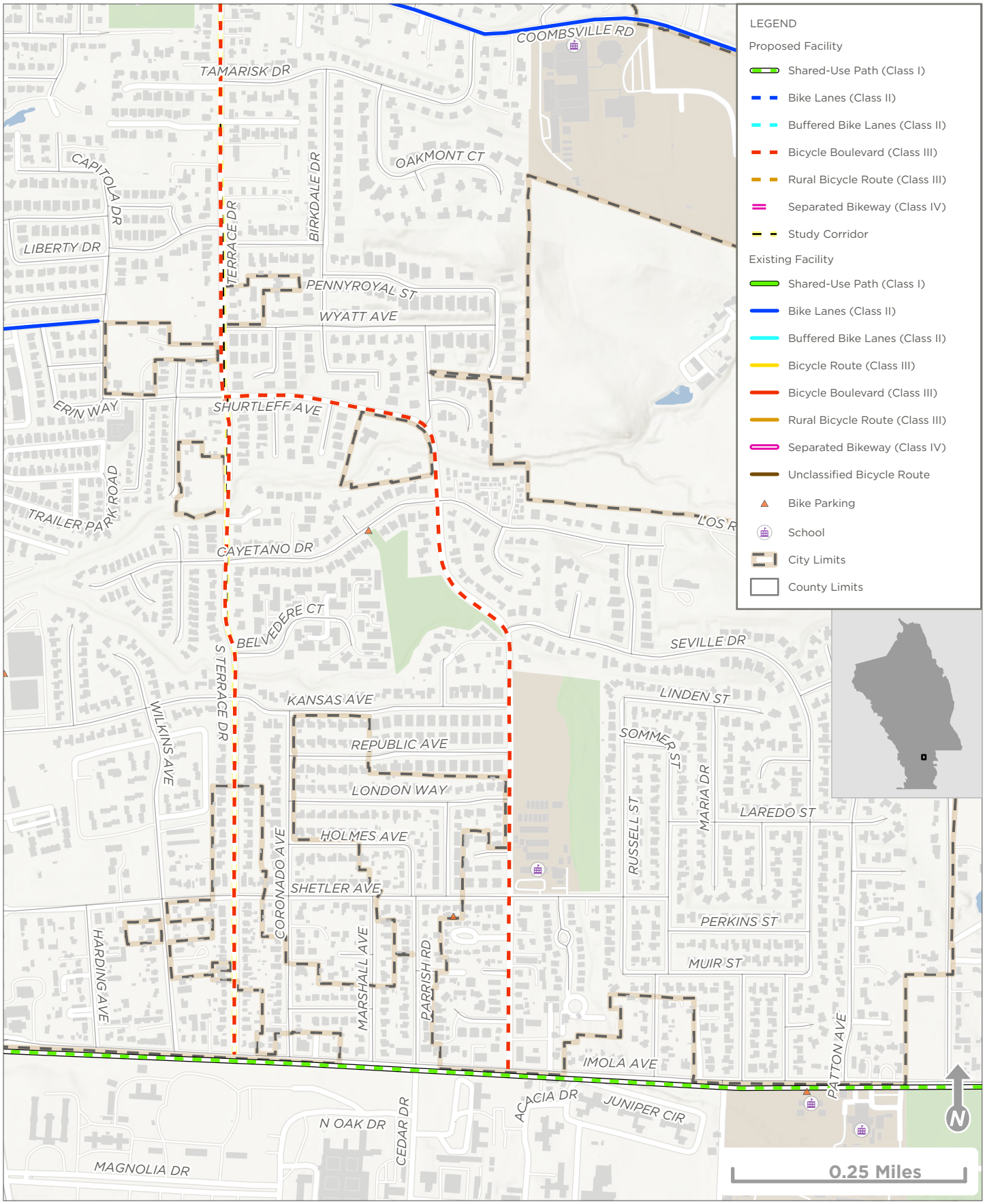
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - West Pueblo

Near-Term Bicycle Network

FIGURE 12.50



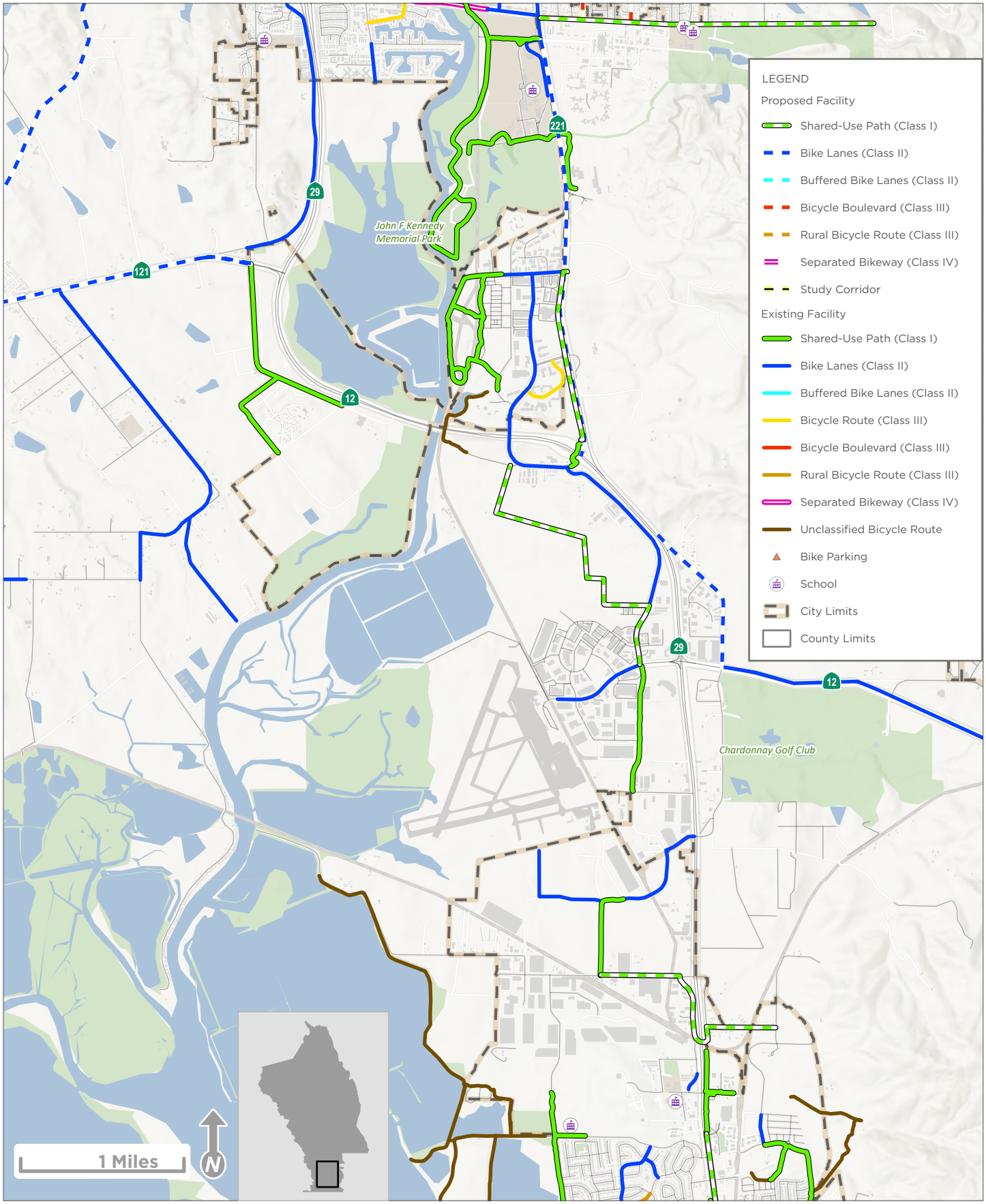
NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Southeast Napa Islands

Near-Term Bicycle Network

FIGURE 12.51



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

County of Napa - Napa / American Canyon

Near-Term Bicycle Network

FIGURE 12.52

Induced Bicycle Demand and VMT Reductions

For the 18 near-term projects proposed for unincorporated Napa County, benefits were quantified using the NCHRP Report 552 Guidelines for Analysis of Investment in Bicycle Facilities. The benefits presented are estimates and may not predict the exact benefits produced by each project.

Methodology

The annualized benefits are based on potential induced bicycling demand for each proposed project The total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a high estimate, based on 0.6 percent plus three times the Census commute share. Thus, demand is quantified at low, medium, and high estimates for the populations at each buffer distance. The results presented in Table 12.7 utilize the highest estimate. The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[21] and used to estimate the total induced commuter bicyclists annually.

This methodology results in annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from the proposed bicycle facilities, as detailed in Appendix F. These benefits are summed to produce the total monetized benefit for each project.

- **Mobility Benefits:** the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters.
- **Health Benefits**: the cost savings from physical activity benefits associated with induced demand
- **Recreation Benefits:** the cost savings related to recreational activity for new bicyclists induced
- **Decreased Auto Use Benefits:** the benefits associated with user cost savings, reduced congestion, and reduced air pollution.

In addition to the four benefits outlines above, benefits associated with greenhouse gas (GHG) reduction benefits were also calculated. The NCHRP guidelines do not discuss how to calculate GHG emissions reduction associated with a reduction VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator was used.

Results

Table 12.7, provides the estimated new bicycle commuters induced annually, annual VMT reduction, and the total annual monetized benefit provided by each project. All near-term proposed projects induce between zero and 20 new annual commuters a year. The proposed shared-use path on Skyline would provide the highest total benefit, followed by the shared-use path on the Vine Trail.

[21] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Table 12.7: County of Napa Near-Term Bicycle Project Benefits

ID	Segment	Begins	Ends	Length (miles)	Type	New Annual Commuter Bicyclists	VMT Reduction	Total Annual Benefits
821	SR 12	City boundary	Ramal	4.5	Bike Lanes (Class II)	2	2,369	$49,800
838	Vine Trail Vista Carneros (NapaSan Fields)	Airport Blvd	Soscol Ferry Rd	2.0	Shared Use Path (Class I)	0	681	$16,800
866	SR 221	Kaiser Rd	Vista Point Rd	1.1	Shared Use Path (Class I)	0	695	$17,400
871	Dry Creek Rd	Oakville Grade Rd	Orchard Ave	6.8	Rural Bicycle Route (Class III)	2	2,403	$40,000
885	SR 29/221	American Canyon city limit	Kaiser Rd	1.1	Bike Lanes (Class II)	1	763	$20,800
889	Yount Mill Rd - Yount Street	Yountville town limit	SR 29	2.1	Rural Bicycle Route (Class III)	4	6,614	$109,600
917	Kelly Rd	SR 12	Jameson Road	1.0	Bike Lanes (Class II)	0	337	$5,700
1047	Skyline Path (along Imola Ave to Skyline Park)	Soscol Ave & 221	4th Avenue	2.0	Shared Use Path (Class I)	20	29,643	$725,000
1054	Big Ranch Rd	Napa City Limits	Oak Knoll Ave	2.1	Bike Lanes (Class II)	10	15,290	$301,400
1082	Conn Valley Rd	Howell Mountain Rd	Moore Creek Park	3.0	Rural Bicycle Route (Class III)	0	662	$11,100
1084	Monticello Rd	Silverado Trail	Atlas Peak Rd	1.1	Bike Lanes (Class II)	12	18,557	$371,700
1087	Deer Park Rd	Silverado Trail	White Cottage Rd	4.0	Rural Bicycle Route (Class III)	1	1,962	$32,600
1092	SR 128/Sage Canyon Rd	Berryessa Knoxville Rd	Silverado Trail	11.2	Rural Bicycle Route (Class III)	0	174	$29,000
1093	Lower Chiles Valley Rd	SR 128/Sage Canyon Rd	Chiles Pope Valley Rd	3.4	Rural Bicycle Route (Class III)	0	45	$700

ID	Segment	Begins	Ends	Length (miles)	Type	New Annual Commuter Bicyclists	VMT Reduction	Total Annual Benefits
1095	Chiles Pope Valley Rd	SR 128/Sage Canyon Rd	Lower Chiles Valley Rd	3.7	Rural Bicycle Route (Class III)	0	62	$1,000
1120	Petrified Forest Rd	City Border	Foothill Blvd	0.3	Rural Bicycle Route (Class III)	5	7,367	$122,500
1180	Vine Trail St Helena to Yountville	Chaix Ln	Madison St	7.7	Shared Use Path (Class I)	9	13,580	$330,100
1220	Sonoma HWY from Old Sonoma Road to Duhig Rd	Old Sonoma Rd	Duhig Rd	0.2	Shared Use Path (Class I)	0	107	$2,600
1228	Petrified Forest Rd	County border	Calistoga City Border	1.8	Rural Bicycle Route (Class III)	3	4,501	$74,800

Appendix A

Project, Policy, and Program Consistency Screen

NAPA VALLEY TRANSPORTATION AUTHORITY

MEMORANDUM

November 4, 2024

To: Patrick Band
Organization: Napa Valley Transportation Authority
From: Toole Design and GHD, Inc.
Project: Napa Countywide ATP

Re: Existing Planning Efforts – Project, Policy, and Program Consistency Screen

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Introduction and Purpose

This memo includes a review of adopted (or draft as of October 2024) state, regional, and local plans relevant to the Napa Countywide ATP, and includes:

- A brief summary of each plan and its goals, objectives, and/or purpose;
- A summary of each plan's recommended infrastructure projects, screen for consistency with other regional and local recommendations, where applicable; and
- An inventory and summary table of each plan's programs and policies, including a consistency screen with other regional and local plans.

This document will inform the Napa Countywide ATP by highlighting priority and recommended projects from past plans, noting where project recommendations may be inconsistent between plans, and summarizing relevant programs and policies and highlighting inconsistencies:

- Between a jurisdiction's plans; and
- Across different jurisdictions within regional plans.

A standalone Appendix includes a comprehensive summary and crosswalk table of policies and plans.

Reviewed Plans

All plans reviewed are grouped by state, regional, or local jurisdiction, starting with the most recent.

State Plans

Caltrans District 4 Bicycle (2018) and Pedestrian Plan (2021)

The Caltrans District 4 Bicycle Plan aims to remove barriers to bicycling throughout the San Francisco Bay Area via a variety of infrastructure improvements that enhance bicycle safety and mobility. The Plan establishes a vision that by 2040, people in California of all ages, abilities, and incomes can safely, conveniently, and comfortably walk and bicycle for their everyday transportation needs. The plan is focused on infrastructure and does not include policies and programs.

The Caltrans District 4 Pedestrian Plan identifies locations in need of pedestrian improvements along the State Highway System (SHS) throughout the Bay Area. While the District 4 Pedestrian Plan does not identify specific improvement projects, it prioritizes areas of need for future funding and implementation based on mobility/access, safety, and equity, including both existing and new infrastructure. The plan does not include policies and programs.

Four goals guide these plans, and are listed below:

- Safety: Facilitate safe travel for all users (modes) and abilities, as expressed through Toward Zero Deaths (Caltrans) and Vision Zero (local agencies) initiatives
- Mobility: Reduce dependency on motor vehicle travel through mode shift to bicycling, walking, and transit
- Preservation: Ensure district active transportation strategies and actions adequately discuss the long-term maintenance needs and resources required to maintain a state of good repair for state highways
- Equity: Promote active transportation solutions that serve the communities within the district by improving accessibility and healthy transportation options for disadvantaged communities

Regional Plans

NVTA Accessible Transportation Needs Assessment (2024 Draft)

NVTA is developing the Accessible Transportation Needs Assessment (ATNA) scheduled to be completed in January 2025. The assessment will study barriers to mobility for seniors and individuals with disabilities throughout

Napa County and will propose recommendations to provide equitable and improved transportation options for these populations.

As of October 2024, a comparative analysis report of transportation programs and services in peer counties was published as part of the ATNA. The analysis reviews transportation services offered to older adults by public, private, and non-profit entities in other similar counties and considers their potential in Napa County. Currently, the report does not include project recommendations, programs, or policies, and therefore is not included in the consistency screen sections of this document.

NVTA Vision Zero Plan (2023)

The NVTA Vision Zero Plan aims to increase roadway safety and eliminate traffic related death and serious injuries in Napa Valley. Informed by the Safe System approach, the Plan outlines six guiding principles:

- Safety is the highest priority
- People make mistakes
- A data-driven approach
- Safety is a shared responsibility
- Transportation networks must be equitable
- Vision Zero will be accountable and transparent

The Vision Zero Plan places an emphasis on equity, focusing efforts on low-income communities, the needs of seasonal workers and unhoused individuals, and reimagines the role of enforcement in the Safe System Approach.

Advancing Mobility 2045 (2021)

Advancing Mobility 2045 is the NVTA Countywide Transportation Plan (CTP) that provides long-range, countywide transportation priorities for Napa County. The plan outlines priorities for NVTA and Napa County's transportation system to relieve congestion, improve traffic safety, create more active transportation infrastructure, provide more reliable and frequent bus service, and maintain and repair the existing transportation system. The Plan establishes a framework for investments in the transportation network over the next five years, while establishing longer range priorities for estimated land-use, environmental, population and financial projects over the next 25 years. The plan's six goals include:

- Serve the transportation needs of the entire community regardless of age, income, or ability
- Improve system safety in order to support all modes and serve all users
- Use taxpayer dollars efficiently
- Promote Napa County's economic sustainability
- Minimize energy and other resources required to move people and goods
- Prioritize the maintenance and rehabilitation of the existing system

The CTP not only establishes a long-term vision for the county, but also identifies countywide projects, policies and programs to be submitted to the Metropolitan Transportation Commission (MTC) for inclusion in the Bay Area Regional Transportation Plan (RTP). The CTP will be updated and adopted by early 2026.

SR 29 Comprehensive Multimodal Corridor Plan (2020)

The State Route (SR) 29 Comprehensive Multimodal Corridor Plan (CMCP) is a multiagency plan that evaluates the most constrained portion of SR 29 between the cities of Napa and Vallejo. The plan's objective is to develop a comprehensive multimodal package of prioritized improvements, resulting in a Preferred Corridor Plan, over the next 20 years to address the following issues:

- Traffic congestion and delay
- Increased crash risks for all users
- Lack of low-stress multimodal connectivity
- Reduced travel time and transit reliability

Napa Valley Community-Based Transportation Plan (2020; plan update in progress)

The Napa Valley Community-Based Transportation Plan (CBTP) addresses community of concern (COC) transportation needs and network gaps. The Plan was published in 2020, and NVTA is currently in the process of a plan update. The CBTP outlines two goals:

- Improve access and mobility for low-income communities, for commute and non-commute trips; and
- Engage residents and community organizations in conducting the analysis and shaping recommendations

NVTA Travel Behavior Study (2020; plan update in progress)

The Travel Behavior Study investigates travel demand and travel patterns in the Napa Valley. While the study does not include project, program, or policy recommendations, the study will be used to refine the Napa Travel Model and inform regional transportation planning efforts. The initial Travel Behavior Study was created in 2014, with the most recent update published in 2020. NVTA is working on an additional update, which started in summer of 2024.

Napa Countywide Bicycle Master Plan (2019)

The Napa Countywide Bicycle Master Plan envisions a comprehensive, connected bicycle network for people of all ages and abilities that provides safe, convenient and enjoyable bicycle access throughout the County. The Plan aims to increase bicycle mode share to 10 percent by 2035, and includes four guiding goals:

- Develop a well-designed low Level of Traffic Stress (LTS) connected bicycle network
- Improve bicycle access for disadvantaged and/or underserved communities
- Improve safety for all ages and abilities
- Increase mode share of bicycling

This plan includes jurisdiction-specific bicycle plans within it.

Napa County Safe Routes to School Program Published Reports (2018-2022)

The Napa County Safe Routes to Schools (SRTS) program, led by the Napa County Office of Education (NCOE) and the Napa County Bicycle Coalition (NCBC), aims to ensure that every child can walk or bicycle to school safely. Currently, the SRTS program includes educational and encouragement elements such as bicycle safety education, bike rodeo, walking school buses, community rides, helmet distributions, and annual countywide events like Walk and Roll to School Day.

Between 2018 and 2022, NCBC conducted 31 walk audits of public schools throughout the county to identify barriers to safe walking and bicycling and developed action plans with specific improvement recommendations for schools in Calistoga, St. Helena, Napa, and American Canyon. The plans include feedback from Safe Routes evaluations conducted in 2018, walk audits from 2019-2020, and a 2021 parent survey.

Reports include both infrastructure and programmatic recommendations, which can be used to support and complement countywide and jurisdictional plans.

Napa Countywide Pedestrian Master Plan (2016)

The Napa Countywide Pedestrian Master Plan aims to increase pedestrian trips countywide by providing a connected, safe, and enjoyable pedestrian network for all. The plan outlines four goals:

- Provide a connected network of pedestrian sidewalks, trails and pathways in the County and its jurisdictions that are safe and accessible to a variety of users and that foster community interactions
- Encourage a multimodal transportation system
- Obtain funding for pedestrian projects
- Encourage and educate residents about walking and enforce safe interactions between pedestrians and motorists

The Plan includes individual local plans with priority project lists and supporting program and policies for the cities of Calistoga, St. Helena, Napa, and American Canyon, the Town of Yountville, and Unincorporated Napa County.

Local Plans

City of Calistoga

Calistoga General Plan (2014)

The Calistoga General Plan is the City's fundamental land use and development policy document, and is used to guide development, growth, and conserve resources into the future. The plan aims to maintain Calistoga's small-town character and walkability.

Calistoga Active Transportation Plan (ATP) (2014)

The Calistoga Active Transportation Plan (ATP) updates the 2012 ATP and provides a framework for pedestrian and bicycle improvement implementation. The ATP's vision is to develop a comprehensive, connected bicycle and pedestrian system. The plan's programs provide people with safe, convenient and enjoyable access throughout and beyond Calistoga. The Plan assesses pedestrian and bicyclist needs throughout the city and identifies infrastructure and programmatic improvements to support active transportation.

City of St. Helena

St. Helena 2040 General Plan (2019)

The City of St. Helena 2040 General Plan provides a vision for the City to build a community of effective community institution, safe neighborhoods and streets, and superior schools, parks and public facilities. The Plan will guide thoughtful, well-managed development while maintaining the City's small-town, rural character. The Plan includes an assessment of active transportation needs and identifies infrastructure and programmatic improvements to support active transportation.

Town of Yountville

Envision Yountville General Plan (2019)

The Envision Yountville General Plan outlines a community vision for transportation, housing, open space, conservation, safety and more. The Plan aims to limit growth and encourage infill, preserve quality of life, maintain community character, and provide a transportation network that encourages walking, biking, and public transportation ridership.

The Mobility Element of the General Plan provides the framework for decisions concerning Yountville's multi-modal transportation system, which includes roadway, transit, bike, pedestrian, and parking facilities. The Mobility Element includes an assessment of pedestrian and bicyclist needs throughout the city and identifies infrastructure and programmatic improvements to support active transportation.

City of Napa

City of Napa Local Road Safety Plan (2022)

The City of Napa Local Roadway Safety Plan (LRSP), adopted in September 2022, aims to reduce fatal and severe collisions on Napa's roadways. The plan systematically identifies traffic and safety related issues and recommends a list of projects and countermeasures to improve safety. The plan recommends a prioritized list of improvements that qualify for Highway Safety Improvement Program (HSIP) funding.

Napa 2040 General Plan (2022)

The City of Napa's General Plan is a comprehensive, long-range planning document that is used to guide the City's decision making in terms of future growth and physical development. The Transportation Element of the plan establishes goals and policies to enhance transportation options for the community and improve mobility through increased connectivity and efficient infrastructure management. The element addresses various modes of transportation and aims to improve transportation options and connectivity within the City and to the surrounding region, and identifies infrastructure and programmatic improvements to support active transportation.

City of Napa Bicycle Plan (2021) and Pedestrian Plan (2021)

The City of Napa Bicycle Plan is intended to guide development of infrastructure, programs, and policies that improve the bicycling environment for all residents and visitors in this Napa Valley community. The City of Napa Bicycle and Pedestrian Plans were developed as part of the NVTA Countywide Plans.

City of American Canyon

General Plan 2040 (2024 Draft)

The American Canyon General Plan, currently undergoing updates and pending adoption, provides a planning framework for the City and expresses the shared community vision of a Healthy, Equitable, Resilient, and Economically Vibrant community to the year 2040 and beyond. The plan presents a long-term framework for future growth and development in the city.

The Mobility Element of the General Plan aims to guide a safe and efficient transportation system. The core value of the Mobility Element is to provide safe and easy travel for pedestrians, bicyclists, transit riders and motor vehicles. The Plan assesses pedestrian and bicyclist needs throughout the city and identifies infrastructure and programmatic improvements to support active transportation.

City of American Canyon Local Road Safety Plan (2022)

The American Canyon Local Roadway Safety Plan (LRSP) aims to reduce fatal and severe injury collisions and increase safe, healthy, and equitable mobility for all through proposed roadway improvements and safety countermeasures.

Project Inventory and Consistency Screen

For all plans listed above, recommended projects were inventoried and reviewed for consistency across plans.

Key Findings

- The NVTA Vision Zero Plan (2023) recommends installing a roundabout at SR 29 and Madison Street, which is an additional improvement not included among intersection improvements recommended in the SR 29 CMCP (2020).
- The SR 29 CMCP (2020) maintains SR 29 as a four-lane arterial through the City of American Canyon, but the City's General Plan Update (2024) envision SR 29 ultimately widened to six lanes.
- The Napa Valley 2020 CBTP includes two projects in the City of Napa that are not included in any other regional or local plans.
- The City of Calistoga ATP (2014) includes 10 projects that are inconsistent with projects included in the Napa Countywide Bicycle Plan (2019). These projects mainly differ in where they begin and end, and the facility type proposed.
- St. Helena's General Plan (2019) lists 21 bikeway projects that differ from projects listed in the Napa Countywide Bicycle Master Plan (2019). These projects mainly differ in where they begin and end, and the facility type proposed.

Multi-Jurisdictional Project Inventory

The tables in this section summarize non-conflicting projects sourced from multi-jurisdictional plans that aim to achieve different goals.

NVTA Vision Zero Plan (2023)

This plan includes 46 roadway safety projects throughout the corridor. The 10 priority projects are included in the table below.

Table 1: NVTA 2023 Vision Zero Plan - Top 10 Projects

Location	Recommended Projects
American Canyon Rd E	▪ Install protected intersections or roundabouts, high-visibility crosswalks and daylighting
Lincoln Ave	▪ Install signal with LPI and audible push buttons, and square intersection ▪ Install Class II bike lane, narrow travel lanes ▪ Install high-visibility crosswalks and daylighting at all intersections ▪ Install RRFBs
SR 128	▪ Install centerline delineators ▪ Install asphalt berms ▪ Build permanent sidewalks ▪ Install RRFBs and high-visibility crosswalks
Deer Park Rd/ Sanitarium Rd	▪ Install roundabout
Howell Mountain Rd	▪ Upgrade signage ▪ Upgrade pavement markings/raised markings ▪ Install advance curve warning signage, rumble strips, delineators and markers

	▪ Install Class IIB buffered bike lanes and conflict striping
Main St	▪ Install curb extensions ▪ Upgrade signal synchronization ▪ Install high-visibility crosswalks ▪ Upgrade sidewalks with ADA-compliant ramps
Trancas St/ Redwood Rd	▪ Road diet ▪ Install Class II bike lanes, Class IIB buffered bike lanes ▪ Implement LPI, install pedestrian countdown timers, audible push buttons, retroflective tape, edge lines, and advance stop bars ▪ Install wayfinding signage ▪ Improve sightlines ▪ Straighten crosswalks, upgrade to high-visibility markings, ADA-compliant curb ramps ▪ Install bike conflict striping, delineators, object markers, speed feedback signs ▪ Upgrade to fluorescent signage ▪ Close/reconfigure slip lane and implement all-way stop control ▪ Install RRFB and pedestrian median refuge ▪ Close sidewalk gaps ▪ Install protected intersection
Soscol Ave	▪ Upgrade signage ▪ Install speed feedback signs, delineators and object markers ▪ Upgrade bike lanes to Class IIB buffered bike lanes or Class IV separated bike lanes ▪ Narrow travel lanes ▪ Install trail crossing ▪ Install high-visibility crosswalks ▪ Square intersections ▪ Re-configure slip lanes ▪ Install bike conflict striping and transit islands ▪ Install Pedestrian Hybrid Beacons (PHBs)
Finell Rd	▪ Install curb extensions, daylight, and high-visibility crosswalks ▪ Close sidewalks gaps
SR 29/ Madison St	▪ Install roundabout

SR 29 Comprehensive Multimodal Corridor Plan (2020)

The projects proposed in the SR 29 Comprehensive Multimodal Corridor Plan (CMCP) were compared to the Caltrans SR 29 Route Concept Report, NVTA Regional Transportation Plan, and the Circulation Elements of the Napa County, City of American Canyon, and City of Napa General Plans. The proposed SR 29 CMCP was consistent with other agency plans, aside from one recommendation: while the SR 29 CMCP (2020) maintains SR 29 as a four-lane arterial through the City of American Canyon, the City of American Canyon's General Plan (2024 draft; in-progress) envisions SR 29 ultimately widened to six lanes.

Table 2: State Route 29 Comprehensive Multimodal Corridor Plan Projects

Improvement Type	Project	Description
SR 29 Multimodal Improvements	SR 37 to Napa Junction Road	▪ Separated pathways on either side of SR 29 ▪ Pedestrian refuge islands at intersections ▪ 8' shoulders and landscaping
	Napa Junction Road to Paoli Loop Road	▪ Separated pathway on the west side of SR 29 ▪ Connect to Vine Trail and Paoli Loop Road
	South Kelly Road to Soscol Junction	▪ Buffered bike lanes ▪ Improved intersections
Intersection Improvements	Airport Boulevard/SR12/SR29	▪ Interchange improvements ▪ Pedestrian and bicycle crossings
	Soscol Junction	▪ Two roundabouts and grade separated crossing for SR 29 ▪ Pedestrian and bicycle crossing improvements
Grade-Separated Pedestrian Crossings	Donaldson Drive American Canyon Road Napa Junction Road	▪ Eliminate at-grade pedestrian traffic signal cycles ▪ Provide raised crossings over SR 29
Shared-Use Paths	Napa Valley Vine Trail	▪ Separated path along SR 29 ▪ Gap closures from the City of Napa (Kennedy Park) to the City of American Canyon (Newell Drive) to the existing Vine Trail along Broadway
	San Franscisco Bay Trail	▪ Separated paths along Napa River ▪ Connect through Napa, American Canyon, Vallejo and to SR 37

Jurisdiction-Specific Project Inventory

City of Napa Local Road Safety Plan (LRSP; 2022)

The LRSP identifies safety projects, based on countermeasures in the plan, that qualify for Highway Safety Improvement Program (HSIP) funding. Active-transportation related recommendations include:

- Install advance warning flashing beacons at:
  - » Soscol Ave at W. Imola Ave
  - » SR 29 at SR 12
  - » SR 29 at Trower Ave
  - » Lincoln Ave at Soscol Ave
  - » SR 29 at Wine Country Ave
  - » Silverado Trail at Lincoln Ave/Clark St
  - » Redwood Rd at Solano Ave
  - » SR 29 at Salvador Ave

    - » Soscol Ave at Shetler Ave
    - » W. Imola Ave at SR 29 NB Ramps
    - » Jefferson St at Sheridan Dr
- Modify traffic signal to include Leading Pedestrian Interval, and install advance stop bars and pedestrian countdown signal heads at:
    - » Soscol Ave at W. Imola Ave
    - » SR 29 at Trower Ave
    - » Lincoln Ave at Soscol Ave
    - » SR 29 at Wine Country Ave
    - » Silverado Trail at Lincoln Ave/Clark St
    - » Redwood Rd at Solano Ave
    - » SR 29 at Salvador Ave
    - » Soscol Ave at Shetler Ave
    - » W. Imola Ave at SR 29 NB Ramps
    - » Jefferson St at Sheridan Dr
- Install high-visibility crosswalks, additional stop signs (or other regulatory signs), and improve intersection pavement at:
    - » California Blvd at Pueblo Ave
    - » Soscol Ave: W. Imola Ave to Trancas St
    - » Silverado Trail: Soscol Ave to City Limit
    - » Solano Ave: Lincoln Ave to Trower Ave
    - » Lincoln Ave: Yajome St to Silverado Trail
    - » S. Freeway Dr/Golden Gate Dr: 900’ N of Imola Ave to 1,600’ S of Imola Ave
    - » SR 29: 1,400’ N of Trancas St to City Limit (North)
    - » W. Imola Ave: Foster Rd to Soscol Ave
    - » Browns Valley Rd: 350' W of Austin Rd to 400’ W of Freeway Dr
    - » Main St: 750’ N of Lincoln Ave to 5th St
    - » Jefferson St: Trancas St to 2nd St
    - » Trancas St/Redwood Rd: 450' E of Dry Creek Rd to City Limit (East)
- Along the following roadway segments, install high-visibility crosswalks, Rectangular Rapid Flashing Beacons, and dynamic speed warning signs:
    - » Soscol Ave: W. Imola Ave to Trancas St
    - » Silverado Trail: Soscol Ave to City Limit
    - » Solano Ave: Lincoln Ave to Trower Ave
    - » Lincoln Ave: Yajome St to Silverado Trail
    - » W. Imola Ave: Foster Rd to Soscol Ave
    - » Browns Valley Rd: 350' W of Austin Rd to 400’ W of Freeway Dr
    - » Main St: 750’ N of Lincoln Ave to 5th St
    - » S. Freeway Dr/Golden Gate Dr: 900’ N of Imola Ave to 1,600’ S of Imola Ave

City of American Canyon Local Road Safety Plan (LRSP; 2022)

The LRSP identifies safety projects, based on countermeasures in the plan, that qualify for Highway Safety Improvement Program funding. Active-transportation related recommendations include:

- Install pedestrian crossing (new signs and markings) at uncontrolled locations:
    - » Flosden Rd and Daniel Dr

    - » Rio Del Mar and Rio Grande
    - » Silver Oak Trail (American Canyon Rd to Newell Dr)
    - » Benton Way (Wetlands Edge Rd to Donaldson Way/Elliott Dr)
- Modify signal phasing to implement a Leading Pedestrian Interval at:
    - » American Canyon Rd and Broadway Silver Oak Trail
    - » American Canyon Rd and Newell Dr/Flosden Rd
    - » Flosden Rd and Canyon Creek Dr
    - » Flosden Rd and Via Bellagio
    - » American Canyon Rd and Via Firenze
- Evaluate installing a mini roundabout at Rio Del Mar and Los Altos Pl
- Install high-visibility yellow school crosswalk striping at American Canyon Rd and Via Firenze
- Relocate existing school crossing at Rio Del Mar and Rio Grande

Advancing Mobility 2045 (2021)

The projects listed in Table 3 below are included in the Advancing Mobility 2045 countywide plan, which was developed with the input of all jurisdictional and countywide plans that preceded it (including General Plan Circulation Elements).

Table 3: Advancing Mobility 2045 Projects

Jurisdiction	Project Description
American Canyon	American Canyon Multimodal Transit Center: Construct transit center
American Canyon	Highway 29 Pedestrian Safety Overcrossings: Construct three pedestrian crossings over Highway 29
Calistoga	Lake Street reconstruction and complete street enhancements
Calistoga	Pedestrian safety improvements at SR 29 and Cedar Street: Stop signs and crosswalks
Calistoga	Pedestrian safety improvements at SR 29 and Brannan Street: Curb extension and flashing beacon
Calistoga	Safe Routes to School: Construct foot bridge over the Napa River at Pioneer Park
Calistoga	Lincoln Corridor Safety Enhancements: Signal modification, bicycle, and pedestrian enhancements
Calistoga	South Oak Bicycle/Pedestrian Bridge: Construct fast bridge over Napa River at Logvy Park
Calistoga	Grant Street – City Limit to Centennial Court: Complete Street enhancements and multiuse pathway on Grant
City of Napa	Trower Avenue Extension: Extend Trower Avenue east to connect with Big Ranch Road

City of Napa	Linda Vista Avenue Bridge and Extension: New bridge at Redwood Creek and extension of Terrace Drive from the southern terminus of Terrace Drive to the northerly terminus of South Terrace Drive
City of Napa	Terrace Drive Bridge and Extension: New bridge at Cayetano Creek and extension of Terrace Drive from the southern terminus of Terrace Drive to the northerly terminus of South Terrace Drive
City of Napa	Solano Avenue Bridge and Extension: New bridge at Napa Creek and extension of Solano Avenue south to connect with First Street
City of Napa	Lincoln Avenue at California Boulevard and SR 29 Off-Ramp: Reconfigure northbound SR 29 off-ramp at Lincoln Avenue and modify Lincoln Avenue/California Boulevard intersection
City of Napa	Salvador Avenue Complete Streets: Complete streets infrastructure improvements including roadway widening to accommodate bicycle and pedestrian facilities
City of Napa	SR 29 over Trower Avenue: Trower Avenue underpass at SR 29
City of Napa	Jefferson Street/Laurel Street Signal: New signal at intersection
City of Napa	Jefferson Street/Old Sonoma Road Signal: New signal at intersection
City of Napa	Jefferson Street/Imola Avenue Intersection Modifications: modifications including additional right-turn lanes
City of Napa	Solano Avenue/Redwood Road Intersection Modifications: modifications including widening and restriping
City of Napa	Jefferson Street/Lincoln Avenue Intersection Modifications: modifications including additional right-turn lanes
City of Napa	Lincoln Avenue/Soscol Avenue Intersection Modifications: modifications including additional right-turn lanes
City of Napa	First Street and Browns Valley Road – Corridor Complete Streets: Complete Streets infrastructure improvements including roundabouts at the intersections of First Street/Freeway Drive and First Street/SR 29 southbound ramps
City of Napa	Jefferson Street/Sierra Avenue Signal: New signal at intersection
City of Napa	Browns Valley Road Complete Streets: Completes Streets infrastructure improvements including roadway widening between Westview Drive and McCormick Lane to accommodate bicycle and pedestrian facilities
City of Napa	Salvador Creek Bicycle Trail: Construct a Class I multiuse path along Salvador Creek
City of Napa	Intersection modification: Construct intersection improvements at Silverado Trail/Third Street/Coombsville Road/East Avenue
City of Napa	Oxbow Preserve/Bicycle Pedestrian Bridge: Construct a bicycle/pedestrian bridge from the Oxbow Preserve over the Napa River to the River Trail
City of Napa	Oxbow District Bicycle/Pedestrian Bridge: Construct a bicycle/pedestrian bridge from the River Trail over the Napa River to Third Street

City of Napa	Laurel Street Sidewalks: Construct sidewalks along Laurel Street where gaps are present
City of Napa	Sierra Avenue Sidewalks: Construct sidewalks along Sierra Avenue from Jefferson Street to SR 29
City of Napa	Terrace Drive Sidewalks: Construct sidewalks along Terrace Drive where gaps are present
City of Napa	Railroad Crossing Upgrades: Upgrade all railroad crossings citywide to Concreate® panels with flangeway fillers
City of Napa	Vine Trail (Redwood Road Crossing): Construct a grade-separated crossing across Redwood Road connecting the adjacent sections of the Vine Trail
Napa County	Vine Trail: Class I bicycle trails, including portions of American Canyon, St. Helena, and unincorporated Napa County
Napa County	Soscol Gateway Transit Center Improvements: Pedestrian connector, safety, and infrastructure upgrades
Napa County	Oxbow Bicycle and Pedestrian Crossing: Construct a bicycle/pedestrian bridge over the Napa River between 3rd Street and 1st Street adjacent to the existing railroad bridge
Napa County	Imola Complete Streets Corridor: Complete Streets enhancements and safety improvements along the Imola Avenue corridor
St. Helena	Main Street Corridor Improvements Phase I: Upgrade sidewalk, pedestrian lighting, pedestrian furniture, landscaping/trees, and bicycle infrastructure
St. Helena	Main Street Corridor Improvements Phase II: Install traffic calming devices (e.g. curb extensions), pedestrian lighting, pedestrian furniture, landscaping, bicycle infrastructure, and traffic signal synchronization modifications
St. Helena	Downtown Corridor Improvements: Install traffic calming devices (e.g. curb extensions), pedestrian lighting, pedestrian furniture, landscaping, bicycle infrastructure, and traffic signal synchronization
St. Helena	Sulphur Creek Class I Bikeway: Construct Class I bikeway
St. Helena	Spring Mountain Road Class I Bikeway: Construct Class I bikeway
St. Helena	Napa River Class I Bikeway: Construct Class I bikeway (River Trail)
St. Helena	Highway 29/Main Street and Deer Park Road Intersection Improvements: Construct intersection improvements to safety and circulation on Highway 29
St. Helena	Highway 29/Main Street and Pratt Avenue Intersection Improvements: Construct intersection improvements to safety and circulation on Highway 29
Yountville	Washington Park – Parks and Path ADA Improvements: Adding sidewalks to the Washington Park Subdivision
Yountville	Yountville Crossroads Bicycle Path & Sidewalk: Add a full-lane bicycle path along Yountville Crossroads

Napa Valley Community-Based Transportation Plan (2020; update in progress)

The 2020 Napa Valley Community-Based Transportation Plan (CBTP) identifies 11 priority infrastructure projects, including crossing improvements, new or improved sidewalks and bikeways, and transit service enhancements and stop improvements. These projects differ from those listed in Table 3, above, but are not inconsistent. Bikeway and pedestrian recommendations in the CBTP do not include details, such as recommended bicycle facility class or crossing improvement type. There are two projects in the City of Napa that are not included in any other planning efforts, and one project in St. Helena that is not included in any other planning efforts. The table below outlines active transportation-related improvements and notes their inclusion and consistency with other regional or local plans.

Table 4: Community-Based Transportation Plan Priority Projects

Project	Sponsor	Included In Regional or Local Plan	Regional Plan	Local Plan	Consistent With Local Plans
Bike facility from Jefferson Street to Soscol Avenue	City of Napa	Yes	Napa Countywide Regional Bicycle Plan (2019)	City of Napa Bicycle Plan (2021)	✓
Enhanced pedestrian crossing/RRFB on Trancas Street at Valley Verde Drive	City of Napa	Yes	NVTA Vision Zero Plan	-	✓
Enhanced pedestrian crossing/RRFB on Jefferson Street and Rubicon Street	City of Napa	No	-	-	-
Enhanced pedestrian crossing at Jefferson Street and El Capitan Way	City of Napa	No	-	-	-
Bus shelter/benches at high usage stops	NVTA	Yes	NVTA Countywide Transportation Plan (2021)	-	✓
Hunt Avenue sidewalks/pedestrian improvements*	City of St. Helena	Yes	Napa Countywide Regional Pedestrian Plan (2016)	St. Helena General Plan Update (2040)	✓
Pope Avenue sidewalks/pedestrian and lighting improvements	City of St. Helena	No	-	-	-

Caltrans District 4 Bicycle Plan (2018)

While the Caltrans District 4 Bicycle Plan is a regional plan developed by a state agency, its recommendations are jurisdiction specific. The top-tier projects described in the table below were prioritized based on demand and need from a list of 40 bicycle projects within Napa County and are not duplicative of the projects from other plans.

Table 5: Caltrans District 4 Bike Plan - Napa County Top Tier Projects

Project Number	Jurisdiction	Location	Improvement
Nap-121-C03	Unincorporated	Hwy 121 (Duhig Rd to Old Sonoma Rd)	Corridor Improvement- Class IV
Nap-128-C05	St Helena	Hwy 128 (Sage Canyon Rd to Conn Creek Rd)	Corridor Improvement- Class IV
Nap-29-C07	American Canyon	Hwy 29 (American Canyon Rd to Jameson Canyon Rd/Hwy 12)	Corridor Improvement- Class I
Nap-29-X11	Napa	Hwy 29 (Imola Ave W)	Minor interchange improvements (signage and striping)- Class I

Bikeway Project Discrepancies

The tables in this section compare bikeway projects in local plans (including ATPs and General Plans) with the jurisdiction-specific plans included in the NVTA Countywide Bicycle Master Plan.

Table 6: Calistoga ATP and NVTA Countywide Bicycle Master Plan Comparison

**Denotes inconsistency*

Bikeways	Calistoga ATP			NVTA Countywide Plan		
	Class	Begins	Ends	Class	Begins	Ends
Southern Crossing	I	Foothill Boulevard*	Washington Street	I	School Street*	Washington Street
Lake Street	II	Silverado Trail	Washington Street*	II	Silverado Trail	Grant Street*
Lake Street	II*	Silverado Trail*	Washington Street*	III*	N. Oak Street*	Lake Street*
Fair Way	III* (Route)	N. Oak Street*	Lincoln Avenue	III* (Boulevard)	Lake Street*	Lincoln Avenue
Grant Street	III (Route)	N. Oak Street*	Wappo Avenue*	III (Route)	Greenwood Avenue*	Mora Street*
Grant Street	III (Boulevard)	N. Oak Street*	Wappo Avenue*	III (Boulevard)	Mora Avenue*	N. Oak Street*
Greenwood Avenue	III (Route)	Napa River	Grant Street*	III (Route)	Napa River	SR 29*
Lincoln Avenue	III (Route)*	Foothill Boulevard	Fair Way	II*	Foothill Boulevard	Fair Way
Money Lane	III (Route)*	Lake Street	Michael Way*	III (Boulevard)*	Lake Street	Mora Avenue*
Money Lane Extension	III (Route)*	Michael Way*	Greenwood Avenue*	III (Boulevard)*	Lake Street*	Mora Avenue*

Table 7: St. Helena General Plan and NVTA Countywide Bike Plan Comparison

**Denotes inconsistency*

Bikeways	St. Helena General Plan			NVTA Countywide Plan		
	Class	Begins	Ends	Class	Begins	Ends
Crane Park Path	I	Grayson Avenue	La Quinta Way*	I	Grayson Avenue	Kennedy Court*
Sulphur Springs Trail	I	Sulphur Springs Ave*	Silverado Trail*	I	Valley View St*	Main St/SR 29*
Mariposa Lane	I (Vine Trail)*	Pope St	McCorkle Ave	III (Boulevard)*	Pope St	McCorkle Ave
Starr Ave Path	I (Vine Trail)*	Adams St	Pope St*	I*	Adams St	Mills Ln*
Starr Ave Path	II*	Pope St*	Mills Ln	I*	Adams St*	Mills Ln
Railroad Ave	I (Vine Trail)*	Fulton Ln	Adams St*	III (Boulevard)*	Fulton Ln	Hunt Ave*
Railroad Ave	III (Route)*	Adams St*	Hunt Ave	III (Boulevard)*	Fulton Ln*	Hunt Ave
Pope St	II*	Starr Ave	Silverado Trail	I*	Starr Ave	Silverado Trail
Main/SR 29	II	Mitchell Dr*	Mills Ln*	II	Charter Oak Rd*	Chaix Ln*
Hunt Ave	II*	Main St/SR 29*	Starr Ave	III (Boulevard)*	Church St*	Starr Ave
College Ave	II*	Pope St	McCorkle Ave	III (Boulevard)*	Pope St	McCorkle Ave
Valley View St	II*	Spring St	Birch St	III (Boulevard)*	Spring St	Birch St
Spring St	II*	Sulphur Springs Ave	Sylvaner Ave	III (Route)*	Sulphur Springs Ave	Sylvaner Ave
Oak Ave	II*	Charter Oak Ave	Grayson Ave	I (Vine Trail)*	Charter Oak Ave	Grayson Ave
McCorkle Ave	II*	Vine Trail*	College Ave	III (Boulevard)*	Allision Ave*	College Ave

Pratt Ave	III (Route)*	Main St/SR 29	Napa River Trail	I (Vine Trail)*	Main St/SR 29	Napa River Trail
Church St	III (Route)*	Hunt Ave	Pope St	III (Boulevard)*	Hunt Ave	Pope St
Edwards St	III (Route)*	Hunt Ave	Pope St	III (Boulevard)*	Hunt Ave	Pope St
Main St	III (Route)	Pratt Ave*	Mitchell Dr*	III (Route)	Deer Park Rd*	Fulton Ln*
Main St	III (Route)	Pratt Ave*	Mitchell Dr*	III (Route)	Madrona Ave*	Charter Oak Ave*

Program and Policy Inventory and Consistency Screen

In addition to the infrastructure projects included above, programs and policies were also inventoried and reviewed for consistency. Generally, programs and policies were consistent in multiple plans within a single jurisdiction. More variation was found in programs and policies across jurisdictions (i.e., policies differed between jurisdictions within a single plan).

Key Findings

Inconsistencies Across Jurisdictions

- In the Countywide Pedestrian Master Plan (2016), most programs and policies are consistent across jurisdictions with a few exceptions:
  - » Yountville does not include a school crossing guard training or construction coordination policy
  - » American Canyon is the only jurisdiction that includes an ADA compliance tracking program
  - » Unincorporated Napa County is the only jurisdiction that includes a pedestrian guidelines policy
- Inconsistencies across jurisdictions in the Napa Countywide Bicycle Master Plan (2019) include:
  - » Napa and Unincorporated Napa County are the only two jurisdictions that do not include a Capital Improvement Project/Complete Streets Checklist program
  - » Unincorporated Napa County is the only jurisdiction that does not include a policy to retain a dedicated bicycle staff member
  - » Calistoga and Napa are the only two jurisdictions to not include programs for law enforcement activities
  - » St. Helena is the only jurisdiction that does not include an existing bikeways policy
  - » Napa is the only jurisdiction that does not include a Vision Zero policy
  - » American Canyon and Unincorporated Napa County are the only jurisdictions that include bicycle parking/additional facilities policies
  - » Unincorporated Napa County is the only jurisdiction to include a County Roads and Streets Standards policy
- Napa's LRSP is the only safety plan to mention emergency medical services policies
- The American Canyon General Plan includes a "universal design" policy, while other jurisdictional plans include policies related to required ADA standards
- St. Helena's General Plan is the only plan to include a policy that mentions "smart growth" and sustainable planning principles related to land use and growth management
- American Canyon's General Plan is the only plan to include a "context sensitive design" policy

Inconsistencies Within Jurisdictions

- Sidewalk policies for the Town of Yountville were inconsistent between Yountville's General Plan Mobility Chapter (2019) and the Napa Countywide Pedestrian Plan (2016).

The Appendix at the end of this document includes two comparative inventories of State versus Regional Programs and Policies, and Regional versus Local Programs and Policies.

Regional Plan Program and Policy Inventory

NVTA Vision Zero Plan (2023)

The NVTA Vision Zero Plan outlines strategies and supporting actions to reach zero traffic deaths. The table below outlines the programs and policies included in the Action Plan related to active transportation. Within this regional plan, policies and programs are consistent across the jurisdictions, however, when comparing local plans

from the Napa Countywide Bicycle Master Plan, Napa is the only local plan that does not contain a Vision Zero policy.

Table 8: NVTA Vision Zero Action Plan Programs and Policies

Number	Action	Policy
2E	Update roadway design standards and policies for implementation of safety-related projects	Create an internal training program for engineering and planning staff to stay up to date on best practices in Vision Zero, Complete Streets, and Design Standards.
5B	Prioritize disadvantaged communities and people who have fewer mobility choices	Develop a driver, bicyclist, and pedestrian safety campaign focused on those over the age of 60
7A	Educate all roadway users	Develop a Vision Zero educational campaign
8F	Educate all roadway users	Develop an educational campaign targeting specific behaviors of all roadway users identified by the emphasis areas along the HIN
10	Reduce speeds through policy and design	For member agencies that have not gone through the process in the last year, update traffic calming programs to prioritize the HIN

Advancing Mobility 2045 (2021)

The Advancing Mobility 2045 Plan has eight programmatic themes with program descriptions and project examples. The programs and themes related to active transportation are described in the table below. Overall, these themes are consistent with the programs proposed in the other local and regional plans reviewed.

Table 9: Advancing Mobility 2045 Programs

Program Theme	Description	Project Examples
Improve Pedestrian Safety	Improve pedestrian conditions to reduce traffic collisions and increase safety	▪ High visibility pedestrian crosswalks ▪ Pedestrian crossing warning signage ▪ Rectangular Rapid Flashing Beacons ▪ Leading Pedestrian Intervals
Improve Pedestrian Access to Schools and Transit	Improve, maintain, and repair pedestrian facilities around schools and transit stops to enable and encourage pedestrian mobility, walkability, and active forms of transportation	▪ Repaired and improved sidewalks around schools and transit stops ▪ Completed sidewalk paths and links bridging network gaps around schools and transit stops ▪ High-visibility pedestrian crosswalks around schools and transit stops ▪ Pedestrian crossing warning signage around schools and transit stops ▪ Rectangular Rapid Flashing Beacons around schools and transit stops ▪ New sidewalks around schools and transit stops
Increase Transit Amenities	Maintain existing and add new transit-related amenities, like benches, shelters, restrooms, and pedestrian and bicycle facilities, to enable and encourage a significant Napa County transit mode shift	▪ New bus stop benches and shelters ▪ Secure bicycle parking
Increase Transit ADA Access	Increase transit service enhancements that improve service for persons with disabilities	▪ New ADA curb ramps ▪ New ADA transit amenities ▪ High visibility pedestrian crosswalks ▪ Rectangular Rapid Flashing Beacon

SR 29 Comprehensive Multimodal Corridor Plan (2020)

Policies in the SR 29 CMCP were consistent with all policies established by the other agency plans.

Napa Valley Community-Based Transportation Plan (2020) (Plan Update in Progress)

The Community-Based Transportation Plans (CBTP) recommends programmatic themes that can be applied to different project types throughout the plan's various Communities of Concern (COCs). The table below describes the themes and actions relevant to active transportation and are consistent with other reviewed regional plans.

Table 10: CBTP Recommended Programmatic Themes

Theme	Action
Improve Pedestrian Safety	Improve pedestrian conditions to reduce traffic collisions and increase safety
Improve Pedestrian Access to Schools and Transit	Improve, maintain, and repair pedestrian facilities around schools and transit stops to enable and encourage pedestrian mobility/walkability/active forms of transportation
Expand Mobility Options for Low-income, Senior, and Disabled Residents	Introduce enhancements that improve service for residents of Communities of Concern (COCs)
Increase Transit Amenities	Maintain existing and add transit-related amenities like benches, shelters, restrooms, pedestrian and bicycle facilities to enable and encourage a significant Napa County transit mode shift
Increase transit ADA access	Enhance transit service to improve service for persons with disabilities

Napa Countywide Bicycle Master Plan (2019)

The Napa Countywide Bicycle Master Plan includes programs and policies at both the countywide level and the local jurisdictional level. The programs and policies for each local jurisdiction are summarized in the table below and have been compared for consistency with other regional and jurisdictional plans. In the Countywide plan, programs and policies are generally consistent across the jurisdictional plans.

Inconsistencies across jurisdictions include the following:

- Napa and Unincorporated Napa County are the only two jurisdictions that do not include a Capital Improvement Project/Complete Streets Checklist program.
- Unincorporated Napa County is the only jurisdiction that does not include a policy to retain a dedicated bicycle staff member.
- Calistoga and Napa are the only two jurisdictions to not include programs for law enforcement activities
- St. Helena is the only jurisdiction that does not include an existing bikeways policy.
- Napa is the only jurisdiction in this plan that does not include a Vision Zero policy (it is included in Napa's General Plan instead.)
- American Canyon and Unincorporated Napa County are the only jurisdictions that include bicycle parking/additional facilities policies.

- Unincorporated Napa County is the only jurisdiction to include a County Roads and Streets Standards policy.

The City of Napa's programs and policies follow a different, more detailed and specific format in the plan than the other five jurisdictions; Napa's programs and policies have been adapted to match the format of the other five jurisdiction's plans in the table below, but there are additional programs and policies included in the Napa plan that are not necessarily included in the table below.

Table 11: Napa Countywide Bicycle Master Plan (2019) Support Programs and Policies

Program or Policy	Recommendation	Calistoga	St. Helena	Yountville	Napa	American Canyon	Unincorporated County
Capital Improvement Projects/ Complete Streets Checklist	Create checklist for capital projects on and adjacent to streets (repaving, restriping, reconstruction) that ensures City staff review the infrastructure recommendations of this Plan at the time of project development.	✓	✓	✓		✓	
Dedicated Bicycle Staff	Identify a staff member who is responsible for bicycle planning and the implementation of bicycle facilities and dedicate a percentage of their time to these efforts.	✓	✓	✓	✓	✓	
Law Enforcement Activities	▪ Provide bicycle-specific training for law enforcement personnel and establish a community policing agreement which engages members of the community, including agency engineering and planning staff, local elected officials, non-profit community advocates, schools, and others, to ensure the coordination of enforcement goals and strategies, and to develop a balanced approach to address traffic safety issues that includes education, engineering, and enforcement. ▪ Establish a bicycle diversion program for bicycle traffic offenders. ▪ Provide focused law enforcement operations at high collision locations.		✓	✓		✓	✓
Existing Bikeways Policy	Develop a policy which specifies that existing bikeways should not be removed, unless an improved bikeway is being installed.	✓		✓	✓	✓	✓
Vision Zero Policy	Adopt a countywide Vision Zero policy and develop an action plan for implementing Vision Zero. Identify opportunities for funding for Vision Zero efforts, such as developing a Countywide database to inventory collision	✓	✓	✓		✓	✓

	data and environmental factors, undertaking a comprehensive analysis to understand collision patterns, and facilitating an outreach process to identify community safety priorities and determine where to focus safety investments and improvements.						
Wayfinding Program	Develop a regional wayfinding system that has a similar brand throughout Napa Valley and helps bicyclists navigate the transportation network with confidence and provide direction to their destinations; create a community identity; and build a sense of place. The Town of Yountville could adjust the brand to reflect local character while still maintaining signage elements for consistency including placement, frequency of signs, and content.	✓	✓	✓	✓	✓	✓
Bikeway Maintenance	Prioritize maintenance of roadways and removal of debris where bicycle facilities are present.	✓	✓	✓		✓	✓
Bicycle Parking and additional facilities	Consider amending County code to define standards for long-term bicycle parking. Encourage employers to install showers and locker facilities for bicycle commuters					✓	✓
County Road and Street Standards	Revise the current standards to reference this Plan and the 2016 Pedestrian Plan with regard to implementation of bicycle and pedestrian facilities in addition to the discretion of the County Engineer.						✓

Programs and policies to be implemented at the countywide level include those from past planning efforts. The table below describes new countywide programs and policies in the 2019 Bicycle Plan, all of which have been compared and verified for consistency with other regional planning documents.

Table 12: Napa Countywide Bicycle Master Plan (2019) Support Policies and Programs

Policy/Program	Description
Vision Zero Policy	Adopt a countywide Vision Zero policy and develop an action plan for implementing Vision Zero. Identify opportunities for funding for Vision Zero efforts, such as developing a countywide database to inventory collision data and environmental factors, undertaking a comprehensive analysis to understand collision patterns, and facilitating an outreach process to identify community safety priorities and determine where to focus safety investments and improvements.
Existing Bikeways Policy	Develop a policy which specifies that existing bikeways should not be removed, unless an improved bikeway is being installed.
Bicycle Voucher Program (Bucks for Bikes)	Provides up to $100 voucher for new bicycle purchased for commuting.

Bike Share Program	Pursue opportunities for creating a Bike Share program designed to encourage making short distance trips by bicycle and to provide a transportation alternative for zero-vehicle households.
Wayfinding	Create and install countywide wayfinding to help bicyclists navigate the roadway network and find their way past barriers, such as complex intersections or high-stress streets. Coordinate wayfinding across jurisdictions.
Bicycle Friendly Community Status	Create a coordinated countywide effort to apply for Bicycle Friendly Community status from the League of American Bicyclists. (The City of Calistoga became a Silver Bicycle Friendly Community in 2013, and the City of Napa became a Bronze Bicycle Friendly Community in 2016.)
Bicycle Count Program	Develop bicycle count strategies that are implementable in the short-term and assist NVTA as it measures progress towards achieving the goal of 10 percent mode shift by 2035. See Appendix D for bicycle count program recommendations.
Data Sharing Program	Maintain a comprehensive database of bikeways throughout Napa County and, to track progress, develop a process for jurisdictions to share updated project implementation/data with NVTA once projects are completed.
Dedicated Bicycle Staff	Identify a staff member at NVTA who is responsible for bicycle planning and the implementation of bicycle facilities and dedicate a percentage of their time to these efforts.
Dedicated Safe Routes to School Funding	Pursue coordination of sources to ensure consistent funding for Safe Routes to School programming throughout the County's school districts.
Bikeway Maintenance	Prioritize maintenance of roadways and removal of debris where bicycle facilities are present.

Napa County Safe Routes to Schools Program Published Reports (2018-2022)

For the Napa County Safe Routes to Schools (SRTS) Program, programmatic recommendations were determined using walk audit results, infrastructure assessments, existing plans, and local stakeholder and community input. Recommendations included in the reports address safety, close network gaps and reduce barriers, calm traffic, and increase local support for programs and policies that support safe routes to schools.

The published reports include programs and policies to support Safe Routes to Schools programs countywide. The following bullets provide a thematic summary of the types of programs and policies included across the 31 reports:

- Student-led encouragement events and education campaigns
- Ongoing and annual/countywide encouragement events
- Group encouragement events
- Circulation plan/policy
- Bicycle and bicycle safety education programming
- Pedestrian safety education programming

- Bike maintenance education programming
- Parent involvement programs
- Parent Champion program
- Carpool program
- Schol street pilot program
- Congestion management programs and policies

Napa Countywide Pedestrian Master Plan (2016)

The Napa Countywide Pedestrian Master Plan (CPMP) includes programs and policies at both the countywide and local jurisdictional level. Countywide programs include Safe Routes to School efforts, countywide pedestrian counts, funding Vision Zero efforts, and enacting Complete Streets policies. The pedestrian programs and policies for each local jurisdiction are summarized in the table below and compared for consistency with other regional and jurisdictional plans. Overall, programs and policies are generally consistent across the jurisdictional plans:

- Calistoga, St. Helena, and Yountville have consistent programs and policies with each other, except:
  - » Yountville does not include a school crossing guard training nor construction coordination policy
- Napa, American Canyon, and Unincorporated Napa County have consistent programs and policies with each other, except:
  - » American Canyon is the only jurisdiction that includes an ADA compliance tracking program
  - » Unincorporated Napa County is the only jurisdiction with a pedestrian guidelines policy

Table 13: Napa Countywide Pedestrian Master Plan (2016) Programs and Policies

Theme	Recommended Program or Policy	Calistoga	St. Helena	Yountville	Napa	American Canyon	Unincorporated County
Education and Encouragement	**Safe Routes to Schools Coordination:** Coordinate with the Napa County Office of Education to continue SRTS programs in the city and determine feasibility of implementing SRTS recommendations.	✓	✓	✓	✓	✓	✓
Safety and Enforcement	**Law Enforcement for Pedestrian Safety:** Coordinate with NVTA to provide resources to officers on pedestrian safety principles / best practices and education outreach efforts to align with countywide collision reduction goals. Consider designating traffic safety officers who conduct pedestrian-related enforcement activities, such as monitoring school circulation activity during pick up and drop off periods. Determine feasibility of enforcement recommendations in the *Countywide Implementation* chapter.	✓	✓	✓	✓	✓	✓

	NVTA Safety Campaign: Coordinate with NVTA on the media safety campaign that NVTA is pursuing, as an opportunity for education by distributing pedestrian safety pamphlets in-lieu of, or in addition to, citations.	✓	✓	✓	✓	✓	✓
	Elementary School Crossing Guard Training: Review crossing guard training and staffing to improve operations and reduce confusion.	✓	✓				
	Construction Coordination: Coordinate with stakeholders during traffic control plan development near key pedestrian nodes such as schools, parks and transit stops to ensure appropriate considerations for pedestrian circulation	✓	✓				
Maintenance	**Repair of Sidewalks, Crosswalks, and Curb Ramps:** Continue to regularly improve and repair uneven sidewalk, broken asphalt in crosswalks, and install new curb ramps as part of the citywide Sidewalk Maintenance Program. Consider adding a page to the city's website to allow residents and visitors to more easily report and track hazards in the public right-of-way and to ensure all necessary sidewalk repairs are included in the city's Capital Improvement Program (CIP). This could include the reporting of maintenance needs for pedestrian-related pavement markings and traffic control devices.	✓	✓	✓	✓	✓	✓
	Overgrown Vegetation on Sidewalks and Planting Strips: Continue to ensure that landscapes at maturity do not interfere with safe sight distances for bicycle, pedestrian, or vehicular traffic; do not conflict with overhead lights, traffic controls, traffic signage, utility lines or poles, or walkway lights; and do not block bicycle or pedestrian ways. Require adjacent property owners to maintain landscaped areas with live and healthy plant materials, replacing plant materials when necessary to maintain full function and aesthetics; to water, weed, prune, fertilize and keep sidewalks and planting strips litter free.	✓	✓	✓	✓	✓	✓
	Caltrans Coordination: Coordinate with Caltrans for sidewalk maintenance, crosswalk enhancements and curb ramp upgrades	✓	✓	✓			
Engineering and Design Standards	**Crosswalk Guidelines:** Implement Crosswalk Guidelines, included in Appendix D, to enable the City to respond to crosswalk requests in a manner that improves pedestrian accessibility and maintains public safety. Reference the guidelines when making decisions about where standard crosswalks (two, parallel white stripes) can be marked; where crosswalks with special treatments, such as high visibility crosswalks, flashing beacons and other special features, should be employed; and where crosswalks will not be marked due to safety concerns resulting from volume, speed, or sight distance issues.	✓	✓	✓	✓	✓	✓

	ADA Compliance Tracking Program: Determine feasibility of tracking ADA improvements and updates using practices recommended as part of the ADA Transition Plan update, to be coordinated by the ADA Coordinator. Maintain and update GIS database of ADA curb ramps and sidewalk in the public right-of way to align with priority schedule in the updated ADA Transition Plan.					✓	
	Pedestrian Guidelines: Adopt pedestrian design guidelines in this plan, Appendix UNC-F, especially those for rural contexts including distinctions for rural remote roadways and those near pedestrian generators.						✓
Placemaking and Complete Streets	**Parking Plan:** Develop parking plan to identify shared parking opportunities, consider parklets and mid-block crosswalks, and identify opportunities for bike parking to include bike corrals, which are an on-street bicycle parking facility that can accommodate up to 16 bicycles parked on racks in the same area as a single vehicle parking space.	✓	✓	✓			
	Development/Site Plan Review Checklist: Create checklist for development review to ensure site plans include considerations for pedestrian access, safety and sidewalk activation (including considerations for building frontage location, pocket parks, small plazas, or small retail/commercial kiosks and evaluation of pedestrian circulation in parking lots). Include items from MTC's Routine Accommodation Checklist for projects in the public right-of-way to ensure routine application of the Complete Streets policy.	✓	✓	✓	✓	✓	✓
Funding and Implementation	Develop focus area list to identify additional projects through use of PedINDEX map in this plan and public outreach to unincorporated communities. Prioritize ADA improvements and enhancements near schools and transit.						✓

The CPMP also includes overarching Countywide Plan goals and corresponding policies which are summarized in the table below. These countywide goals and policies are consistent with the local plan policies.

Table 14: Napa Countywide Pedestrian Master Plan (2016) Plan Goals and Policies

Goal	Policies
Provide a connected network of pedestrian sidewalks, trails, and pathways that are safe and accessible to a variety of users and that foster community interactions	**1A:** Protect the character and context of the County and its jurisdictions **1B:** Prioritize safe routes to schools, safe routes to transit, and safe routes for seniors within the County **1C:** Acknowledge the central role that the Vine Trail plays in active transportation infrastructure and prioritize connections between the trail and key destinations **1D:** Work to reduce the rate of pedestrian collisions **1E:** Connect key pedestrian desire lines via accessible sidewalks and marked crosswalks, focusing on downtown areas, transit stops, schools, senior housing and destinations, and tourist destinations and lodging
Encourage a multimodal transportation system	**2A:** Adhere to the current design standards in this plan as well as local design standards and other national and state manuals when designing new or retrofitted streets and communities **2B:** Investigate the use of performance measures such as multi-modal level of service or built environment factors to facilitate complete streets implementation **2C:** Prioritize infrastructure projects that will increase the walk mode share, while also taking advantage of all available funding opportunities to construct pedestrian infrastructure, including private development with an appropriate nexus **2D:** Investigate creative parking measures such as shared parking, parking maximums, and strategic parking locations to encourage a “park once” environment in commercial districts **2E:** Review new development proposals to ensure pedestrian access and circulation is maintained or improved, including during construction phases
Obtain funding for pedestrian projects	**3A:** Continue to allocate Capital Improvement Plan (CIP) funding to pedestrian projects **3B:** Pursue grant funding related to pedestrian projects **3C:** Identify new funding sources and partnership opportunities, such as those focusing on public health and sustainability
Encourage and educate residents about walking and enforce safe interactions between pedestrians and motorists	**4A:** Increase public awareness of pedestrian facilities, amenities, and safety **4B:** Pursue recognition such as Walk-Friendly Community status **4C:** Implement ongoing pedestrian safety enforcement programs and campaigns **4D:** Partner with local health agencies to encourage more activity among youth through the built environment to target childhood obesity **4E:** Collaborate with local businesses to enhance wayfinding and streetscape amenities
Complete Streets	**Development Review Checklist:** Create checklist for development review to ensure considerations for pedestrian access and safety, especially near bus stops, schools, and through parking lots. Include items from MTC’s Routine Accommodation Checklist for projects in the public right-of-way to ensure routine application of the Complete Streets policy.
Funding and Implementation	**Implementation Plan:** Develop focus area list to identify projects beyond those recommended in this plan through use of PedINDEX map in this plan and public outreach to unincorporated communities. Prioritize ADA improvements and enhancements near schools and transit.

Local Plan Program and Policy Inventory

City of Calistoga

City of Calistoga General Plan (2014)

There is one policy from the City's General Plan Circulation Element related to active transportation, which is consistent with the City's other policies:

- Implement traffic calming measures, such as speed lumps, curb extensions, and/or chicanes to limit travel speeds between intersections and optimize safety for all roadway users.

City of Calistoga Active Transportation Plan (2014)

Calistoga's Active Transportation Plan includes a variety of collaborative programs and actions that aim to achieve the vision of increased and safe bicycling in Calistoga and throughout Napa County. The plan's programs and actions are important to help realize the plan's Vision, with an emphasis on implementing safety enhancements as soon resources become available. The bullets below describe the plan's programs and have been verified for consistency across other reviewed plans:

- Bicycle Network Maps
- Safety and Education Publications (such as the Safe Bicycling Guidelines)
- Street Skills Bicycle Safety Courses
- Bicycle Parking Program
- Focused/Targeted Enforcement
- Encouragement Activities/Events
- Bicycle Counts
- Maintenance and Monitoring
- Wayfinding and Signage
- Citywide Walking promotion
- Individual travel marketing
- Citywide Safety advertising

City of St. Helena

City of St. Helena General Plan (2019)

The table below lists policies from the General Plan's Circulation Element relevant to active transportation. These policies are consistent with other St. Helena policies. **This plan is the only plan across all Napa County jurisdictions to include a policy that mentions "smart growth" and sustainable planning principles related to land use and growth management.**

Table 15: St. Helena General Plan Policies

Policy	Description
CR1.1	Promote a connected street and bicycle and pedestrian network within the city to provide better internal automobile, bicycle, and pedestrian connections for residents.
CR1.2	Provide Complete Streets that balance the diverse needs of users of the public right-of-way, in accordance with the California Complete Streets Act of 2008.
CR1.3	Pursue appropriate funding for the development of a balanced transportation system.
CR1.4	Develop and use, in addition to intersection level-of-service standards, performance measures that consider all road users to determine transportation impacts of new development.
CR1.5	Avoid mitigation measures that negatively impact the walking and bicycling environment and encourage driving.
CR1.8	Reduce transportation-based GHG emissions from City-controlled sources by employing the following strategies: Complete the City's bicycle and pedestrian network, which will increase transportation choices in the city and reduce the demand for vehicle travel Maximize the overall efficiency of the transportation system, including managing the transportation network through a citywide transportation system management program; Encourage/provide incentives for employee carpools. Implement "smart growth" and sustainable planning principles as defined in the Land Use and Growth Management Element; Encourage jobs/housing match, as defined in the Housing Element; and Encourage/provide incentives for employee carpools.
CR1.9	Promote a walking and bicycling environment that is comfortable and convenient. Ensure that all St. Helena streets have no more than a single through-automobile lane in each direction, plus a single left-hand turning lane where appropriate, even if this requirement increases vehicle travel times. Allow exceptions if an extra lane would reduce the possibility of collisions.
CR2.1	Create a comprehensive bicycle and pedestrian network that enhances neighborhood connectivity.
CR2.2	Promote walking and bicycling as safe and convenient modes of transportation.
CR2.3	Ensure secure, accessible, and convenient bicycle parking facilities throughout St. Helena, including downtown, commercial areas, schools, and parks.
CR2.4	Preserve and enhance pedestrian connectivity and safety throughout St. Helena.
CR2.5	Improve the pedestrian experience through streetscape enhancements, focusing improvements where there is the greatest need, and by orienting development toward the street.
CR2.6	Encourage walking and bicycling trips to St. Helena schools.

CR3.1	Provide incentives and encourage existing major employers to develop and implement transportation demand management (TDM) programs to increase the number of people who bike, walk, and take transit to work and reduce peak-period trip generation. Coordinate as appropriate with NVTA to implement strategies including the following: ▪ Transit subsidies or reimbursement to residents and employees (often referred to as "commuter check" or "EcoPass"); ▪ Car-share, car-pooling, and neighborhood electric vehicle programs to reduce the need to have a car or second car; ▪ Integrated bicycle parking and support facilities, primarily to reduce trips within the city; ▪ Modified parking codes to manage the supply of parking that generates frequent turn-over and serves multiple users; and ▪ Marketing and information programs to encourage alternative transportation modes.
CR3.2	Support the implementation of NVTA goals to reduce/restrain growth of automobile vehicle miles traveled (VMT).
CR3.3	Shift travel from single-occupancy vehicles to other modes so that by 2040, 45 percent of work trips by St. Helena residents and workers are by carpool, transit, walking or bicycling (see Table 5.5 at the end of this section for 2040 commute mode split targets).
CR3.6	Support development of the bikeway and pedestrian networks to provide a convenient opportunity for at least 20 percent of commuters to get to work by walking or bicycling.
CR4.2	Ensure safety on residential neighborhood streets to promote walking and bicycling and preserve neighborhood livability.
CR4.3	Continue efforts to calm traffic and minimize traffic volumes and speeds in residential areas.
CR4.4	Strive to bring all pedestrian facilities into compliance with Americans with Disabilities Act (ADA) specifications.
CR4.5	Improve traffic safety and encourage walking and bicycling trips to St. Helena schools through a Safe Routes to School program.
CR6.1	Prioritize and implement improvements to the circulation system with an emphasis on bicycle and pedestrian improvements and expanded transit service.

Town of Yountville

Yountville General Plan (2019)

Most of the programs and policies included in the Yountville General Plan's Mobility Chapter are consistent with other regional and local plans. **However, the General Plan emphasizes maintaining the historic character of Yountville, outlining alternative sidewalk policies and restricting implementation of gutters, curbs and sidewalks in the Historic Old Town Residential Neighborhood. This is inconsistent with the Countywide Pedestrian Plan, which recommends filling in sidewalk gaps townwide.**

The table below describes policies and programs included in the Circulation Element relevant to active transportation and highlights inconsistencies.

Table 16: Town of Yountville General Plan Mobility Chapter Policies and Programs

Policy/Program	Description
MO-1.1	**Circulation Network.** Ensure that the Town's circulation network is a well-connected system of streets, roads, highways, sidewalks, and bicycle/ pedestrian paths that effectively accommodates vehicular and non-vehicular traffic in a manner that considers the context of surrounding land uses and the needs of all roadway users.
MO-1.4	**Circulation Network Impact Analysis.** When analyzing impacts to the circulation network created by new development or roadway improvements, consider the needs of all users including those with disabilities, ensuring that pedestrians, bicyclists, and transit riders are considered at an equal level to the needs of automobile drivers.
MO-1.6	**Safe Travel.** Maintain safe travel conditions for all modes of travel.
MO-2.1	**Planning for Transportation Improvements.** Consider all transportation improvements as opportunities to improve safety, access, and mobility for all roadway users.
MO-2.1b	**Roadway Improvements Provided by New Development**. Ensure that future development provides roadway improvements consistent with the recommendations for bicycle and pedestrian facility improvements included in related policies and actions.
MO-2.13	**Traffic Calming and Safety Enhancements.** Through the use of available Town funds or grants, apply techniques such as implementation of traffic calming, geometric modifications, increased enforcement, etc., to improve safety.
MO-2.1h	**Design for Complete Streets.** Consider modifications in the Town's circulation network, where appropriate and feasible, to serve all modes of transportation in a "Complete Streets" manner, including modifications such as the installation of sidewalks, signing, striping, sharrows, lane narrowing or other complete street features.
MO-2.2	**Viewpoint.** Retain the viewpoint of pedestrians and bicyclists as the primary perspective when identifying any traffic improvements.
MO-2.3	**Safe Intersections.** Any intersection to be modified should be designed to provide adequate and safe access for all users including pedestrians, bicyclists, and motorists of all ages and abilities, as well as ADA considerations.
MO-3.2	**Old Town Historic District.** Maintain the Old Town Historic residential neighborhood with minimal traffic improvements and without curb, gutter and sidewalks***.**
MO-4.3	**Street Grid**. Require streets in new developments be designed with a grid of streets with pedestrian and bicycle paths.
MO-6.1	**Pedestrian Network.** Establish and maintain a system of pedestrian facilities and crossing enhancements that are consistent with the Town's Bicycle Plan and Pedestrian Plan.

MO-6.2	**Washington Street Pedestrian Facilities.** Strive to maintain continuous pedestrian facilities along the Washington Street corridor and on the east side of Washington Street in the Old Town Historic District.
MO-6.3	**New Development.** Require development projects to construct sidewalks and walkways on and offsite in order to maintain consistency with the Town's Bicycle Plan and Pedestrian Plan, and as dictated by the location of transit stops and common pedestrian destinations.
MO-6.4	**Sidewalk Alternatives**. When it can be shown that construction of a sidewalk would be at odds with an existing neighborhood's aesthetic and the historic nature of the area, such as in the Old Town Historic district, alternatives such as an off-street path or wider paved shoulders may be considered*.
MO-6.5	**Gaps in Pedestrian Network.** With the exception of the Old Town Historic district, gaps in sidewalks and walkways should be identified and a plan to fill these gaps completed.
MO-6.8	**ADA Improvements.** Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA), allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel within the Town.
MO-6.10	**Pedestrian Crossings.** Enhance the safety of pedestrian crossings in the Town.
MO-6.10a	**Intersection Review***.* Review and evaluate existing policy and determine whether additional measures such as raised crosswalks, additional lighting, enhanced signage, or other measures or technology are appropriate at the more commonly crossed intersections of Town.
MO-6.10b	**Traffic Calming Review***.* Review and evaluate existing policy and determine if additional physical modifications such as raised crosswalks, curb extensions, medians, or other traffic calming devices are appropriate at streets with relatively higher traffic patterns.
MO-6.10c	**Pedestrian Route to the Veterans Home.** Review the pedestrian route between the Veterans Home property entry and downtown Yountville to determine if any enhancements such as sidewalks/walkways, higher visibility crosswalks, pedestrian warning signs at crosswalks, and traffic calming elements are needed to increase the safety for pedestrians.
MO-7.1	**Bicycle Plan.** Establish and maintain bicycle facilities that are consistent with the network depicted in the Town's Bicycle Plan.
MO-7.1a	**Funding.** Work with the NVTA to acquire funding to complete bicycle facilities.
MO-7.1b	**Bicycle Lanes and Routes.** Consider installing complete street features such as signing and striping to accommodate travel by bicycle.
MO-7.2	**Road Construction Projects.** Public road construction projects shall incorporate facilities identified in the Bicycle Plan to the greatest extent feasible.

MO-7.3	**Bicycle Parking.** Bicycle parking facilities such as bike racks, bike lockers, and secure bike corrals shall be provided at locations where there is a concentration of residents, visitors, students, or employees.
MO-7.4	**Connections with Residential Areas.** Provide pedestrian and bike connections which link residential areas with businesses and recreational facilities, including parks, schools, the US Post Office, Town Hall, Community Hall and the commercial core.
MO-7.4a	**Hopper Creek Pathway**. Complete the Hopper Creek path system in the areas with gaps and, where possible, explore the potential for widening the path to improve multi-modal opportunities.
MO-7.5	**Connections with Alleys.** Encourage pedestrian/bike connections where none currently exist, including alleys.
MO-8.3d	**Bicycle Transport.** Work with transit providers to ensure there are adequate facilities to transport bicycles.
MO-9.1	**Student Safety.** Prioritize bicycle and pedestrian safety for students travelling to and from school.
MO-9.1a	**Safe Routes to School Program.** Develop a Safe Routes to School Program and strive to improve infrastructure for parents and students choosing to walk and bike to school by promoting school faculty and parent participation, applying for Safe Routes to School grants, identifying the issues associated with unsafe bicycle and pedestrian facilities between neighborhoods and schools, and executing plans to improve those facilities.
MO-13.1	**Transportation Emissions.** Encourage community members to walk, bicycle, carpool, vanpool, and take transit to reduce greenhouse gas emissions.
MO-13.1c	**Public Education.** Educate residents and employees about the health and environmental benefits of walking and cycling and provide information in public places to assist in utilizing these modes of travel.
MO-13.3b	**Town Employee Commute.** Provide Town employees with incentives to use alternatives to single occupant auto commuting, such as transit subsidies, bicycle facilities, ridesharing services, flexible schedules, and telecommuting when practical. Provide incentives to commute in electric vehicles, such as free EV charging

City of Napa

City of Napa General Plan (2022)

The policies in the Napa General Plan largely align with the NVTA Countywide Bicycle and Pedestrian Plans. While both countywide plans and Napa's General Plan recommend a low stress, connected active transportation network, utilizing Complete Streets strategies, improving safety, and bicycle parking in Napa, Napa's Vision Zero policy is only included in the General Plan. Additionally, while the General Plan does mention developing a Safe Routes to School program in collaboration with the Napa Unified School District, the General Plan does not discuss education or encouragement tactics; these are, however, included in the Countywide Bicycle and Pedestrian Plans.

Table 17: Napa General Plan Transportation Element Policies

Number	Policy
TE 1-1	Maintain a roadway network that serves not just automobile operations, but also multimodal movement and adjacent land uses. Develop multi-modal level of service (LOS) objectives and performance targets with differing priorities depending on road types.
TE 1-2	Foster a more connected system of streets, pedestrian facilities, and bicycle facilities as new development and redevelopment is undertaken, or as opportunities are presented.
TE 1-3	Develop and maintain a low Level of Traffic Stress (LTS) connected bicycle network consistent with the adopted City of Napa Bicycle Plan.
TE 1-6	Support Complete Streets and planned roadway improvements through right-of-way dedication as new development and redevelopment projects are undertaken.
TE 2-1	Work towards safer streets to reduce and eventually eliminate fatal and severe injury collisions among vehicles, pedestrians, and bicyclists by adopting a Local Roadway Safety Plan and Vision Zero Plan.
TE 2-2	Evaluate methods and undertake transportation facility improvements to promote biking, walking, and safer street crossings. Establish a target date for buildout of currently planned active transportation network improvements.
TE 2-3	Apply traffic calming principles where appropriate with consideration of functional classification, emergency access, and vehicular traffic volumes to support livable and complete streets. Conduct an update of the City of Napa Traffic Calming Guidelines.
TE 2-4	As part of streetscape design, incorporate features that enhance safety for all users and establish effective mode transitions, where appropriate. Examples of these features include bus pullouts and shelters, street lighting, enhanced crossing features such as rectangular rapid flashing beacons, high-visibility crosswalk striping, curb extensions, and pedestrian refuge islands, and curbside management features such as pickup/dropoff locations for shared ride/transit network companies and spaces for delivery vehicles to park safely for short durations.
TE 2-5	Study and prepare designs for the Study Corridors to evaluate future improvement for all modes in coordination with existing bicycle, pedestrian, and transportation plans. Coordinate with other agencies (e.g., NVTA, Caltrans, County of Napa, etc.) as needed for study development.
TE 2-6	Establish and maintain a system of pedestrian facilities and crossing enhancements that are consistent with the Town’s Bicycle Plan and Pedestrian Plan.
TE 3-1	Support strategies to further enhance the pedestrian and cyclist experience in Downtown Napa.
TE 3-2	Collaborate with the Napa Valley Unified School District (NVUSD), and public and nonprofit partners in creating and Implementing a Safe Routes to Schools plans and securing dedicated funding to provide safe and equitable access for students to local schools.
TE 3-3	Promote a connected pedestrian and bicycle network that provides safe and direct access between destinations, such as from existing residential areas, schools and Napa Valley College,

	shopping, employment centers, and connections to regional trail systems, such as the Napa River Trail, the Vine Trail, and the Bay Trail.
TE 3-4	Promote increased pedestrian and bicycle travel citywide.
TE 3-5	Improve connections to existing pedestrian and bicycle facilities from existing neighborhoods.
TE 3-6	Follow the current, adopted City of Napa Bicycle Plan and work to implement the bicycle facilities
TE 3-7	Implement bicycle and pedestrian improvements during proposed development review in accordance with the City of Napa Bicycle Plan and City of Napa Pedestrian Plan where feasible and appropriate.
TE 4-1	Encourage and educate residents and visitors to take alternative modes of transportation within the City Limits by providing transit stops that promote a fun, clean, safe, and accessible transit experience.
TE 10-3	Work with NVTA to promote sustainable transportation choices by supporting more efficient and accessible mass transit services to BART and SMART Train, the Vallejo Ferry, San Francisco, and Oakland, with easy bicycle service on all connections.
TE 10-4	Continue to support and implement the use of alternative transportation modes to reduce car trips, such as bikeshare, electric bikes, and electric scooters, by providing proper infrastructure such as designated parking areas.

City of Napa Local Roadway Safety Plan (2022)

The City of Napa's LRSP identifies programs and policies to increase safety in Napa. Education and enforcement programs and policies are consistent with the Countywide Bicycle and Pedestrian plans, however, as mentioned above, Napa's General Plan does not include specific education or enforcement related programs or policies. Additionally, Napa's LRSP is the first plan to mention emergency medical services (EMS) policies.

Table 18: City of Napa LRSP Programs and Policies

Theme	Program or Policy
Education	Conduct public information and education campaign for intersection safety laws regarding traffic signals, stop signs, and turning left or right. Partner with Safe Routes to School to conduct bicycle and pedestrian safety programs in Napa's schools.
Enforcement	Install targeted enforcement at high-injury intersections to monitor right-of-way violations, speed limit laws and other violations that occur at intersections. Continue to place a high priority on enforcement of motorist and pedestrian violations that most frequently cause injuries and fatalities among pedestrians.
Emergency Medical Services	Install emergency vehicle pre-emption systems Improve resource of deployment for emergency responses to collision sites. Ensure emergency routes are clear and well defined

City of American Canyon

City of American Canyon 2040 General Plan (Public Review Draft September 2024)

The policies recommended by the American Canyon General Plan align with the goals of the NVTA Countywide Bicycle and Pedestrian Plans that preceded it. However, while other jurisdictional plans mention and include policies related to ADA accessibility and meeting required ADA standards, the American Canyon General Plan includes a "universal design" policy and "context sensitive design" policy. The Mobility Element's policies and programs related to active transportation are in the table below.

Table 19: City of American Canyon General Plan Mobility Element Policies

Number	Description
	Policies
MOB-1.1	**Complete Streets**. Maintain and update street standards that serve not just automobile operations, but also multimodal movement and adjacent land uses, including pedestrians, motorists, bicyclists, and transit riders of all ages and abilities, in a form that is compatible with and complementary to adjacent land uses, and promotes connectivity between uses and areas.
MOB-1.2	**Complete Street Standards.** Review current arterial, collector, and local street standards and update as necessary to conform to best practice classification standards and NACTO complete streets guidelines.
MOB-1.4	**Development Review.** Evaluate new development to ensure that the safety, comfort, and convenience of pedestrians, bicyclists and transit users are given equal level of consideration to motor vehicle operators.
MOB-1.5	**Sidewalks.** Require sidewalks on all arterial and collector streets. Where feasible, separate sidewalks from streets on arterials and collectors with landscaping including a tree canopy to create shade.
MOB-1.6	**Transportation Facility Construction and Modification.** When constructing or modifying transportation facilities, strive to provide for the movement of vehicles, commercial trucks, alternative and low energy vehicles, transit, bicyclists, and pedestrians appropriate for the road classification and adjacent land use.
MOB-1.7	**Promote Walking and Bicycling**. Promote walking and bicycling for transportation, recreation, and improvement of public health.
MOB-1.9	**SR 29 Mobility.** Work with regional partners, including Caltrans, NVTA, and other agencies to explore a Complete Streets approach that will expand the travel capacity of SR 29.
MOB-1.11	**Reduce the Need to Drive.** Implement land use policies designed to create a pattern of activity that makes it easy to shop, play, visit friends, and conduct personal business without driving.
MOB-1.12	**Neighborhood Context.** Support safe, complete, and well-connected neighborhood street, bicycle, and pedestrian access and connections that balance circulation needs with the neighborhood context.

MOB-1.17	**Reduce Vehicle Miles Traveled**. Through layout of land uses, improved alternate travel modes, and provision of more direct routes, strive to reduce the total vehicle miles traveled by city and non-residents traveling to American Canyon to work or shop.
MOB-1.20	**Bicycle Plan Funding.** Include funding for the City' s Bicycle Plan updates and bikeway improvements consistent with the Bicycle Plan in the City' s transportation financing program and TIF, recognizing the multi- modal travel needs of the City.
MOB-1.21	**Address Mobility Needs**. Recognize and meet the mobility needs of persons using wheelchairs and those with other mobility limitations.
MOB-1.22	Collaborate with the Napa Valley Unified School District (NVUSD), and public and nonprofit partners in creating and Implementing a Safe Routes to Schools plans and securing dedicated funding to provide safe and equitable access for students to local schools.
MOB-1.23	**Pedestrian Connections to Employment Destinations.** Encourage the development of a network of continuous walkways within new commercial, town center, public, and industrial uses to improve workers' ability to walk safely around, to, and from their workplaces. Where possible, route pedestrians to grade separated crossings over State Route 29.
MOB-1.24	**Bicycle Facilities.** Bicycle facilities shall be provided to complete a continuous bikeway system, consistent with state standards, as shown on the Bikeway Plan Map. In cases where existing right of way constraints limit development of Class II or Class IV facilities, Class III signage and demarcation may be permitted at the discretion of the City Engineer. Deviations from these standards and from the routing shown on the diagram shall be permitted with the approval of the City Engineer.
MOB-1.25	**Street Trees.** Ensure that street tree plans consider shade and comfort for pedestrians and bicyclists and traffic calming benefits.
MOB-1.26	**Universal Design.** Provide pedestrian facilities that are accessible to persons with disabilities and ensure that roadway improvement projects address accessibility by using universal design concepts such as bus pullouts and shelters, street lighting, and curbside management features such as pickup/drop- off locations for shared ride/ transit network companies and spaces for delivery vehicles to park safely for short durations.
MOB-2.1	**Vision Zero.** Strive for the elimination of all traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all.
MOB-2.2	**Context Sensitive Design.** Improve multimodal transportation safety by expanding the City’ s non- motorized transportation infrastructure using context sensitive design.
MOB-2.3	**Bicycle Safety.** Increase the safety of those traveling by bicycle by sweeping debris from and repairing bicycle paths and lanes.
MOB-2.4	**Improved Bikeway Visibility.** Use visual cues, such as brightly colored paint on bike lanes or a one-foot painted buffer strip, along bicycle routes to provide a visual signal to drivers to watch out for bicyclists and nurture a " share the lane" ethic, prioritizing bikeways with recent automobile-bicycle collisions.

MOB-2.5	**Speeds on Residential and Arterial Streets.** Explore innovative ways to reduce vehicular speeds through residential neighborhoods to posted speed limits, such as implementing traffic calming strategies such as: enhanced cross walks, lighted crosswalks, reducing lane widths, and others).
MOB-2.6	**Site Designs and Safety.** Ensure, through the development review process, that development projects follow best design practices to reduce conflicts between multiple travel modes.
	Programs
A	**Capital Improvement Program.** Update the CIP annually to incorporate necessary circulation system improvements.
B	**Update Street Standards.** Update the City's street standards based on the complete streets guidelines published by the National Association of City Transportation Officials (NACTO).
C	**Active Transportation Plan.** Prepare and update every five years an Active Transportation Plan to replace the Bicycle Master Plan and include pedestrian facilities. The Plan should include a full range of facilities for bicycle travel, including Class I bike/multiuse paths, Class II bike lanes, Class III bike routes, and Class IV separated bikeways, to provide a continuous system of bikeways throughout the city.
F	**Active Transportation Funding.** Annually allocate TIF funds for the Active Transportation Plan updates and bikeway design and improvements consistent with the Active Transportation Plan implementation program.
G	**Bicycle Use by City Employees.** Establish a program to encourage bicycle use among City employees.
H	**Bicycle Facility Development and Maintenance.** Prepare and update every five years a bike facility development and maintenance program that includes the following provisions: ▪ Signage consistent with according to Caltrans or City standards; ▪ Lighting where needed; ▪ Bicycle paths and lanes on bridges and overpasses; ▪ Bicycle- safe drainage grates; ▪ Bikeways free of hazards such as uneven pavement or gravel; ▪ Merging or crossing signage where bike routes and paths make transitions into or across roadways; ▪ Promoting classes on bicycle safety in the schools in coordination with the Napa Valley Unified School District; and ▪ Sweeping debris from and repairing bicycle paths and lanes.
J	**Pedestrian Crosswalk Installation.** Install clearly marked crosswalks at intersections near all commercial uses, as well as clearly marked pedestrian paths within parking areas. While mid-block crossings are discouraged, if conditions warrant and are approved by City Engineer, crosswalks and signage indicating pedestrian activity should be installed at midblock entrances where existing commercial uses are adjacent to other high- intensity uses, such as parks and schools where necessary for safety. Where possible, pedestrians should be routed to grade separated crossings over State Route 29.

K	**Pedestrian Connections to Schools.** Continue developing the existing network of walkways between schools and residential uses and encourage the development of new continuous walkways between schools and residential uses. Where possible, route pedestrians to grade separated crossings over State Route 29.
L	**Vision Zero.** Prepare and update every five years a Vision Zero program and install safety countermeasures consistent with the results and recommendations of the Local Roadway Safeway Plan (LRSP).

City of American Canyon Local Road Safety Plan (LRSP; 2022)

The City of American Canyon LRSP identifies recommended systemic countermeasures divided into three categories: Education, Enforcement, and Engineering. These countermeasures, described in the table below, are essentially programmatic efforts and/or policies and are consistent with other plan's programs and policies.

Table 20: American Canyon LRSP Recommend Systemic Countermeasures

Category	Countermeasure
Education	Pedestrian and bicycle education campaign (crossing at crosswalks, wearing high-visibility clothing at night, following the bicycle rules of the road, etc.)
	Safe driver education for all drivers
	Safe driving campaign for students
Enforcement	Speed enforcement and management
Engineering	Install bike infrastructure
	Add sidewalks/close sidewalk gaps
	Pedestrian Crossing Enhancements: Provide pedestrian countdown timers, updated push buttons, and leading pedestrian intervals at signalized intersections
	Flashing Yellow Arrows/Protected Left Turn signal heads at signalized intersections
	Evaluate installation of green bike conflict markings at intersections
	Evaluate adding bike boxes at intersections

Appendix
Policy/Program Inventory: State and Regional Plans
(by category/theme)

		State Plans		Regional Plans								
		Caltrans District 4 Bicycle Plan (2018)	Caltrans District 4 Pedestrian Plan (2021)	NVTA Vision Zero Plan (2023)	SR 29 Comprehensive Multimodal Corridor Plan (2020)	Advancing Mobility 2045 (2021)	Napa Countywide Pedestrian Master Plan (2016)	Napa Countywide Bicycle Master Plan (2019)	Napa Valley Community-Based Transportation Plan (2020)	NVTA Travel Behavior Study (2020)	Napa County Safe Routes to School Program	NVTA Accessible Transportation Needs Assessment
Access/ADA	Curb Ramps					✓						
	Meet and Address Mobility Needs											
	ADA Compliance Tracking											
Best Practices	Low Stress Facilities	✓						✓				
	Bay Area Best Practices Recommendations	✓	✓									
	Pedestrian Facilities		✓				✓					
Connected Bike and Pedestrian Networks	Prioritize Trail Connections						✓					
	Prioritize Safe Routes to Schools						✓		✓		✓	
	Prioritize Safe Routes for Seniors						✓					
	Prioritize Safe Routes to Transit						✓		✓			
	Prioritize Routes to Employment Centers											
	Prioritize Low Stress Facilities / all ages and abilities network						✓					
	Prioritize Intersection Safety											
	Fill sidewalk gaps											
	Prioritize connected bicycle and pedestrian networks											
	Bicycle Parking						✓				✓	
Data and Evaluation	Data collection and analysis		✓									
	Counts program						✓	✓				
	Comprehensive Network Database							✓				
Design/Engineering	Implement Complete Streets Policies	✓	✓					✓				
	Design Standards / Guidelines (Adhere to existing and/or create/implement)		✓				✓	✓				
	Traffic Calming			✓		✓						
	Pedestrian Facilities / Crossing Improvements and enhancements					✓	✓					
	Construction Coordination					✓						
	Site Plan/Development Review Checklist (to ensure bike/ped safety and access)						✓					
	Existing Bikeway Policy							✓				
Designation/Status Efforts	US Bike Route Systems	✓										
	Bicycle Friendly Community							✓				
Education and Encouragement and Community Engagement and Outreach	Bicycle transportation training	✓										
	Vision Zero Educational Campaign											
	Pedestrian safety outreach						✓				✓	
	Pedestrian and or Bicyclist Education and Public Awareness Campaign						✓				✓	
	Roadway user education (for all users)							✓				
	Bicycling safety and benefits outreach campaign							✓			✓	
	Safe Driver Education											
	Bike Commuter Vouchers / Employee Commute Programs							✓				
	Encouragement Events (Bike to Work day, commute challenges, etc.).										✓	
	Prioritize Underserved communities	✓	✓									
Enforcement	Pedestrian Safety Enforcement						✓					
	Bicycle Safety Enforcement											
	Traffic/Speed Safety Enforcement											
	School Circulation Activity Monitoring						✓					
Equity	Prioritize Underserved communities		✓					✓	✓			
Funding and Implementation	Implementation Plan						✓					
	Allocate Capital Improvement Plan (CIP) Funding to bike and pedestrian projects						✓					
	Grant Funding						✓					
Maintenance	Repair/maintain sidewalks						✓				✓	
	Repair/maintain crosswalks						✓				✓	
	Repair/maintain curb ramps						✓				✓	
	Repair/maintain bicycle facilities							✓			✓	
	Regional agency Coordination						✓					
	Citywide reporting tool						✓					
	Maintain vegetation/landscaping interference with bicycle and pedestrian facilities						✓	✓			✓	
Safe Routes to School	Improve/maintain pedestrian facilities around schools					✓					✓	
	SRTS Programming / Implementation						✓	✓			✓	
	School Guard Crossing Training						✓					
	Education and Encouragement						✓				✓	
	Engineering Walk Audits						✓					
	School Pick-up and Drop-off enforcement/circulation plan or policy						✓				✓	
	Evaluation/Surveys						✓					
Safety	Media Safety Campaign						✓	✓				
	EMS Safety Response											
	Reduce collisions for bicycles and pedestrians						✓	✓	✓		✓	
Staff capacity	Dedicated Bicycle Planner							✓				
	Advisory Committees											
Parking	Parking Plan						✓					
Partnerships	Local Agencies and Organizations	✓	✓				✓					
	Bikeshare							✓				
Placemaking	Wayfinding							✓				
Transit-related Amenities	Pedestrian and Bicycle facilities					✓			✓			
Vision Zero	Vision Zero Educational Campaign			✓								
	Countywide Collision Data Database						✓					
	Community Engagement and Outreach						✓					
	Adopt Vision Zero Policy or goal							✓				
	Develop Action Plan							✓				

Appendix
Policy/Program Inventory: Regional and Local Plans
(by category/theme)

		Regional Plans									Local Plans																				
		NVTA Vision Zero Plan (2023)	SR 29 Comprehensive Multimodal Corridor Plan (2020)	Advancing Mobility 2045 (2021)	Napa Countywide Pedestrian Master Plan (2016)	Napa Countywide Bicycle Master Plan (2019)	Napa Valley Community-Based Transportation Plan (2020)	NVTA Travel Behavior Study (2020)	Napa County Safe Routes to School Program	NVTA Accessible Transportation Needs Assessment	Calistoga ATP	Calistoga General Plan	Calistoga Pedestrian Plan (Napa Countywide Pedestrian Master Plan (2019))	Calistoga Bicycle Plan (Napa Countywide Bicycle Master Plan (2019))	St. Helena General Plan	St. Helena Pedestrian Plan (Napa Countywide Pedestrian Master Plan (2019))	St. Helena Bicycle Plan (Napa Countywide Bicycle Master Plan (2019))	Town of Yountville General Plan	Town of Yountville Pedestrian Plan (Napa Countywide Pedestrian Master Plan (2019))	Town of Yountville Bicycle Plan (Napa Countywide Bicycle Master Plan (2019))	City of Napa General Plan	City of Napa Bicycle Plan	City of Napa Pedestrian Plan (Napa Countywide Pedestrian Master Plan (2019))	City of Napa Bicycle Plan (Napa Countywide Bicycle Master Plan (2019))	City of Napa Local Road Safety Plan	City of American Canyon General Plan	City of American Canyon Local Road Safety Plan	City of American Canyon Bicycle Plan (Napa Countywide Bicycle Master Plan (2019))	City of American Canyon Pedestrian Plan (Napa Countywide Pedestrian Master Plan (2019))	Unincorporated County Pedestrian Plan (Napa Countywide Pedestrian Master Plan (2019))	Unincorporated Napa County Bicycle Plan (Napa Countywide Bicycle Master Plan (2019))
Access/ADA	Curb Ramps			✓																											
	Meet and Address Mobility Needs																								✓						
	ADA Compliance Tracking					✓																						✓			
Best Practices	Low Stress Facilities																														
	Bay Area Best Practices Recommendations				✓																										
	Pedestrian Facilities																														
Connected Bike and Pedestrian Networks	Prioritize Trail Connections				✓																✓		✓		✓						
	Prioritize Safe Routes to Schools				✓		✓		✓					✓				✓			✓		✓		✓						
	Prioritize Safe Routes for Seniors				✓													✓			✓		✓		✓						
	Prioritize Safe Routes to Transit				✓		✓														✓		✓		✓						
	Prioritize Routes to Employment Centers																								✓						
	Prioritize Low Stress Facilities / all ages and abilities network				✓																✓										
	Prioritize Intersection Safety																✓				✓										
	Fill sidewalk gaps																✓														
	Prioritize connected bicycle and pedestrian networks											✓		✓			✓				✓										
	Bicycle Parking				✓				✓		✓			✓			✓				✓				✓						✓
Data and Evaluation	Data collection and analysis																				✓										
	Counts program				✓	✓					✓																				
	Comprehensive Network Database					✓																									
Design/Engineering	Implement Complete Streets Policies					✓								✓			✓				✓				✓		✓				
	Design Standards / Guidelines (Adhere to existing and/or create/implement)				✓	✓							✓			✓	✓		✓	✓			✓	✓				✓	✓	✓	✓
	Traffic Calming	✓		✓								✓				✓			✓												
	Pedestrian Facilities / Crossing Improvements and enhancements			✓	✓																✓				✓	✓					
	Construction Coordination			✓									✓				✓						✓								
	Site Plan/Development Review Checklist (to ensure bike/ped safety and access)				✓								✓	✓		✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓
	Existing Bikeway Policy					✓								✓			✓			✓				✓			✓				✓
Designation/Status Efforts	US Bike Route Systems																														
	Bicycle Friendly Community					✓																									
Education and Encouragement and Community Engagement and Outreach	Bicycle transportation training																				✓										
	Vision Zero Educational Campaign																														
	Pedestrian safety outreach				✓				✓		✓															✓						
	Pedestrian and or Bicyclist Education and Public Awareness Campaign				✓				✓		✓				✓			✓					✓				✓					
	Roadway user education (for all users)					✓																									
	Bicycling safety and benefits outreach campaign					✓			✓		✓				✓			✓														
	Safe Driver Education																										✓				
	Bike Commuter Vouchers / Employee Commute Programs					✓												✓													
	Encouragement Events (Bike to Work day, commute challenges, etc.).								✓		✓				✓							✓			✓		✓				
	Prioritize Underserved communities																														
Enforcement	Pedestrian Safety Enforcement				✓						✓		✓			✓			✓				✓			✓		✓	✓			
	Bicycle Safety Enforcement										✓									✓								✓		✓	✓	
	Traffic/Speed Safety Enforcement																									✓		✓				
	School Circulation Activity Monitoring				✓																										
Equity	Prioritize Underserved communities					✓	✓										✓														
Funding and Implementation	Implementation Plan				✓																								✓		
	Allocate Capital Improvement Plan (CIP) Funding to bike and pedestrian projects				✓																				✓						
	Grant Funding				✓									✓			✓				✓										
Maintenance	Repair/maintain sidewalks				✓				✓		✓		✓			✓			✓				✓		✓	✓		✓	✓		
	Repair/maintain crosswalks				✓				✓		✓		✓			✓			✓				✓					✓	✓		
	Repair/maintain curb ramps				✓				✓		✓		✓			✓			✓				✓					✓	✓		
	Repair/maintain bicycle facilities					✓			✓		✓						✓			✓				✓		✓		✓			✓
	Regional agency Coordination				✓						✓		✓	✓		✓								✓							
	Citywide reporting tool				✓						✓		✓			✓			✓				✓					✓	✓		
	Maintain vegetation/landscaping interference with bicycle and pedestrian facilities				✓	✓			✓		✓		✓	✓		✓	✓		✓	✓			✓	✓		✓			✓	✓	✓
Safe Routes to School	Improve/maintain pedestrian facilities around schools			✓					✓						✓			✓													
	SRTS Programming / Implementation				✓	✓			✓				✓			✓		✓	✓		✓		✓	✓					✓	✓	
	School Guard Crossing Training				✓								✓																		
	Education and Encouragement				✓				✓																						
	Engineering Walk Audits				✓																										
	School Pick-up and Drop-off enforcement/circulation plan or policy				✓				✓																						
	Evaluation/Surveys				✓																										
Safety	Media Safety Campaign				✓	✓							✓			✓			✓				✓					✓	✓		
	EMS Safety Response																								✓						
	Reduce collisions for bicycles and pedestrians				✓	✓	✓		✓			✓					✓			✓			✓	✓	✓						
Staff capacity	Dedicated Bicycle Planner					✓								✓			✓			✓								✓			✓
	Advisory Committees																							✓							
Parking	Parking Plan				✓								✓			✓			✓												
Partnerships	Local Agencies and Organizations				✓																			✓		✓					
	Bikeshare					✓																									
Placemaking	Wayfinding					✓					✓			✓			✓			✓				✓				✓			✓
Transit-related Amenities	Pedestrian and Bicycle facilities			✓			✓											✓					✓								
Vision Zero	Vision Zero Educational Campaign	✓																													
	Countywide Collision Data Base				✓																										
	Community Engagement and Outreach				✓																										
	Adopt Vision Zero Policy or goal					✓							✓			✓			✓						✓		✓				✓
	Develop Action Plan					✓							✓			✓			✓	✓							✓				✓

Appendix B
Community Engagement Summary

NAPA VALLEY TRANSPORTATION AUTHORITY

Table B.1: Workshop 1 Comments

Comment
Improve bike path from Thomas/California St. to downtown. So something different instead of sharp turns and poles at intersections on the wine trail from Thomas to Yountville. I know of 2 serious crashes! Improve road quality/smoothness everywhere so bikes don't have to swerve into traffic to avoid cracks and potholes
Thank you so much. Looking forward to seeing this process progress! The broader coordination is fantastic! Love the lmola corridor wow
Fix 5 corners. Commuter train to Calistoga. Bike lanes with barriers on all main streets, Trancas, Jefferson, 1st, 2nd, 3rd, Silverado Trail
I like to see bike "protected intersections" and conflict markings. I'd really like to see Silverado Trail have bike lanes, class II, or better yet a class I bike path. Silverado Trail between Lincoln and Hagen is really dangerous but doesn't have any reasonable alternative routes. Love the idea of turning Lincoln into one lane each way with a center turn lane and protected bikes lanes
The maps were useful to gain perspective about areas that are safe/less safe to travel. We are excited to see many people caring about similar issues around the valley. Hopefully, more traction can be gained around schools for bike and walking paths
Close downtown to walking only
Moving north/south by bicycle in relatively easy in the valley. The main barrier is moving east/west. Improve the movement off the vine trail east/west and between Silverado
On project timeline board: re demand assessment. Also consider transportation routes between where people work, live, etc. Green conflict markings needed in Yountville where hwy 29 exits from Nard S. onto California.
We need a well connected active transportation network that people feel safe using. It needs to be maintained to keep it safe. Bike facilities should be protected or at least buffered if there is high stress on roadway
More bike paths! If you provide the bike infrastructure, it will take cars off road. Silverado Trl from Lincoln to Trancas is dangerous. Need separate bike lane!
Parking outside Napa with shuttles (weekends). Easy to rent bikes around town
Please 1) more and better marked bike lanes 2) more sidewalks (or shelter) 3) safer walk/ride routes around schools
1) Provide bike parking in all downtown parking garages 2) Ebikes are a "game changer" and will drastically increase bike travel. Can we support? 3) Fee structure to ride vine trail. Bike rental companies are making $$ on transit rental. Change $$/day to fund bike investment
I have seen these ideas/proposals many times. Nothing has improved. I have provided input and never hear back about tangible improvements
Cyclists are getting injured and dying. We need to do everything we can to value our community safer for them. We need a vulnerable user ordinance (yes, even if the consequences are just civil). We need rumble strips on the fog line on Silverado Trail (even if some cyclists complain. They will be safer). We need to have monthly sweeping of bike lanes (not sweeping debris into them but out of them). We need better bike lanes and narrower street lanes and most of all we need lower speed limits. Speed kills.
Bike lanes on highway 29
Thank you for soliciting our input. I loved hearing about some possible plans in the works. I appreciate how NVTA is trying to get people out of their cars. Please take extra care at looking at low-income neighborhoods so those residents have safe options.

Comment
This was great, please continue to engage the community throughout this process!
Some info on what is already being planned so that we can add thoughts or build on ideas
Is there a way to highlight on the maps which areas are already receiving, or are planned to receive attention/improvements? I just wanted to avoid placing stickers in areas already on the list to be updated.
Prioritize bike safety upgrades on Silverado Trail - Napa to St. Helena
Great open house! I attended to advocate for pedestrian infrastructure in general and, more specifically, continuous sidewalk networks along busy streets within the city of Napa as well as pedestrian street lighting and handicap-accessible crosswalks. Thanks for listening!
I already walk and bike for transportation - but I would do so a lot more with 1) better lighting, especially on bike paths (class 1s) and popular bike routes; 2) more separated class IV bike lanes on high speed/volume roads and 3) later bus service if it gets dark and/or rains
We need more designated cross walks on 3rd St. and Patchett with the flashing lights. The people driving on 3rd street go way too fast and it is dangerous to try to cross the street if you're walking
1) street level lighting to make it safer to walk at night and see the bad sidewalk 2) repairing sidewalks 3) much better bicycle safety everywhere 4) make 1st St from City Hall to Oxbow a walking street
Redesign the incoming traffic into the valley. Coordinate bus schedule to specific areas where clusters of people work, i.e. clusters of wineries, restaurants, etc. for all of the low-income people who have to drive into the valley. Approach large wineries to see if they could/would support tied stronger shifts so a bus schedule could work
1. Thank you so much for including an "all ages and abilities" perspective right from the start! 2. From a public health, equity and climate change perspective, please keep functional A.T. (as equal to, or greater than recreational A.T.) at the fore in this effort. 3. Go hard on A.T. connectivity and circulation in the new American Canyon developments
Excited for the future and actualization of the plans!
Valle Verde and Trancas needs lights so people can get access to the nature area at the end of Valle Verde. Because we can't cross the street, we don't go):
Well done! Thank you
Thank you all! Love and appreciate you guys.
1. Crossing Third Street at Franklin is extremely dangerous! Cars go at least 15 miles an hour over limit. 2. Crossing by foot/car at Division and Riverside-blind in both directions heading east - needs stop sign on Riverside - three way stop 3. I have walked to Imola Park and ride from Food City neighborhood-very dangerous along Imola! Not lit, no sidewalks. 4. There was once a crosswalk at Spruce crossing Jefferson which the city eliminated!!! When I called to ask why, I was told that having a crosswalk there made the city more liable for pedestrians. Need high visibility crosswalks and rapid flashing beacons.
Please more blinking lights at crossways/paths. Pedestrians' safety is a must!! Please sign me up for CAC safety council.
Please improve walking and biking safety on Silverado Trail between Trancas and Lincoln

Table B.2: First Interactive Map Comments

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa	The area between the 5-way intersection at Silverado Trail/Coombsville Rd/Third St and the Silverado Middle School is lacking infrastructure for walking and biking and is need of significant safety improvements.	38.295999	-122.259722	2	0
I Wish	Napa	Need pedestrian crossing improvements and traffic calming here.	38.324193	-122.301189	1	0
I Wonder	Napa	The trail behind Copia has been washed out since storms in 2006/07. Nearly 18 years...I wonder whether this will ever get fixed.	38.303821	-122.280343	1	0
I Love	Yountville	I love the pathways that wind through Yountville! Thanks to the town for opening up access to our creeks to kids and families!	38.404139	-122.359865	2	0
I Wish	Napa	Flashing light cross walk, at Cabot and Marina drive, and paint sidewalk red near that crosswalk for safe crossings	38.280771	-122.289279	0	0
I Wish	Napa	Silverado Trail between Hagen and Lincoln needs wider shoulders.	38.31634	-122.273927	3	0
I Wish	Napa	The city paved the middle of Jefferson, but bikes use the side parking lane where they did not pave. WTF? I guess I can just ride in the middle of the road and piss off all the drivers.	38.290812	-122.294397	0	0
I Wish	Napa County	I would like to see more lighting, water refills/ a bathroom. And safety buttons like some campuses have	38.525943	-122.498417	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa	Need traffic calming all along River Park Blvd. Lane striping was voted on last year via Ed Moore's survey, but nothing has materialized to-date. We continually have high-speed traffic especially during late hours of the night. Fisherman's Park at the end of the street attracts illegal behavior 24/7.	38.277934	-122.290378	1	0
I Wish	Napa County	I would love to see a better street circulation plan in St Helena to divert local traffic to secondary roads on both the east and west sides. I would also like to see Adams Street continued to the trail.	38.470794	-122.486572	0	0
I Wish	Calistoga	I wish there was a "Cyclists on Road" flashing sign that was automatically activated when cyclists rode on Petrified Forest Rd from the intersection with 128 to the intersection with Franz Valley School Rd. This is a common cycling route for those doing the Franz Valley Loop or riding to Healdsburg/Santa Rosa.	38.579373	-122.597809	10	1
I Wish	Calistoga	I wish the pavement was in better shape for cyclists.	38.589302	-122.590857	5	0
I Wish	Napa County	I wish it was easier for cyclists to cross from Picket Rd. onto 29 to head South or North.	38.580987	-122.558718	2	1
I Wish	Napa County	I wish it was safer to go from Bale Lane to Silverado Trail to Crystal Springs Road. Crystal Springs Road is popular with cyclists and Bale is a good way to get to the Vine Trail	38.554571	-122.500624	2	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa	I wish government offices would install showers, as it might encourage county workers to bike to work. No one wants to bike and show up sweaty, then have to put on work clothes. (I no longer work for the county, but this was the main reason I didn't bike to work, ever)	38.296134	-122.285385	0	0
I Wish	American Canyon	I would love some type of safer way for our kids to cross the intersection.	38.164475	-122.252769	5	0
I Wish	Napa	I wish there was a bike trail (not touching the roadway) along Trancas. I ride my bike from my home west of Hwy 29 to Bel Aire Plaza, but I walk it along Trancas and Bel Aire is as far east as I will go.. I once rode to Safeway and felt very unsafe. I will not ride along Trancas bc I fear being hit by a car at any moment.	38.321996	-122.304096	1	0
I Wish	Napa	I wish the bike trail going from Redwood/29 toward Downtown were less isolated. I would love to have my kid ride a bike to school at Mayacamas, but the trail has some very isolated areas which feel unsafe and I'm concerned about my kid becoming a victim of a robbery or sex crime. As an adult female I feel unsafe through some areas, even on a bike. I won't let my kid ride through there even with a buddy.	38.320448	-122.304611	0	0
I Love	Napa	I love that northwest Napa is so bike friendly! I escort my child to Northwood	38.323882	-122.314224	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		Elementary School daily on bike, and I can bike to Bel Aire Plaza for errands. I've also tended the "Bike to School Day" table the last two years. I love seeing all the kids show up on their bikes/scooters/skates/feet. I would love to find ways to encourage human power every day instead of only once a year. Too much traffic and too much carbon footprint coming from cars that drive less than two miles to school.				
I Wish	Yountville	Need green bike path logo on Yount Street and on road by underpass en route to south bound bike path so that bikes can safely access the path while avoiding oncoming traffic coming from vets' home and from cars turning off of Solano	38.397207	-122.358856	1	0
I Wish	Yountville	Please add crosswalk functionality to this light by Ramp'd Kitchen. There is already a streetlight here but no crosswalk light for bikes to use	38.40548	-122.368512	0	0
I Wish	Napa County	Would like green bike crosswalk so that cyclists can cross Highway 29 to enter onto Yount Mill Road	38.422226	-122.389884	2	0
I Wish	Napa County	Would like green bike crosswalk to allow cyclists to cross safely off of Yountville Cross Road onto Finnel	38.413753	-122.356839	2	0
I Wish	Napa County	Would like green bike crosswalk so that cyclists can safely cross highway 29 here	38.427437	-122.340574	2	0
I Wish	Napa County	Need green bike crosswalk at this T junction to safely	38.346638	-122.328215	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		cross Solano, enter onto Orchard				
I Wish	Napa County	Paint green bike crosswalk stripes across Oakville Crossroad T junction b/c cars edge up through the intersection and cut off bike traffic, can be very scary to ride in front of Oakville Grocery. Ideally also paint green stripes in front of the Oakville Grocery entrance and exit as well	38.436716	-122.401772	2	0
I Wish	St Helena	Create a bike route painted with green bike logo and crosswalks from the police department parking lot north bound through St Helena to the entrance of the bike path	38.509221	-122.454901	3	0
I Wish	Napa County	Add green bike crosswalks for the entirety of the bike path (Napa to Calistoga) when it crosses intersections -- cars pull too far forward and can be dangerous b/c many people are not aware that it is legal for bikes to be on the road, nor do they realize that the road is a part of the bike path	38.553267	-122.524252	2	1
I Wish	Napa County	Can you change the new crosswalk light to a regular red/green light? Cars seem confused and all come to a stop while I wait for the crosswalk light to come on, and it seems to anger drivers if I don't go when they try to waive me through (I don't know where exact location of the new light is on this map)	38.54783	-122.511635	1	0
I Wish	Calistoga	Picture of sign	38.579373	-122.597809	2	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Calistoga	That would be amazing. It is one of the best cycling routes in Calistoga and that stretch feels very dangerous.	38.579373	-122.597809	3	0
I Wish	Calistoga	Please make this happen for the safety of cyclists and vehicles alike.	38.579373	-122.597809	0	0
I Wish	Napa County	I wish this road were safer for students to ride bike and walk. There are no sidewalks or bike lanes.	38.279007	-122.26254	1	0
I Wish	Napa County	This portion of Silverado is a challenge for cyclists. Widen the road and provide a separate lane for cyclists and pedestrians.	38.31634	-122.273927	0	0
I Wonder	Napa	Let's fix this trail and the one along the Napa River from Trancas to Lincoln. It's all full of holes and cracks.	38.303821	-122.280343	0	0
I Wonder	Napa	Very difficult area for cyclists and pedestrians. Widen the road, add crosswalks	38.28864	-122.275064	1	0
I Wish	Napa	This road is too narrow for cyclists with no apron. Pick ups at school causes cars to park on the roadside blocking any potential travel lanes for bikes.	38.297953	-122.273605	1	0
I Wish	Napa County	Only 1/2 of the road has smooth pavement; the east side is bumpy and full of potholes. Please pave this portion of the road.	38.289128	-122.241611	1	0
I Wish	Napa	One of the slowest intersections in Napa. Cars are baked up and prevent right turns for cyclists onto S. Coombs. Change light timing and create a right turn option	38.281768	-122.293582	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa	Improve bumpy pavement here.	38.281785	-122.300963	1	0
I Wish	Napa County	River trail is full or bumps and cracks. It needs to be repaved through Kennedy Park.	38.272352	-122.280149	2	0
I Wish	Napa	This is a tough transition from the Vine Trail through the intersection. Provide better signage and timing of lights for cycles to cross.	38.32107	-122.310287	1	0
I Wish	Napa County	This crossing is always full of gravel. More regular sweeping is needed.	38.352595	-122.331219	0	0
I Wish	Napa	This is the worst intersection in Napa. There are potholes and the need for change. Traffic on Silverado is often backed up for 2 light changes.	38.299351	-122.276051	0	0
I Wish	Napa	This is a bumpy road and needs to be repaved.	38.292513	-122.276716	0	0
I Wonder	Napa	Cars often try to turn left here across lanes of busy Soscol and the wait time during afternoon rush can be 10 -15 minutes. Suggest no left turn here.	38.292412	-122.277864	2	0
I Wish	Napa	There are 3 sets of railroad tracks here that are in disrepair. The Wine Train is obligated to repair the road for their crossings. The tracks and the poor pavement is a danger to cyclists.	38.296585	-122.280874	0	0
I Wish	Napa County	This bridge and street are often full of glass, liter and gravel. There should be more street sweeping here.	38.3249	-122.283829	1	0
I Wish	Napa County	This trail here and through the development needs more regular sweeping of leaves and debris.	38.25611	-122.306253	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa County	Cyclists use the stretch of Hwy 221 from Streblow to Kaiser to connect to the cycle trail. It's full of gravel and debris. Please sweep more often.	38.265933	-122.271287	1	0
I Love	Yountville	I really enjoy the paved bike trails!	38.395492	-122.360916	0	0
I Wish	Napa County	That short stretch is one of the scariest parts of my rides. Bikes, cars, and large trucks share a narrow road.	38.579373	-122.597809	0	0
I Wish	American Canyon	Better identify bike path along Newell Drive (SB & NB).	38.174242	-122.242856	1	0
I Wish	St Helena	I want to get from the S end of the new Calistoga bike trail to the st Helena town center from the north. there is only ONE BLOCK that forces bikes to cross hwy 29 twice, to get from Crinella to Fulton. You can go down by the tracks, rocky narrow path, not for kids I see bikes of all kinds stuck crossing main St. at crinella. provide one last tiny piece of the trail on the east side, please.	38.503848	-122.475586	0	0
I Wish	Napa County	I wish there was a blinking light that cyclists could activate to cross over to Myrtledale Rd when coming from Bennett Ln and vice-versa. The cars on Tubbs Ln go very fast and it's challenging to safely cross. Bennett Ln is frequented by many tourists on bikes.	38.596243	-122.601061	3	0
I Wish	Napa County	Tubbs Lane crossing: not only cyclists - a LOT of pedestrians cross from Myrtledale to Bennett Lane	38.596243	-122.601061	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wonder	Napa County	Why is our beautiful scenic Highway 29 now an eyesore with the overkill of signage warning bikers and others about common sense road awareness that any functioning bike rider already knows. A yield sign warning you that a yield sign is approaching. Really? Same goes for stop signs, etc. and none of the protective barriers along the road are consistent in look or materials The whole thing is confusing and a mess. I'm all for the bike path but the blight is a disappointment and unnecessary.	38.549508	-122.531548	2	0
I Wish	American Canyon	Sidewalk connectivity throughout American Canyon (but especially along SR 29) would greatly improve the city's walkability.	38.171172	-122.253456	2	0
I Wish	Napa	I wish we had a pedestrian zone downtown--no cars between Main and School and Third and Pearl.	38.297572	-122.28676	1	0
I Wish	Napa	I wish there was a bike safer way to get from my house off South Minahen to Fuller Park.	38.285439	-122.294057	0	0
I Wonder	Napa	I wonder how we can make Jefferson Street better for walking and biking throughout the whole corridor. It's a key part of the most direct route to a lot of destinations - yet it's one of the biggest barriers to walking or biking places because it is unsafe/uncomfortable. Can we make this a corridor	38.309398	-122.296062	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		that works for more people? Won't more foot traffic and bike riders help the businesses along the corridor? Can we make it an enjoyable place to travel actively?				
I Love	Napa	I love the SR 29 undercrossing! I used to never bike to this part of the west side of Napa because the 1st St overpass/big intersection with highway on/off ramps and Freeway Drive was too stressful and there was no space for bikes. This separated path has made biking possible for me and now I bike to meetings at brewed. and other destinations on the west side. Love the separation and the mural. It would be perfect if it had lighting.	38.300759	-122.304268	2	0
I Wish	Napa	I wish California Boulevard had more separation for bicycles, either vertical or horizontal (vertical would be better). Cars pass bicyclists very close and at high speeds (speed limit is 30-35 but cars often go faster). Especially if gravel in bike lanes forces bicyclists closer to moving traffic. It's a nice tree-lined street but stressful to bike on. I also see people park/stop cars in bike lanes often.	38.308904	-122.302826	0	0
I Wish	Napa	I wish Bel Aire Plaza was bikefriendlier. The parking lot is stressful when you're just walking from your car to the store - biking through it and the	38.32266	-122.307409	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		intersection entrance at Trancas and California is extremely busy and stressful.				
I Wonder	Napa	I wonder if we can give bicyclists more space in the bike lanes on 3rd Street. They are narrow bike lanes, and the shared parking/bike lane set-up leaves you right in the door zone.	38.295556	-122.288939	0	0
I Love	Napa	I love Seminary Street as my north/south alternative to Jefferson. It's a pleasant street to bike on.	38.299465	-122.290629	1	0
I Wonder	Napa	Seminary is a great north/south alternative for Jefferson in central Napa; however, the many stop signs are cumbersome on a bike and trying to cross 1st/2nd/3rd/Oak Street where cross-traffic is uncontrolled can be very difficult. I wonder if there's a way to improve getting across the streets for bikes and pedestrians (the RRFBs at 3rd have helped for walking so far).	38.29637	-122.2912	1	0
I Wonder	Napa	I wonder how West Lincoln Avenue can be made to be more bicycle and pedestrian friendly. Cars go fast and there is little to no bike and pedestrian infrastructure. Would also require addressing the overpass and navigating highway on/off ramps.	38.306216	-122.307916	1	0
I Wish	Napa	I wish we could complete the sidewalks on California Blvd in this area.	38.301662	-122.300912	1	0
I Wish	Napa	I wish the Vine Trail had lighting, at least in the urban centers it goes	38.311316	-122.292277	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		through. Many people rely on it for transportation during dark hours (especially in the winter) but it's so dark.				
I Love	Napa	I love that with the SR 29 undercrossing and the future protected bike lanes on Browns Valley Road, I will be able to bike to Westwood Hills Park.	38.302961	-122.319271	1	0
I Wonder	St Helena	Walking to any destinations south of Grayson Avenue to the city limits is difficult and unsafe due to lack of pedestrian facilities. There's housing, hotels, a gym, pediatrician and orthodontist (near the high school no less), and more, all within walking distance of downtown. Crossing 29 is super unsafe (you have to run across gaps of traffic) and there are no sidewalks. I have seen people walking with strollers from hotels to downtown on the side of the highway where there are no sidewalks.	38.495951	-122.458128	0	0
I Wonder	St Helena	Backroads provide valuable alternative routes to walking/biking along SR 29, especially for youth heading to schools. Can we make them friendlier to young bicyclists? Roads like Valley View Street get very busy during school arrival hours, and with bike facilities, most people feel unsafe sharing the road.	38.495181	-122.472015	0	0
I Wonder	St Helena	A lot of people walk and bike on Crane and Sulphur Springs, both recreationally and for transportation. Is	38.48888	-122.462514	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		there a way to make it safer for these folks? There are no bike or pedestrian facilities, so people are in the road/on the dirt shoulders.				
I Wish	St Helena	I wish this bridge on Pope Street had better bike facilities - the sight lines aren't great and it's a busy street.	38.504946	-122.463769	0	0
I Wonder	St Helena	Hunt Ave is a pretty significant east/west connector for the east side of town but has no bike facilities and it's easy for drivers to speed (few traffic controls, no traffic-calming). Can it be made safer for bicyclists, especially students biking to schools on the west side of town?	38.507344	-122.46628	0	0
I Wish	St Helena	I wish there were bike facilities on Madrona. This is a big speeding corridor and sharing the road can be stressful.	38.503431	-122.475822	0	0
I Wonder	St Helena	Throughout the city - I wonder if pedestrian walkways can be created to improve limited connectivity created by many dead-end/cul-de-sac streets or big blocks (like Grayson/Sulphur Springs/Crane). New streets would be impossible and not necessarily needed, but pedestrian cut-throughs can make it easier to walk and bike.	38.50261	-122.474384	0	0
I Wonder	Napa	I don't dare ride my trike along Jefferson Street. Due to the many potholes motorist try to avoid them	38.309398	-122.296062	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		and drive close to the parked cars leaving no room for a bicyclist let alone a 3-wheel trike. Do have to wait until someone is seriously injured before Jefferson Street is repaired?				
I Wish	Napa	The bike lane (north side) along Imola from S. Coombs to Hwy 29 could be safer and more attractive to pedestrians if it was broadened and made more visible to traffic. There are stretches of the current bike lane that seem too close to traffic and flood when it rains.	38.281999	-122.291699	0	0
I Wish	Napa County	I wish the bike trail alongside this frontage road could be broadened and improved for safety. Traffic passes close to pedestrians. Some cars move to the other lane to avoid walkers. and Pedestrians will walk in the street from overgrowth or to let others pass.	38.268275	-122.299204	1	0
I Wish	Napa	We need to have sidewalks on Browns Valley Rd leading to the elementary school	38.306928	-122.340467	2	0
I Wish	Napa County	It would be great to have the Vine Trail connect to the new trail near Costco. It looks like an easy addition.	38.259708	-122.281111	1	0
I Wish	Napa	It would be great to improve this dirt path to the Vine Trail, so you don't have to cross Imola and ride the streets to the access near In-Shape. When you bike ride from the west side of Imola to the Vine Trail, you head east and	38.280725	-122.278456	2	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		cross the bridge on the south side of the street. But then you have to cross Imola at the light, ride down Gasser Dr, cross Gasser at the light, then ride down Hartle to get to the Vine Trail access road. It would be much safer the way I propose.				
I Wish	Napa	Install a speed bump in the circle here at the end of the street to stop the side show burnouts late at night. I live near here and hear cars screeching doing burnouts and circles every few nights. In the summer, it can be two or three a night. After doing their burnout, they race down River Park Blvd. A simple speed bump at the circle would stop this.	38.277739	-122.282729	0	0
I Love	Napa	I love that someone is now regularly cleaning the bike path over the bridge. It makes it so much better.	38.281446	-122.284656	0	0
I Wish	Napa	Sidewalk needed	38.314269	-122.340531	0	0
I Wish	Napa	Sidewalk needed	38.311777	-122.340467	0	0
I Wish	Napa	Sidewalk needed	38.309235	-122.340961	0	0
I Wish	Napa	Sidewalk needed	38.305968	-122.339845	1	0
I Wish	Napa	Sidewalk needed	38.307383	-122.340381	0	0
I Wish	Napa	Sidewalk needed	38.304655	-122.33845	0	0
I Wish	Napa	Sidewalk needed	38.30479	-122.337098	0	0
I Wish	Napa	Sidewalk needed	38.305358	-122.332109	1	0
I Wish	Napa	Sidewalk needed (and NOT included in current project!)	38.30376	-122.322266	0	0
I Wish	Napa	Sidewalk needed (and NOT included in current project!)	38.302878	-122.318618	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa	Direct access from road to bike path needed!	38.299997	-122.30574	1	0
I Wish	Napa	Bike lane needed!	38.299917	-122.303179	0	0
I Wish	Napa	Bike lanes needed from California to Jefferson!	38.295934	-122.295883	0	0
I Wish	Napa County	Sidewalks AND bike lanes needed!!	38.316794	-122.331946	1	0
I Wish	Napa	A safe way is needed for bicyclists to cross from westbound Redwood to southbound Westview on a blind and hilly curve!	38.314972	-122.331997	0	0
I Wish	Napa	I would like a paved bike and pedestrian path between Forest and Camilla on what is already a public right-of-way!	38.312762	-122.337109	0	0
I Wish	Napa	I would like Regal Drive extended from Westminster Court to Camilla Drive, including sidewalks and bike lanes (or at least a paved bike and pedestrian path created)!	38.312112	-122.337302	0	0
I Wish	Napa County	This entire section of Buhman desperately needs bike lanes and either sidewalks or an unpaved shoulder for pedestrians!!	38.291343	-122.343034	0	0
I Wish	Napa County	It would be nice if this bike and pedestrian path were wider and paved!	38.24647	-122.281992	0	0
I Wish	Napa County	These bike lanes are too narrow and overgrown with tall weeds!	38.231573	-122.260336	0	0
I Wish	Napa County	These tiny shoulders need to be widened into actual bike lanes!	38.221284	-122.262238	0	0
I Wish	Napa County	Bike lanes and sidewalks are needed here!	38.209879	-122.263437	0	0
I Wish	Napa County	The asphalt is too low where it meets the concrete overcrossing!	38.202532	-122.261031	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa County	A way to walk and ride a bike across the river between Milton Road and Green Island Road would be very nice!	38.208438	-122.306752	0	0
I Wish	Napa County	There is currently no way to travel by bicycle from Napa to American Canyon without riding on the shoulder of a highway! A connection here would create that way!	38.259708	-122.281111	0	0
I Wish	Napa	There is no easy way to ride a bike thru Napa Riverfront Green, even though it is part of the Vine Trail. I suggest removing a section of fence at this location and paving a connection between the sidewalk and the Vine Trail.	38.296917	-122.281246	0	0
I Wish	Napa	This intersection lacks a crosswalk. Also, when crossing Solano from the Vine Trail the trees and bushes to the south block your vision of approaching traffic, as well as their vision of you!	38.34377	-122.327053	0	0
I Wish	Napa County	This location needs a separate bike and pedestrian bridge. The bike lanes on Solano suddenly disappear on one side of the current bridge, then reappear on the other side! The Vine Trail uses a narrow portion of this bridge that is only half as wide as the trail normally is!	38.364966	-122.338152	0	0
I Wish	Napa County	The "paint" on these stripes is so thick that they act like speed bumps, making riding a bike over all 25 of them difficult!	38.366686	-122.339024	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa County	This spot on the Vine Trail, like many, many, others, needs repaving. Before repaving though, it needs to have all of the high spots that have resulted from the roots of thousands of trees immediately next to the trail ground down!	38.376795	-122.34441	0	0
I Wish	Napa County	All of the trees on the east side of these two bridges, along with those immediately north and south of these bridges, need to either be removed or trimmed up at least 8 feet! Visibility is poor here and the bridges are narrower than the Vine Trail and bicycles must make 4 turns to pass thru here!	38.382589	-122.348055	0	0
I Wish	Napa County	Here, as at many other crossings, are steel posts placed in the middle of the trail. I know that they are here to try to prevent cars from driving onto the trail. These posts are very dangerous, because riders must focus on not catching their handlebars (or mirrors) on these posts and crashing, when the riders should be focused on not getting run over by-passing cars!	38.385409	-122.349731	0	0
I Wish	Napa	Sidewalk needed	38.305286	-122.338597	1	0
I Wish	Napa	Sidewalk needed	38.3054	-122.337396	1	0
I Wish	Napa	Crosswalk with RRFBs needed here for bicyclists and pedestrians who are using the freeway undercrossing!	38.302596	-122.301081	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Napa	This bike path is in serious need of repaving!	38.301407	-122.30389	0	0
I Wish	Napa	I would like a bridge here for bicyclists and pedestrians (and possibly emergency vehicles) connecting the two parts of Linda Vista Avenue! This would also allow users from Brown's Valley to access Lincoln Avenue into the middle of the city without having to deal with the 1st Street overpass!	38.305861	-122.315254	0	0
I Wish	Calistoga	Foothill Boulevard is identified as a Safe Route to School, and many children cross regularly by foot to get to school. Sadly, many vehicles speed 10-15 miles above the speed limit making it very unsafe for any pedestrians who live on the hillside of the street who don't have access to a motor vehicle. I believe implementation of traffic calming measures such as optical speed bars or lowering the speed limit would help improve safety here.	38.578266	-122.589226	0	0
I Wish	Calistoga	We need a flashing bike sign or cyclist warning system here to let people know a bike is on the road. It's too dangerous biking here currently	38.579482	-122.598882	0	0
I Wish	Napa	Parents drop kids off waiting in the bike lane here. Then they make U turns in school traffic. This is incredibly dangerous for cyclists.	38.296183	-122.263294	0	0
I Love	Napa	Agree its great!	38.300759	-122.304268	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
I Wish	Calistoga	I wish all of Washington St was paved. It's NOT safe for bike riders trying to avoid potholes and not get hit by a passing car.	38.579677	-122.581967	0	0
I Wish	Calistoga	This intersection needs safety work for bicyclists and pedestrians. Drivers are trying to make a left out of CalMart onto Fair Way or don't see people in the crosswalk on Lincoln.	38.580247	-122.578318	0	0
I Wish	Calistoga	I wish Fair Way was paved from Lincoln Ave to Lake St. It's very dangerous on bike trying to avoid the potholes and not get hit by passing cars. I'd ride my bike more to the Vine trail if Fair Way was paved.	38.580751	-122.579203	0	0
I Wish	Calistoga	3rd St needs major paving. It's not safe for bikes!	38.580653	-122.581423	0	0
I Wish	Calistoga	I wish there was a safe walking path or sidewalk that made it safer to walk along Grant Street.	38.586627	-122.584956	0	0
I Wish	Calistoga	As someone whose child regularly bikes to school, I often worry about the safety of cycling on Washington St. especially during high traffic times like morning drop off and after school lets out. I wish there were a designated bike lane to encourage more students to bike to school safely.	38.580098	-122.582499	0	0
I Wish	Calistoga	If the area formally occupied by a golf course was opened (the chain link fences removed) and was redesigned to contain pathways and bikeways and recreational destinations we wouldn't have to	38.586627	-122.584956	0	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		navigate narrow and hazardous Grant Street.				
I Wonder	Calistoga	I wonder if the food cart person could move to a safer spot. They are on the sidewalk, Calmart side of Lincoln and Fair Way. They create a blind spot for drivers on Fair Way. It makes it difficult to see pedestrians starting to cross the street. Shouldn't the same 20ft law apply to food carts as it does to parked cars?	38.580211	-122.578324	0	0
I Love	Napa	I love that the development of small businesses here has made it a walkable and bikeable destination for my family	38.286871	-122.295063	0	0
I Wish	Napa	I wish this stretch of sidewalk along California was wider and better kept up for cyclists and walkers.	38.2961	-122.300298	0	0
I Wish	Napa	I wish there was a well-kept, protected path for my tween children to take from this part of town to main st and the bike path east of the river. Current options include lots of traffic on 3rd St or lots of stop signs without careful drivers in Abajo.	38.292867	-122.2962	0	0
I Wish	Napa	I wish that Shurtleff were safer for kids to use to get to/from school. There are no sidewalks along parts of the road between Imola and Wyatt, and cars often go way too fast, making it unsafe for kids who want to bike.	38.281448	-122.263541	0	0
I Wish	Napa	This is the most dangerous, scary intersection in Napa, trying to cross from Laurel	38.301422	-122.314224	1	0

Type	Jurisdiction	Comment	Latitude	Longitude	Up Votes	Down Votes
		to west bound Browns Valley Road is treacherous to say the least Vehicles routinely travel well in excess of posted speed limit Some vehicles SLAM on brakes to allow cyclist waiting for their turn to "Go"-massively dangerous to all.				
I Wish	American Canyon	I wish this stop sign had better visibility so cars would not run the stop sign. It's difficult to see the other vehicles until you're very close to the intersection.	38.180615	-122.257439	0	0
I Wish	American Canyon	I would love to see Main Street connected along the east side of hwy 29 and for it to be bike/pedestrian friendly.	38.175181	-122.252544	0	0
I Wish	Yountville	I'd love to see a stop sign instead of a yield here. I often see west bound vehicles speed through to get on 29 without looking. I worry about cyclists on the trail and pedestrians traveling to the veteran's home.	38.397728	-122.358781	0	0

Table B.3: Second Interactive Map Comments: Proposed Bicycle Network

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	I wish (non-bus vehicle) stopping were prohibited on HWY29 near the Oakville Grocery. Cyclists and e-cyclists slalom weave around stopped vehicles "popping" in and out of visibility to passing cars. Additionally, vehicles exiting Oakville Grocery experience decreased visibility. Please consider applying no-stopping to delivery vehicles too.	7856 Saint Helena Highway, Napa, California 94562, United States	0	0
Walking	Wish	I wish for a Leading Pedestrian Interval for the crosswalk across Redwood. As I try to walk or cycle cross from the SE (near Valero) to the NE (adjacent to RPR parking), cars cut in front of me (turning right from Solano onto Redwood) about 20% of the time. I experience near-miss collisions with cars about once per month. The drivers seem angrier at this intersection since the implementation of no right on red.	2000 Redwood Road, Napa, California 94558, United States	0	0
Driving	Wonder	I wonder how to improve turning left onto Soscol Ferry Road from Devlin Road during the pm weekday commute hours. Cars, the 11N Vine bus and cyclists wait for a safe opening since westbound Soscol Ferry Road vehicles don't have to stop.	110 Devlin Road, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	Deer Park Road east of Silverado Trail: • Create more shoulder where possible, perhaps by reducing lane width even by 1/2 foot. This would help to reduce speeding as well. • Include painted buffers on right leaning curves to guide vehicles to stay in their lanes rather than hugging the curve where visibility is low and a slower moving bicyclist may be (see curve buffer pic for example). • Include bike passing lanes or pullouts on uphill's where possible (see pic of Mt. Diablo example). • Add ""Bikes have full use of lane" signage. • Place ""Watch Your Speed"" message with three thermoplastic bars preceding the intersection of Sunnyside Rd. (a high crash history and a school zone), in the eastbound land preceding the Sanitarium Rd. intersection (high crash history), and in the southbound lane preceding the Mund Rd. intersection (high crash history). We are requesting the same design as that used by the County on Redwood Rd. (see pic attached). • Add conflict markings at the intersection of Silverado Trail.	301 Deer Park Road, Deer Park, California 94574, United States	0	0
Bicycling	Wish	Old Sonoma Road in the County: Install Class IIs with buffers and rumble strips	3230 Old Sonoma Road, Napa, California 94559, United States	0	0
Bicycling	Wish	Hwy 12: Install Class IIs with buffers and rumble strips	3176 Carneros Highway, Napa,	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
			California 94559, United States		
Bicycling	Wish	Silverado Trail from Deer Park in the north to the Napa City limits in the south, upgrade to Class Is with buffers.	6171 Silverado Trail, Napa, California 94558, United States	0	0
Bicycling	Wonder	Yount Mill Road: This functions as an advisory road, with so many walkers and bikers on it and low traffic volumes. Why not stripe it that way?	1820 Yount Mill Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Hardman Ave: Increase shoulder width.	1120 Hardman Avenue, Napa, California 94558, United States	0	0
Bicycling	Wish	Install Class IIs on Atlas Peak Road from Monticello to Westgate Dr.	1569 Atlas Peak Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	Would like to clarify – if recommending a Class IV on SR 29 from the roundabouts down to S Kelly Road, is Class IV going to be on both sides? Right now, when you zoom in, it shows it on the southbound side only.	Napa-Vallejo Highway, Napa, California 94558, United States	0	0
Bicycling	Wish	Jameson Canyon: Show as proposed Class I path.	Jameson Canyon Road, Napa, California 94503, United States	0	0
Bicycling	Wish	North Kelly Road at SR 29 just has a gap even though this is a really dangerous location. Needs to be addressed.	1988 North Kelly Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Agree with existing comment that since Vine Trail is no longer planning to go down Devlin, that Devlin existing Class IIs need upgrade	231 Devlin Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Make a bidirectional Class IV from the middle school to 2nd Ave on the south side of the road to increase safety	2049 Coombsville Road, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		for youth and parents biking to Stone Bridge.			
Bicycling	Wish	From Napa City Limits to Orchard, make a standard Class II, and add buffers where feasible. Lane widths are over 12 feet in some areas. This is currently VERY substandard in parts.	3073 Dry Creek Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Sanitarium Rd: Create more shoulder where possible, perhaps by reducing lane width even by 1/2 foot. This would help to reduce speeding as well. Include painted buffers on right leaning curves to guide vehicles to stay in their lanes rather than hugging the curve where visibility is low and a slower moving bicyclist may be. Include bike passing lanes on uphill's where possible. Add "Bikes have full use of lane" signage. Place "Watch Your Speed" message with three thermoplastic bars preceding the intersections of Crystal Springs Rd. and Glass Mountain Rd. (high crash histories) Could the "yield" at Sanitarium and Deer Park be a "stop" instead? Especially if it was moved back some, allowing for cars to regain speed as they merge with fast moving traffic?	512 Sanitarium Road, Deer Park, California 94574, United States	0	1
Bicycling	Wish	Given speeds, could Deer Park Rd between Silverado Trail & SR 29 be upgraded from Class II? High speeds and volumes; connecting road between Angwin communities and St. Helena;	Deer Park Road, St. Helena, California 94574, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		connection between Silverado Trail/SR 29/Vine Trail			
Bicycling	Wish	Let's propose some facility on this road	500 Kortum Canyon Road, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Petrified Forest Rd: This is ridden frequently. Upgrade to "Bike Route (Class III)" and add bicycle detection signal - and especially given that the County segment calls for a Bike Route.	933 Petrified Forest Road, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Extend Cedar Class III bike boulevard to Lincoln	1402 Cedar Street, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Recommended bike lanes on Grant St should connect to Lincoln via Stevenson or Wappo via Class IIIs	1408 Grant Street, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Fill gap on Myrtledale Rd between existing bike facilities and proposed facilities on Grant. Also, existing facility on Myrtledale appears to be Class III bike route (as of May 2024 on Google Maps), not Class II bike lanes?	3032 Myrtledale Road, Calistoga, California 94515, United States	0	0
Bicycling	Wonder	There has been much discussion of a Class I from Oak Ave terminus at Mitchell to I believe Grayson Ave. Why is that not included in this plan, at least as a study? Would be an invaluable SRTS route.	1111 Oak Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	Add a Class I down College Ave given schools & apartments but lack of ability to add bike lanes. Widen existing sidewalk to accomplish.	882 College Avenue, St. Helena, California 94574, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wonder	Fully connect Valley View St Class III with existing Class II.	945 Valley View Street, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	Being realistic about Allyn & Hudson. Pretty sure the city just repaved Allyn and put down sharrows. With residences, I doubt parking will be removable. Perhaps better to make it a Class III bike boulevard with traffic-calming? These are neighborhood streets that should be slowed down anyway. People do use them as cut throughs to get offspring.	1329 Allyn Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wish	Vine Trail along Oak/Adams is marked Class I – while it is part of the VT, it will not be a Class 1 facility. Will Vine Trail alignment have a unique color designation in final plan like it did in the last Bike Plan? That would be helpful to identify Vine Trail alignment (existing & proposed) apart from other facilities.	1304 Oak Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wish	Pope from Main to Allison needs improvement. Mark as study corridor if nothing else.	1024 Pope Street, St. Helena, California 94574, United States	0	0
Bicycling	Wish	Fill gap on Madrona Ave from Oak to Main. Include bike facilities on Fulton from Main to VT	1220 Madrona Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wish	Fill gap on Oak Ave between Madrona and Adams, likely with Class III bike boulevard	1477 Oak Avenue, St. Helena, California 94574, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	SR 29 undercrossing at California Boulevard – connections between town, Vine Trail, and the Veterans Home Desired improvement: SR 29 on/off ramps where Vine Trail crosses: high-visibility crosswalks with green conflict markings, signage warning drivers of bicyclists/pedestrians ahead on off-ramps, shorten crossings/narrow ramps to improve visibility/crossing Class II bike lane eastbound connecting Vine Trail to Class II heading into downtown Yountville. Conflict markings at on/off ramps	California Drive, Yountville, California 94599, United States	0	0
Bicycling	Wish	Extend Washington bike boulevard to Madison intersection	2 Burgundy Way, Yountville, California 94599, United States	0	0
Bicycling	Wish	Old Sonoma Road: Add buffers to Class IIs from City limits to bridge - tons of speeding in the eastbound lane, just ask NPD.	2707 Old Sonoma Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Create bikeable ways to access the River Trail between Trancas and Lincoln, perhaps near Elk way (I believe the path there is closed off), and one spot further south.	2712 Elks Way, Napa, California 94558, United States	0	0
Bicycling	Wish	Upgrade to Class II s between Browns Valley Rd. and Browns Valley Rd. There is plenty of space and this would increase consistency and connectivity between the other upgrades. Also, add conflict markings and	Partrick Road, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		upgrade the interchange on eastbound Partrick as it merges into Browns Valley.			
Bicycling	Wish	Extend proposed Class I along the river at the Oxbow entirely	600 1st Street, Napa, California 94559, United States	0	0
Bicycling	Wish	Dry Creek Rd: Upgrade to parking protected Class IVs on the east side of the street and to Class IIbs on the west side. This is a very popular recreational route and there are both few driveways and plenty of space on the road. Guessing vehicle volume is low-ish, but speeds can be high.	2076 Dry Creek Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Upgrade at the very least to Class IIs, given speeds/volumes and route to school, and popular recreational route.	1000 Buhman Avenue, Napa, California 94558, United States	0	0
Bicycling	Wonder	Shurtleff was recommended for Class IIs in last bike plan. Why is it downgraded now to Class IIIs?	2087 Shurtleff Avenue, Napa, California 94559, United States	0	0
Bicycling	Wonder	Terrace was recommended for Class IIs in last bike plan. Why is it downgraded now to Class IIIs?	1002 Wyatt Avenue, Napa, California 94559, United States	0	0
Bicycling	Wish	Silverado Trail is complicated, but it needs to be better than a Class II to be low stress based on speeds/volumes. We realize any bike facility would be a long-shot, but a bi-directional Class IV or a Class I (or a combo of the two) are the correct facilities, and likely would not cost more than a Class II anyway. The plan should reflect the appropriate facility, even if it is a long-shot.	1608 Silverado Trail, Napa, California 94559, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	East Ave will need some serious traffic-calming to function as a Class III.	1412 East Avenue, Napa, California 94559, United States	0	0
Bicycling	Wonder	Montecito Blvd – Would a Class II uphill and Class III downhill be possible? (Lakeview to East). Busy street, route to school, provide space for bicyclists going uphill.	124 Montecito Boulevard, Napa, California 94559, United States	0	0
Bicycling	Wish	Area of resorts – Meritage (which also does events), Vista Collina, Vino Bello – create a low stress bikeway on Napa Valley Corporate Drive between Bordeaux Way and Anselmo Court to connect visitors/event goers to Class I network.	2779 Napa Valley Corporate Drive, Napa, California 94558, United States	0	0
Bicycling	Wish	James Diemer Drive: Upgrade whole road to Class IIb. Even though speed limit is low, we believe speeding is still common.	James Diemer Drive, Napa, California 94558, United States	0	0
Bicycling	Wonder	SR 221 South of Soscol: We would like to better understand why both a Class I and a Class II is proposed. A class IV would be the appropriate on-street facility, or Class IIb's with rumble strips at the very least.	2100 Napa-Vallejo Highway, Napa, California 94558, United States	0	0
Bicycling	Wonder	Does proposed Class I adjacent to W Imola Ave between the River and Soscol actually connect to the VT? It should if not.	949 West Imola Avenue, Napa, California 94558, United States	0	0
Bicycling	Wish	1st Street: We strongly recommend signage on 1st near California instructing cars to move into the left lane when bikes are present. From Seminary to Main, we request that 1st Street have Class III signage and sharrows added - this is already a	1242 1st Street, Napa, California 94559, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		pretty traffic-calmed area, but the wayfinding and instruction for bicyclists to take the lane (especially for visitors biking to downtown) would help reinforce sharing the road. Class II bike lanes should be added from Main across the 1st Street bridge to connect to proposed Class IIs east of Soscol. (Westbound transition at Main from Class II bike lanes and Class III bike boulevard would need to be clearly marked).			
Bicycling	Wish	Extend Beard Rd Class III to Trancas	3245 Beard Road, Napa, California 94558, United States	0	0
Bicycling	Wish	Complete Yajome bike boulevard to Lincoln (both north and south of Lincoln)	2223 Yajome Street, Napa, California 94558, United States	0	0
Bicycling	Wish	Lincoln Ave - Include Class IVs where feasible.	966 Lincoln Avenue, Napa, California 94558, United States	0	0
Bicycling	Wish	Complete Pearl St bike boulevard to Vine Trail	968 Pearl Street, Napa, California 94559, United States	0	0
Bicycling	Wish	A clearer/wider entry from Main/West to Oxbow Commons would be really helpful. Very awkward how it is now and also a tight squeeze with pedestrians where it's next to the parking lot wall	1122 Main Street, Napa, California 94559, United States	0	0
Bicycling	Wonder	Oak St bike boulevard seems very short – why doesn't it extend to California, or at least to Jefferson along the park?	1581 Oak Street, Napa, California 94559, United States	0	0
Bicycling	Wonder	Pine from Walnut to Coombs is an important east-west corridor, especially given schools – make Class III bike	1788 Pine Street, Napa, California 94559, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		boulevard, if not the entire way, then especially from Seminary (where one bike boulevard abruptly ends) to Coombs (a well utilized route to school that needs bulbout for pedestrians as well).			
Bicycling	Wonder	In NVTA Imola plan, there are on-road facilities for the east segment as well as the Class I proposed, but not seeing the on-road facilities here.	1032 Imola Avenue, Napa, California 94559, United States	0	0
Bicycling	Wonder	Could Freeway Drive be upgraded? It's narrow south of Laurel but it's high stress as is. This would also be a good candidate for a bidirectional Class IV, with no driveways on the Freeway side. Traffic calming is needed on this road, especially if Class IVs are not implemented.	359 South Freeway Drive, Napa, California 94558, United States	0	0
Bicycling	Wonder	Could West Lincoln be Class II until road narrows? Could road be widened around the bend? This is a pinch point on a route to school. Speed limit is 30, high volumes. Could Lincoln overpass be upgraded? High volumes & speeds.	2085 West Lincoln Avenue, Napa, California 94558, United States	0	0
Bicycling	Wish	Solano Ave (Redwood to Lincoln) needs improved facilities, as current Class IIs are substandard in areas and not low stress given speeds and volumes. A bi-directional cycle track on the east side seems like a good option. If not feasible, then work especially hard to install a bidirectional Class IV from the Vine Trail connection on Soscol to where the VT picks	3331 Solano Avenue, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		up on the north side of Redwood on Soscol.			
Bicycling	Wonder	This proposed Class I along the Butler Bridge does not connect to bicycle facilities on either side. What is the purpose of this isolated segment of Class I?	California Highway 12, Napa, California 94558, United States	0	0
Bicycling	Wonder	Add Class III bike boulevard on Pinewood Dr for connectivity in proposed bike boulevard network.	2850 Pinewood Drive, Napa, California 94558, United States	0	0
Bicycling	Wonder	Extend Partrick Rd Class II west to Tall Grass Dr to connect bike lanes to more neighborhoods	1022 Partrick Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	Byway East - Add Class II lanes? With few crossings to Vine Trail, bicyclists may need to travel here when heading east of highway. Or maybe just Monarch to El Centro.	California Highway 29, Napa, California 94558, United States	0	0
Bicycling	Wonder	Why not extend Baxter Ave Class III bike boulevard to Trancas? Seems that's where traffic-calming and bike facilities would be really helpful given traffic ingress/egress	3432 Baxter Avenue, Napa, California 94558, United States	0	0
Bicycling	Wish	Old Soscol Way – needs to be upgraded. There's already a lot of red zones and unnecessary parking lots (everything here has parking lots).	3300 Old Soscol Way, Napa, California 94558, United States	0	0
Bicycling	Wish	Identify Soscol Ave as study corridor all the way not just south of 3rd. The whole road is appropriate for Class IVs.	796 Soscol Avenue, Napa, California 94559, United States	0	0
Bicycling	Wish	Would love to see Class 1 from the 5-way to the Middle School.	Tulocay Drive, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	Extend Trower recommended Class IV to Dry Creek Rd., especially on the south side of the road. At least Class IIb to east terminus of Trower on east side. Achieve by narrowing vehicle lanes? Why not plan for Class IV to Big Ranch Rd with road extension?	4001 Pinot Drive, Napa, California 94558, United States	0	0
Bicycling	Wonder	The parts of Flosden Road where the path is not at least the minimum 8 feet should not be marked as existing Class I.	2555 Flosden Road, American Canyon, California 94503, United States	0	0
Bicycling	Wish	Class IIs on American Canyon Road on either side of the SR 29 are not safe or comfortable. Those segments need to be upgraded. We strongly believe we can get a Class IV or Class I through the whole stretch, especially with the upcoming roundabout project with SR 29. At least designate as a study corridor for bike facility upgrades.	3331 Broadway Street, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Consider adding a bike network connection between the Class I on Rolling Hills Drive and Donaldson Way East via Rolling Hills Drive. Maybe just a Class III bike boulevard	403 Rolling Hills Drive, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Recommended Class I on Rolling Hills Drive that connects to SR 29 via S Napa Junction Road was a recommended Class I all the way through in last Bike Plan. Now that connecting segment on S Napa Junction Road is a rural Class III. That's not low stress at all, and arguably on the busiest section of the road, since	163 South Napa Junction Road, American Canyon, California 94503, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		people will be entering/existing highway. Restore Class I connection.			
Bicycling	Wonder	With installation of Class I paths on SR 29, the existing Class I that runs along American Canyon Creek and currently ends at Banbury Way should be extended to connect to the SR 29 Class I. Class I connections between adjacent neighborhoods and cul-de-sacs should also be considered to maximize direct connections to Class Is and encourage bike/ped travel, especially in southwest quadrant of AmCan where there are many adjacent neighborhoods	156 Hartford Ct, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Danrose Dr from SR 29 to Class I path should be a Class III bike boulevard, not rural bike route. Busy with traffic due to Safeway plaza. You could also remove parking from the west side of the street (no houses facing that way) and maybe have room for Class IIs.	824 Danrose Drive, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Add Class III bike boulevards on Chaucer Ln and/or Hummingbird Way? Would be helpful for students biking to middle school.	640 Chaucer Lane, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Extend recommended Class IV on W American Canyon Road to SR 29. At the very least, add buffers and continue bike lane all the way to the intersection. No bike facilities through this high-injury intersection is really not acceptable.	109 West American Canyon Road, American Canyon, California 94503, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wonder	Add Class III bike boulevard along Crawford Way from SR 29 to Elliott Drive – especially due to new Crawford Way Apartments project coming in	219 Crawford Way, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	W. Donaldson Way as a recommended Class III bike boulevard west of the highway is a downgrade from last Bike Plan, where it was recommended Class II, which would be more appropriate given volumes. Also recommended facility does not connect with existing Class IIs, so fill that gap. Space is tight here but it's very busy and too busy to be a shared corridor for all ages and abilities. Maybe remove one side of parking and create a Class I on one side.	231 West Donaldson Way, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Why is this plan recommending a Class III bike boulevard on Donaldson Way where there is an existing Class II? This is a downgrade from the last Bike Plan and what's already existing.	905 Donaldson Way, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Also included in Ped Plan – but the gaps in the Class Is along SR 29 on both sides around Eucalyptus Dr to Napa Junction Rd should be filled. Big connectivity issue, seems really odd to keep a gap.	3945 Broadway Street, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Theresa Ave (Napa Junction Rd to Eucalyptus Dr) was a Class II in the last bike plan but is now a Class III bike boulevard. Why the downgrade?	97 Theresa Avenue, American Canyon, California 94503, United States	0	0
Bicycling	Love	A bike path across the creek here would be really great in increasing connectivity.	1120 Linda Vista Avenue, Napa,	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
			California 94558, United States		
Bicycling	Wonder	There are no bike lanes on Congress Valley, yet the map is showing them as complete. It would be great to show them as proposed.	1195 Congress Valley Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	Again, there are no bike lanes on this road.	2280 Buhman Avenue, Napa, California 94558, United States	0	0
Bicycling	Wonder	There are no bike lanes currently on the County portion of Buhman, but Class IIs would be great. Change to proposed, rather than current.	1310 Buhman Avenue, Napa, California 94558, United States	0	0
Bicycling	Wish	We need a bike lane on the street. Calistoga elementary school encourages the community to walk or bike to school. We need a safer route for children to bike.	1406 4th Street, Calistoga, California 94515, United States	0	0
Bicycling	Wonder	I used to ride my bike on Magnolia Drive daily, to get to Napa Valley College. It was a safe and pleasant alternative to the disasters that are Imola and Soscol Avenues. Magnolia has been closed since (I think) the COVID pandemic. Why can't it be reopened to walkers and cyclists?	Spruce Drive, Napa, California 94559, United States	0	0
Bicycling	Wish	There needs to be some sort of warning system here that cyclists are biking here. It is a windy segment of road without any advance warning.	650 Petrified Forest Road, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Wish the new Bv bike lanes connect through here or the adjacent alleyway to downtown.	1439 E Street, Napa, California 94559, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Transit	Love	Love Love LOVE the BART Connector bus to get to the Airport. Please make this a 7-day service, and include late nights so we can get back home after an evening landing! Also, express service to the Vallejo Ferry on weekends (but 7-day BART service first please).	1900 West Imola Avenue, Napa, California 94559, United States	0	0
Walking	Wish	It would be amazing if there was a foot/bike crossing over 29 connecting both ends of Laurel St. that could serve as a quick route from the Fuller Park area to the outlets and Browns Valley, but also from Westwood to downtown.	California Highway 29, Napa, California 94559, United States	0	0
Bicycling	Love	The undercrossing is amazing, it's a great shortcut and the mural under the bridge is super cool. More safe crossings of Highway 28 please!	California Highway 29, Napa, California 94559, United States	0	0
Bicycling	Wish	Better signage/wayfinding for northbound riders on the Vine Trail. I regularly get asked at this junction by people "how do I get to the trail?" when they come out onto Trancas.	2005 Redwood Road, Napa, California 94558, United States	0	0
Bicycling	Wish	I think more parents would feel comfortable letting their kids' bike to school (so many benefits to this) if Washington street was safer to bike on. The road is rough and there is no clear designation for bikes.	1605 Washington Street, Calistoga, California 94515, United States	0	1
Walking	Wish	The City has had a plan to put in a walking path on this stretch of Grant Street for so long, but there are been very little movement. So many	2032 Grant Street, Calistoga, California 94515, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		residents walk along this stretch with young children, elderly, strollers, and pets. As it is, it is very unsafe how close these walkers are to the traffic that is often speeding.			
Bicycling	Wish	The B&G club often leaves their trash, green waste, and recycling bins out in the bike line for 3-4 days at a time instead of just on garbage day. Can NVTA help communicate this issue to their staff?	1409 Lake Street, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Please add sharrows along Washington St. because cars are constantly trying to pass around bikes when they do not have the room to do so and it's a dangerous stretch for bikes. Especially since so many small children bike to school along this route.	1509 Washington Street, Calistoga, California 94515, United States	0	1
Bicycling	Wonder	Should there be a bike facility on Corporate Way that connects to the future bike path on 221?	875 Napa Valley Corporate Way, Napa, California 94558, United States	0	0
Bicycling	Wish	There used to be an idea for an improved connection between Old Sonoma and Duhig Road. Add that back - this is a popular and unsafe area to cross.	Carneros Highway, Napa, California 94559, United States	0	0
Bicycling	Wish	Add a bike facility on Cartegena Way that connects to the green line (bike path) to the east.	Cartagena Way, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Why not route this on D Street on the alley?	1616 E Street, Napa, California 94559, United States	0	0
Bicycling	Love	I'm looking forward to the improvements here.	760 Lincoln Avenue, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Walking	Love	Love this for both biking and walking.	876 Water Street, Napa, California 94559, United States	0	0
Bicycling	Wonder	This is a very uncomfortable route for biking. Car traffic is very fast, and the pavement is irregular.	1064 Imola Avenue, Napa, California 94559, United States	0	0
Walking	Wonder	The school has paved over where the sidewalk ought to be, prioritizing drivers over those on foot.	1210 Shetler Avenue, Napa, California 94559, United States	0	0
Walking	Wish	Crossing from the east side of Shurtleff to Camille Park on foot feels dicey. There's poor visibility if you cross at the southernmost park entrance, and walking to the Seville Dr intersection often requires stepping into the road to avoid parked vehicles.	1948 Shurtleff Avenue, Napa, California 94559, United States	0	0
Bicycling	Wish	This is an uncomfortable left turn.	850 West Imola Avenue, Napa, California 94559, United States	0	0
Bicycling	Love	The bike lanes are a huge improvement for cross town traffic in South Napa.	950 West Imola Avenue, Napa, California 94559, United States	0	1
Walking	Wish	The inconsistent sidewalks here make it difficult to safely walk to Target and Raley's.	1026 Shetler Avenue, Napa, California 94559, United States	0	1
Walking	Wish	I frequently walk this block and there is no safe place to walk except the school parking long.	2098 Imola Avenue, Napa, California 94559, United States	0	0
Bicycling	Wonder	This should probably be a Class III Bike Route, not a Bike Boulevard, as it is a very rural area.	698 Las Posadas Road, Angwin, California 94508, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	The Silverado Trail between Pope Street and Deer Park Road, through "the narrows" is not a Class II Bike Lane. The bike lane it is too narrow. This is because the road is not striped properly. I have met with the County on site and commented ad nauseam on past bike plans. This is a dangerous misrepresentation of the conditions on the ground. If this is not revised for this plan, I will recommend to the St. Helena City Council that they not adopt the plan. I have provided photos of the issues for the last 20+ years and if you need photos again, I can provide them in a week. Please get on your bike and ride this section, both north and south!	1730 Silverado Trail North, Deer Park, California 94574, United States	0	0
Bicycling	Love	The speed cushions on grant St. have been amazing at slowing down traffic without forcing bikes to go over a speed bump as well.	2102 Grant Street, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Biking with my kids to school in the morning, this right turn is always scary because there isn't enough room for bikes to fit in-between the cars and the curb.	1507 Washington Street, Calistoga, California 94515, United States	0	1
Bicycling	Wish	Anonymous22 October, 2025 Comment I wish UVDS and the Town of Yountville would manage to near-zero UVDS bins in the bike-lanes through Yountville. My recommendation is that UVDS does not pick up bins that encroach on the bike lane.	6772 Washington Street, Yountville, California 94599, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	Anonymous22 October, 2025 Comment I wish UVDS and the Town of Yountville would manage to near-zero UVDS bins in the bike-lanes through Yountville. My recommendation is that UVDS does not pick up bins that encroach on the bike lane.	2041 Madison Street, Yountville, California 94599, United States	0	0
Other	Wish	I wish for a Flashing Light crosswalk for our veterans who walk, cycle and use other active transportation modes.	California Drive, Yountville, California 94599, United States	0	0
Other	Wish	I wish for a Flashing Light crosswalk for our veterans who walk, cycle and use other active transportation modes.	California Drive, Yountville, California 94599, United States	0	0
Other	Wish	I wish for a Flashing Light crosswalk for our veterans who walk, cycle and use other active transportation modes.	1 California Drive, Yountville, California 94599, United States	0	0
Bicycling	Love	Hurray for Bike Route (Class III)	6761 Jefferson Street, Yountville, California 94599, United States	0	0
Bicycling	Wonder	I wonder about the utility of this Bike Route (Class III). Consider extending it to the north to meet the Shared-Use Path (Class I) at the end of Heritage Ct. Seems like a path to nowhere, but perhaps it's the provided bike route to keep bikes off the parallel Shared-use Path (Class I)?	6488 Heather Street, Yountville, California 94599, United States	0	0
Bicycling	Wish	I wish there was no private parking at the former Bordeaux House 20' from the NE corner of this intersection.	2015 Webber Avenue, Yountville, California 94599, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Walking	Wish	I wish there were no parking 20' from the NE corner of this intersection.	2161 Pedroni Street, Yountville, California 94599, United States	0	0
Bicycling	Wonder	I wonder if there is sufficient Yount St road width for a Class III Bike Route, parking on both sides and sidewalk on both sides. This stretch does not seem very safe for cyclists currently. And where are the UVDS bins supposed to be staged?	6537 Yount Street, Yountville, California 94599, United States	0	0
Bicycling	Wish	California Drive is one way between the Security Station and California Circle. I wish this bike trail would be established in both directions. Currently it maps only the direction from the Vet's Home toward HWY29. It needs to run on the other part of the "Y" too.	798 California Drive, Yountville, California 94599, United States	0	0
Bicycling	Wish	I wish for a bike lane free of plant growth. Plants (mostly blackberries?) growing up into the 3D bike-lane space.	1707 Yountville Cross Road, Napa, California 94599, United States	0	0
Bicycling	Wish	I wish this path were well labeled as Shared-Use by stenciling the bike path symbol on the path or some signs that signal which side to walk and which side to cycle.	9 Ghirardi Place, Yountville, California 94599, United States	0	0
Bicycling	Wish	I wish UVDS and the Town of Yountville would manage to near-zero UVDS bins in the bike-lanes through Yountville. My recommendation is that UVDS does not pick up bins that encroach on the bike lane.	6787 Jefferson Street, Yountville, California 94599, United States	0	0
Bicycling	Wish	I wish for rumble strips adjacent to Hwy29 between Madison and North Washington.	Saint Helena Highway, Yountville, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wonder	I wonder if there is precedent for a diagonal-across-the intersection crosswalk being safer than two right angle crosswalks. I understand it directs westbound cyclists to the Vine Trail. It seems to increase risk and decrease confusion.	6770 Washington Street, Yountville, California 94599, United States	0	0
Bicycling	Wish	Would love to see sharrows on Main St to reinforce cyclists right to share the roadway	1277 Main Street, St. Helena, California 94574, United States	0	0
Bicycling	Love	Would love to see a designated north south shared use Class I path to get through town. To cross town on a bike on School, Randolph, Main streets you have to cross 1st, 2nd and 3rd which are not stop controlled	929 Parkway Mall, Napa, California 94559, United States	0	1
Bicycling	Love	CalTrans needs to widen HWY 121 from Atlas Peak to Silverado. With bike lanes.	1215 Monticello Road, Napa, California 94558, United States	0	0
Bicycling	Love	The County needs to crack seal and blade patch Hagen Road, from Silverado to 3rd. Ave. Also tree trim just east of Silverado on the North side.	1225 Hagen Road, Napa, California 94558, United States	0	0
Bicycling	Love	The city needs to crack seal the whole section of Dry Creek from Redwood Road to the County section. Also, pothole patch the holes also.	1400 Dry Creek Road, Napa, California 94558, United States	0	1
Bicycling	Love	Pueblo should have bike lanes from Beard to Soscol. Also, at the intersection of Pueblo and Yajome the city should build curb extensions, because of all the kids walking to school.	1540 Menlo Avenue, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Love	There should be rumble strips on Silverado from Trancas to Sage Canyon Road.	2921 Silverado Trail, Napa, California 94559, United States	0	0
Bicycling	Wish	The City should change this section of Redwood from Dry Creek to Solano to one lane in each direction, with buffered bike lanes, with a turn lane in the middle. Traffic volume is low with high rate of speed.	3325 Baywood Lane, Napa, California 94558, United States	0	1
Bicycling	Wonder	There are existing Class II bike lanes on Kimberly Drive, not a Class I path	316 Kimberly Drive, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Existing Class II bike lanes on Donaldson Way East & Shenandoah not shown on map	Shenandoah Drive, American Canyon, California 94503, United States	0	0
Bicycling	Wonder	Public comment from St Helena Harvest Festival - How realistic or valuable would a Class I be on Starr, vs buffered bike lanes?	1171 Starr Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	What is the intent for the yellow study corridors? Are they for future improvements to be determined based on needs?	1712 Hemlock Street, Napa, California 94559, United States	0	0
Bicycling	Wish	The Jefferson Street corridor has public schools capping it at the north and south end, with businesses all along it, yet no continuous safe bicycle route. This should be a focus area.	3244 Jefferson Street, Napa, California 94558, United States	0	0
Bicycling	Wonder	Wonder if we could get buffered or even protected bike lanes on Airport - it's SOOO wide and people drive fast.	1555 Airport Boulevard, Napa, California 94558, United States	0	0
Bicycling	Wish	I wish Oak Knoll was safer for cyclists. It is narrow, no	Oak Knoll Avenue, Napa, California 94558, United States	0	1

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		shoulder, lots of traffic and to top it all off - A ditch!			
Walking	Wonder	Why isn't their a crosswalk and pedestrian blickey lights from the D street alley to the bike path under the freeway?	1075 California Boulevard, Napa, California 94559, United States	0	0
Bicycling	Wonder	Lincoln, by the high school has no bicycle infrastructure. Students would be risking their lives to try to ride to school. Lincoln, by The Hub has no bicycle infrastructure. People risk their lives if they want to ride a bike to the bike shop. Ridiculous	2505 Jefferson Street, Napa, California 94558, United States	0	2
Bicycling	Wonder	How will this intersection be made safer for cyclists crossing the highway to get onto Duhig Rd?	5400 Old Sonoma Road, Napa, California 94559, United States	0	0
Bicycling	Wonder	Crane Ave was recently repaved, not sure status on striping. Will be traffic-calmed Class III from Grayson to roughly the tennis courts and then Class II the rest of the way to Sulphur Springs	347 Crane Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	Hard to tell what's going on for recommendations on Grayson (even zoomed in they overlap too much), but Grayson was repaved and has Class IIs on the west end and Class IIIs that start at the baseball field.	1644 Grayson Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	Why is there both proposed and existing Class IIs marked on Silverado Trail in this area?	4600 Silverado Trail, Calistoga, California 94515, United States	0	0
Bicycling	Wonder	No existing Class II bike lanes on Grant St	1628 Grant Street, Calistoga, California 94515, United States	0	0
Bicycling	Wonder	Lake from Grant to Silverado Trail does not have existing Class II bike lanes. City is currently doing a repaving	1814 Lake Street, Calistoga, California 94515, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		project - not sure the status, but it will likely include a Class II one way and Class III the other way.			
Bicycling	Wonder	Existing bike lanes end closer to Fisher St - do not extend all the way to Fair Way.	1513 Lake Street, Calistoga, California 94515, United States	0	0
Bicycling	Wonder	Dangerous RR crossing here with exposed rails and potholes very close to access of the Vine Trail. Have the Vine Train to the repairs for the damage their trains caused.	816 Vallejo Street, Napa, California 94559, United States	0	1
Bicycling	Wonder	Huge problem of broken asphalt and potholes at the RR tracks crossing in north and south direction. Only 1 of 3 crossing has good concrete support. This is dangerous for bikes and cars. The Vine Train seems to have money to repair the crossings and should be obligated to fix the damage their trains caused.	710 Soscol Avenue, Napa, California 94559, United States	0	1
Bicycling	Wonder	There are dangerous potholes on the eastbound side of the street that are shaded by shadows from vegetation. Please repair the potholes.	3101 Old Sonoma Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	Why not add striping for a bike lane through the state park?	3535 Saint Helena Highway, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	Lincoln Ave. is a disaster for bikes. Cars are pulling in/out of diagonal spaces. Suggest parking lots for cars and have the state highway folks add protected bike lanes downtown. It will help business.	1467 Lincoln Avenue, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Provide a signal button or proximity detector for bike	4606 Oak Knoll Avenue, Napa,	0	2

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		crossing the highway. Also, keep the intersection free of loose gravel.	California 94558, United States		
Bicycling	Wonder	Improve signals at the entrance to the shopping center. Cars going west turning into the shopping center often block westbound Trancas for bikes.	3350 California Boulevard, Napa, California 94558, United States	0	0
Bicycling	Wonder	Make this intersection easier to navigate from the Vine Trail across 2 freeway onramps. Remove signposts from bike lanes.	6770 Washington Street, Yountville, California 94599, United States	0	0
Bicycling	Wonder	The developer is obligated to provide part of this connection. Now, the only connection between the Costco center/housing and downtown Napa is on the crowded highway. This is a much-needed economic development issue for the City of Napa.	1060 Kaiser Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	This route through recently paved Kennedy park is an embarrassment. Seems not to be a priority for the Parks Department or Public Works, yet it is a high use bike and walkway. Find the funds and make it happen.	1 North Newport Drive, Napa, California 94559, United States	0	1
Bicycling	Wish	Cycling here is on curvy sidewalk. Why not add a bike lane and provide access through speed bumps for bikes.	252 Wetlands Edge Road, American Canyon, California 94503, United States	0	0
Bicycling	Wish	Bumpy asphalt now being repaired. Add bike lane.	507 Green Island Road, American Canyon, California 94503, United States	0	0
Bicycling	Wish	Only west side of the street has smooth paving. East side need paving now.	1141 4th Avenue, Napa, California 94559, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	Cars waiting to pick up school kids block the curb in the afternoon making passage difficult for cyclists going east and uphill.	1001 Little Street, Napa, California 94558, United States	0	0
Bicycling	Wish	Improve pavement on 3rd Avenue.	1093 2nd Avenue, Napa, California 94558, United States	0	1
Bicycling	Wish	Visibility at this intersection is poor for bikes and cars turning right block cycling access to a right turn. Add bike lane.	2006 Silverado Trail, Napa, California 94558, United States	0	2
Bicycling	Wish	There is no way for bicycles to trip the light to change for a left turn onto Trancas. Install a proximity trip for the traffic light soon.	2035 Silverado Trail, Napa, California 94558, United States	0	3
Bicycling	Wish	This trail is in terrible shape; ruts can cause bikes to get caught. Tired of waiting for the Flood Control people to do something. Patch and repair is needed now.	10 Towpath Drive, Napa, California 94558, United States	0	1
Bicycling	Wish	Difficult to cross here at signal. Need crosswalks and signal enhancements.	407 Soscol Avenue, Napa, California 94559, United States	0	0
Bicycling	Wonder	Silverado Trail has no apron, cycling in dangerous. Suggest curbs and a bicycle land separate from vehicle lanes.	1860 Silverado Trail, Napa, California 94558, United States	0	3
Bicycling	Love	As a Napa resident who commutes to Devlin (near Airport), adding an alternative to as much of Devlin as possible would make me feel much safer. Devlin as a workaround to avoid the highway gets very fast (sometimes reckless) drivers on a road with sometimes narrow shoulders with gravel/trash. Traffic calming of some kind on Devlin could also help.	1221 Soscol Ferry Road, Napa, California 94558, United States	0	3

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Love	Connecting downtown Napa to Napa Valley Corporate Drive, Devlin, etc. would be hugely beneficial for Napa residents to be able to commute to work by bicycle.	1060 Kaiser Road, Napa, California 94558, United States	0	1
Bicycling	Wish	No shoulders on Silverado Trail in section from Hagen south to “M” resort.	1878 Silverado Trail, Napa, California 94558, United States	0	2
Bicycling	Wonder	How often are crews going to replace the poles that vehicles keep knocking down? Seems like an ever-losing battle that could be better managed with bike lane divider bumps. Also, when will the police do speed checks on Imola bridge? Most vehicles are doing 45-50mph when it's 35mph limit.	West Imola Avenue, Napa, California 94559, United States	0	0
Bicycling	Love	Thank you for repaving this section and adding dedicated bike lanes.	2701 Soscol Avenue, Napa, California 94558, United States	0	1
Bicycling	Wish	Please pave the remaining few meters so cyclists can connect to Lincoln without having to go over crushed gravel and/or through RiverPointe.	Burrows Court, Napa, California 94558, United States	0	2
Driving	Wish	Is this going to be a roundabout? I often see vehicles speeding through yellow/red lights.	801 Silverado Trail, Napa, California 94559, United States	0	1
Bicycling	Wish	This section has narrow shoulders + turns + blink hill = dangerous cycling. Any help is appreciated to prevent a collision.	4207 Old Sonoma Road, Napa, California 94559, United States	0	1
Bicycling	Wish	Every cyclist knows the middle section of Partrick is VERY dangerous to descend. Why did the bottom and top	Partrick Road, Napa, California 94558, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		get repaved (thank you) but not the middle?			
Bicycling	Wish	One section of the westbound bike lane has protruding vegetation, requiring cyclists to veer into westbound vehicle lane.	3055 Old Sonoma Road, Napa, California 94558, United States	0	1
Driving	Wish	Pavement in this intersection has significant holes. Franklin south of this intersection has already been repaved; this and the few blocks north need to be included.	295 Franklin Street, Napa, California 94559, United States	0	0
Bicycling	Wish	Has anyone explored building hiking and mountain biking trails on this unused land NE of the existing Skyline trails?	Napa, California 94558, United States	0	0
Bicycling	Wish	This section seriously needs repaving. Recently there was patchwork to fill the parallel cracks but that is an insufficient repair. Bicycles with narrow tires are still in danger, and traveling via skateboard or inline skates is nearly impossible given the very rough surface.	1 North Newport Drive, Napa, California 94559, United States	0	1
Bicycling	Wonder	Similar to existing comment, cycling south through the double roundabout is fine, but coming back north requires crossing over both Hwy 221 lanes from the left to the right. Whether that's possible depends on the amount of traffic, but some cyclists would never even dare this maneuver. Whoever planned the double roundabout should have shared the blueprints with a cyclist before moving forward.	Napa-Vallejo Highway, Napa, California 94558, United States	0	0
Bicycling	Wish	No defined bike lane or solid white line striping makes for dangerous cycling on these	Devlin Road, American Canyon,	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		turns, especially with large trucks.	California 94558, United States		
Bicycling	Love	This probably one of the most dangerous places routinely ride. Riding west from Dry Creek to Lynn Dr there is no shoulder. Cars are often very impatient and try to pass even when they can't see oncoming traffic around the corner. Coming east, there are huge potholes that are very dangerous	2855 Redwood Road, Napa, California 94558, United States	0	1
Bicycling	Love	This road is in terrible condition. Avoiding the potholes and cars at the same time is HARD	1121 Thompson Avenue, Napa, California 94558, United States	0	1
Bicycling	Wish	Many bicycles ride along big ranch, some are with wine tasting touring companies. It is so dangerous people drive so fast on this road. It would be wonderful to have some sort of dedicated safe bike lane. Even walking is extremely dangerous.	2003 Big Ranch Road, Napa, California 94558, United States	0	3
Bicycling	Wish	It would be great if the trees/bushes could be cut back on the bridge. It's a blind spot for both directions. Can't see people, bikes, cars on the bridge before it's to late. Can't see people or bikes coming from the other direction either.	1100 Dunaweal Lane, Calistoga, California 94515, United States	0	1
Bicycling	Wish	Upper dry creek has deteriorated to the point many cyclists have stopped riding it.	5780 Dry Creek Road, Napa, California 94558, United States	0	1
Bicycling	Wish	Intersection is so rough that cyclists move to the center of road to avoid ruts and damaged pavement. Seems to be a safety hazard	7830 Saint Helena Highway, Napa, California 94562, United States	0	4

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Wish	Coordinate with County of Sonoma to extend this to Burndale/12 intersection, and consider adding a HAWK signal to improve safe crossings.	Ramal Road, Sonoma, California 95476, United States	0	0
Bicycling	Wish	Feels like this road is wide enough to provide protected or buffered bike lane, especially if big housing project is going in on the former Harvest school site.	2454 Old Sonoma Road, Napa, California 94558, United States	0	3
Bicycling	Wish	Vine Trail is no longer proposing to go along Devlin, but this road does need better bike lanes. Can road accommodate protected or even just buffered bike lanes? Existing NB lane is often overgrown with weeds.	231 Devlin Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	Clean up this area - tie proposed Class I on SR 221 into existing roundabouts, and connect remaining segment to south side of Soscol Ferry. Remove duplicate Class I on Soscol Ferry Rd.	1020 Soscol Ferry Road, Napa, California 94558, United States	0	1
Bicycling	Wonder	No need to rebuild new Class I path adjacent to County path to detention center, but does need connection from south end of existing to proposed for remaining segment.	2300 Napa-Vallejo Highway, Napa, California 94558, United States	0	0
Bicycling	Love	Another popular bike route that would benefit from better bike lanes. Redwood Rd between Dry Creek & BV Rd is narrow and twisty. Shoulders quickly get obstructed by leaves and debris from trees.	2821 Redwood Road, Napa, California 94558, United States	0	4
Bicycling	Love	Another very popular biking route, more so now that it	1243 Orchard Avenue, Napa,	0	2

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		has been repaved. It would be great to have a Class 2 along it.	California 94558, United States		
Bicycling	Love	This is a very popular biking and walking route. It would be great to have signage & road markings reinforcing this.	1556 Yount Mill Road, Napa, California 94558, United States	0	1
Bicycling	Love	Love to have Class 2 lanes along this downtown by-pass route	1813 Sulphur Springs Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Love	This section is very curvy, and it would be great to have consistent bike lanes along it.	2981 Lake County Highway, Calistoga, California 94515, United States	0	0
Bicycling	Wish	Would love to see Class 2 lanes up to Bennett Lane. Traffic volume is usually pretty light, but there is no shoulder along this section.	3271 California Highway 128, Calistoga, California 94515, United States	0	0
Bicycling	Love	This has been needed for a long time. There are great bike facilities down here on the east and west of Hwy 29, but a giant gap down the middle.	3330 Broadway Street, American Canyon, California 94503, United States	0	0
Bicycling	Love	This would be a great recreational ride. If built, it could be a great attraction for valley visitors, especially with the new resorts in the Carneros area.	3290 Cuttings Wharf Road, Napa, California 94559, United States	0	0
Bicycling	Wonder	Northbound cyclists should never travel on Hwy 29 at this location. Turning onto N. Kelly Rd is a better option, but crossing should have RRFB's, and shoulder of N. Kelly needs to be improved.	1988 North Kelly Road, Napa, California 94558, United States	0	0
Bicycling	Wonder	A Class 3 on Hwy 29?	398 Devlin Road, Napa, California 94558, United States	0	1
Bicycling	Love	This is great. The Soscol Junction is great for cycling	Napa-Vallejo Highway, Napa,	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		south, but there's no safe way to travel north, unless you want to ride on the narrow shoulder against traffic.	California 94558, United States		
Bicycling	Love	This would be great (if it connects to the Vine Trail). Currently, if you're riding east on Imola, you have to negotiate a very dangerous left hand turn onto Gasser Ln to access the Vine Trail.	850 West Imola Avenue, Napa, California 94559, United States	0	3
Bicycling	Wish	Soscol Ave, both north and south, is heavily travelled by bikes and cars. Protected lanes would be great!	2012 Soscol Avenue, Napa, California 94558, United States	0	1
Bicycling	Love	I've been waiting for years to see the River Trail connect to the Oxbow. It provides a safer way to make an upvalley loop utilizing the Vine Trail and the Silverado Trail.	1114 Jordan Lane, Napa, California 94559, United States	0	0
Bicycling	Wonder	I love seeing more Class 1 trails, but don't see this one as very useful. Byway East isn't very bike friendly, so I see this as one of those "bikeway to no-where" scenarios.	1908 Valencia Street, Napa, California 94558, United States	0	0
Bicycling	Love	Would love to see Class 2 lane along here. Will require widening the road, though, as there are ditches along most of the shoulder on both sides.	977 Salvador Avenue, Napa, California 94558, United States	0	1
Bicycling	Love	Would love to see a Class 2 along Oak Knoll. This road gets a lot of bike traffic, including tourists, but has little to no room off of roadway.	1170 Oak Knoll Avenue, Napa, California 94558, United States	0	3
Bicycling	Wonder	Pavement along this section is very poor. Would this proposed improvement include repaving?	1019 Rutherford Road, Napa, California 94573, United States	0	1

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
Bicycling	Love	Would be great to have Class one connector from Hwy 29 & Vine Trail to Silverado Trail	565 Hunt Avenue, St. Helena, California 94574, United States	0	1
Bicycling	Wonder	This was the old proposed alignment for the Vine Trail. Current planned alignment is Class 3 on Oak Avenue.	1055 Crinella Court, St. Helena, California 94574, United States	0	1
Walking	Wonder	Why isn't the little path here recommended to be a full trail?	2126 Madrona Avenue, St. Helena, California 94574, United States	0	0
Bicycling	Wonder	There are fairly recent improvements including buffered bike lanes on parts of Salvador. Update map to show.	1843 Salvador Avenue, Napa, California 94558, United States	0	2
Bicycling	Wonder	Coombsville really needs protected or at least buffered bike lanes. Why no proposed improvements? Please put in bike lane buffer, and protected bike lane near the school.	1069 Coombsville Road, Napa, California 94558, United States	0	3
Bicycling	Wonder	This road shows as proposed Bike Boulevard and as a Study Corridor. Which is it? Suggest BB on southern half, Class I bridge over creek, BB up to Shurtleff, and Study Corridor from Shurtleff to Coombsville.	2011 South Terrace Drive, Napa, California 94559, United States	0	0
Bicycling	Wish	This part of West Lincoln has extremely poor pavement, no sidewalks, and is very dangerous for bicycle riders - especially children trying to get to/from school.	2144 West Lincoln Avenue, Napa, California 94558, United States	0	2
Bicycling	Wonder	I wonder when Calistoga is going to repave this street. It is a major hazard for bikes, cars, first responders, etc...	1418b 3rd Street, Calistoga, California 94515, United States	0	0
Bicycling	Wish	There is a posted sign at Cal-Mart showing no left turn. I wish it was enforced. I've almost been hit in the	1506 Lincoln Avenue, Calistoga, California 94515, United States	0	0

Mode of Transportation	Category	Comment	Address	Down Votes	Up Votes
		crosswalk while walking my bike across and via car on Fair Way while making a right turn onto Lincoln. This whole intersection needs a better review for all types of transportation.			
Bicycling	Wish	Crossing at this intersection to connect back to the trail is very dangerous and has gotten worse with the red light camera in place. Southbound cars don't have a protected left and are watching oncoming traffic to turn which creates a hazard in the crossword. Personally, I have almost been hit 4 times since the red light cam activated while having the crossing signal on and being in the crossword. I'd ask for a review of this intersection and its safety for those utilizing the "car free" vine trail.	3397 Solano Avenue, Napa, California 94558, United States	0	1

Table B.4: Second Interactive Map: Proposed Pedestrian Network Comments

Category	Comment	Address	Down Votes	Up Votes
I Wonder	I know there's been a lot of work on figuring out the Vine Trail alignment between Yountville and St Helena, particularly in this area. Is this alignment up to date?	7391 Saint Helena Highway, Napa, California 94558, United States	0	0
I Wonder	Proposed sidewalk on west side seems duplicative with shared-use path	8572 Saint Helena Highway, St. Helena, California 94558, United States	0	0
I Wish	lets propose some facility here	500 Kortum Canyon Road, Calistoga, California 94515, United States	0	0
I Wish	A sidewalk from this intersection to the Linda Falls trail entrance might be helpful, as the parking area across Howell Mountain Road is a common parking place for people going to Linda Falls.	235 Howell Mountain Road, Angwin, California 94508, United States	0	0
I Wish	Extend recommended sidewalk in front of Howell Mountain Elementary to Toyon St to connect to some of the nearby neighborhoods	510 White Cottage Road North, Angwin, California 94508, United States	0	0
I Wonder	Remove proposed sidewalk lines - do not connect to anything	Silverado Trail North, Deer Park, California 94574, United States	0	0
I Wonder	Remove or explain duplicative proposed Class I. Explain proposed alignment in park where currently it doesn't exist.	Saint Helena Highway, St. Helena, California 94574, United States	0	0
I Wonder	Realign or explain this Class I	1313 Silver Street, Calistoga, California 94515, United States	0	0
I Wish	Fully fill gap with proposed sidewalk	965 Silverado Trail, Calistoga, California 94515, United States	0	0
I Wonder	Extend proposed sidewalk on Grant St to intersection with Stevenson or Wappo where people can cross to existing sidewalk.	1507 Grant Street, Calistoga, California 94515, United States	0	0
I Wonder	What is happening here with this Class I? No existing facilities around there. End of Money Ln seems to be a private driveway.	2080 Mora Avenue, Calistoga, California 94515, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wonder	Why is there both a proposed sidewalk and a proposed Class I on the same side? Should just be the Class I.	2054 Grant Street, Calistoga, California 94515, United States	0	0
I Wonder	Proposed sidewalk along Foothill – why not make it a Class I so bicyclists also have a safe route?	1722 Foothill Boulevard, Calistoga, California 94515, United States	0	0
I Wonder	Does the little path on south side of Pope between Starr and Peppertree really count as a sidewalk? Highly doubt it's ADA compliant, and not sure it should be counted.	576 Pope Street, St. Helena, California 94574, United States	0	0
I Wish	Add a Class I down College Ave given schools & apartments but lack of ability to add bike lanes. Widen existing sidewalk to accomplish.	900 College Avenue, St. Helena, California 94574, United States	0	0
I Wish	Many people walk to/around this area of south St. Helena, especially with V Sattui Winery, wineries along west side, and plaza with Press restaurant/the MAC/Flora Springs. With nearby hotels (Harvest Inn, El Bonita, etc), partial sidewalks in this area, and traffic congestion on SR 29, this area needs to better accommodate pedestrian movement. This will be especially necessary when Vine Trail goes in. Especially needs something for pedestrians to cross at White Lane to get to V Sattui. People run across the highway here all the time currently.	1148 White Lane, St. Helena, California 94574, United States	0	0
I Wish	Crossing improvements needed at Main & Grayson with Mills realignment, given upcoming Farmstead hotel project and Our Town St Helena affordable housing project going in. Crosswalks needed on all four legs of intersection, as well as sidewalk connection to intersection on south side of realigned Mills (on north end of affordable housing project). There should also be a Class I proposed on Mills according to other plans.	501 Main Street, St. Helena, California 94574, United States	0	0
I Wonder	Crossing improvements needed at Vintage Ave with VT installation given walkability from high school and location of pediatrician and orthodontist	1100 Vintage Avenue, St. Helena, California 94574, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wonder	Proposed sidewalk on Main St from existing sidewalk in front of district office to Salvestrin seems not to serve much of a purpose? Unless it's accompanied by SR 29 pedestrian crossing improvements at Dowdell, but that's not clear in this map.	397 Main Street, St. Helena, California 94574, United States	0	0
I Wonder	Sidewalk gap closure in front of El Bonita seems like it doesn't really serve a purpose? Doesn't connect to anything as is, and will be duplicative since that is where the VT is supposed to run.	195 Main Street, St. Helena, California 94574, United States	0	0
I Wonder	Proposed Vine Trail alignment is not correct through the city, and is on the wrong side of Main St in the south of downtown area	1080 Main Street, St. Helena, California 94574, United States	0	0
I Wish	Not sure the gap closure on west side of South Crane should be a priority or if it's feasible. Or if so, maybe just to Vallejo St. Discussion with City Public Works about bike facilities in this area sounded like this part of S Crane is already very constrained - adding sidewalk on the west side seems infeasible and would serve very few past Vallejo St.	375 Crane Avenue, St. Helena, California 94574, United States	0	0
I Wish	Spring Street between Valley View St and Crane Ave: Fill sidewalk gaps	1918 Spring Street, St. Helena, California 94574, United States	0	0
I Wonder	Is sidewalk on south side of Yountville Cross Rd between Yount and Stags View Lane planned with repaving? Is it really feasible? Also why does it extend to city boundaries and then dead end?	1951 Yountville Cross Road, Yountville, California 94599, United States	0	0
I Wonder	Class I off Stanly Ln going to dead end at Napa River? Is that for river access off of the Bay Trail? A spot to rest?	Soscol Ferry Road, Napa, California 94558, United States	0	0
I Wish	Would love to see Class 1 from the 5-way to the Middle School.	579 Coombsville Road, Napa, California 94558, United States	0	0
I Wish	Southbound Silverado Trail approaching Soscol Ave should have sidewalk gap filled to avoid unnecessary crossings on Silverado Trail.	141 Silverado Trail, Napa, California 94559, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wish	Burnell sidewalk gap closure should extend to 8th St where pedestrians can cross Soscol Ave at a lighted crosswalk.	300 Burnell Street, Napa, California 94559, United States	0	0
I Wonder	Alta Heights neighborhood seems sparse on sidewalks despite neighborhood elementary school in walking distance.	1420 Banks Avenue, Napa, California 94559, United States	0	0
I Wish	Sidewalk gap on Byway East between Valencia St and El Centro Ave should be filled. Potential route to school.	4100 Byway East, Napa, California 94558, United States	0	0
I Wish	The gap on El Centro Ave by Willow Elementary near Jefferson intersection should be a proposed gap closure – would allow students to cross El Centro at Verbena St closer to the school rather than next to a busy intersection where Jefferson traffic doesn't have any traffic control (therefore faster vehicle turns).	1417 El Centro Avenue, Napa, California 94558, United States	0	0
I Wish	Sidewalk gaps on Jefferson near Willow Elementary are not included as proposed pedestrian gap closures – this is critical on such a busy corridor on routes to several nearby schools. Fill sidewalk gaps.	4010 Jefferson Street, Napa, California 94558, United States	0	0
I Wonder	Not addressing Marin St sidewalk gap between Park and Lincoln seems like a missed opportunity, especially with school and as a quieter parallel route to California Blvd.	2515 Marin Street, Napa, California 94558, United States	0	0
I Wonder	The proposed Class I across Main Street seems like it should be north of the creek.	1038 Main Street, Napa, California 94559, United States	0	0
I Wish	Fill gaps on Laurel between Griggs and Freeway Dr. Lot of foot traffic in the area.	2740 Laurel Street, Napa, California 94558, United States	0	0
I Wonder	Would like more info on recommended Class I on W Imola between SR 29 and Hunt St	1900 West Imola Avenue, Napa, California 94559, United States	0	0
I Wish	Fill sidewalk gap on Solano Ave off of W Lincoln	2445 Solano Avenue, Napa, California 94558, United States	0	0
I Wonder	Fill sidewalk gap between West Park School and Bradford St	2409 West Park Avenue, Napa, California 94558, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wonder	Why are no sidewalks proposed for County pocket in Pueblo Vista area, especially along routes to nearby schools?	1600 Carol Drive, Napa, California 94558, United States	0	0
I Wish	Fill sidewalk gap on W Pueblo from Rancho Dr to Massa Dr	2481 West Pueblo Avenue, Napa, California 94558, United States	0	0
I Wonder	Fill sidewalk gap on Cornwall, even if just on one side, given route to school.	15 Cornwall Avenue, Napa, California 94558, United States	0	0
I Wonder	Are the sidewalk gaps here being filled with BVR road repaving project?	2959 1st Street, Napa, California 94558, United States	0	0
I Wonder	Can gap on Redwood Rd between Lynn and Reuben be filled?	2677 Redwood Road, Napa, California 94558, United States	0	0
I Wonder	Not closing sidewalk gap on Linda Vista between Trower and Northwood school entrance seems like a missed opportunity given route to school.	3920 Linda Vista Avenue, Napa, California 94558, United States	0	0
I Wonder	No sidewalk gap closure on Hermosa Dr off Salvador near middle school seems like a missed opportunity	3091 Hermosa Drive, Napa, California 94558, United States	0	0
I Wonder	Were Salvador Ave sidewalk gaps filled with recent project? Proposed sidewalk on south side east of Summerfield Dr seems like an error. Would be more useful between Jefferson and Manchester, prioritize filling this gap.	1610 Salvador Avenue, Napa, California 94558, United States	0	0
I Wonder	Citywide for American Canyon: Maybe more Class I/sidewalk only connections between cul-de-sac neighborhoods should be considered. That would encourage more active travel and make active travel more direct and convenient than driving. There are a lot of dead-end/cul-de-sac neighborhoods throughout the city that could benefit from this.	3 Mosaic Court, American Canyon, California 94503, United States	0	0
I Wonder	Multiple Class Is existing/proposed on Newell Dr is confusing. In one spot it looks like two paths are proposed on top of each other and across the street from the existing path.	7000 Newell Drive, American Canyon, California 94503, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wonder	Class I/ped path gap on S Napa Junction Road east of the highway will likely be an issue - fill this gap with Class I or sidewalk.	163 South Napa Junction Road, American Canyon, California 94503, United States	0	0
I Wonder	Fill gaps between the proposed Class I on the west side of SR 29 between Napa Junction Road and Poco Way. Also on the east side between S Napa Junction and existing at Eucalyptus	3945 Broadway Street, American Canyon, California 94503, United States	0	0
I Wonder	Add a connection between west end of Knightsbridge Way and proposed Class I.	428 Knightsbridge Way, American Canyon, California 94503, United States	0	0
I Wonder	Fill all sidewalk gaps on W Donaldson Way	207 West Donaldson Way, American Canyon, California 94503, United States	0	0
I Wonder	Why doesn't proposed sidewalk on Eucalyptus between Theresa and Rio del Mar go all the way to Theresa? Fill this gap to provide connectivity.	6 Eucalyptus Drive, American Canyon, California 94503, United States	0	0
I Wonder	Connect proposed Class I on Hess Dr to existing sidewalk on Lombard Rd	185 Lombard Road, American Canyon, California 94503, United States	0	0
I Wonder	Connect proposed Class I on Paoli Loop Rd to existing Class I on east side of SR 29 – understanding difficulties with crossing the RR tracks, you can see there is already an existing desire line here that will be more utilized with proposed Class I.	Broadway Street, American Canyon, California 94590, United States	0	0
I Wonder	A parent was struck by a vehicle in the crosswalk here this morning while dropping off their child. Police and fire responded to the crash. This intersection has special yellow crosswalks too. More protection measures for ped/bikes should be implemented here.	1341 Berry Street, Calistoga, California 94515, United States	0	0
I Wonder	I wonder if there's a way to make this intersection safer for pedestrians.	1506 Lincoln Avenue, Calistoga, California 94515, United States	0	0
I Love	Thank you for including Grant Street! We're hoping to have a fully integrated walking path here.	2320 Grant Street, Calistoga, California 94515, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wish	The Fairgrounds need to have pedestrian paths that offer leisure space and walking areas.	2025 Grant Street, Calistoga, California 94515, United States	0	0
I Love	This is an unaddressed portion of road where many students walk to get across Foothill Blvd. Thank you for including it!	1523 Foothill Boulevard, Calistoga, California 94515, United States	0	0
I Wish	This is an unsafe intersection for pedestrian traffic. Possibly connecting the sidewalk with a crosswalk would be helpful? Also: consider a roundabout at this intersection to make traffic flow safer for everyone.	2080 Lincoln Avenue, Calistoga, California 94515, United States	0	0
I Wish	Suggest prioritizing gap closure of existing sidewalk along Silverado Trail between East Ave and Lincoln Ave.	1745 Silverado Trail, Napa, California 94558, United States	0	0
I Wish	I would love a full sidewalk leading out to the middle school for the families, and kids. It's currently very dangerous with traffic.	Cedar Drive, Napa, California 94559, United States	0	1
I Wish	There is not a designated place for pedestrians. You walk through the shopping center parking lot as a pedestrian. Would at least like a designate place in the parking lot	1850 Old Sonoma Road, Napa, California 94559, United States	0	0
I Wish	Would like to see slip lane from Jefferson to Hayes removed. The sight lines from Jefferson to Hayes are very poor and you cannot see pedestrians walking north on Jefferson across the Hayes intersection	1272 Hayes Street, Napa, California 94559, United States	0	0
I Wish	Kids walking to Shearer Elementary (between Pine and Oak need a consistent sidewalk on Jefferson	220 Jefferson Street, Napa, California 94559, United States	0	0
I Wish	I wish there was a sidewalk all the way from the Silverado Trail down Coombsville, to the middle school. Middle School students walk here frequently and my kids and I walk here and it feels unsafe.	505 Coombsville Road, Napa, California 94558, United States	0	1
I Wish	I wish there were continuous sidewalks from Silverado Trail to Silverado Middle School along Coombsville Road. The school is a community focal point and pedestrians often walk in the busy, sunny road in dangerous conditions.	1071 Coombsville Road, Napa, California 94558, United States	0	2

Category	Comment	Address	Down Votes	Up Votes
I Wonder	There is not a complete sidewalk on the north side of Third St. between Silverado and Juarez. It would be great if this gap could be filled in.	801 Silverado Trail, Napa, California 94559, United States	0	1
I Wish	I wish there were a sidewalk on the south side of Coombsville for the ENTIRE block between Davis and Silverado. Pedestrians, especially Silverado Middle School students, frequently walk on the shoulder of the road here, in dangerous conditions.	9 Coombsville Road, Napa, California 94558, United States	0	3
I Wish	I wish there were a sidewalk on the south side of Coombsville between Hennessy and Davis. Pedestrians, especially Silverado Middle School students frequently walk on the shoulder of the road here, in dangerous conditions.	112 Coombsville Road, Napa, California 94558, United States	0	3
I Wonder	If Vine Trail will be on west side of highway, should a sidewalk connect from Grayson/Mills down to Dowdell on the east side of the highway?	501 Main Street, St. Helena, California 94574, United States	0	1
I Wish	Comment from St Helena Harvest Festival attendee - Crosswalk at Allison is dangerous due to vehicle speeds and poor sight lines. Noted that there have been several crashes in vicinity. See TIMS CASE ID: 9643937	924 Pope Street, St. Helena, California 94574, United States	0	0
I Wonder	Pretty sure Crawford Way apartment project at this location will add sidewalks here	325 Crawford Way, American Canyon, California 94503, United States	0	0
I Wonder	Sidewalk does exist on east side of Crane Ave where it is marked as proposed.	375 Crane Avenue, St. Helena, California 94574, United States	0	0
I Wonder	There is no sidewalk gap here.	1376 Grayson Avenue, St. Helena, California 94574, United States	0	0
I Love	this is a great addition to the riverfront for those accessing from the west (the majority of residents)!	100 Riverside Drive, Napa, California 94559, United States	0	0
I Love	this will be a great addition for kids going to school and every day pedestrians!	1900 West Imola Avenue, Napa, California 94559, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wish	Suggest closing gap in sidewalk here	218 Soscol Avenue, Napa, California 94559, United States	0	1
I Wonder	I don't think there is an existing Class I here. Is this meant to be proposed?	209 Kimberly Drive, American Canyon, California 94503, United States	0	0
I Wonder	Sidewalk from Community Park I parking lot to ACMS basketball court next to the track is not marked.	28 Spikerush Circle, American Canyon, California 94503, United States	0	0
I Wonder	The "sidewalk" fronting Napa Junction Magnet School is actually an existing Class I path.	500 Eucalyptus Drive, American Canyon, California 94503, United States	0	0
I Wonder	Existing Class I (Vine Trail) here is not marked.	3360 Solano Avenue, Napa, California 94558, United States	0	1
I Wish	Sidewalk exists here (according to Google Maps)	2001 Salvador Avenue West, Napa, California 94558, United States	0	0
I Wonder	Existing sidewalk in front of Hall Wines not marked.	436 Saint Helena Highway South, St. Helena, California 94574, United States	0	0
I Wish	I wish the power line pole wasn't blocking the sidewalk. Parrish also has overgrown bushes and fencing that blocks the sidewalk. We have children who have to use the middle of the street to get to 7/11 because Parrish Rd's sidewalks are not wide enough, even non existent in some parts. We have elderly who use wheelchairs on Parrish that can't use the sidewalks at all.	2180 Parrish Road, Napa, California 94559, United States	0	1
I Wonder	Isn't the City currently adding sidewalks on many of the streets in this neighborhood?	44 Chelsea Avenue, Napa, California 94558, United States	0	0
I Wish	There should be a crosswalk here.	249 Jefferson Street, Napa, California 94559, United States	0	0
I Wonder	This is weird.	9 Burnette Court, Napa, California 94558, United States	0	0

Category	Comment	Address	Down Votes	Up Votes
I Wonder	Why is this here? It doesn't connect to anything?	3 Highland Drive, Napa, California 94559, United States	0	0
I Wish	I really wish this crosswalk were safer. Cars never stop when I'm trying to cross here	411 Coombsville Road, Napa, California 94558, United States	0	3

Appendix C

Bicycle Level of Traffic Stress Methodology & Bicycle Connectivity

NAPA VALLEY TRANSPORTATION AUTHORITY

Bicycle Level of Traffic Stress

Level of traffic stress (LTS) is a suitability rating system from the perspective of different subsets of the population, which measures the perceived comfort, safety and convenience associated with bicycling or walking in or adjacent to vehicle traffic. Studies have shown that 60 percent of the population will be deterred from bicycling or walking if an active transportation facility features high levels of traffic stress and they will only choose the routes with the highest levels of perceived safety.[1] The less stressful the experience, and the lower the LTS score, the more likely bicycling or walking is to appeal to a broader segment of the population.

A bicycle and pedestrian network will attract greater numbers of residents, employees and visitors of all ages and abilities if it is designed to reduce the level of stress associated with potential conflicts with motor vehicles and safely connect people to their destinations. Facilities that provide greater separation between vehicle traffic and people walking and bicycling, as well as minimize the potential for stressful conflicts between these road user groups, will result in the lowest levels of traffic stress and highest comfort using the facility.

The original LTS methodology was developed by Mekuria, Furth, and Nixon in *Low Stress Bicycling and Network Connectivity,* Report 11-19, published by the Mineta Transportation Institute (MTI) (May 2012). Since the original 2012 MTI paper, Peter Furth has continued to update the LTS criteria for road segments, most recently in 2022[2]. This analysis employs the most updated 2022 criteria for road segment LTS analysis, described in additional detail below.

Methodology

The bicycle LTS methodology considers a variety of roadway infrastructure characteristics to determine the LTS score of a roadway or intersection, including:

- Level of separation from vehicular traffic
- Street width (number of lanes), daily traffic volumes and/or functional classification
- Presence and width of bike lanes, parking lanes, medians and turn lanes
- Frequency of bike lane blockage
- Speed limit or prevailing speed of adjacent street or streets being travelled along or crossed
- Intersection control type

Level of traffic stress scores are governed by the worst-case principle, meaning that the highest stress score associated with analyzed criteria will determine the LTS score of the overall segment, with LTS 1 being the lowest stress and LTS 4 being the highest stress. The application of these criteria-specific bicycle LTS analysis is described below.

[1] "Four Types of Transportation Cyclists in Portland," Geller, 2006

[2] https://bpb-us-e1.wpmucdn.com/sites.northeastern.edu/dist/e/618/files/2014/05/LTS-Tables-v2.2.pdf

Figure B.1 describes each LTS score by bicycle user type or category. Sixty percent of the population falls within the interested but concerned LTS 1 or LTS 2 categories. Bicycle LTS analyzes roadway segments, intersection approaches and intersection crossings, and the worst score among the three analysis categories determines the overall LTS score of the overall segment.

Table C.1: Bicyclist Comfort Typology

Comfort Typology of Bicyclists				
Design User Profile	Non-Bicyclist	Interested but Concerned	Somewhat Confident	Highly Confident
Bicycling Preferences	Uncomfortable bicycling in any condition, have no interest in bicycling, or are physically unable to bicycle.	Often not comfortable with bike lanes, may bike on sidewalks even if bike lanes are provided; prefer off-street or separate bicycle facilities or quiet or traffic-calmed residential roads. May not bike at all if bicycle facilities do not meet needs for perceived comfort.	Generally prefer more separated facilities, but are comfortable riding in bicycle lanes or on paved shoulders if need be.	Comfortable riding with traffic, will use roads without bike lanes.
Percent of General Public	31-37%	51-56%	5-9%	4-7%

The criteria for analyzing Bicycle LTS is broken into three categories:

- Physically separated paths or lanes, such as Class I shared-use paths or Class IV cycle tracks
- Streets with standard bicycle lanes, such as Class II or Class II buffered bicycle lanes
- Streets without bicycle lanes, also referred to as mixed traffic

Physically separated paths or lanes are generally assigned LTS scores of one due to the greater separation from vehicular traffic, while the LTS scores associated with the other two categories vary based on a variety of factors.

The criteria for analyzing the segment LTS of streets with Class II bicycle lanes are presented in Table B.1 and Table B.2, which are separated by segments that feature an adjacent parking lane, and those that do not. As shown, the segment BLTS score considers bicycle lane width, presence and parking lane width, speed and lanes per direction.

Table C.2: BLTS Criteria for Segment with Bike Lane and Adjacent Parking Lane

Number of lanes	Bike lane reach = bike + parking lane width	Prevailing or Posted Speed			
		0-28.5	28.5-33.5	33.5-38.5	38.5-43.5
1 thru lane per direction or contraflow lane	15+ ft	LTS 1	LTS 2	LTS 2	LTS 3
	<15 ft	LTS 2	LTS 2	LTS 3	LTS 3
1-way multilane	15+ ft	LTS 2	LTS 3	LTS 3	LTS 3
	<15 ft	LTS 3	LTS 3	LTS 3	LTS 3
2-way, 2 lanes per direction	15+ ft	LTS 2	LTS 3	LTS 3	LTS 3
	<15 ft	LTS 3	LTS 3	LTS 3	LTS 3
Other 2-way multilane	any	LTS 3	LTS 3	LTS 3	LTS 3

Notes

1. *If bike lane is frequently blocked (as may be the case in commercial areas), use mixed traffic criteria.*
2. *Minimum bike lane reach is 12 ft. For narrower reach, use Mixed Traffic criteria.*
3. *Bike lane reach includes any marked buffer next to the bike lane; also, add 2 ft if road has one thru lane per direction and a central two-way turn lane.*
4. *Use mixed traffic criteria if it would result in lower LTS.*

Table C.3: BLTS Criteria for Segment with Bike Lane, no Adjacent Parking Lane

Number of Lanes	Bike lane Width	Prevailing or Posted Speed					
		0-28.5	28.5-33.5	33.5-38.5	38.5-43.5	43.5-48.5	48.5+
1 thru lane per direction or contraflow lane	6+ ft	LTS 1	LTS 1	LTS 2	LTS 3	LTS 3	LTS 3
	Less than 6 ft	LTS 2	LTS 2	LTS 2	LTS 3	LTS 3	LTS 4
2 thru lanes per direction	6+ ft	LTS 2	LTS 2	LTS 2	LTS 3	LTS 3	LTS 3
	Less than 6 ft	LTS 2	LTS 2	LTS 2	LTS 3	LTS 4	LTS 4
3+ lanes per direction	Any width	LTS 3	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4

Notes

1. *If bike lane is frequently blocked (as may be the case is commercial areas), or if parking is allowed in an advisory lane, use mixed traffic criteria.*
2. *Minimum bike lane width is 4 ft next to a curb and 3.5 ft next to a road edge or discontinuous gutter seam. For narrower bike lanes, use Mixed Traffic criteria.*
3. *Bike lane width includes nay market buffer next to the bike lane; also, add 2 ft if road has one thru lane per direction and a central two-way turn lane.*
4. *Use mixed traffic criteria if it would result in lower LTS.*

Table B.3 presents the criteria for analyzing segments without bicycle lanes that require a bicyclist to ride with mixed traffic. If daily traffic volume is available, then that data should be considered in the analysis. If daily volume data is not available, functional classification should be analyzed in place of daily traffic volumes. As shown, lower speed roadways and higher speed roadways are analyzed differently, but both categories consider presence of a marked centerline, number of through lanes per direction, daily traffic volume or functional classification, and speed.

Table C.4: BLTS Criteria for Segments in Mixed Traffic

Number of Lanes	ADT	Posted or Prevailing Speed						
		0-23.5	23.5-28.5	28.5-33.5	33.5-38.5	38.5-43.5	43.5-48.5	48.5+
Unlaned 2-way street (no centerline)	0-750	LTS 1	LTS 1	LTS 2	LTS 2	LTS 3	LTS 3	LTS 3
	751-1500	LTS 1	LTS 1	LTS 2	LTS 3	LTS 3	LTS 3	LTS 3
	1501-3000	LTS 2	LTS 2	LTS 2	LTS 3	LTS 3	LTS 4	LTS 4
	3001+	LTS 2	LTS 2	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4
2-way with 1 lane per direction and centerline, or wide* 1-way, 1 lane	0-1000	LTS 1	LTS 1	LTS 2	LTS 2	LTS 3	LTS 3	LTS 3
	1001-1500	LTS 2	LTS 2	LTS 2	LTS 3	LTS 3	LTS 4	LTS 4
	1501+	LTS 2	LTS 3	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4
Narrow* one-way, 1 lane	0-600	LTS 1	LTS 1	LTS 2	LTS 2	LTS 3	LTS 3	LTS 3
	601-1000	LTS 2	LTS 2	LTS 2	LTS 3	LTS 3	LTS 4	LTS 4
	1001+	LTS 2	LTS 3	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4
2 thru lanes per direction	0-8000	LTS 3	LTS 3	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4
	8001+	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4	LTS 4	LTS 4
3+ thru lanes per direction	Any ADT	LTS 3	LTS 3	LTS 4	LTS 4	LTS 4	LTS 4	LTS 4

Notes

** A one-way street is "narrow" if its width is less than 30 ft with parking on both sides, less than 22 ft with parking on one side, or less than 15 ft with no parking. Otherwise, it is wide.*

Bicycle Connectivity

Roads with high LTS are barriers for most bicyclists. These barriers limit connectivity between neighborhoods and to key destinations. Based on the LTS analysis conducted, an assessment of bicycle connectivity was completed. In this assessment, bicycle connectivity is defined as either high-stress or low-stress connectivity. Destinations with low-stress connectivity are connected to residential units (origins) along the low-stress bicycle network, or roads that score LTS 2 or lower.

The goal of this analysis is to identify which destinations are well connected along the low-stress bicycle network, and which destinations are poorly connected. This assessment also resulted in maps that visualize low-stress bicycle connectivity.

Methodology

Low-stress bicycle connectivity is assessed based on whether an origin and a destination were connected along the low-stress bicycle network. A low-stress bicycle connection was drawn between an origin and a destination if a bicycle trip could be completed along streets that scores LTS 2 or lower.

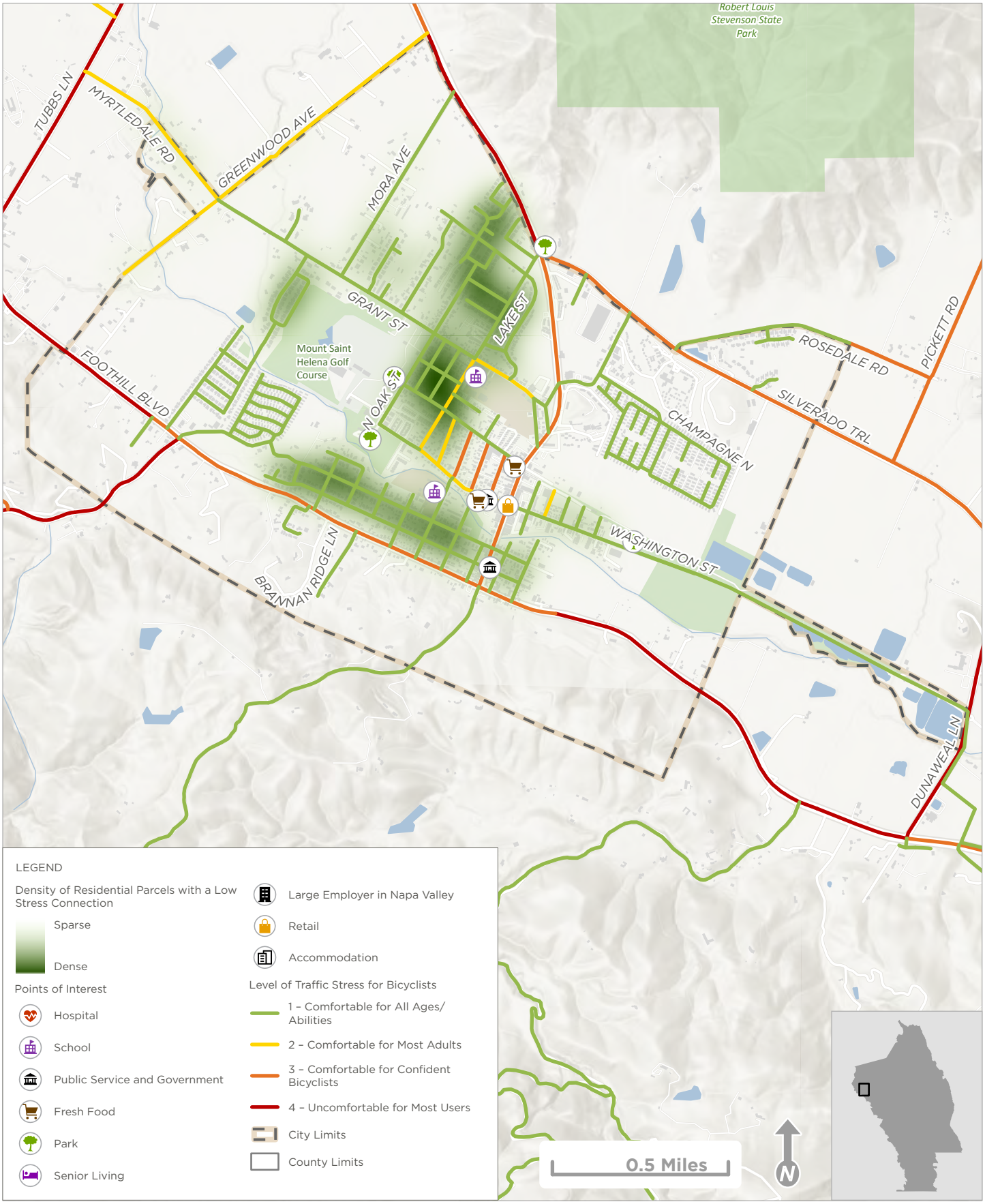
Origins

Origins in this assessment are identified as residential units or starting places for bicycle trips. The analysis does not include every residence in Napa County, but rather a point of origin where multiple residents may begin their trip. Points of origin are identified every 50 feet if one or more residences are present.

Origins are only considered if they are 1.5 miles or less along the roadway network from a destination. This distance represents the distance a bicyclist is willing to ride to their destination and the low-stress bicycle network.

Results

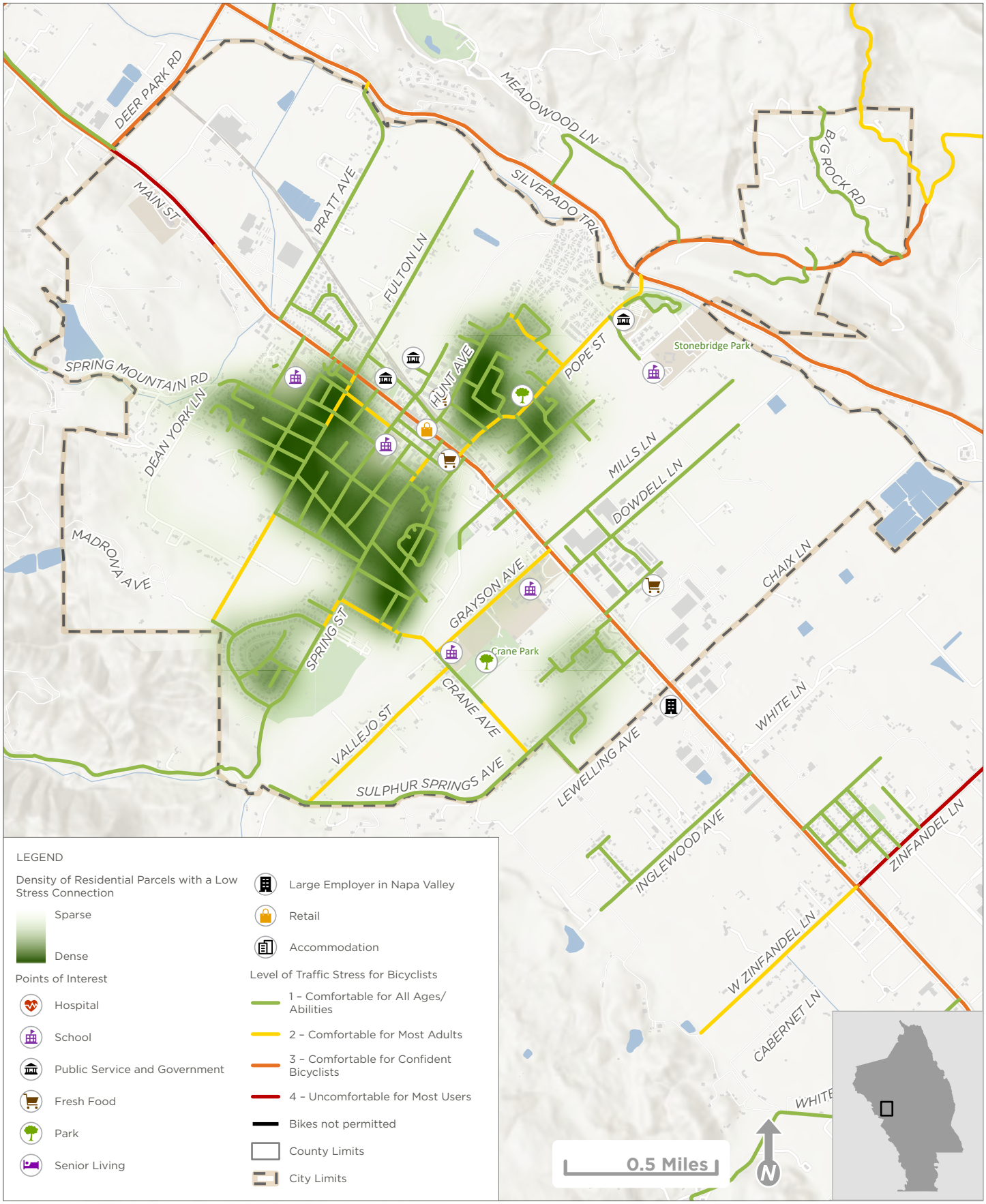
The output of the bicycle connectivity assessment is a series of connectivity maps describing low-stress connectivity to key destinations throughout Napa County. The figures below show a connectivity heat map, where areas in dark green have the best low-stress bicycle connectivity. In addition, the AT Plan includes the percentage of origins (residential units) that are connected to each destination along the low stress network. For these tables, and a discussion of the connectivity results, see Chapters 7-12.



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Calistoga
Connectivity
FIGURE C.1

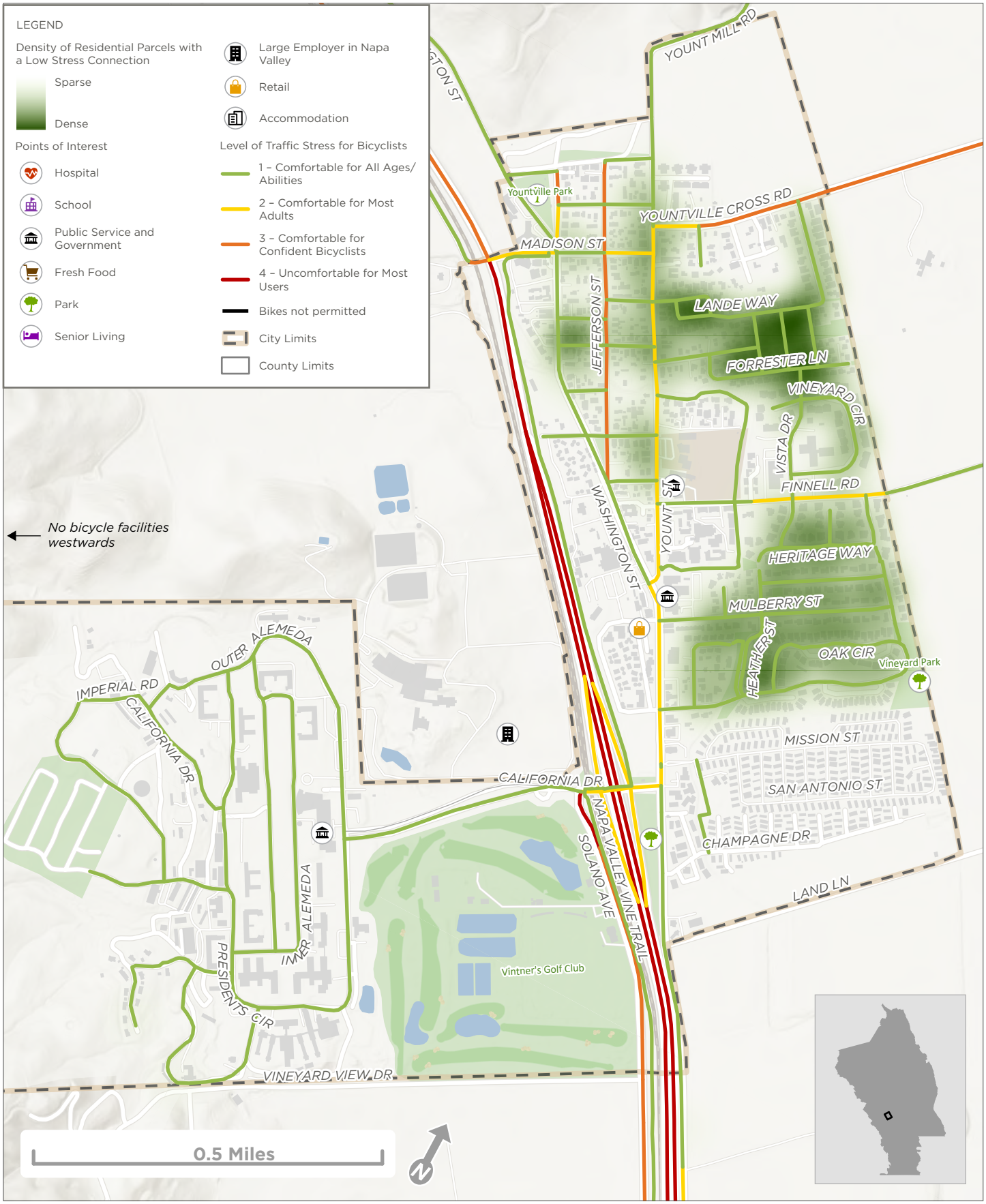


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of St. Helena
Connectivity

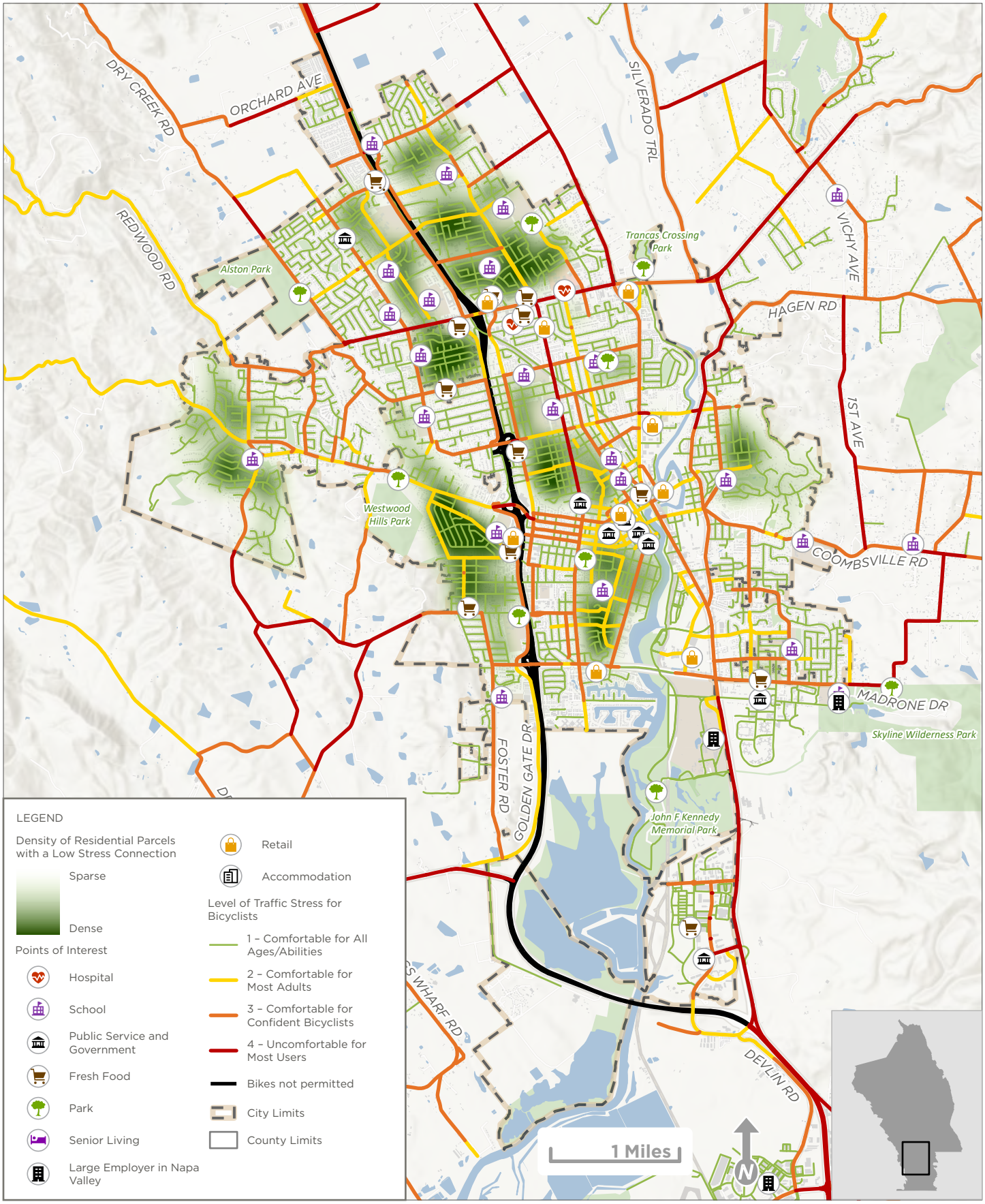
FIGURE C.2



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

Town of Yountville
Connectivity
FIGURE C.3

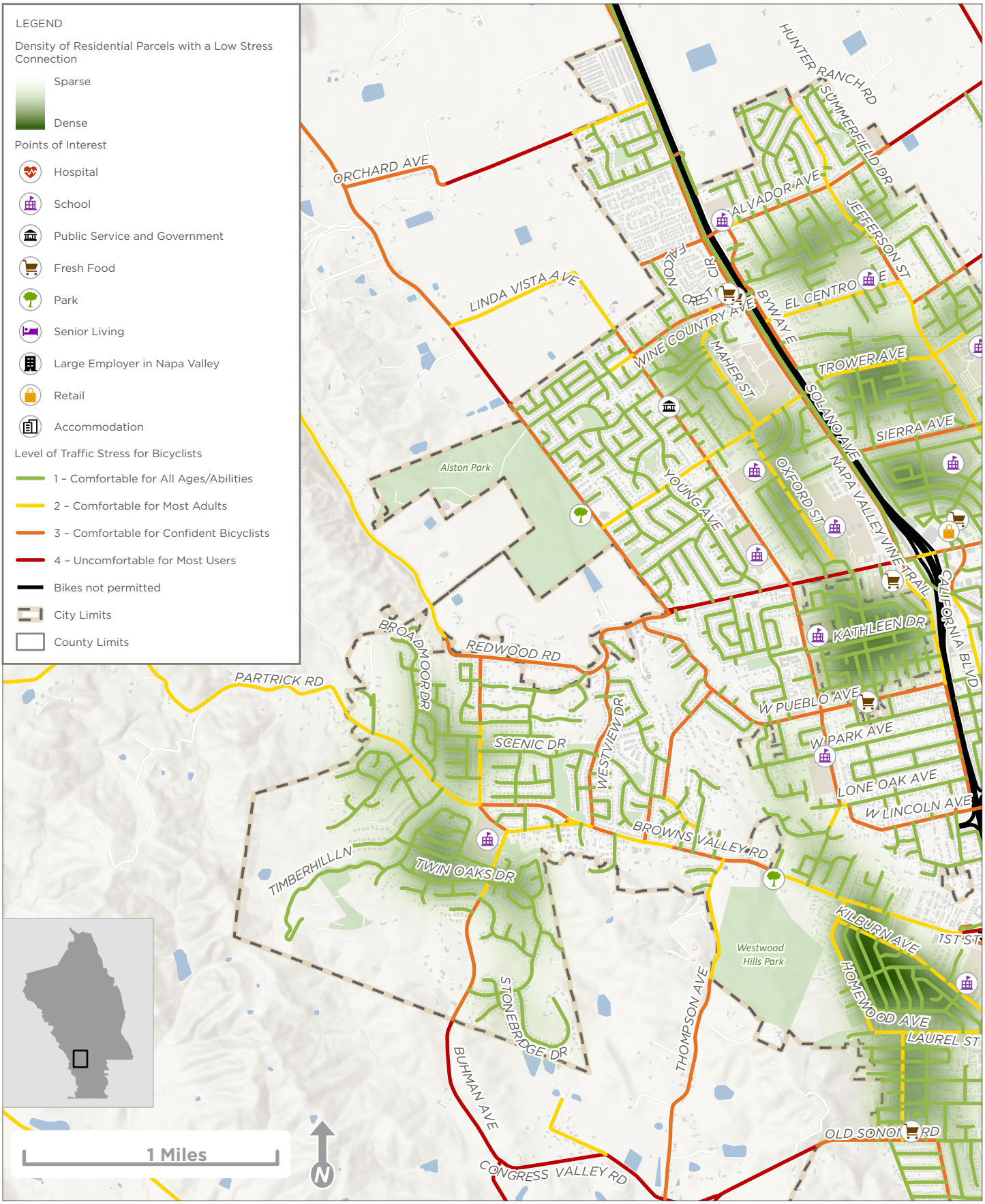


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NVTA NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa
Connectivity

FIGURE C.4

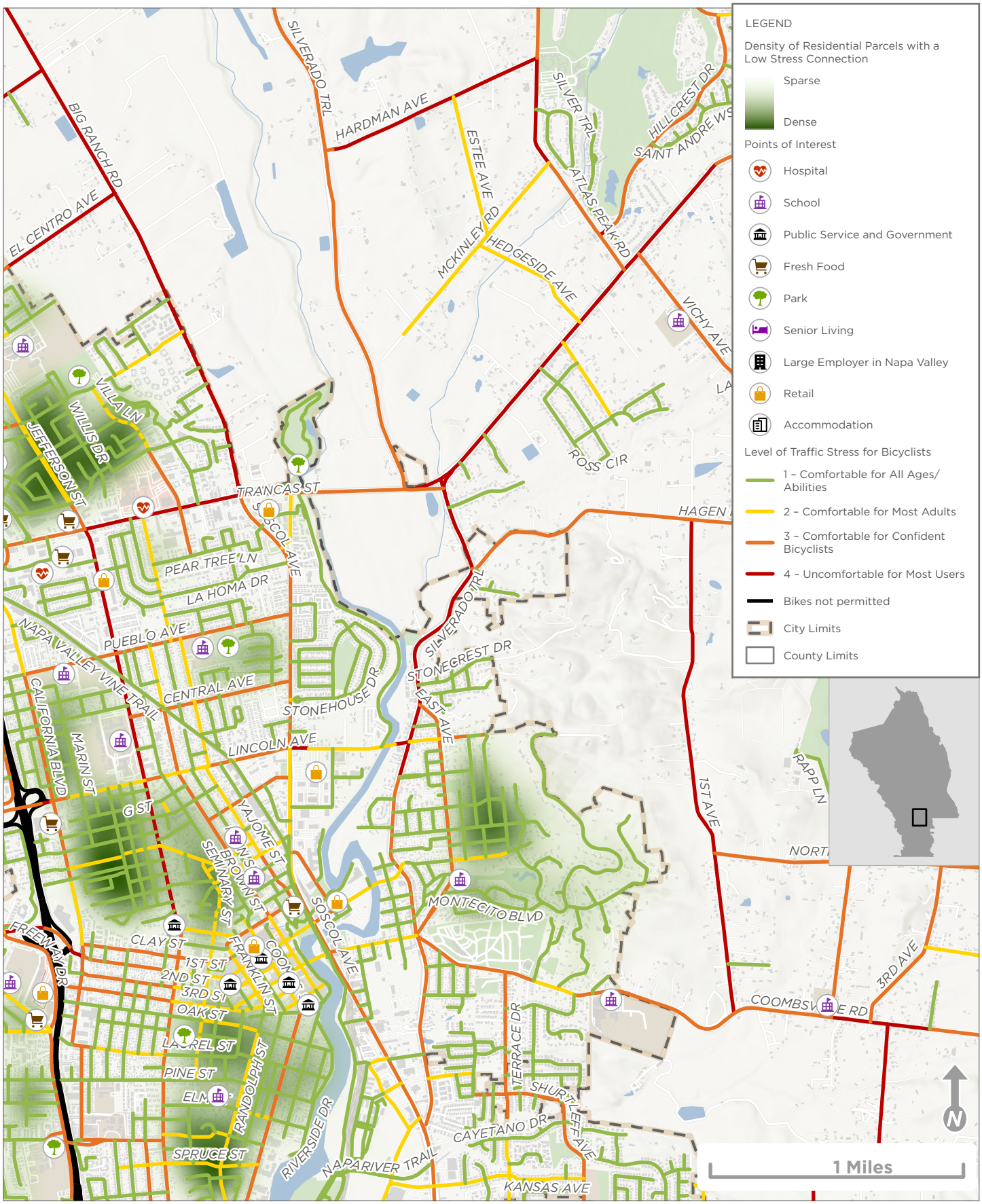


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northwest Connectivity

FIGURE C.5

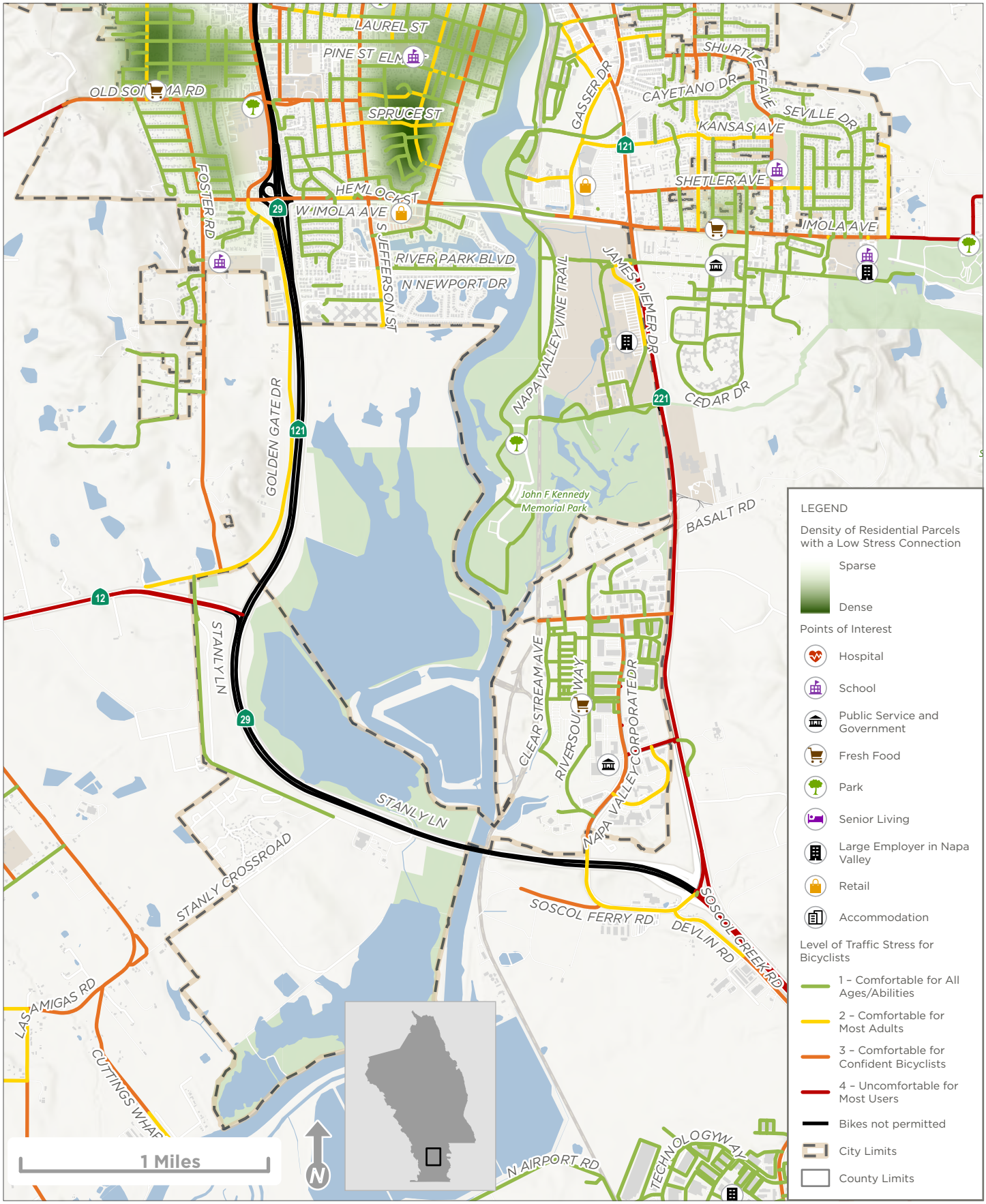


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - Northeast Connectivity

FIGURE C.6

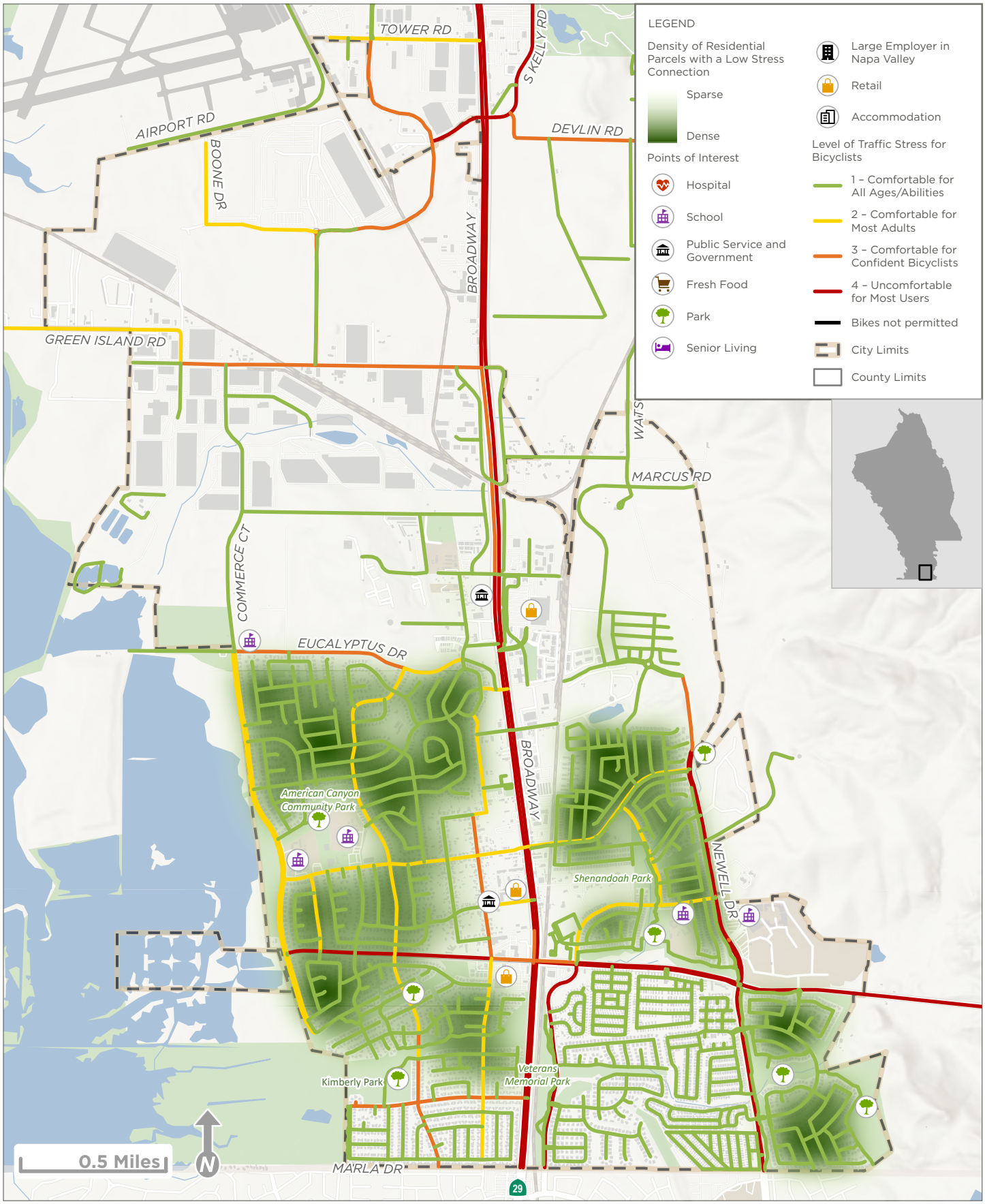


NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of Napa - South Connectivity

FIGURE C.7



NAPA COUNTYWIDE ACTIVE TRANSPORTATION PLAN

NAPA VALLEY TRANSPORTATION AUTHORITY

City of American Canyon
Connectivity

FIGURE C.8

Appendix D
Treatment Toolkit

NAPA VALLEY TRANSPORTATION AUTHORITY

NAPA COUNTY
ACTIVE TRANSPORTATION PLAN
TREATMENT TOOLKIT

MARCH 2026

NVTA
NAPA VALLEY TRANSPORTATION AUTHORITY

TOOLE DESIGN

GHD

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INTRODUCTION

The purpose of this Toolkit is to provide best practice guidance and other considerations to engineers, planners, and community members. This Toolkit introduces bicycle and pedestrian facility treatments, providing an overview, engineering guidance, and additional contextual considerations for each treatment. The Toolkit is not comprehensive nor intended to take the place of design standards prepared by local agencies, Caltrans, or any other entity.

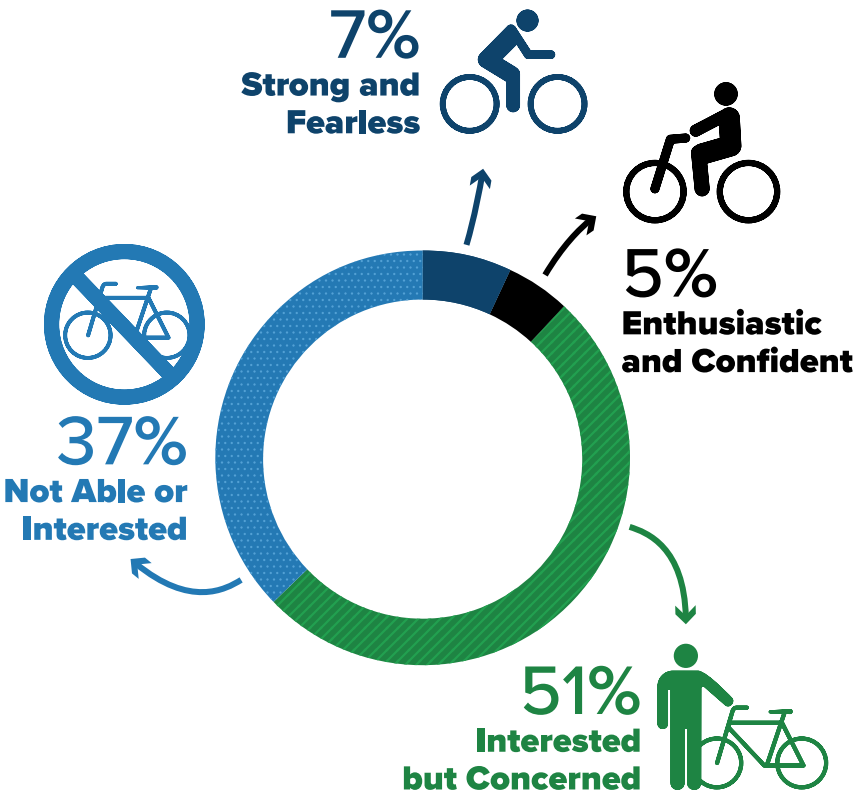
The content in this Toolkit aligns with the following key principles:

- **The bicycling and walking networks should accommodate people of all ages and abilities.**
- **Bicycle travel on all streets should be safe, continuous, direct, and convenient.**
- **The pedestrian network should not only be safe, but also attractive and dignified, and account for the fact that we are all pedestrians at some point of every trip.**

BICYCLE FACILITIES

1

POTENTIAL BICYCLE USERS



Types of Bicyclists

Many factors contribute to whether people will choose to ride a bicycle for utilitarian trips like commuting to work or school, or running errands. Two of the primary considerations are safety and comfort. Research has found that most of the American population is interested in bicycling for transportation but does not currently do so because they feel unsafe or uncomfortable. In fact, most people in the U.S. have little tolerance for interacting with motor vehicle traffic unless volumes and speeds are very low. This group is referred to as "Interested but Concerned" bicyclists, reflecting both their interest in bicycling for transportation as well as concerns about safety and comfort when interacting with motor vehicle traffic.

Interested but Concerned bicyclists feel safest and most comfortable riding on low-traffic, low-speed streets or on separate paths or other facilities that provide protection or physical separation from fast-moving traffic. Interested but Concerned bicyclists include people of all ages and abilities, including but not limited to disabled users, older adults, and families. The Napa Active Transportation Plan recommends facilities that are comfortable for Interested but Concerned bicyclists, which serves Enthusiastic and Confident bicyclists, as well.

REFERENCES

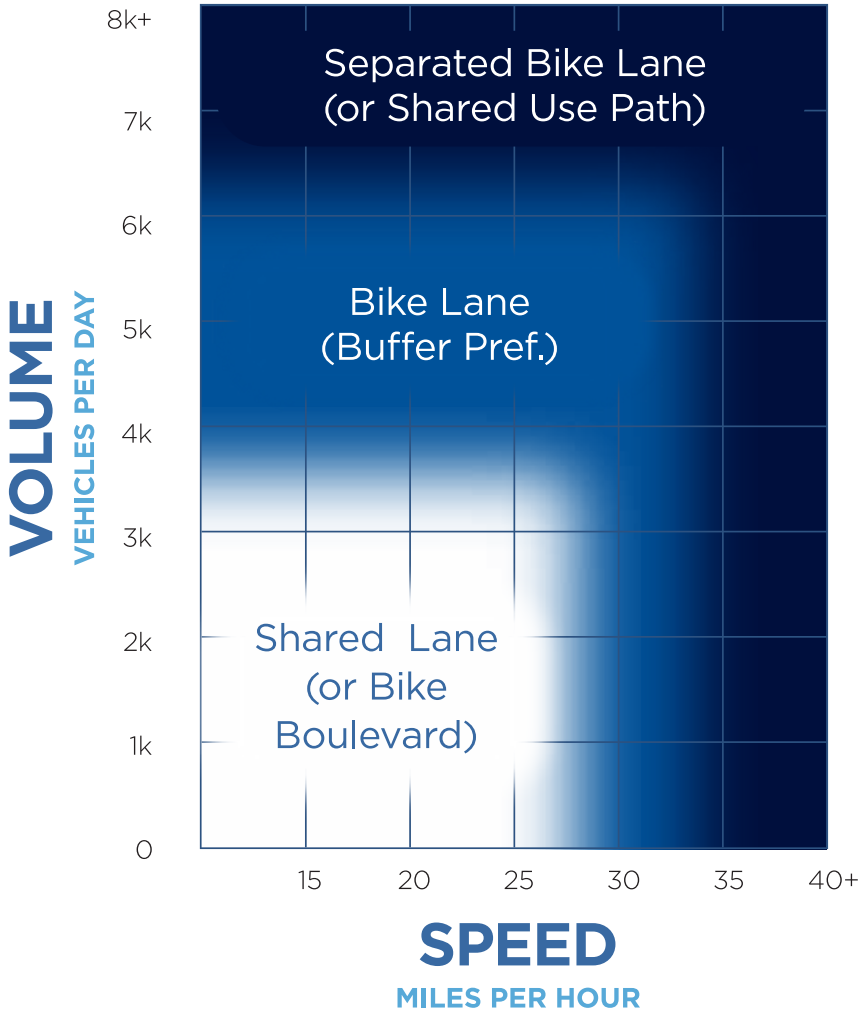
Dill, J. McNeil, N. "Revisiting the Four Types of Cyclists: Findings from a National Survey" Transportation Research Board 95th Annual Meeting, 2016.

BICYCLE FACILITY SELECTION

Designing for Interested but Concerned Bicyclists

Interested but Concerned bicyclists prefer physical separation between the bike lane and vehicle lane as traffic volumes and speeds increase. The bikeway facility selection chart below identifies preferred bikeway facilities for Interested but Concerned bicyclists at different roadway speeds and traffic volumes. Transitions are based on a shift in the 2010 Highway Capacity Manual (HCM 2010) bicycle level of service from A to B (assuming no parking, 12' outside travel lane, 6' bike lane, 8' buffered bike lane), or a C to D transition with on-street parking (8' parking lane). Speed thresholds (which refer to posted speed) are based on bicycle level of traffic stress.

Where the preferred bikeway facility may not be feasible, consider reducing posted speed limit and/or installing traffic calming features to reduce roadway speed or volumes in order match the bicycle facility to road conditions.



REFERENCES

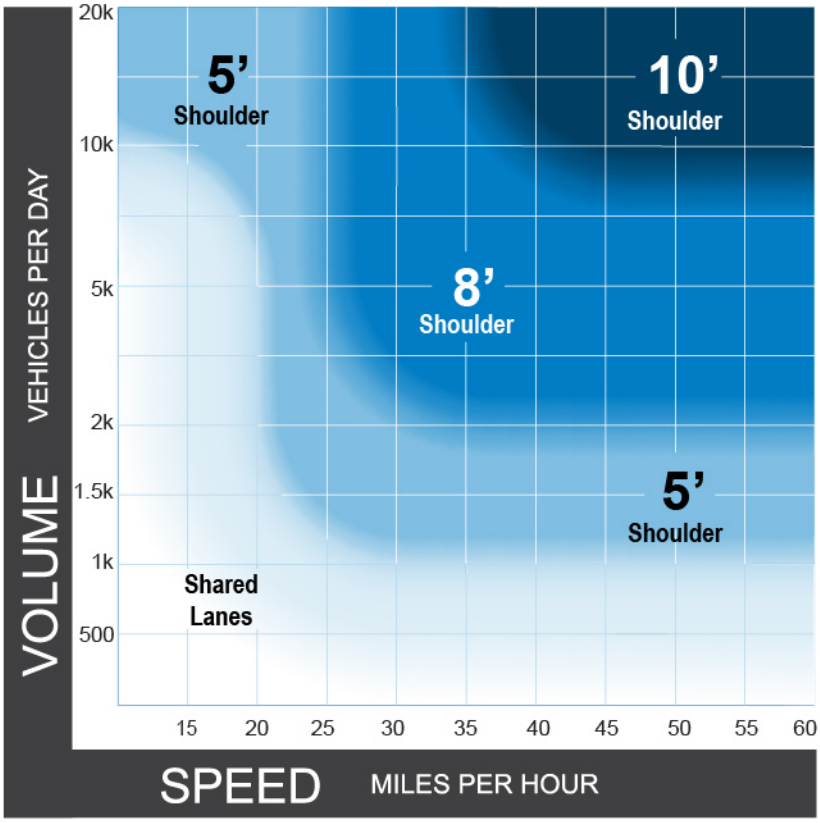
AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Highway Capacity Manual. 2010.

BICYCLE FACILITY SELECTION

Shoulder Widths for Rural Roadways

In rural areas, shoulders are often provided instead of more robust bicycle facilities. Shoulder width should be based on traffic volumes and posted speeds in the rural context. For the purposes of determining the appropriate shoulder width, it is assumed that posted speeds are approximately the same as operating speeds. If operating speeds differ from posted speeds, then operating speed should be used instead of posted speed. For additional guidance and considerations for treatments along rural roadways with no dedicated bicycle facilities see page 16.



Notes

1 *This chart assumes the project involves reconstruction or retrofit in constrained conditions. For new construction, follow recommended shoulder widths in the AASHTO Green Book.*

2 *A separated shared use pathway is a suitable alternative to providing paved shoulders.*

3 *Chart assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.*

4 *If the percentage of heavy vehicles is greater than 10%, consider providing a wider shoulder or a separated pathway.*

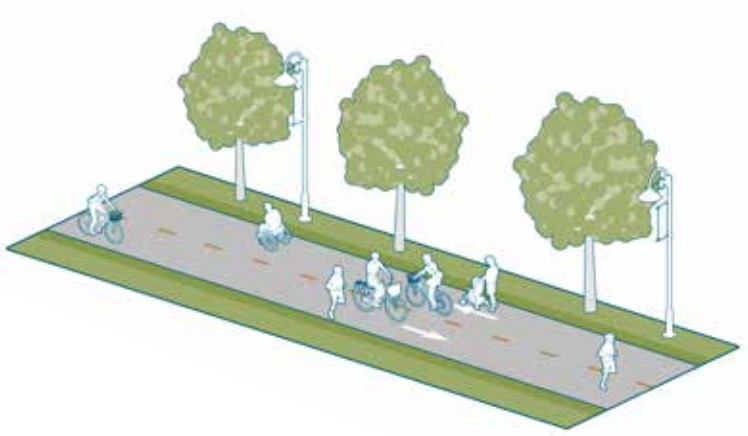
Source: AASHTO Guide for the Development of Bicycle Facilities, 5th Edition, 2024

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

SHARED-USE PATHS (CLASS I)

A shared-use path is a two-way facility physically separated from motor vehicle traffic and used by bicyclists, pedestrians, and other non-motorized users. Shared-use paths can be located in an independent alignment, such as a greenbelt or abandoned railroad, or constructed along roadways.



GUIDANCE

- Recommended widths vary based on the user types, anticipated volumes, and context, but shared-use paths should generally be 12 feet wide with 3-foot shoulders on each side. See Caltrans DIB-94 and the AASHTO Bike Guide for more guidance on facility widths.
- Shared-use paths may be desirable along high-volume or high-speed roadways, where accommodating the targeted type of bicyclist within the roadway in a safe and comfortable way is impractical.
- Although the minimum required path width is 10 feet, a path width of 8 feet is the minimum width that may be used for a short distance to accommodate a physical constraint such as an environmental feature.
- Trails expected to serve a high percentage of pedestrians (30 percent or more) or be used by large maintenance vehicles should be wider than 10 feet.
- Fourteen feet is the preferred width where volumes are high (> 100 total users in the peak hour), there are steep grades, or high volumes of users who need additional operating width are anticipated (e.g., children or skaters).
- Maximum grade should not exceed 5 percent. There may be certain situations in which physical constraints prevent compliance with the 5 percent maximum grade, in which case mitigations such as providing additional path width for slower bicyclists to dismount and walk, providing resting intervals with flatter grades, or providing pedestrian handrails should be considered. Grades less than 0.5 percent should be avoided, if possible.
- Provide protective railings/fences at 42 inches high if the trail and graded shoulder are directly adjacent to a steep slope and drop, as defined in Chapter 5 of the AASHTO Guide for the Development of Bicycle Facilities.
- Ideally, provide a graded shoulder area of 3 to 5 feet on at least one side of path where feasible. The shoulder area should be maintained and recoverable in all weather conditions.
- Consider providing lighting at path/roadway intersections at a minimum and at other locations where personal security may be an issue.
- All shared-use paths must conform to the current editions of both the AASHTO and ADA guidelines.
- Shared-use paths are pedestrian facilities and are required to be fully accessible. They must conform to Public Rights-of-way Accessibility Guidelines (PROWAG) if in a public right-of-way or Advance Notice of Proposed Rulemaking (ANPRM) on Accessibility Guideline for Shared-Use Paths if in a private right-of-way.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. Highway Design Manual. 2020.

Caltrans. DIB-94: Complete Streets Contextual Design Guidance. 2024.

FHWA. Achieving Multimodal Networks. 2016.

SHARED-USE PATHS (CLASS I)

CONSIDERATIONS

- Shared-use paths are appropriate when an on-street route may be perceived as unsafe due to the speed of the road, the majority of users are recreational or leisure users, or to provide a direct route between points of interest.
- Shared-use paths typically have a lower design speed for bicyclists than on-street facilities and may not provide appropriate accommodation for more confident bicyclists who desire to travel at greater speeds. In some situations it may be appropriate to provide an on-street bikeway in addition to a shared-use path along the same roadway.
- Path width should be informed by the number and type of users, and the differences in their speeds. For example, a path used by higher-speed bicyclists and children walking to school may experience conflicts due to the difference in user speeds. Additional user types like roller bladers, skateboarders, and dog walkers can introduce similar conflicts. By widening the path to provide space to accommodate passing, conflicts can be reduced.
- A path may benefit from the separation of users by user speed, type, or direction. When separating users, consider the path width and paving material preferred by each user.
- Shared-use paths may present increased conflicts between path users and motor vehicles at intersections and driveway crossings. Conflicts can be reduced by minimizing the number of driveway and street crossings present along a path and otherwise providing high-visibility crossing treatments.
- Path clearances are an important element in path design and reducing user conflicts. Vertical objects should be set back at least two feet from the edge of the path. Path shoulders may also reduce conflicts by providing space for users who step off the path to rest, allowing users to pass one another, or providing space for viewpoints.
- Trails on grades greater than 3 to 5 percent should be wider to account for higher bicycle speed in the downhill direction and additional space for faster bicyclists to pass slower bicyclists and pedestrians in the uphill direction.
- On sections with long steep grades, provide periodic sections with a flat grade to permit users to stop and rest.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. Highway Design Manual. 2020.

Caltrans. DIB-94: Complete Streets Contextual Design Guidance. 2024.

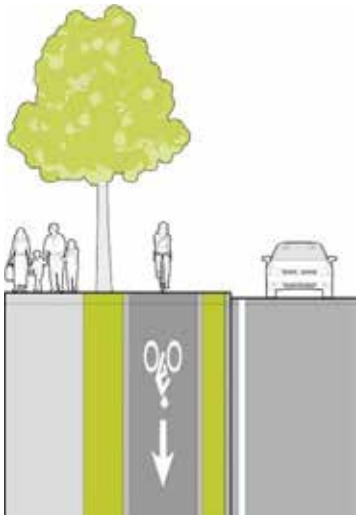
FHWA. Achieving Multimodal Networks. 2016.

SHARED-USE PATHS (CLASS I)

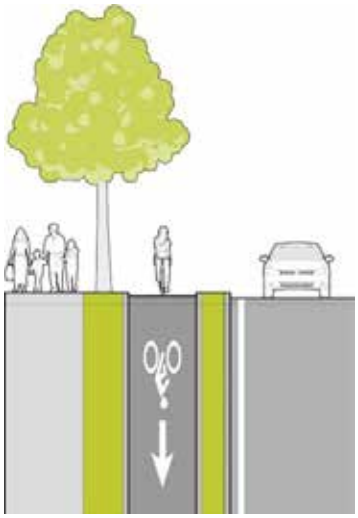
- Consider providing amenities such as restrooms, bike racks, and portable water at trailheads, and covered rest stops along the trail to ensure that paths are welcoming to a variety of user types, including families with children and seniors.
- Consider providing maps and signs to improve wayfinding for users, such as signs that show trail names, connections to nearby trails, and/or nearby destinations.
- Bollards within the clear width of shared-use paths are generally discouraged due to increased crash risk and potential delays to emergency response. Instead, prioritize regulatory signage, clear visual cues indicating the facility is not intended for motor vehicle use, and entry designs that discourage vehicle access without introducing fixed obstacles. Where physical measures are necessary, use markings and geometric design elements, such as narrowed or split path entries, to deter vehicle intrusion while maintaining a clear, predictable path for shared-use path users.
- Center line striping is optional on shared-use paths and should be applied strategically based on context and safety needs. When used, center lines help separate opposing travel directions and may be applied continuously or at targeted locations, such as curves with limited sight distance, unlit segments where nighttime use is expected, approaches to intersections, or near centerline obstructions like bollards.

SEPARATED BIKE LANES (CLASS IV)

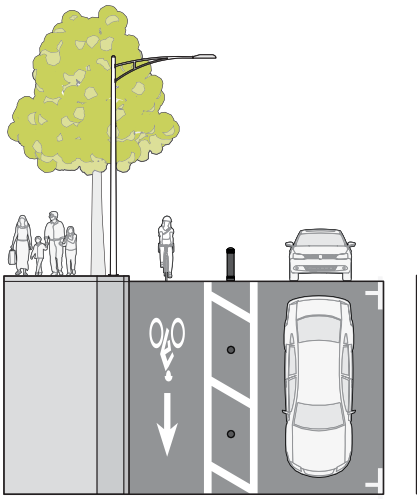
Separated bike lanes are a dedicated bikeway facility type that combines the user experience of a shared-use path with the on-street infrastructure of a conventional bike lane. They are physically separated from motor vehicle traffic by a vertical element and are distinct from the sidewalk. Separated bike lanes can be constructed at sidewalk grade, roadway grade, or an intermediate grade between the sidewalk and street. Separated bike lanes can be designed to serve one-way bicyclist traffic or two-way bicyclist traffic.



One-way sidewalk-level separated bike lane



One-way intermediate-level separated bike lane



One-way, street-level separated bike lane with bollards

GUIDANCE

- Separated bike lanes are a dedicated bike-only facility type and should be considered on any road with one or more of the following characteristics:
  - Traffic lanes: 3 lanes or greater.
  - Posted speed limit: 30 mph or more.
  - Traffic: 6,000 vehicles per day or greater.
  - On-Street parking turnover: frequent.
  - Streets that are designated as truck or bus routes.
- One-way separated bike lanes should be 5' wide minimum but widths of 7' are preferred to allow for passing.
- Buffer width may vary depending on type of vertical separation used, but typically is 3' wide. If adjacent to on-street parking, a minimum 3'-wide buffer is required.

CONSIDERATIONS

- Separated bike lanes are preferred over shared-use paths in higher density areas, commercial and mixed-use development, and near major transit stations or locations where peak pedestrian volumes are anticipated to exceed 200 people per hour on a shared use path.
- Separated bike lanes are more attractive to a wider range of bicyclists than striped bikeways on higher volume and higher speed roads since they are designed to prevent motor vehicles from driving or waiting in the bikeway. They also provide greater comfort to pedestrians by separating them from bicyclists operating at higher speeds.
- Choice of one- or two-way facility should be based on connectivity, bicyclist desire lines, roadway configuration, and potential intersection conflicts. Generally, one-way facilities are preferred.
- The allocation of space can vary from midblock locations to intersection approaches. Providing a larger street buffer at intersections can be achieved by tapering the bike lane toward the sidewalk as it approaches the intersection and narrowing or eliminating the sidewalk buffer.
- See Driveways section in Chapter 5 for details on how to address driveway crossings.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. DIB 89-02: Class IV Bikeway Guidance (Separated Bikeways/ Cycle Tracks). 2022.

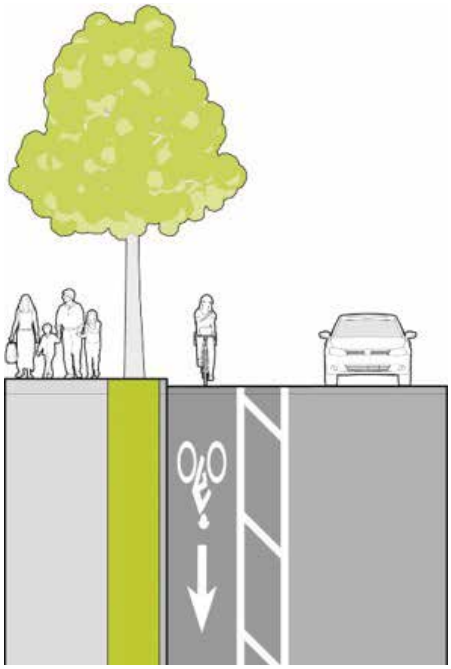
Caltrans. DIB-94: Complete Streets Contextual Design Guidance. 2024.

FHWA. Separated Bike Lane Planning and Design Guide. 2015.

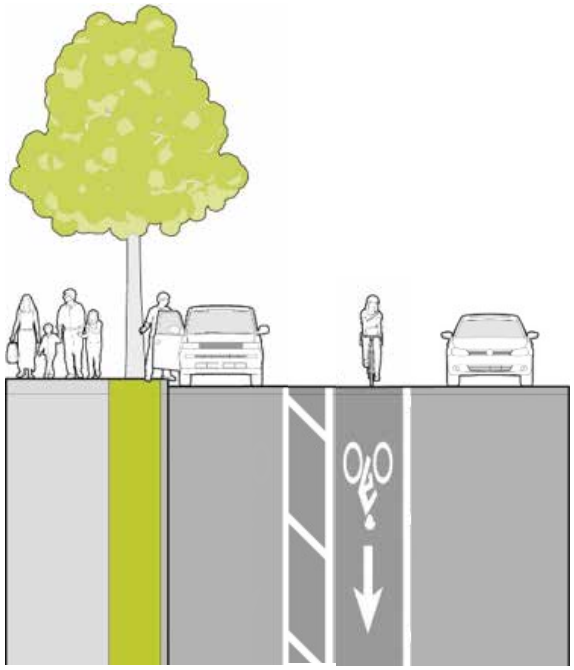
NACTO. Urban Bikeway Design Guide. 2014.

BUFFERED BIKE LANES (CLASS II)

Buffered bike lanes are created by painting a buffer zone between the bike lane and the adjacent travel lane. While buffers are typically used between bike lanes and motor vehicle travel lanes to increase bicyclists' comfort, they can also be provided between bike lanes and parking lanes in locations with high parking turnover to discourage bicyclists from riding too close to parked vehicles.



Buffered bike lane adjacent to a curb



Buffered bike lane adjacent to parking

GUIDANCE

- Place buffered or unbuffered bike lanes next to travel lane where speeds are 30 mph or slower and when traffic volume are fewer than 6,000 vehicles per day.
- Bike lanes must be a minimum of 4 feet wide and ideally 5–6 feet wide, with an additional painted buffer of at least 2 feet (or 3 feet when adjacent to parking). Consistent with AASHTO guidance, where bike lanes are located adjacent to a gutter or pan that is less than 5 feet wide, the gutter area should not be counted toward the effective bike lane width, as it does not provide usable operating space for bicyclists.

CONSIDERATIONS

- Can be used on one-way or two-way streets.
- Consider placing buffer next to parking lane where there is commercial or metered parking.
- When 7' of pavement width is available, consider providing a 5-foot bike lane with a 2-foot buffer.
- Buffered bike lanes allow bicyclists to ride side by side or to pass slower moving bicyclists. A larger buffer and/or bike lane is acceptable in cases where sufficient/excess pavement width is available.
- Preferable to a conventional bike lanes when used as a contra-flow bike lane on one-way streets.
- As noted in the Bicycle Facility Selection section earlier in this chapter, where the preferred bikeway facility may not be feasible (such as a street with a posted speed greater than 30 mph and existing Class II bike lanes that cannot accommodate Class IV separated bike lanes), consider reducing the posted speed limit, consistent with state law, and/or installing traffic calming features to reduce roadway speed or volumes in order match the bicycle facility to road conditions. In this example, enhancing the existing bike lanes to Class II buffered bike lanes can be paired with reducing the posted speed limit to 30 mph.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

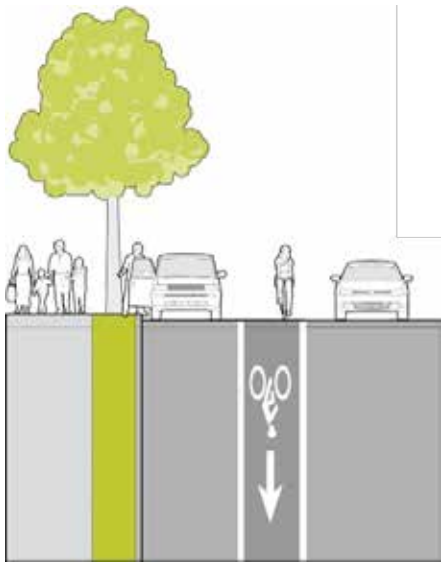
Caltrans. DIB-94: Complete Streets Contextual Design Guidance. 2024.

NACTO. Urban Bikeway Design Guide. 2014.

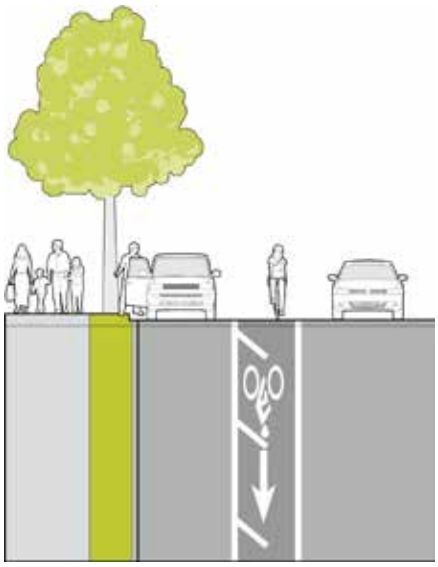
BIKE LANES (CLASS II)

Bike lanes provide an exclusive space for bicyclists in the roadway. Bike lanes are established through the use of lines and symbols on the roadway surface. Bike lanes are for one-way travel and are normally provided in both directions on two-way streets or on one side of a one-way street. Bicyclists are not required to remain in a bike lane when traveling on a street and may leave the bike lane as necessary to make turns, pass other bicyclists, or to properly position themselves for other necessary movements.

Bike lane adjacent to a curb



Bike lane adjacent to parking



Bike lane with door zone marking

GUIDANCE

- Place bike lanes next to travel lane where speeds are 25 mph or slower and when traffic volume are fewer than 6,000 vehicles per day.
- Bike lanes must be a minimum of 4' wide, but ideally should be 5-6' wide. When adjacent to on-street parking, bike lanes should be a minimum of 5' wide. Consistent with AASHTO guidance, where bike lanes are located adjacent to a gutter or pan that is less than 5 feet wide, the gutter area should not be counted toward the effective bike lane width, as it does not provide usable operating space for bicyclists.
- Parking T's or hatch marks can highlight the door zone on constrained corridors with high parking turnover to guide bicyclists away from doors. (See rightmost graphic above.)

CONSIDERATIONS

- Can be used on one-way or two-way streets.
- Bike lanes may be enhanced with consistent use of conflict area striping, preferably with green-colored pavement, including right turn lanes & major driveways. More details can be found in the "Bikeway Intersection and Spot Treatments" section.
- Word/Symbol markings should be applied before & after intersections.
- Stopping, standing and parking in bike lanes may be problematic in areas of high parking demand and deliveries, especially in commercial areas. Use of sign R7-9 (or R7-9a) and/or red curbs may be used to discourage parking in bike lanes.
- Wider bike lanes or buffered bike lanes are preferable at locations with high parking turnover or higher volumes of bicyclists during peak hours.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. DIB-94: Complete Streets Contextual Design Guidance. 2024.

NACTO. Urban Bikeway Design Guide. 2014.

BICYCLE BOULEVARD (CLASS III)

Bicycle boulevards are applied on quiet streets, often through residential neighborhoods. These treatments are designed to prioritize bicycle through-travel, while calming motor vehicle traffic and maintaining relatively low motor vehicle volumes. Treatments vary depending on context, but often include elements of traffic calming and measures to discourage cut-through traffic, including traffic diverters, speed attenuators such as speed humps or chicanes, pavement markings, and signs. Bicycle boulevards are also known as neighborhood greenways or neighborhood bikeways, among other locally-preferred terms.

GUIDANCE

- Bicycle boulevards can generally be considered on any road with one or more of the following characteristics:
  - Maximum Average Daily Traffic (ADT): 3,000
  - Preferred ADT: up to 1,000
- Target speeds for motor vehicle traffic are typically around 20-25 mph; there should be a maximum 15 mph speed differential between bicyclists and vehicles.
- Bicycle boulevards feature regularly spaced traffic calming treatments to slow vehicles and meet target vehicle speeds. See "Traffic Calming" section.
- Refer to State Bill 1216 for new Class III bicycle facility requirements beginning January 1, 2025.
- Provide clear wayfinding to help users navigate to and along bike boulevards, supporting connectivity within the broader bicycle network (see Wayfinding page 52).

CONSIDERATIONS

- Many cities already have Class III bike routes along neighborhood streets that provide an alternative to traveling on high-volume, high-speed arterials. Applying bicycle boulevard treatments to these routes makes them more suitable for bicyclists of all abilities and can reduce crashes.
- Stop signs or traffic signals (where possible and allowed by warrant) should be placed along the bicycle boulevard in a way that prioritizes the bicycle movement, minimizing stops and delays for bicyclists whenever possible.
- Agencies may consider implementing bicycle boulevard treatments on one pilot corridor to measure the impacts and gain community support. The pilot program should include before-and-after crash studies, motor vehicle counts, and bicyclist counts on both the bicycle boulevard and parallel streets. Findings from the pilot program can be used to justify bicycle boulevard treatments on other neighborhood streets.
- Additional treatments for major street crossings may be needed, such as median refuge islands, rectangular rapid flashing beacons, bicycle signals, or Pedestrian Hybrid Beacons.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. DIB-94: Complete Streets Contextual Design Guidance. 2024.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Bikeway Design Guide. 2014.

RURAL BICYCLE ROUTES (CLASS III)

Rural bike routes accommodate bicyclists on roadways without dedicated facilities, either on shoulders or by sharing the travel lane with vehicles. This type of facility is applicable in rural areas where dedicated bikeways either will not fit on the street or would not be appropriate given the surrounding context.

GUIDANCE

- Refer to State Bill 1216 for new Class III bicycle facility requirements beginning January 1, 2025.
- Where present, shoulder width should be at least 5' if the roadway is curbless and there are no vertical obstructions. If curbs, gutter, or vertical obstructions are present, shoulder width should be 5' minimum exclusive of obstructions. See table on Page 8 for recommended shoulder width based on roadway speed and volume.
- When posted speed limits or 85th percentile speeds exceed 50 mph and/or if heavy vehicles frequently use the road, shoulders should exceed minimum widths to enhance bicyclist comfort.
- Edge line rumble strips can provide additional bicyclist protection on paved shoulders. The width of a shoulder with rumble strips should be measured from the rightmost side of the rumble strip. Periodic gaps should be provided to allow bicyclists to move across the strip pattern.
- On rural roadways with higher traffic volumes (e.g., ADT above approximately 6,000–7,000 vehicles per day, depending on context) and/or higher speeds (45 mph or greater), shared use paths are often preferred over on-road bike facilities to improve bicyclist comfort and safety.

CONSIDERATIONS

- On roads used by bicyclists that lack shoulders, the BICYCLE warning sign (W11-1) or BICYCLES ALLOWED USE OF FULL LANE (R9-20) may be used. It may be supplemented with an IN LANE, ON ROAD, or ON ROADWAY plaque. A fluorescent yellow-green background may be used for these sign assemblies.
- Signs W11-1 or R9-20 should be spaced every 1-2 miles. They should also be placed prior to approaches to curves, hills, or other places with limited sight distances.
- The SHARE THE ROAD sign (W16-1P) is not recommended as it does not provide a clear message to users.
- For roads that are unable to provide consistent and standard size bikeable shoulders in both directions, provide a wider shoulder on:
  - The uphill direction on hilly roads to reduce conflicts between slow-moving bicyclists and fast-moving motor vehicles.
  - The inside of a horizontal curve and/or the downgrade of a vertical curve where sight distance is restricted.
- In rural areas, paved shoulders may provide space for pedestrians on roadways without sidewalks. In situations where a shoulder is intended for pedestrian use, it must meet Americans with Disabilities Act requirements.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. Manual on Uniform Traffic Control Devices. 2014.

FHWA. Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts. 2016.

FHWA. Small Town and Rural Multimodal Networks. 2016.

UNCLASSIFIED BIKE ROUTES

Unclassified Bike Routes are paths, trails, or roadways that provide readily apparent transportation options to users, but which are not consistent with minimum standards established for Class I-IV facilities due to material type, width, or other characteristics. Unclassified Bike Routes are almost always existing facilities that preclude identification as a future Class I–IV facility without substantial reconstruction.

CONSIDERATIONS

- On roads used by bicyclists that lack shoulders, the BICYCLE warning sign (W11-1) or BICYCLES ALLOWED USE OF FULL LANE sign (R9-20) may be used. It may be supplemented with an IN LANE, ON ROAD, or ON ROADWAY plaque. A fluorescent yellow-green background may be used for these sign assemblies.
- Signs W11-1 or R9-20 should be spaced every 1-2 miles. They should also be placed prior to approaches to curves, hills, or other places with limited sight distances.
- The SHARE THE ROAD sign (W16-1P) is not recommended as it does not provide a clear message to users.
- California state law requires motorists to provide at least 3' clearance when passing bicyclists. The Bicycle Passing Clearance sign, R117(CA), may be used to specify this.
- Speed reduction markings, ideally placed upstream of unexpected horizontal curves, may be particularly useful on rural roads with higher volumes of bicyclists. (See Speed Reduction Markings section in Chapter 6 for more information.)
- Paved shoulders are particularly important for improving comfort and safety for bicyclists on roadways that meet any or all of the following conditions:
  - Inadequate sight distances for the typical operating speed,
  - Grades in excess of 5 percent, or
  - High percentages (> 10 percent) of heavy vehicles.
- When it is not possible to install paved shoulders on both sides of the roadway, climbing lanes (paved shoulders on one side of the roadway in the uphill direction) provide dedicated space for people to bicycle uphill allowing faster vehicular traffic to pass comfortably.
- On roadway sections with vertical or horizontal curves that limit sight distance, it can be helpful to provide shoulders over the crest and on the downgrade of a vertical curve or on the inside of a horizontal curve.
- Refuge areas are paved or unpaved locations adjacent to the roadway where bicyclists may pull over to stop for rest or allow traffic to pass. Refuge areas should have adequate visibility for bicyclists pulling in and out to avoid conflicts with moving traffic. It may also be necessary to restrict parking in refuge areas to ensure that parked vehicles do not inhibit the use of the space by bicyclists or create sight distance obstructions.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

FHWA. Small Town and Rural Multimodal Networks. 2016.

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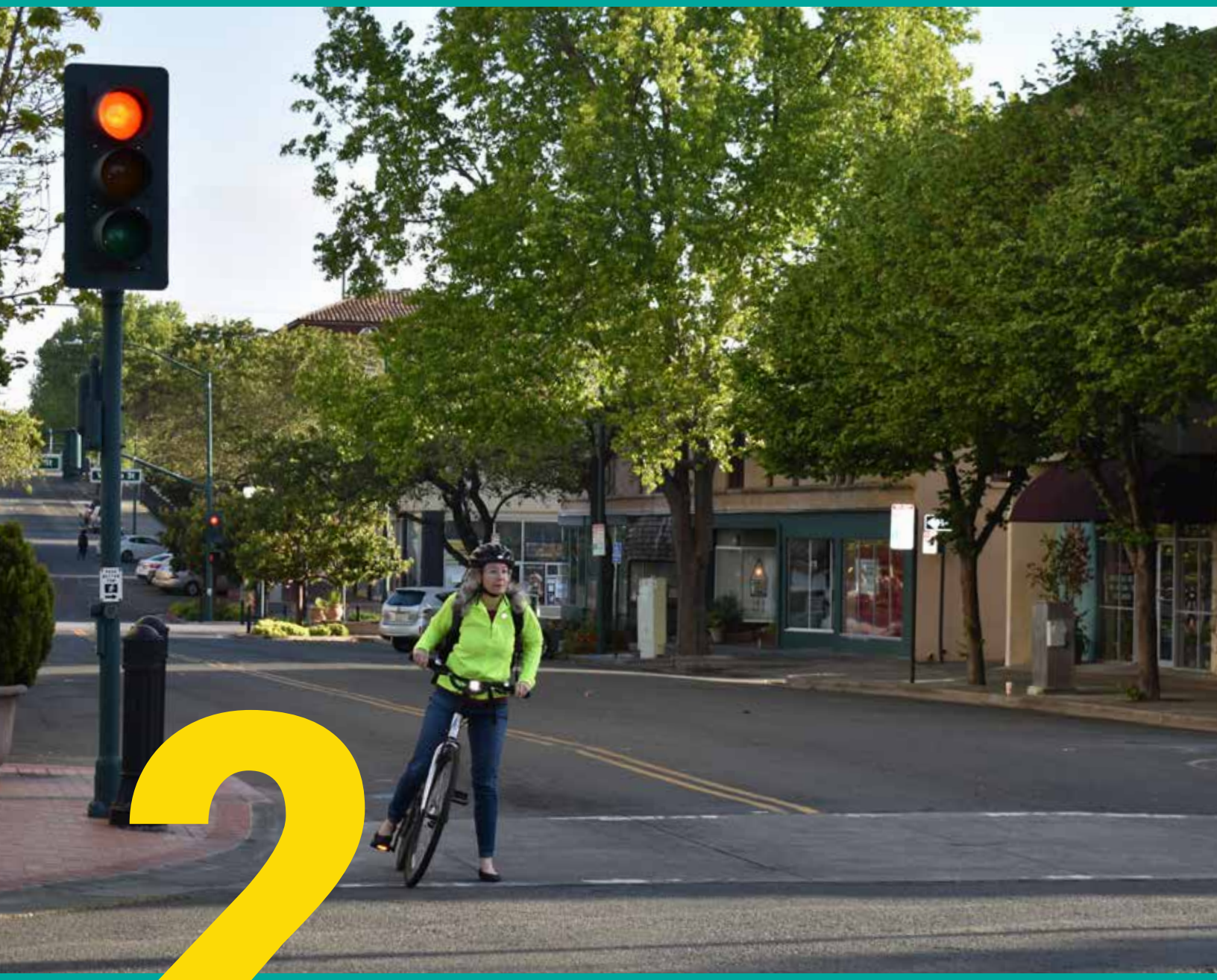
BIKEWAY INTERSECTION & SPOT TREATMENTS



2

BIKE BOXES

SINGLE

A bike box provides dedicated space between the crosswalk and vehicle stop line where bicyclists can wait in front of motor vehicles during the red light at signalized intersections. Bike boxes are primarily used to mitigate conflicts between through bicyclists and right-turning motorists and to reduce conflicts between motorists and bicyclists at the beginning of the green signal phase.

GUIDANCE

- Bike boxes should be a minimum of 10 ft in depth and may be larger depending on anticipated bicyclist volumes.
- The bike box should connect directly to the approaching bike lane. At least 50 ft of bike lane should be provided on the approach to a bike box so bicyclists will not need to ride between lanes to enter the box. The approaching bike lane, and the bike box, may be colored green.

CONSIDERATIONS

- Install advance stop bar where crosswalk serves as limit line for existing facilities; also consider pavement marking or signage (such as MUTCD R10-6).
- Applicable at signalized intersections with high bicycle or motor vehicle volumes, especially those with frequent bicyclist left turns and/or motorist right turns.
- Recommended where a left turn is required to follow a designated bike route, access a shared-use path, or when the bicycle lane moves to the left side of the street.
- When a bike box is implemented in front of a vehicle lane that previously allowed right turns on red, the right turn on red movement must be restricted using signage and enforcement once a bike box is installed.
- A bicycle box should only extend across one travel lane. In limited situations, bike boxes may be used to facilitate left turns for bicycles when there is an unusually heavy left turn volume, such as near the entrance to a popular shared use path, although the preferred treatment for bicylist left turns is a two-stage bicycle turn box.
- See Bicycle Signals (Chapter 5) for use of dedicated bike signal or hybrid signal with advance green for bicycles.

REFERENCES

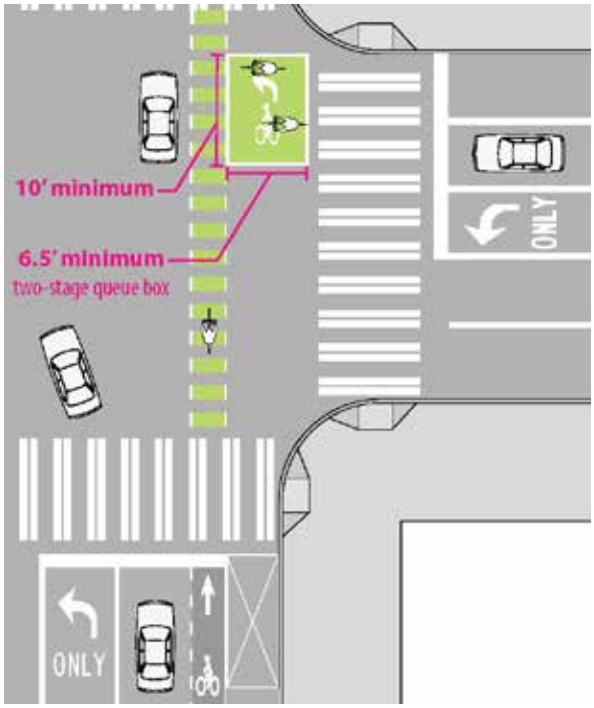
FHWA. Separated Bike Lane Planning and Design Guide. 2015.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Bikeway Design Guide. 2014.

TWO-STAGE

A two-stage turn box designates a space for bicyclists to wait for traffic to clear before proceeding in a different direction of travel. Two-stage turn queue boxes may be used with any type of bicycle facility. A two-stage turn queue box should be considered where separated bike lanes are continued up to an intersection and a protected intersection is not provided.



GUIDANCE

- A two-stage bicycle turn box:
  - Must be located outside of the path of through and turning traffic.
  - Should be located adjacent to the direct path of bicyclist travel.
  - Should be located downstream of the crosswalk and downstream of the stop line.
  - Must include a bicycle symbol oriented in the direction in which the bicyclists enter the box, along with an arrow showing the direction of the turn.
  - May include green-colored pavement.
- A NO RIGHT TURN ON RED sign, R13-A(CA), must be installed where a two-stage turn queuing box is not located outside the path of right-turning traffic to prevent motorists from entering the bicycle queuing area.

CONSIDERATIONS

- Two stage turn boxes are applicable at locations where a left turn movement is expected by bicyclists.
- A two-stage bicycle turn box may be used at signalized intersections per FHWA Interim Approval IA-20, though experimental approval from FHWA is required to use this pavement marking at unsignalized intersections.
- May be used at any signalized intersection but are preferable on high-volume and multilane roads to reduce the need for bicyclist weaving across motor vehicle traffic.
- Two-stage bicycle turn boxes should be placed in a logical location that aligns with the receiving bicycle facility. They can be placed in front of a through lane, in front of a turn lane, or entirely outside of a motor vehicle lane.
- Dashed bike lane extension markings may be used to indicate the path of travel across the intersection.
- Passive detection of bicycles in the two-stage bicycle turn box must be provided if detection is required to actuate a traffic signal.
- Both driver and bicyclists public education is recommended to support greater understanding of purpose and correct use of two stage bike boxes.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

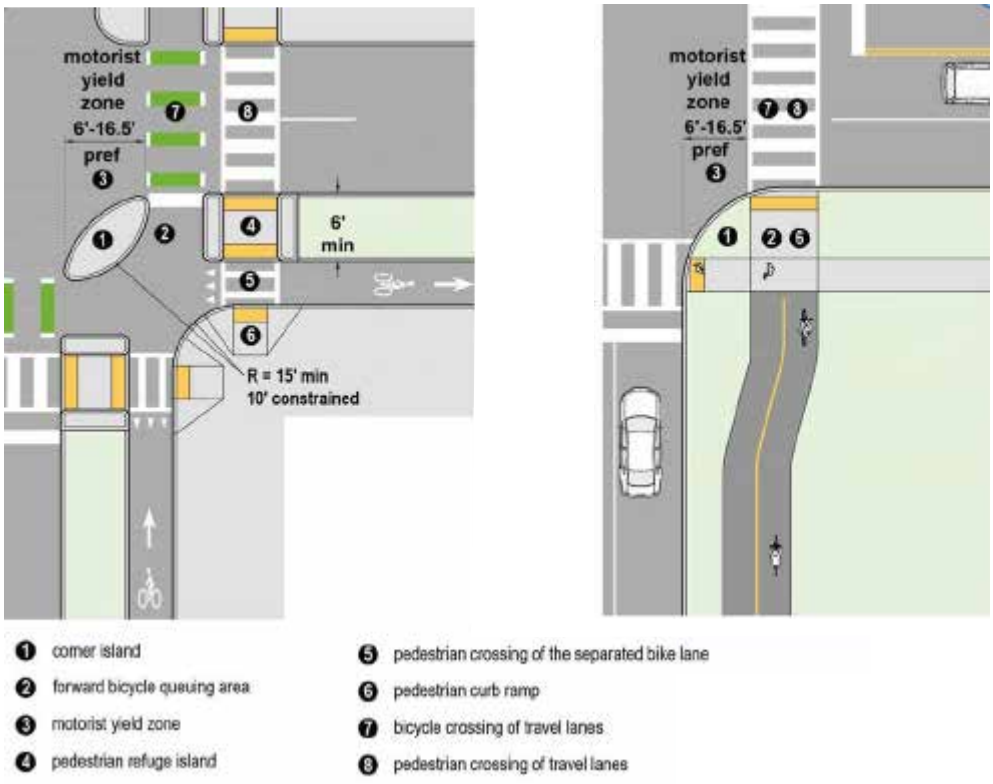
Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

FHWA. Separated Bike Lane Planning and Design Guide. 2015.

NACTO. Urban Bikeway Design Guide. 2014.

PROTECTED INTERSECTIONS

Separated bike lanes provide an exclusive travel way for bicyclists alongside roadways that is separate from motor vehicle travel lanes, parking lanes, and sidewalks. Separated bike lane designs at intersections should manage conflicts with turning vehicles and increase visibility for all users.



1. corner island
2. forward bicycle queuing area
3. motorist yield zone
4. pedestrian refuge island
5. pedestrian crossing of the separated bike lane
6. pedestrian curb ramp
7. bicycle crossing of travel lanes
8. pedestrian crossing of travel lanes

GUIDANCE

+ Protected intersections have eight key elements, as noted in the above image.

CONSIDERATIONS

+ At major intersections where space is available, protected intersection designs are preferred because they are intuitive and comfortable, provide clear right-of-way assignment, promote predictability of movement, and allow eye contact between motorists, bicyclists, and pedestrians.
+ Where two-way separated bike lanes are installed on one side of the street, the contra-flow direction of bicycle travel introduces an unexpected movement at the intersection and requires more complex signal operations.
+ Corner refuge islands allow the bike lane to be physically separated up to the intersection crossing point where potential conflicts with turning motorists can be controlled more easily. They serve an important purpose in protecting the bicyclist from right-turning motor vehicle traffic.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA. Separated Bike Lane Planning and Design Guide. 2015.

NACTO. Urban Bikeway Design Guide. 2014.

MIXING ZONES

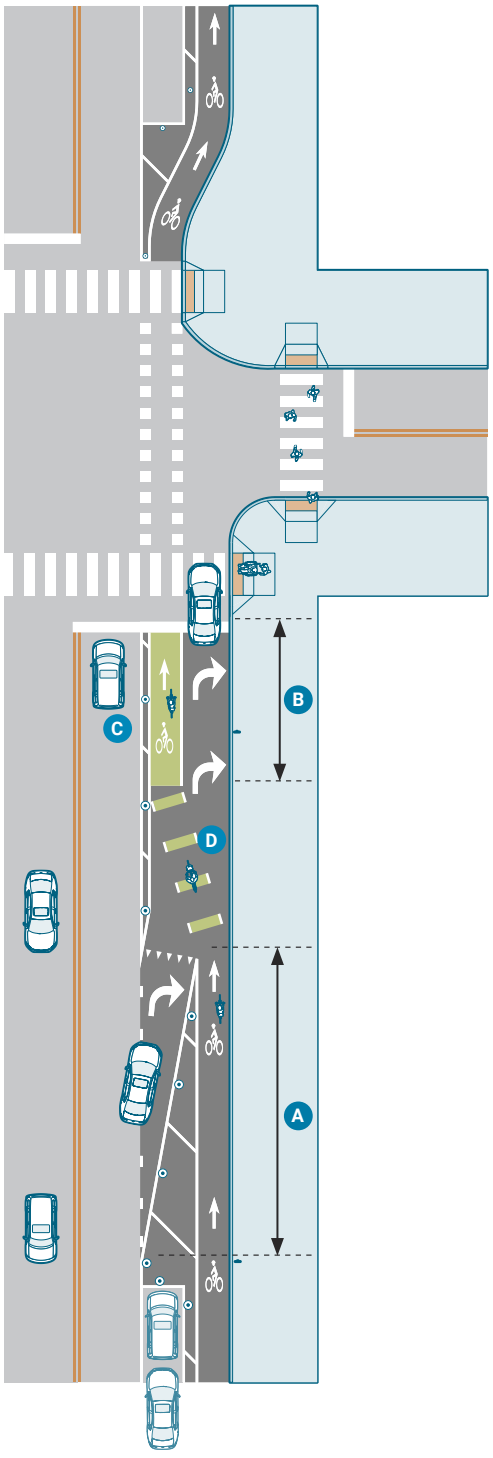
A mixing zone designates space for turning motorists to merge across a separated bike lane at a defined location in advance of an intersection. The mixing zone design limits bicyclists' exposure to motor vehicles by defining a limited merge area for the turning motorist. Mixing zones are compatible only with one-way bike lanes.

GUIDANCE

- **A** Locate merge points where the entering speeds of motor vehicles will be 20 mph or less by (a) minimizing the length of the merge area and (b) locating the merge point as close as practical to the intersection.
- **B** Minimize the length of the storage portion of the turn lane
- **C** Provide a buffer and physical separation (e.g. flexible delineator posts) from the adjacent through lane after the merge area, if feasible.
- **D** Highlight the conflict area with green surface coloring and dashed bike lane markings, as necessary, or shared lane markings placed on a green box.
- \+ Provide a BEGIN RIGHT (or LEFT) TURN LANE YIELD TO BIKES sign (R4-4) at the beginning of the merge area.
- \+ Restrict parking within the merge area

CONSIDERATIONS

- \+ At locations where raised separated bike lanes approach the intersection, the bike lane should transition to street elevation at the point where parking terminates.
- \+ Where posted speeds are 35 mph or higher, or at locations where it is necessary to provide additional storage for queued vehicles, it may be necessary to provide a deceleration/storage lane in advance of the merge point.
- \+ Protected intersections with phase separation between bicyclists and right-turning motorists are preferable to mixing zones. Mixing zones are generally appropriate as an interim solution or in situations where severe right-of-way constraints make it infeasible to provide a protected intersection.
- \+ Mixing zones are only appropriate on street segments with one-way separated bike lanes. They are not appropriate for two-way separated bike lanes due to the contra-flow bicycle movement.



REFERENCES

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

FHWA. Separated Bike Lane Planning and Design Guide. 2015.

NACTO. Urban Bikeway Design Guide. 2014.

DYNAMIC WARNING SYSTEMS

Bicycling on narrow, rural roads can present unique hazards, particularly in areas of Napa County with steep topography, blind curves, and presence of large agricultural or recreational vehicles. Dynamic Warning Systems utilize active detection (via in-ground inductive loops or other technologies) to activate flashing beacons, alerting drivers to the presence of bicyclists on a roadway.

Source: FHWA. Western Transportation Institute, Montana State University. Dynamic Warning Systems: A Review of Applications and Effectiveness. 2021.

GUIDANCE

- Dynamic Warning Systems are best utilized along existing popular bicycling routes that lack dedicated bicycle facilities.
- Beacons should be combined with BICYCLE (W11-1) sign and AHEAD (W16-9P) sign.

CONSIDERATIONS

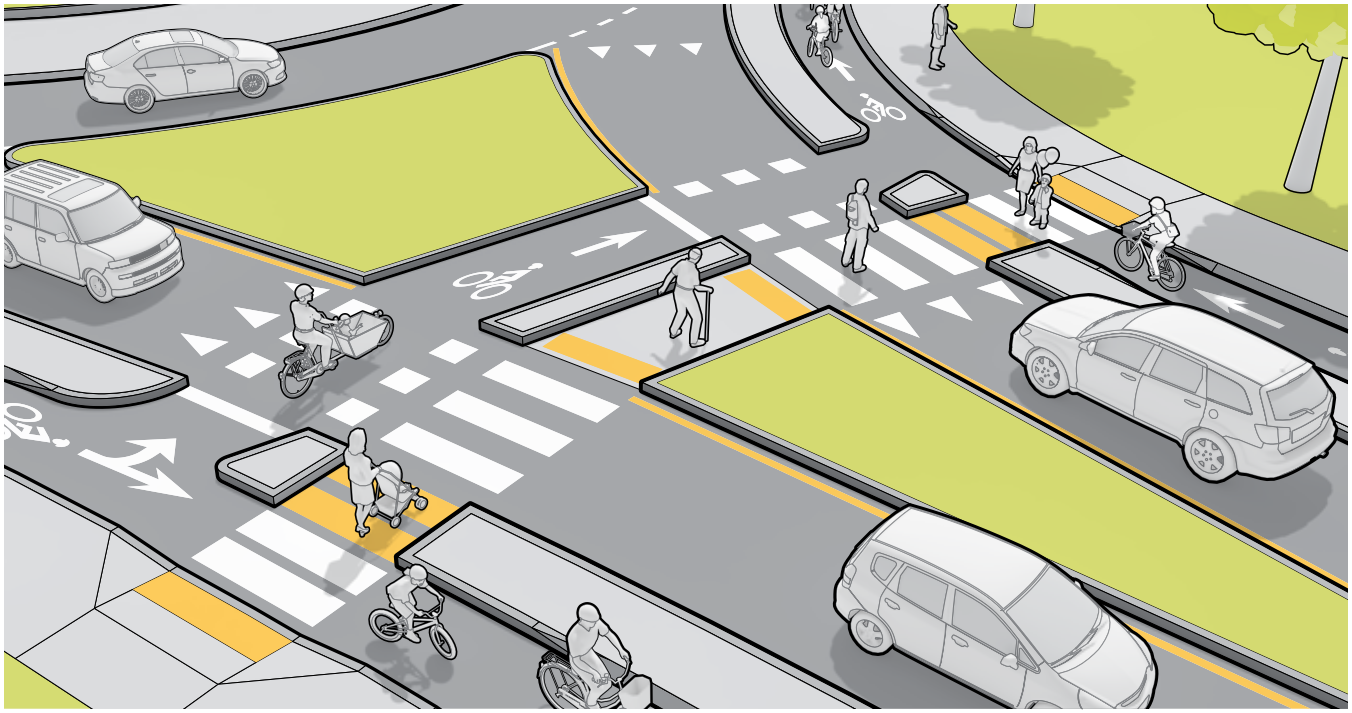
- Systems should be located strategically at locations near blind curves, steep grades, or other locations where bicyclists using the roadway may not be readily apparent to other road users.
- Installation locations should avoid areas where roadway congestion may exist (eg: near intersections or major driveways) or where pullouts or other road design features may result in less accurate system operation.
- As a relatively new safety treatment, conducting pre- and post-project vehicle and bike volume and speed counts will help inform future use of this technology.

REFERENCES

FHWA. Western Transportation Institute, Montana State University. Dynamic Warning Systems: A Review of Applications and Effectiveness. 2021.

SEPARATED BIKE LANES AT ROUNDABOUTS

When separated bike lanes are provided at roundabouts, they should be continuous around the intersection and parallel to the sidewalk. Separated bike lanes should generally follow the contour of the circular intersection.



GUIDANCE

- Separated bike lanes are applicable at all roundabouts. This treatment reduces conflict and places bicyclists in more predictable and visible positions.
- Separated bike lanes at roundabout crossings should provide:
  - Yield control for motorists at the bicycle crossing,
  - Detectable surface materials to maintain separation between bicyclists and pedestrians; and
  - Bicycle/pedestrian warning signs (W11-15) at the bicycle and pedestrian crossings.

CONSIDERATIONS

- It may be advisable to install RRFBs (Rectangular Rapid Flashing Beacons) or apply geometric design changes to support motorist yielding.
- The bicycle crossing should be immediately adjacent to and parallel with the pedestrian crossing, and both should be at the same elevation.
- The separated bike lane approach to the bicycle crossing should result in bicyclists arriving at the queuing area at a perpendicular angle to approaching motorists.
- Consider providing supplemental yield lines at roundabout exits to indicate priority at these crossings.
- Channelizing islands are preferred to maintain separation between bicyclists and pedestrians, but may be eliminated if different surface materials are used.
- On- and off-ramps should be provided when a Class I shared-use path is employed to allow bicyclists to safely enter and exit the facility from the roadway.
- Where separated bike lanes are provided at a roundabout, the use of Class III pavement markings (sharrows) within the roundabout is encouraged to provide an on-street alternative for bicyclists who prefer to travel with motor vehicle traffic.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

BICYCLE LANE EXTENSION MARKINGS

Where a bicycle facility crosses an intersection or higher volume driveway, the delineation of bicycle space through the intersection using dashed line increases the legibility of the bikeway and raises awareness of bicyclists to other roadway users. Bicycle lane extension markings, also called conflict area markings, may be used with any Class II or Class IV bike lane across driveways, through intersections, or in separated bike lane mixing zones. See Protected Intersections graphic for illustration of extension markings at an intersection.

GUIDANCE

- Dashed white lane lanes should conform to the latest edition of the CA MUTCD. These can be used through different types of intersections based on engineering judgment.
- Green pavement markings, where utilized, may be applied in a solid or dashed pattern within a dashed bicycle lane to indicate conflict areas and where merging maneuvers are permitted, such as across intersections, driveways, and at STOP or YIELD-controlled cross-streets.
- Green pavement markings shall be placed before the stop bar at the intersection and continue through the intersection. Dashed marking should be aligned with the approaching/receiving bike lane.
- Green dashed pavement markings are typically 4' by 5'-2" with a 6" white edge.
- The colored markings should be skid-resistant and retroreflective, made from durable liquid pavement.
- Extension markings should be used to guide vehicle and bicycle movements and clarify travel paths through intersections or interchanges with complex geometry or reduced visibility. These conditions may include offset, skewed, multi-legged, or curved intersections; locations with multiple turn lanes; or offset turn lanes that could create driver confusion.

CONSIDERATIONS

- A variety of pavement marking symbols can enhance intersection treatments to guide bicyclists and warn of potential conflicts.
- Symbol placement within intersections should consider vehicle wheel paths to minimize maintenance.
- Driveways with higher volumes may require additional pavement markings and signage.
- Consideration should be given to using intersection pavement markings as spot treatments or standard intersection treatments. A corridor wide treatment can maintain consistency; however, spot treatments can be used to highlight conflict locations.

REFERENCES

AASHTO Guide for the Development of Bicycle Facilities. 2024.

Caltrans. DIB 89-02: Class IV Bikeway Guidance. 2022.

FHWA Memorandum – Interim Approval for Optional Use of Green Colored Pavement for Bike Lane. 2011.

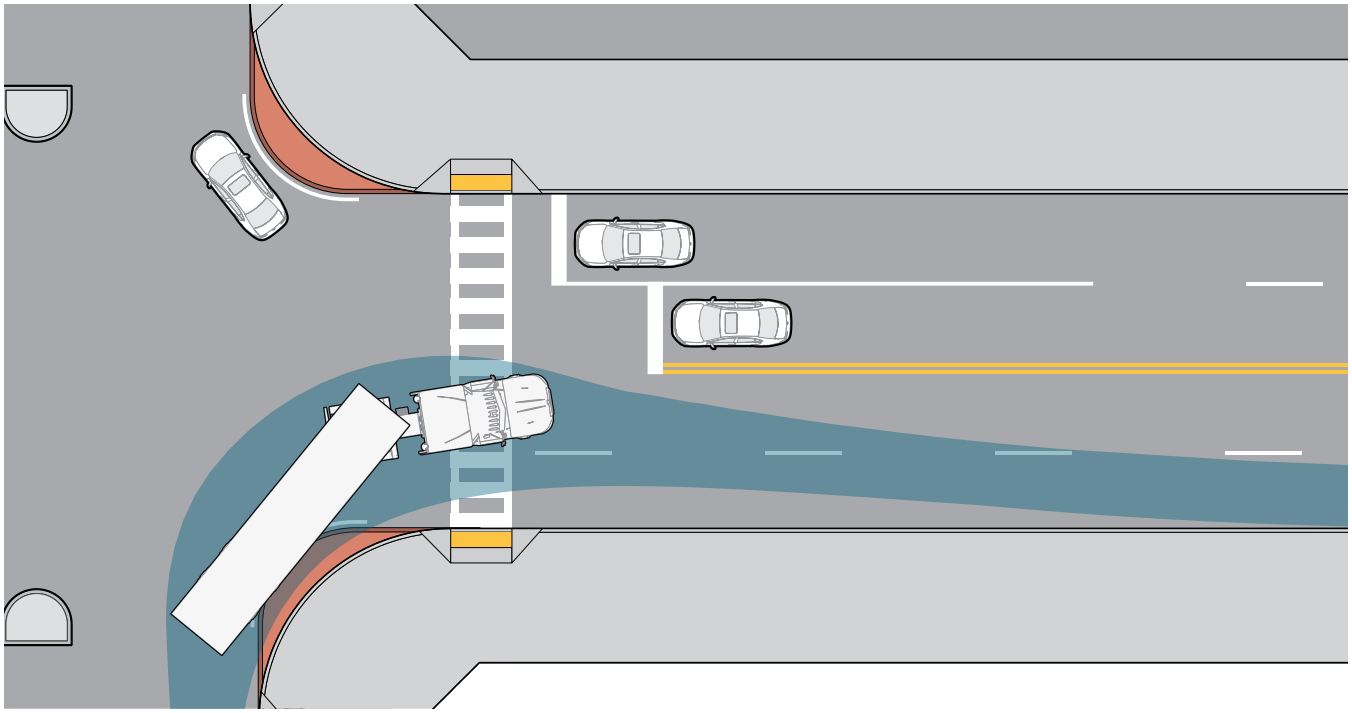
FHWA. Separated Bike Lane Guide. 2015.

Caltrans.California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Bikeway Design Guide. 2014.

TRUCK APRONS

In locations where large vehicles make occasional turns, designers can consider mountable truck aprons. Mountable truck aprons reduce turning speeds for passenger vehicles, yet accommodate the occasional large vehicle without encroachment or off-tracking into pedestrian waiting areas.



GUIDANCE

- The mountable surface should be visually distinct from the adjacent travel lane, sidewalk and separated bike lane.
- The heights of mountable areas and curbs should be no more than 3 inches above the travel lane to accommodate lowboy trailers.
- Mountable truck aprons have a preferred corner radius of 15'.

CONSIDERATIONS

- Truck aprons are typically constructed with asphalt or concrete but may also be constructed with pavement markings and bolt-down speed bumps aligned perpendicular to the roadway edge as an interim strategy.
- Mountable truck aprons are part of the traveled way and should be designed to discourage pedestrian or bicycle refuge.
- Bicycle stop bars, detectable warning surfaces, traffic signal equipment and other intersection features must be located behind the mountable surface area.
- While bicyclist and pedestrian safety is negatively impacted by wide crossings, bicyclists and pedestrians are also at risk if the curb radius is too small. Curb radii that are too small for large vehicles to navigate can result in the rear wheels of a truck tracking over queuing areas at the corner. Maintenance problems are also caused when trucks must regularly drive over street corners to make turns.
- For related information, see Corners and Curb Radii and Curb Extensions sections in Chapter 3.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA. Achieving Multi-modal Networks: Applying Design Flexibility and Reducing Conflicts. 2016.

AT-GRADE RAILROAD CROSSINGS

Railroad tracks that interface with bicycle facilities can be hazardous. Tracks running along bike facilities create hazards for bicyclists traveling parallel to the tracks as well as when turning across the tracks.

GUIDANCE

- Railroad crossings should be designed to allow bicyclists to cross at an angle between 60 and 90 degrees to minimize their risk of crashing. This may require wider paved shoulders to accomplish.
- Provide clear delineation with pavement markings indicating to bicyclists where they should travel to cross railroad tracks at an optimum location.
- Provide adequate sight lines for approaching bicyclists to see approaching trains at rail crossings.
- Provide warning signs to alert bicyclists of the crossing ahead.

CONSIDERATIONS

- Railroad crossings may require supplemental traffic control devices approved by the rail authority; in unique situations, design solutions may include a separate bridge structure to avoid at-grade crossings.
- Provide, as practicable, the best track surface treatment for bicyclists. Concrete produces the smoothest ride for bicyclists, even under wet conditions. This is preferred to rubber, which can become slippery when wet and degrade over time; asphalt, which can deform or heave over time; and timber, which wears down relatively rapidly and can be slippery when wet.
- Reduce the flangeway width to minimize the possibility of bicycle wheels getting caught in the opening.
- Alternative crossing facilities (eg., Class I) may be appropriate (as opposed to shared roadway/shoulder) in locations where higher volumes or bicycle or pedestrian users are expected, or where a history of incidents is present.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

PEDESTRIAN FACILITIES & AMENITIES

3

ELEMENTS OF A SIDEWALK

Sidewalks play a critical role in the character, function, enjoyment, and accessibility of neighborhoods, main streets, and other community destinations. In addition to providing space for pedestrians separated from motor vehicles, sidewalks also accommodate street trees and other plantings, stormwater infrastructure, street lights, and bicycle racks. This section defines sidewalk zones and provides considerations for better activating the streetscape to enhance peoples' experiences.

ZONES

Frontage Zone:

The Frontage Zone is the area of sidewalk that immediately abuts buildings along the street. In residential areas, the Frontage Zone may be occupied by front porches, stoops, lawns, or other landscape elements that extend from the front door to the sidewalk edge. The Frontage Zone of commercial properties may include architectural features, outdoor displays, café seating, awnings, signage, etc. Frontage Zones may vary in width from just a few feet to several yards.

Pedestrian Through Zone:

Also known as the "walking zone," the Pedestrian Zone is the portion of the sidewalk space used for active travel. For it to function, it must be kept clear of any obstacles and be wide enough to comfortably accommodate expected pedestrian volumes (as anticipated by density and adjacent land use) including those using mobility assistance devices, pushing strollers, or pulling carts.

Amenity Zone:

The Amenity Zone, or "landscape zone," lies between the curb and the Pedestrian Zone. This area is occupied by fixtures such as street lights, trees, bicycle racks, utility poles, transit shelters, parking meters, signposts, signal boxes, benches, trash and recycling receptacles, and other amenities. In commercial areas, it is typical for this zone to be hardscape pavement, pavers, or tree grates. In residential, or lower intensity areas, it is commonly a planted strip.

Frontage, Pedestrian and Amenity Zones

CONSIDERATIONS

- Where demand is highest, it may be appropriate to re-allocate street width to provide amenities that cannot be accommodated within the existing sidewalk width, such as bicycle parking or outdoor dining. Outdoor dining opportunities contribute to a lively street environment and add economic value by enabling private commercial activity to spill into the public environment of the street.
- While there are some exceptions, most street furniture installation is installed in the Amenity Zone. For example, bicycle parking may be installed in the frontage zone if it is sufficiently wide enough to accommodate it. Regardless, street furniture should not impede movement in the Pedestrian Zone.
- Seating is most commonly located in the Amenity Zone of the street, but may also be placed in the Frontage Zone. Seating in the Amenity Zone should generally face away from the street and toward the sidewalk or be aligned perpendicular to the curb. Seating in the Frontage Zone should face the street.
- Stormwater facilities are commonly located in the Amenity Zone.
- Where demand is highest, it may be appropriate to re-allocate street width to provide amenities that cannot be accommodated within the existing sidewalk width, such as bicycle parking or outdoor dining.

PREFERRED WIDTHS FOR SIDEWALK ZONES

The width of the various sidewalk zones will vary given the street type, the available right-of-way, scale of the adjoining buildings and the intensity and type of uses expected along a particular street segment. A balanced approach for determining the sidewalk width should consider the character of the surrounding area and the anticipated pedestrian activities. For example, is the street lined with retail that encourages window shopping or does it connect a residential neighborhood to a commercial area where pedestrians frequently need to pass one another? Does the scale of the buildings and the character of the street indicate a need for a wider sidewalk?

GUIDANCE

- Sidewalk width must be a minimum of 4' of clear space for path of travel (not including the curb which is typically 6") and a passing space of minimum 5'x5' is required every 200' or more.
- Pedestrian Through Zone width recommendations:
  - School Zones (8-12ft)
  - Downtown, Urban Centers, Main Streets (6-12ft)
  - Suburban Commercial (6-10ft)
  - Suburban Residential (6ft)
  - Rural (4-6ft), where applicable

CONSIDERATIONS

- In locations with constrained rights-of-way, it is possible to provide a narrower Frontage Zone and Pedestrian Zone. Sidewalk width is based on local context, therefore in retrofit locations where development is not occurring and where existing building are anticipated to remain, 5-foot-wide sidewalks may be adequate.
- Frontage Zones used for sidewalk cafés are a special condition and should generally be no less than 6 feet in width.
- The provision of tree wells or landscape strip within the Amenity Zone will be based on the existing or planned character of the neighborhood.
- Sidewalk stormwater facilities (including rain gardens) are generally located in the Amenity Zone and may indicate a need for a wider zone than what is identified in the table above.

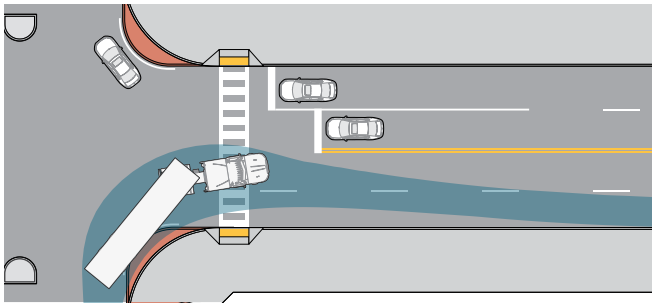
REFERENCES

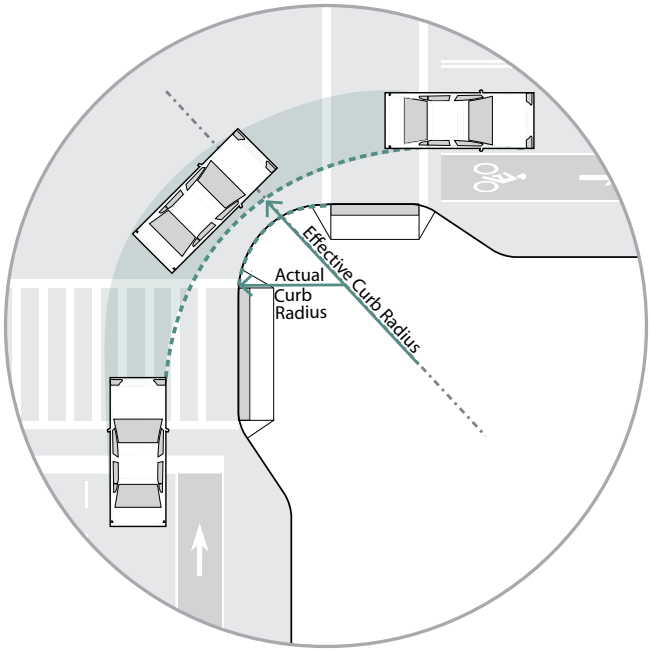
NACTO. Urban Street Design Guide. 2013.

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

CORNERS AND CURB RADII

Pedestrian safety and comfort is enhanced by smaller curb radii, which shorten crossing distances for pedestrians and reduce vehicle turning speeds. However, streets must accommodate large turning vehicles, including school buses and transit vehicles, which require larger turning radii. One of the most challenging aspects of intersection design is to determine methods of accommodating large vehicles while keeping intersections as compact as possible. This requires engineering judgment, as each intersection is unique in terms of the number of travel lanes, presence of a median, and a number of other features that fundamentally impact corner design.





GUIDANCE

+ Curb radii should be designed to accommodate the intended design vehicle, or the most frequent user of a given street, turning using one approach lane and one receiving lane, as well as the intended control vehicle, or an infrequent larger vehicle, turning using multiple lane spaces.

CONSIDERATIONS

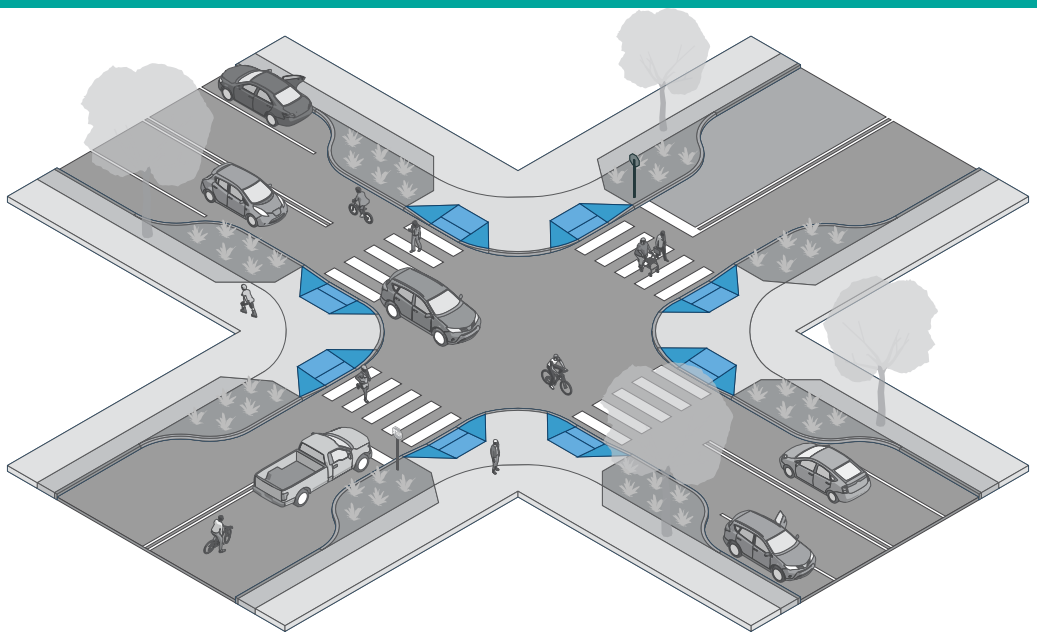
+ The design and control vehicle are context-dependent. Common design vehicles include a DL-27 for local streets, SU-30 for downtown and commercial streets, and BU-40 for designated bus routes. Control vehicles are often larger trucks like a WB-50.
+ At signalized intersections, corner design should assume that a large vehicle will use the entire width of the receiving lanes on the intersecting street.
+ Depending on an agency's encroachment policy, it may be possible to allow a large turning vehicle to encroach on the adjacent travel lane on the departure side (on multi-lane roads) to make the turn.
+ Mountable truck aprons can be implemented to deter design vehicles from making higher-speed turns, while accommodating control vehicles without encroachment or off-tracking into pedestrian areas. Mountable truck aprons should be visually distinct from the adjacent travel lane and sidewalk. (For more information, refer to Truck Aprons section).

REFERENCES

NACTO. Urban Street Design Guide. 2013.

CURB RAMPS

The transition for pedestrians from the sidewalk to the street is provided by a curb ramp. The designs of curb ramps are critical for all pedestrians, but particularly for people with disabilities. The ADA Standards require all pedestrian crossings be accessible to people with disabilities by providing curb ramps at intersections and midblock crossings as well as other locations where pedestrians can be expected to enter the street. Curb ramps also benefit people pushing strollers, grocery carts, suitcases, or bicycles.



GUIDANCE

- Curb ramps are part of the accessible Pedestrian Access Route (PAR) and must be provided at all intersections where pedestrians are permitted and expected to cross the street, i.e., all street corners in California.
- Separate, perpendicular curb ramps should be provided for each crosswalk at an intersection (as shown in graphic above) rather than a single ramp at a corner for both crosswalks. The separate curb ramps improve orientation for visually impaired pedestrians by directing them toward the correct crosswalk. Blended transitions may be provided instead of perpendicular curb ramps. Diagonal curb ramps are not recommended.

CONSIDERATIONS

- Curb ramps must meet PROWAG requirements for running slope, cross slope, grade breaks, clear area, side treatments, and detectable warning surfaces.
- Furnishing zones (the space between the curb and sidewalk) of 7' in width provide just enough space at intersections for curb ramps to gain sufficient elevation to a sidewalk.
- Consider providing wider curb ramps in areas of high pedestrian volumes and crossing activities.
- The side of the curb ramp shall be flared when the surface adjacent to the ramp's sides is walkable. However, when the surface adjacent to a ramp is landscaped or otherwise not walkable, the side is not required to be flared, and can be a vertical curb.

REFERENCES

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

PEDESTRIAN CROSSING TREATMENTS

The treatments described on the following pages provide guidance, not standards or requirements, to support context-sensitive planning and design. The information illustrates commonly used treatments and typical applications but does not replace requirements in the MUTCD, PROWAG, or other adopted state and local standards. The table below is not a set of crosswalk marking warrants; it is intended to inform treatment selection after a crossing location is deemed appropriate based on engineering judgment, traffic operations, accessibility needs, and site-specific conditions. Marked crosswalks and related treatments should be considered as part of a broader pedestrian safety approach. The table below indicates when each treatment is applicable.

CROSSING TREATMENT	APPLICATION	APPROPRIATE AT…			
		SIGNALIZED INTERSECTIONS	STOP-CONTROLLED INTERSECTIONS	UNCONTROLLED INTERSECTIONS	MID-BLOCK CROSSINGS
HIGH-VISIBILITY CROSSWALK	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
DIRECTIONAL CURB RAMPS	MANDATORY AT ALL LOCATIONS, PER PROWAG	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
PEDESTRIAN-SCALE LIGHTING	ALWAYS APPROPRIATE, ESPECIALLY AT AREAS WITH COMMON NIGHTTIME PEDESTRIAN ACTIVITY	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
DAYLIGHTING	TYPICALLY APPLIED AT CROSSING LOCATIONS WITH ON-STREET PARKING	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED	ALWAYS RECOMMENDED
CROSSING ISLAND (MEDIAN, PEDESTRIAN REFUGE ISLAND)	TYPICALLY APPLIED AT CROSSINGS OF THREE TRAVEL LANES, WITH THE CROSSING ISLAND LOCATED IN THE TWO-WAY LEFT-TURN LANE	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
CURB EXTENSIONS (BULB OUTS)	TYPICALLY APPLIED AT CROSSING LOCATIONS WITH ON-STREET PARKING	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
RAISED CROSSING	REFER TO TABLE ON FOLLOWING PAGE	N/A	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
RECTANGULAR RAPID FLASHING BEACON (RRFB)	REFER TO TABLE ON FOLLOWING PAGE	N/A	N/A	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
PEDESTRIAN HYBRID BEACON (PHB)	REFER TO TABLE ON FOLLOWING PAGE	N/A	N/A	SOMETIMES RECOMMENDED	SOMETIMES RECOMMENDED
LEADING PEDESTRIAN INTERVAL (LPI)	MANDATORY AT SIGNALIZED INTERSECTIONS WITH PEDESTRIAN SIGNAL HEADS, PER PROWAG	ALWAYS RECOMMENDED	N/A	N/A	N/A

REFERENCES

FHWA Crosswalk Selection Guide. 2023.

Public Right-of-Way Accessibility Guidelines. (PROWAG). 2023.

California Assembly Bill 413 (Daylighting).2024/2025.

FHWA. STEP Guide. 2018.

PEDESTRIAN CROSSING TREATMENTS AT UNCONTROLLED INTERSECTIONS

Treatments for uncontrolled crossings should be selected based on the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (STEP Guide), which recommends appropriate design treatments based on the number of lanes, posted speed limit, and daily traffic volume on a given street.

To promote consistency across jurisdictions, agencies should apply crosswalk marking warrants and evaluation criteria uniformly and document decisions regarding where marked crossings are provided or omitted, particularly at uncontrolled and midblock locations.

ROADWAY CONFIGURATION	POSTED SPEED LIMIT AND AADT																									
	VEHICLE AADT <9,000									VEHICLE AADT 9,000–15,000									VEHICLE AADT >15,000								
	≤30 MPH			35-40 MPH			45 MPH			≤30 MPH			35-40 MPH			45 MPH			≤30 MPH			35-40 MPH			45 MPH		
2 LANES (1 LANE IN EACH DIRECTION)	1	2		1			1			1			1			1			1			1			1		
	4	5	6		5	6		5	6	4	5	6		5	6		5	6	4	5	6		5	6		5	6
				7		9	7		9				7		9	7		9	7		9	7		9			9
3 LANES WITH RAISED MEDIAN (1 LANE IN EACH DIRECTION)	1	2	3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
	4	5			5			5		4	5			5			5		4	5			5			5	
				7		9	7		9	7		9	7		9	9		9	7		9	7		9			9
3 LANES W/O RAISED MEDIAN (1 LANE IN EACH DIRECTION WITH A TWO-WAY LEFT-TURN LANE)	1	2	3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
	4	5	6		5	6		5	6	4	5	6		5	6		5	6	4	5	6		5	6	5	6	
	7		9	7		9			9	7		9	7		9			9	7		9			9			9
4+ LANES WITH RAISED MEDIAN (2 OR MORE LANES IN EACH DIRECTION)	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
		5			5			5			5			5			5			5			5			5	
	7	8	9	7	8	9		8	9	7	8	9	7	8	9		8	9	7	8	9		8	9		8	9
4+ LANES W/O RAISED MEDIAN (2 OR MORE LANES IN EACH DIRECTION)	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3	1		3
		5	6		5	6		5	6		5	6		5	6		5	6		5	6		5	6		5	6
	7	8	9	7	8	9		8	9	7	8	9	7	8	9		8	9	7	8	9		8	9		8	9

Given the set of conditions in a cell,

 # Signifies that the countermeasure is a candidate treatment at a marked uncontrolled crossing location.

Signifies that the countermeasure should always be considered, but not mandated or required, based upon engineering judgment at a marked uncontrolled crossing location.

Signifies that crosswalk visibility enhancements should always occur in conjunction with other identified countermeasures.

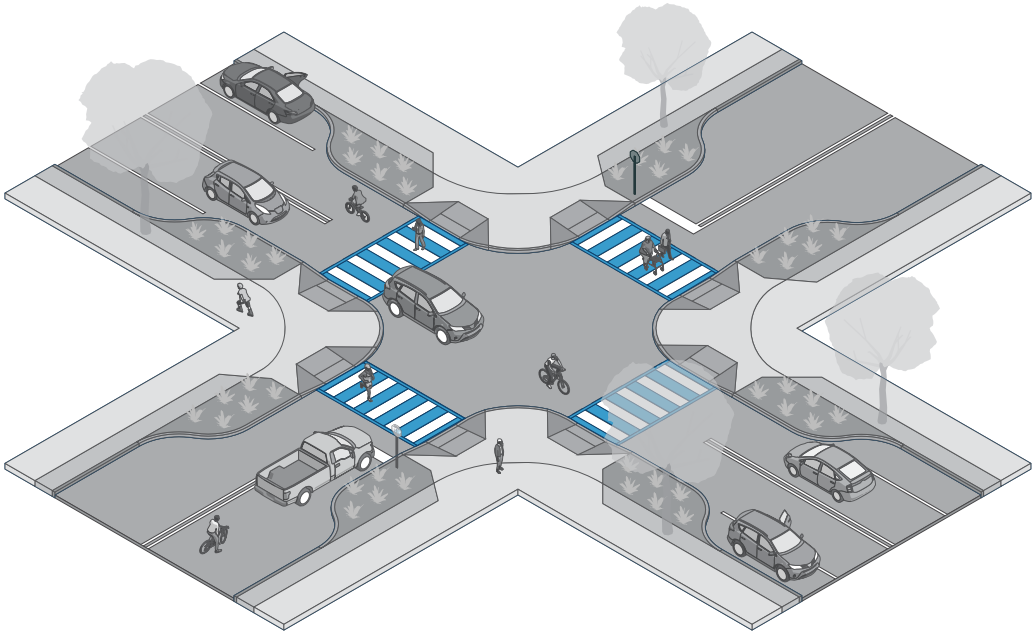
1 High-Visibility Crosswalk Markings, Parking Restrictions on Crosswalk Approach, Adequate Nighttime Lighting Levels, and Crossing Warning Signs
2 Raised Crosswalk
3 Advance Yield Here To (Stop Here For) Pedestrians Sign and Yield (Stop) Line
4 In-Street Pedestrian Crossing Sign (Not Permanent)
5 Curb Extension
6 Pedestrian Refuge Island
7 Rectangular Rapid-Flashing Beacon (RRFB)*
8 Road Diet
9 Pedestrian Hybrid Beacon (PHB)*
* PHB and RRFB are not both installed at the same crossing location.

REFERENCES

FHWA. STEP Guide. 2018.

MARKED CROSSWALKS

Legal crosswalks exist at all locations where sidewalks meet the roadway, regardless of whether pavement markings are present. Drivers are legally required to yield to pedestrians at intersections, even when there are no pavement markings. Providing marked crosswalks communicates to drivers that pedestrians may be present, and helps guide pedestrians to locations where they should cross the street. In addition to pavement markings, crosswalks may include signals/beacons, warning signs, and raised platforms.



GUIDANCE

- Crosswalks should be marked on all legs of signalized intersections, in school zones, and across streets with more than minimal levels of traffic.
- Marked crosswalks should be oriented perpendicular to streets, minimizing crossing distances and therefore limiting the time that pedestrians are exposed.
- Marked crosswalks should be at least 10 feet wide or the width of the approaching sidewalk if it is greater. Crosswalks within 600' of school grounds must be painted yellow.
- Stop lines at stop-controlled and signalized intersection approaches should be striped no less than 4 feet and no more than 30 feet from the edge of marked crosswalks.
- Advance yield lines ("shark teeth") at mid-block crossings should be located 20 to 50 feet from the edge of the marked crosswalk.

CONSIDERATIONS

- There are many different styles of marked crosswalk striping and some are more effective than others. High-visibility crosswalks with striping parallel to the direction of travel for drivers are more visible to drivers, and are recommended in all cases, especially near schools. The graphic above shows continential striping, but other types of high-visibility striping include ladder style, zebra, and triple four.
- In areas of heavy pedestrian volumes (such as transit station areas, school zones, and main streets), marked crosswalks can be up to 25 feet wide.
- Crosswalks may need to be restriped after pavement work.

REFERENCES

FHWA. Crosswalk Marking Selection Guide. 2023.

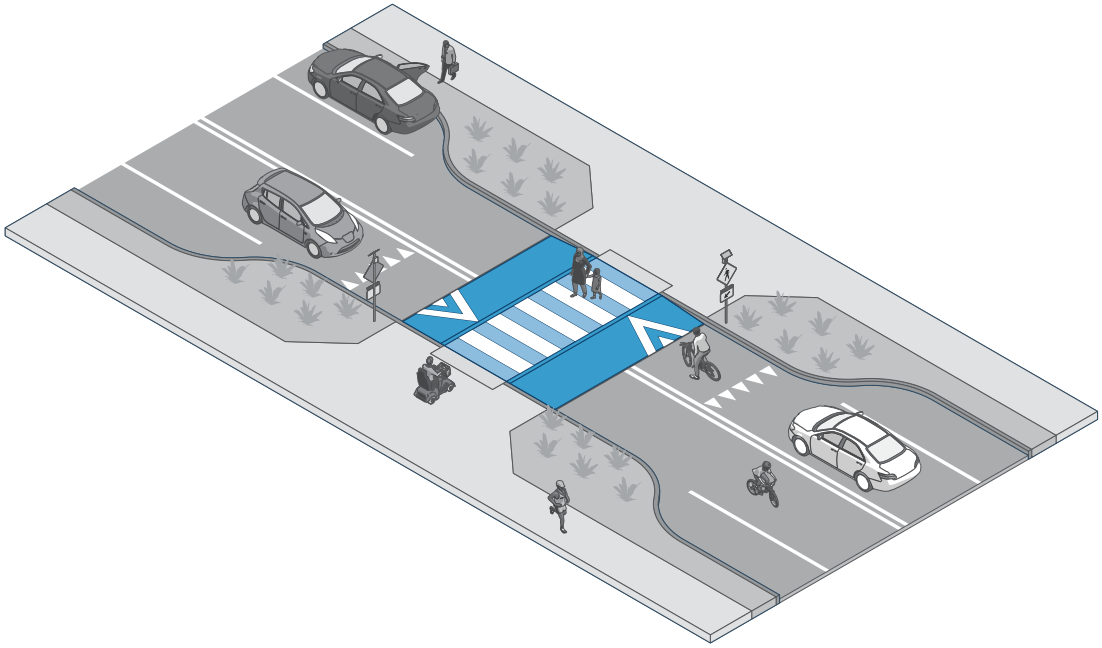
FHWA. Manual on Uniform Traffic Control Devices. 2023.

NACTO. Urban Street Design Guide. 2013.

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

RAISED CROSSWALKS

Raised crosswalks are used for traffic calming and to improve motorist yielding to people walking, rolling and biking at intersections and midblock crossings. In this design, crosswalks are elevated to reduce or eliminate the transition from the sidewalk to the street crossing. Transition aprons on each approach to the raised crossing are marked with pavement markings to alert drivers of the grade change.



GUIDANCE

- Ensure a raised crosswalk is at least as wide as the connecting sidewalk or path of travel.
- Provide detectable warning surfaces at the edge of the sidewalk to indicate to pedestrians that they are exiting the sidewalk and entering the street. Ensure that raised crossing meets accessible slope requirements.
- On-street parking and loading must be restricted 20 feet before the marked crosswalk to provide adequate sight distance between people crossing and people driving.
- Yield lines ("shark teeth") should be located 20 to 50 feet from the edge of the crosswalk.
- Include warning pavement markings for drivers on transition aprons and "Raised Crosswalk" signs at the crossing. Transition aprons should be 5 to 8 percent (relative to the street) on streets, and 5 to 15 percent (relative to the driveway/alley) on driveways and alleys.

CONSIDERATIONS

- Raised crosswalks may be beneficial at:
  - Unsignalized collector and local street crossings.
  - Crossings of driveways and alleys.
  - Crossings of channelized right turn lanes and roundabouts.
  - Intersections where a large corner radius is required to accommodate large vehicles.
- Use trail-level and sidewalk-level bikeway crossings and locations where increased visibility, priority or accessibility for people walking, riding bicycles or using dockless mobility vehicles is desired or needed, including school zones.
- Raised crossings may be used as midblock crossings with the appropriate infrastructure, such as rectangular rapid flashing beacons (RRFBs), pedestrian hybrid beacons (PHB)s, median refuges, warning signage, and other elements as appropriate.
- Raised crosswalks are not appropriate on streets with steep roadway grades higher than 8%.
- Ensure that drainage and maintenance needs are accounted for in raised crossing design.

REFERENCES

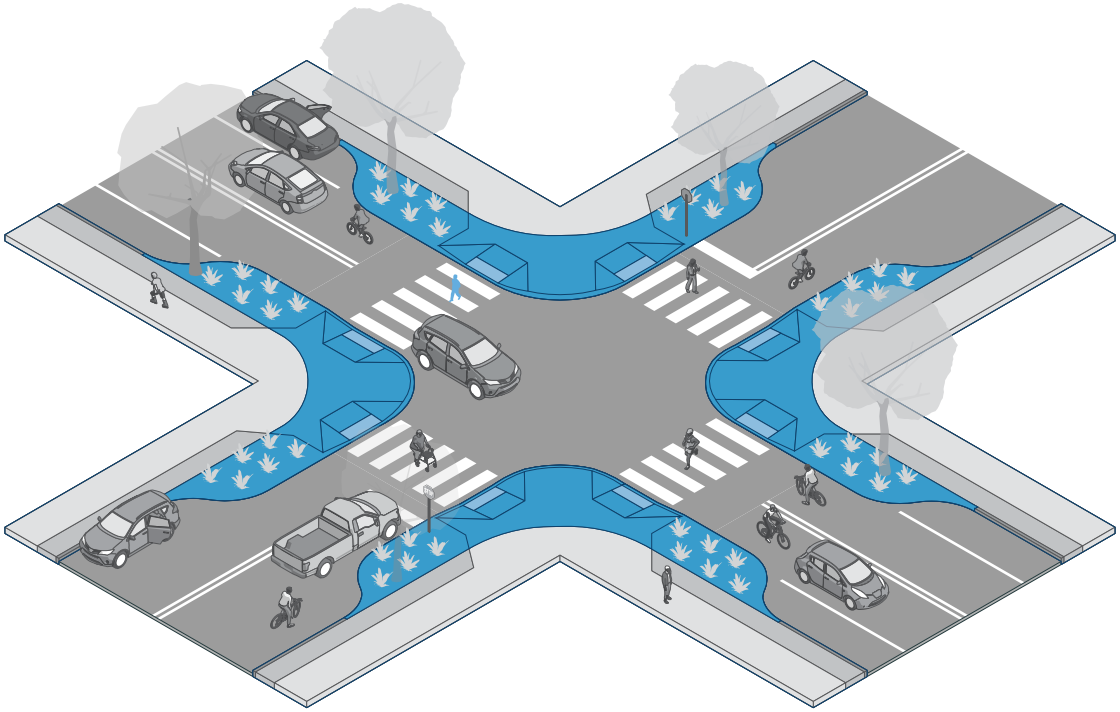
AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA. Manual on Uniform Traffic Control Devices. 2023.

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

CURB EXTENSIONS

Curb extensions, also known as neckdowns, bulb-outs, or bump-outs, are created by extending the sidewalk at corners or mid-block. In addition to shortening crossing distances, curb extensions can be used to change the geometry of intersections resulting in smaller corner radii and slowing turning motor vehicles.



GUIDANCE

- Curb extensions should be considered where parking is present or where motor vehicle traffic deflection is provided through other curbside uses such as bicycle share stations or parklets. They cannot be installed where the curbside lane is a vehicle travel lane.
- Curb extensions are particularly valuable in locations with high volumes of pedestrian traffic, near schools, at unsignalized pedestrian crossings, or where there are demonstrated pedestrian safety issues.

CONSIDERATIONS

- The turning needs of emergency, transit, and other large vehicles must be considered in curb extension design.
- Care should be taken to maintain direct routes across intersections by aligning pedestrian desire lines on either side of the sidewalk. Curb extensions often make this possible as they provide extra space for grade transitions.
- Consider providing a 20' long curb extension to restrict parking within 20' of an intersection to enhance visibility.
- When curb extensions conflict with turning movements, reducing the width and/or length of the curb extension should be prioritized over elimination.
- Emergency access is often improved through the use of curb extensions because intersections are kept clear of parked cars.
- Where feasible, curb extensions may be used to support stormwater management and green infrastructure, street beautification, bicycle parking, and other amenities that enhance the function and comfort of the street.
- Curb extensions may be implemented using temporary or quick-build materials, such as pavement markings or tape, modular curb elements, planters, flexible delineators, or similar hardware, to pilot designs, respond to near-term safety concerns, or support phased implementation prior to permanent construction.

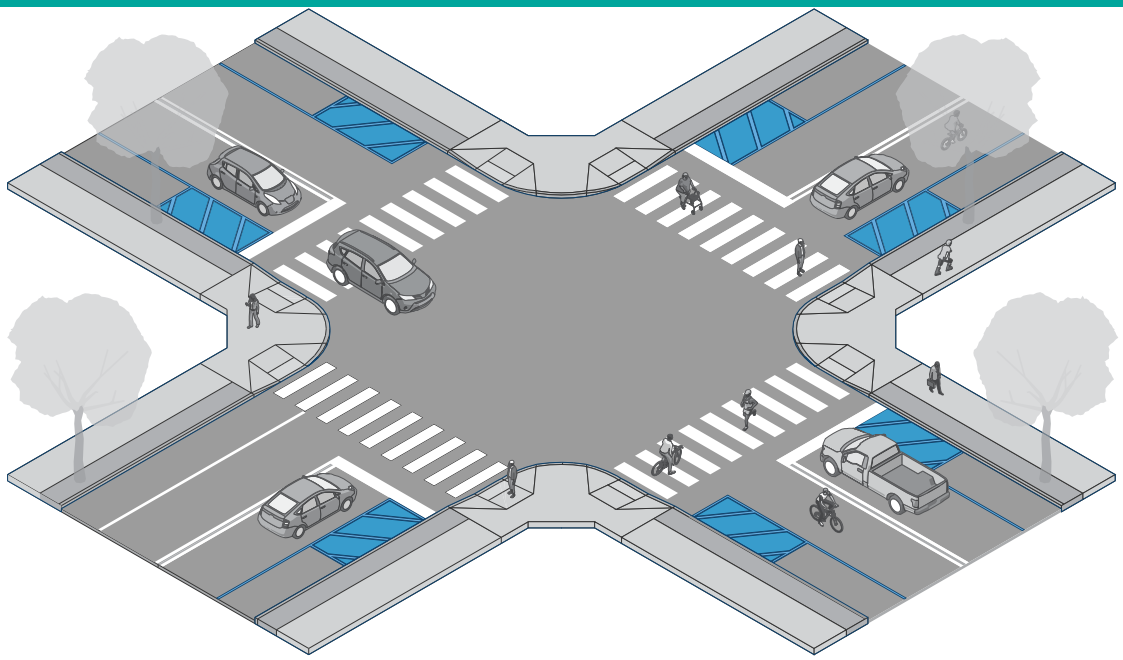
REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

NACTO. Urban Street Design Guide. 2013.

DAYLIGHTING

Improves visibility at intersections and mid-block crossing locations by removing visual obstructions near the crossing. Daylighting often includes the spot removal of parking spaces, accomplished via red curb, signage, and removal of parking space pavement markings.



GUIDANCE

- Use at all crossing approaches.
- Daylighting should be implemented via signage and striping at all crossing approaches (including unmarked crossings) on streets with on-street parking.
- California Assembly Bill 413 prohibits the stopping, standing, or parking of a vehicle within 20' of an intersection approach (including any marked or unmarked crosswalk) or within 15' of a crosswalk with a curb extension, effective January 1, 2025. This law applies to all intersections, even where formal daylighting treatments or signs have not been installed.

CONSIDERATIONS

- In addition to red-painted curb, the parking-restricted area can be defined using curb extensions, planters, or flexible delineators. Additionally, this space can be repurposed for green infrastructure or bicycle parking.
- A "No Parking" sign (MUTCD R7 series) can additionally be installed.
- Enforcement may be necessary to ensure compliance with new restrictions, particularly in residential or commercial areas with high demand for on-street parking or locations where drivers have historically utilized this area of the street for parking.
- The prioritization of daylighting treatments, including signage, curb markings, and enforcement, should be based on location, such as proximity to schools, parks, transit stops, and other locations with higher pedestrian volumes or vulnerable users, as well as documented collision history, turning movement conflicts, and visibility constraints.

REFERENCES

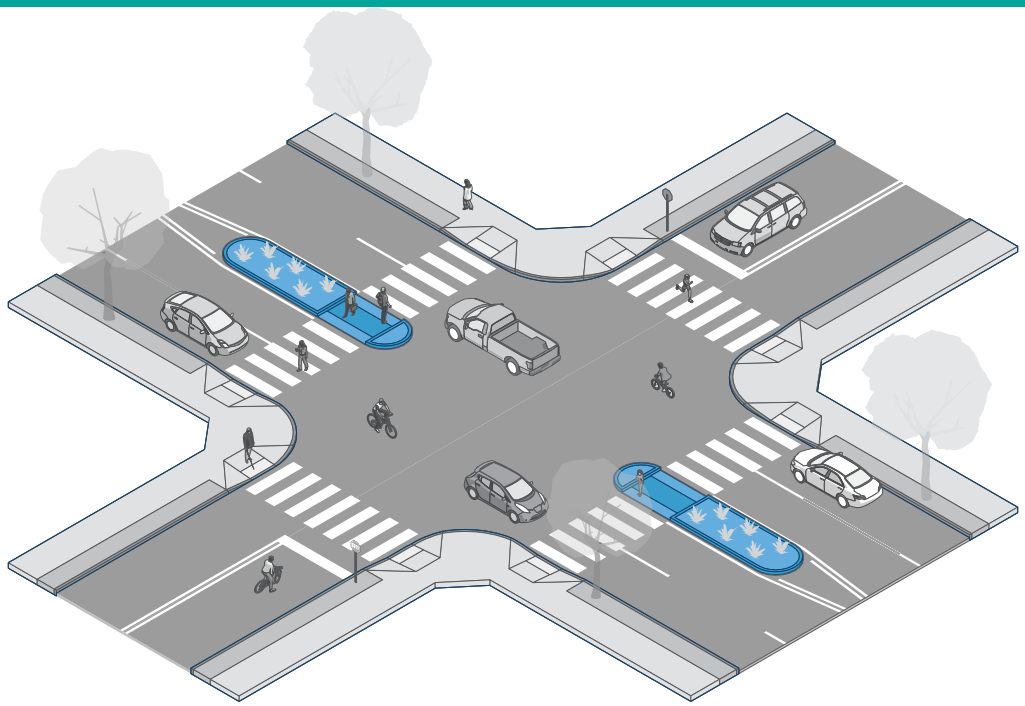
Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Street Design Guide. 2012.

California Vehicle Code § 22500

CROSSING ISLANDS

Crossing islands, also known as pedestrian refuge islands, are raised islands that provide a protected waiting area and allow pedestrians to cross one direction of motor vehicle traffic at a time. They can be located at intersections or mid-block.



GUIDANCE

- There are two primary types of crossing islands:
  - The first provides a cut-through of the island, keeping pedestrians at street-grade. These islands must be at least 6' in width in order to integrate detectable warning surfaces and be considered a true pedestrian refuge island.
  - The second type ramps pedestrians up above street grade and may present challenges to constructing accessible curb ramps unless they are more than 17' wide (accommodating for ramp width and landing area).
- Crossing islands should always be considered on collector or arterial roadways with moderate-to-high traffic speeds and volumes and multiple lanes, as well as where crossing distances are greater than 50 feet.

CONSIDERATIONS

- Crossing islands can be coupled with other traffic calming features, such as partial diverters and curb extensions at mid-block and intersection locations.
- At mid-block crossings where width is available, islands should be designed with a stagger, or in a "Z" pattern, encouraging pedestrians within the median to face oncoming traffic before crossing.
- Should a midblock crossing be provided along a multilane arterial, a raised median or crossing island and supplementary traffic control devices are desirable.
- On a local road with relatively low traffic speeds and volumes, placing a raised median or crossing island might be done for aesthetic considerations or special pedestrian crossing characteristics and volumes.
- Crossing islands require minimum depth of 6', with preferred depth of 8-10' in locations where significant pedestrian or bicycle volumes are present/expected, or to accommodate cargo bikes & wheelchairs more effectively.
- May be implemented as a quick build treatment through use of temporary materials.

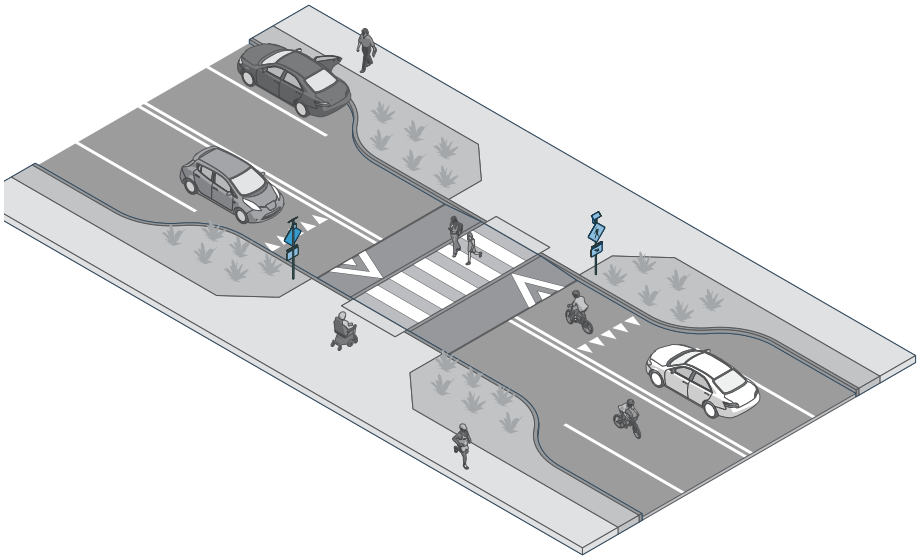
REFERENCES

NACTO. Urban Street Design Guide. 2013.

FHWA. Manual on Uniform Traffic Control Devices. 2023.

RECTANGULAR RAPID FLASHING BEACON

Uncontrolled multi-lane crossings decrease pedestrian visibility and can decrease motor vehicle yielding compliance. Rectangular Rapid Flash Beacons (RRFBs) can be implemented to improve yielding compliance at these locations. RRFBs combine a pedestrian crossing sign with a bright flashing beacon that is activated only when a pedestrian is present.



GUIDANCE

- RRFBs can be used when a signal is not warranted at an unsignalized crossing. They are not appropriate at intersections with signals or STOP signs.

CONSIDERATIONS

- RRFBs are considerably less expensive to install than mast arm-mounted signals. They can also be installed with solar power panels to eliminate the need for an external power source.
- RRFBs should be limited to locations with critical safety concerns, and should not be installed in locations with sight distance constraints that limit the driver's ability to view pedestrians on the approach to the crosswalk.
- RRFBs should be used in conjunction with advance stop or yield bars and signs.
- RRFBs are usually implemented at high-volume pedestrian crossings, but may also be considered for priority bicycle route crossings or locations where bike facilities cross roads at mid-block locations.
- RRFBs may be installed at roundabout crossings.

REFERENCES

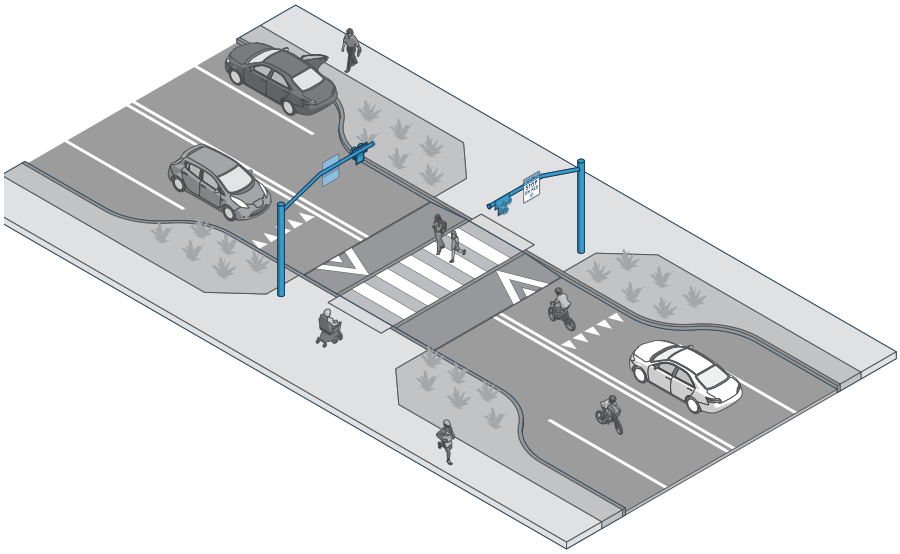
FHWA. Manual on Uniform Traffic Control Devices. 2023.

NACTO. Urban Street Design Guide. 2013.

Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations. 2005.

PEDESTRIAN HYBRID BEACON

Pedestrian hybrid beacons (PHBs), including the High-intensity Activated Crosswalk Beacon (HAWK), are a type of hybrid signal intended to allow pedestrians and bicyclists to stop traffic to cross high-volume arterial streets. This type of signal may be used in lieu of a full signal that meets any of the traffic signal control warrants in the MUTCD.



GUIDANCE

- This type of device should be considered for all arterial crossings in a bicycle network and for path crossings if other engineering measures are found inadequate to create safe crossings.
- The MUTCD recommends minimum volumes of 20 pedestrians or bicyclists an hour for major arterial crossings (volumes exceeding 2,000 vehicles/hour).
- PHBs may also be used at locations which do not meet traffic signal warrants but where assistance is needed for pedestrians or bicyclists to cross a high-volume street.

CONSIDERATIONS

- While this type of device is intended for pedestrians, it would be beneficial to retrofit it for bicyclists as the City of Portland, Oregon has, using bicycle detection and bicycle signal heads on major cycling networks. Depending upon the detection design, the agency implementing these devices may have the option to provide different clearance intervals for bicyclists and pedestrians. The provision of bicycle signal heads would require permission to experiment from FHWA.

REFERENCES

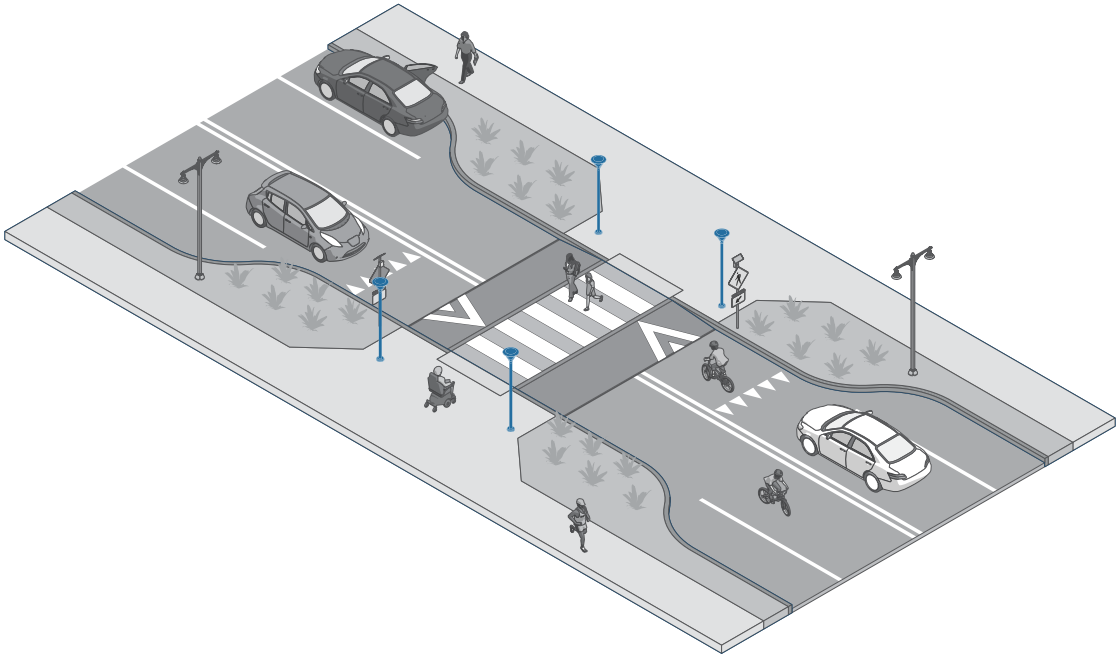
FHWA. Manual on Uniform Traffic Control Devices. 2023.

NACTO. Urban Street Design Guide. 2013.

Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Location. 2005.

PEDESTRIAN-SCALE LIGHTING

Illuminates sidewalks and crossings at night or low-light conditions using light fixtures that are shorter than roadway-scale light fixtures.



GUIDANCE

Pedestrian-scale lighting should be provided:

- At controlled and uncontrolled intersections at crossing approaches
- Along sidewalks, especially along arterials and near schools, parks, commercial and recreation centers
- Along Class I facilities in urban areas that serve as a primary active transportation facility

CONSIDERATIONS

- Lighting should be uniform, with consistent light levels that avoid dark spots, sharp contrasts, and glare to support pedestrian visibility and safety.
- Lighting should be provided on approaches to pedestrian crosswalks, including those serving Class I shared-use paths and other pedestrian or bicycle facilities, such that users are illuminated from the driver's perspective and not silhouetted. Where crossings include a crossing island or median, supplemental lighting may be provided.
- Consider energy usage, environmental impacts, and impacts on residential neighborhoods. Also consider applicability of pedestrian-scale lighting to crime reduction efforts such as Crime Prevention through Environmental Design (CPTED).
- Install lighting to Illuminating Engineering Society and DarkSky standards.

REFERENCES

FHWA. Pedestrian Safety Guide and Countermeasure Selection System (PEDSAFE). 2013 (with ongoing updates).

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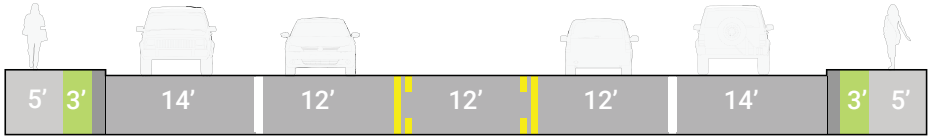
IMPLEMENTATION STRATEGIES

4

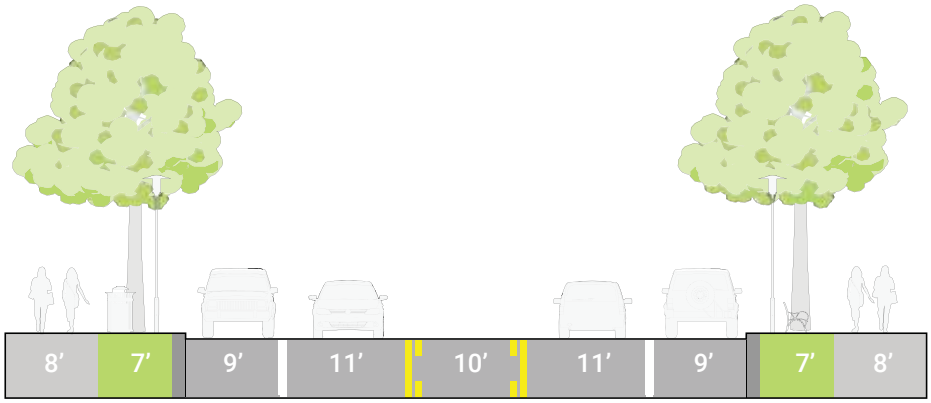
LANE NARROWING

Lane narrowing can improve comfort and safety for vulnerable road users. Narrowing lanes creates space that can be reallocated to other modes, in the form of wider sidewalks, bike lanes, reduced crossing distances, and buffers between cyclists, pedestrians and motor vehicles. Space can also be dedicated to plantings and amenity zones.

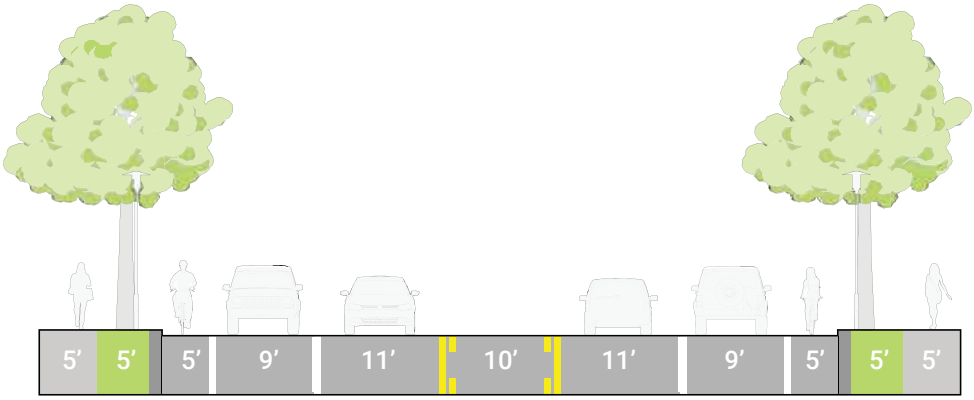
Roadway before narrowing



Narrowing motor vehicle lanes to increase sidewalk and amenity zones



Narrowing motor vehicle lanes to increase amenity zone and add bicycle lanes



GUIDANCE

- Motor vehicle travel lanes as narrow as 10’ are allowed in low and moderate-speed environments (45 mph or less) according to the AASHTO Green Book. Caltrans allows lane widths of 10.5’ on Caltrans roadways, per DIB-94.
- 10’ travel lanes are not recommended on 4-lane undivided arterial roadways, but may be considered where speeds are 30 mph or less and truck use is low.
- 11’ travel lanes are considered minimum safe width for fixed route transit vehicles per NVTA.

CONSIDERATIONS

- Narrowing existing motor vehicle lanes may result in enough space to create separated bicycle lanes, widened sidewalks and buffers, or a combination of on-street bike lanes and enhancements to the pedestrian corridor.
- Narrower lanes can contribute to lower operating speeds along the roadway, which may be appropriate in dense, walkable corridors.

REFERENCES

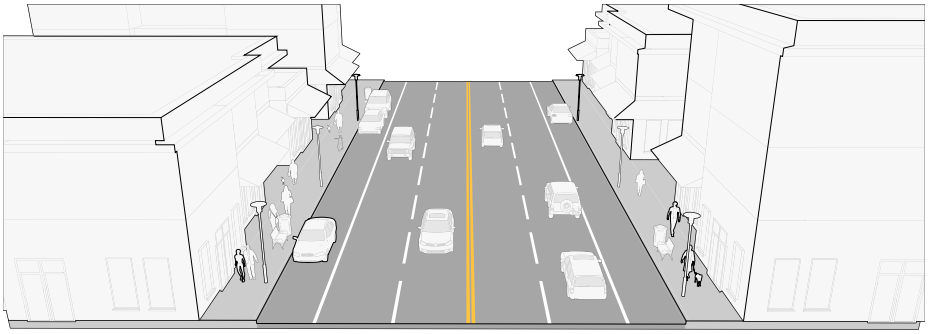
AASHTO. Green Book. 2011.

FHWA. Achieving Multi-modal Networks: Applying Design Flexibility and Reducing Conflicts. 2016.

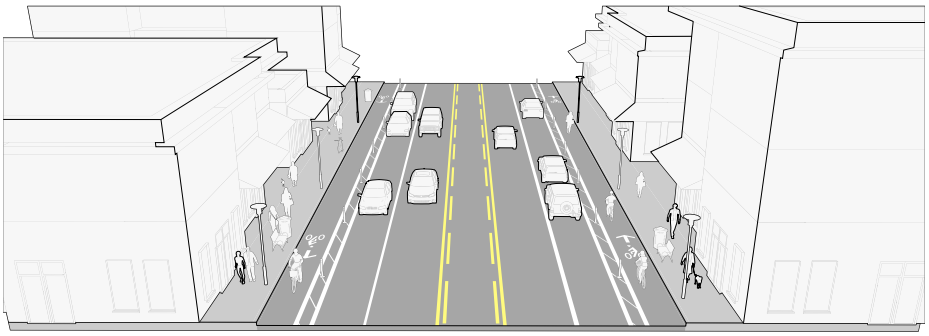
LANE RECONFIGURATION

Lane reconfiguration involves modifying one or more travel lanes to improve the safety performance of a roadway segment and provide space for bicycle lanes, turn lanes, streetscapes, wider sidewalks, and other purposes. Four- to three-lane conversions are most common, however, there are numerous types (e.g., three- to two-lanes, or five- to three-lanes).

Typical 4-lane road with on-street parking



Three-lane road diet (with center two-way left-turn lane), with on-street parking and separated bicycle lanes



GUIDANCE

- Four-lane streets with volumes less than 15,000 vehicles per day are generally good candidates for four- to three-lane conversions.
- Four-lane streets with volumes between 15,000 to 20,000 vehicles per day may be good candidates for four- to three-lane conversions. A traffic analysis is needed to determine feasibility.
- Six-lane streets with volumes less than 35,000 vehicles per day may be good candidates for six- to five-lane (including two-way center turn lane) conversions. A traffic analysis is needed to determine feasibility.

CONSIDERATIONS

- Lane reconfiguration is a great tool for reducing collisions and injuries, improving pedestrian crossings and providing designated space for bicyclists. Road diets improve safety as they reduce conflict points and lead to fewer and less severe collisions.
- Robust public engagement is often required for successful lane reconfiguration projects.

REFERENCES

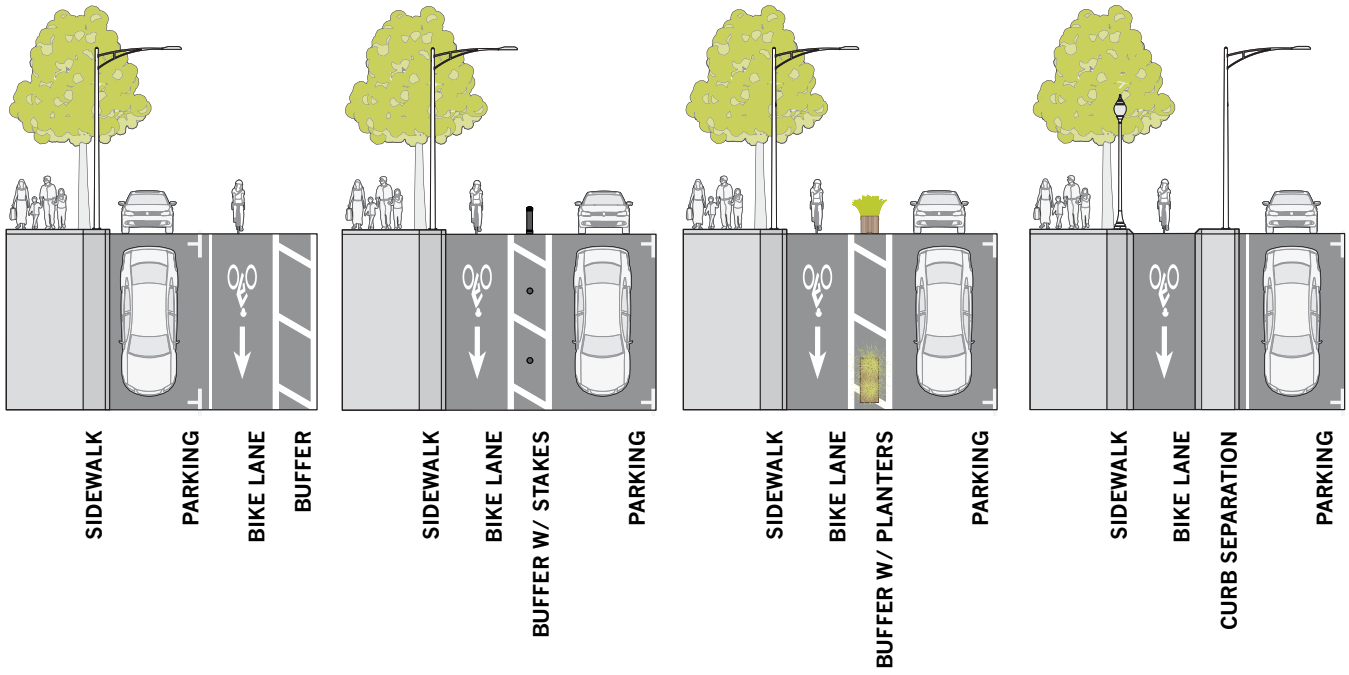
AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA Road Diet Guide. 2014.

NACTO Urban Street Design Guide .2013.

QUICK-BUILD

Quick-build projects allow for faster and lower-cost implementation using temporary materials. Many bicycle and pedestrian facilities can be implemented as quick-build projects, including separated bike lanes, curb extensions, mini-roundabouts, and crossing islands. This profile focuses on the quick-build implementation of separated bike lanes, using flex posts and paint to retrofit existing Class II buffered bike lanes. More permanent forms of separation, such as curb-protected bike lanes, cost more and are less flexible once implemented. A phased implementation approach, where quick-build "pilot" projects transition to permanent, protected bike lanes allow for public input and evaluation before investing in a permanent design.



Progression from pilot project to separated bike lane

CONSIDERATIONS

- Lower-cost retrofits or pilot projects allow for quick implementation, responsiveness to public perception and ongoing evaluation. Separation types for short-term separated bike lane designs often include non-permanent separation, such as flexible delineator posts, planters or parking stops. Pilot projects allow the agency to:
  - Test the separated bike lane configuration for bicyclists and traffic operations
  - Evaluate public reaction, design performance, and safety effectiveness
  - Make changes if necessary
  - Transition to permanent design
- Permanent separation designs provide a high level of protection and often have greater potential for placemaking, quality aesthetics, and integration with features such as green stormwater infrastructure. Agencies often implement permanent separation designs by leveraging private development (potentially through developer contribution), major capital construction, and including protected bike lanes in roadway reconstruction designs. Examples of permanent separation materials include rigid bollards, raised medians and grade-protected bike lanes at an intermediate or sidewalk level.

REFERENCES

FHWA. DIB-89-02: Separated Bike Lane Planning and Design Guide. 2015.

NACTO. Urban Street Design Guide. 2013.

MAINTENANCE OF SIDEWALKS AND SHARED-USE PATHS

Maintenance is a crucial component of a well-functioning active transportation network. A timely response to maintenance issues will encourage more people to use the infrastructure and boost confidence in the network.

The table below describes the frequency for various shared-use path and bikeway maintenance activities.

Frequency	Maintenance Activity
More Frequently	Tree/brush sweeping, mowing, and clearing, and regular trash cleanup and removal
	Patching/minor regrading/concrete panel replacement
	Planting/pruning/beautification/removing leaves
	Culvert/drainage cleaning and repair
	Surface evaluation/pavement assessment to determine need for patching/regrading/ re-striping
	Repaint or repair trash receptacles, benches, signs, and other amenities, if necessary
	Sealcoat asphalt shared-use paths
	Resurface/regrade/re-stripe shared-use paths
Less Frequently	Assess/replace sidewalks and shared-use paths
	Sign replacement

CONSIDERATIONS

- Conduct routine inspections of high-volume sidewalks and apply temporary measures to maintain functionality and repair heaving (such as patching, grinding, mudjacking).
- Shared-use paths should meet a baseline pavement condition index (PCI) of 70 or greater, with 80 or greater preferred. Pavement should also provide enough stability to prevent substantial wear and cracking with regular maintenance vehicle traffic (typically, 6" thick concrete or asphalt).
- Provide surface repairs such as crack repair, concrete stone replacement, and/or joint sealing as soon as the issue is identified. These problems grow worse over time and can continue to provide opportunity for conflict or injury.
- Regular sweeping and trash removal of shared-use paths and sidewalks enhance the user experience and minimize opportunities for conflict or injury.
- Cut back vegetation that is encroaching on paths and sidewalks. Cut back tree roots and/ or install root barriers where appropriate.
- Inspect signs and markings regularly, replacing and repairing them as soon as possible. Consider upgrading old signs or markings with newer materials, if available.
- Ensure drainage swales and structures are kept free of silt and debris and are functioning appropriately.
- For any construction project that may impact an existing sidewalk or shared-use path, an appropriate detour and signage plan should be proposed by the contractor to ensure continuous and safe service.
- Check, repair, and maintain all lights and lighting systems, particularly underpass lighting.
- Natural surface paths may need regrading, weeding, or the repair of ruts.

MAINTENANCE OF ON-STREET FACILITIES

Maintenance is a crucial component of a well-functioning active transportation network. A timely response to maintenance issues will encourage more people to use the infrastructure and boost confidence in the active transportation network. The considerations below apply to all on-street bicycle facilities, as well as crosswalks.

CONSIDERATIONS

- Maintenance of bike lanes and crosswalks is the responsibility of the public or private agency that is responsible for maintaining the roadway. This practice may contrast with responsibility for maintaining the adjacent sidewalk, which in some cases will be that of the abutting landowner.
- Designated bike lanes, bicycle boulevards, and routes should be maintained through routine sweeping to remove debris and maintain usability. A regular sweeping schedule, such as monthly sweeping, is recommended, along with proactive spot-checks conducted by the contractor or responsible jurisdiction.
- Pavement markings may require regular maintenance. Deteriorated bike lane markings, buffers, crosswalks, or sharrows may reduce perceived safety on facility.
- When roadway pavement condition is assessed, the entire roadway including bicycle facilities and shoulders must be included in the PCI score.
- The general public, public works staff, and contractors should be trained to place garbage bins in the street buffer zone to avoid obstructing the bike lane. Sidewalk buffers may be used to store bins where street buffers are too narrow.
- For Class IV separated bikeways: Bike lane widths of 8 feet or more are compatible with smaller sweepers, but responsible parties may have larger and incompatible maintenance fleets. Narrower sweepers (approximately 4 feet to 5 feet minimum operating width) may be required to clear one-way separated bike lanes.
- For Class IV street-level separated bike lanes without raised medians, debris can collect in the street buffer area between vertical objects and can migrate into the bike lane if not routinely collected.
- Landscaped areas, including green stormwater infrastructure, can also collect debris and require regular attention.
- As noted in the previous section, seasonal maintenance activities such as frequent removal of leaves in the fall should be considered.

REFERENCES

NACTO. Urban Street Design Guide. 2013.

DESIGNING AN ACTIVE MODES NETWORK

5

WAYFINDING

Wayfinding helps identify the best routes to destinations, helps bicyclists overcome a barrier of not knowing where to ride, and reminds motorists to anticipate the presence of bicyclists and pedestrians. Wayfinding systems often combine signage and pavement markings to guide bicyclists and pedestrians along preferred routes to destinations across the community, county, or region. Routes may or may not be numbered, named, or color-coded. Signs may also indicate distances or travel time to destinations.

GUIDANCE

- Basic bicycle route signs consist of a MUTCD-style "Bike Route" sign (D11-1 shown above, right) placed every half mile on a bike route and on the approach to bike routes at decision points.
- Bike route signs can be supplemented with panels showing destinations, directions, and distances (MUTCD D1 series, shown in photo above, left).
- Unique numbered or named routes can be designated and can incorporate a route name or agency logos also shown in photo above, left.
- Place directional signs on the near side of intersections and confirmation signs on the far side of intersections.

CONSIDERATIONS

- A bicycle wayfinding protocol should coordinate with bicycle route maps and provide three general forms of guidance:
  - Decision assemblies, which consist of Bike Route identification and optional destination panels, placed at decision points where routes intersect or on the approaches to a designated bike route.
  - Turn assemblies, which consist of Bike Route panels and arrow plaques, placed where a designated bike route turns from one street to another.
  - Confirmation assemblies, which consist of Bike Route optional destination panels, placed on the far side of intersections to confirm route choice and the distance (and optionally, time) to destinations.
- Sign design can be customized to add distinct community branding, but the clarity and accuracy of the information must be the top priority.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Bikeway Design Guide. 2014.

PEDESTRIAN SIGNALS

Pedestrian signal heads display the three intervals of the pedestrian phase: (1) The Walk Interval, signified by the WALK indication (or the walking person symbol) alerts pedestrians to begin crossing the street; (2) The Pedestrian Change Interval, signified by the flashing DON'T WALK indication (or the flashing hand symbol accompanied by a countdown display; shown on following page) alerts pedestrians approaching the crosswalk that they should not begin crossing the street; and (3) The Don't Walk Interval, signified by a steady DON'T WALK indication (or the steady upraised hand symbol) alerts pedestrians that they should not cross the street.

CONSIDERATIONS

Intersection geometry and traffic controls should encourage turning vehicles to yield the right-of-way to pedestrians. Traffic movements should be analyzed at intersections in order to utilize non-conflicting phases to implement one or more WALK intervals per cycle.

Signal design should also minimize the time that pedestrians must wait. Requiring pedestrians to wait for extended periods can encourage crossing against the signal. The 2010 Highway Capacity Manual states that pedestrians have an increased likelihood of risk-taking behavior (crossing against the signal) after waiting longer than 30 seconds.

Free-flowing right-turn lanes are discouraged at signalized intersections. Where they are present and unsignalized, the pedestrian signal and pushbutton should be located on the channelization ("pork chop") island. A yield or crosswalk warning sign should then be placed in advance of the crosswalk.

TIMING & ACTIVATION

- Pedestrian signals should allocate enough time for pedestrians of all abilities to safely cross the roadway. The MUTCD specifies a pedestrian walking speed of 3.5 feet per second to account for an aging population.
- Countdown pedestrian displays inform pedestrians of the amount of time in seconds that is available to safely cross during the flashing DON'T WALK (or upraised hand) interval. All pedestrian signal heads should contain a countdown display provided with the DON'T WALK (or upraised hand) indication.
- In areas with higher pedestrian activity, such as near transit stations, Main Streets, and school zones, push button actuators may not be appropriate. People should expect to get a pedestrian cycle at every signal phase, rather than having to push a button to call for a pedestrian phase.

REF.

FHWA. Manual on Uniform Traffic Control Devices. 2023.

NACTO. Urban Street Design Guide. 2013.

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

ACCESSIBLE PEDESTRIAN SIGNALS (APS)

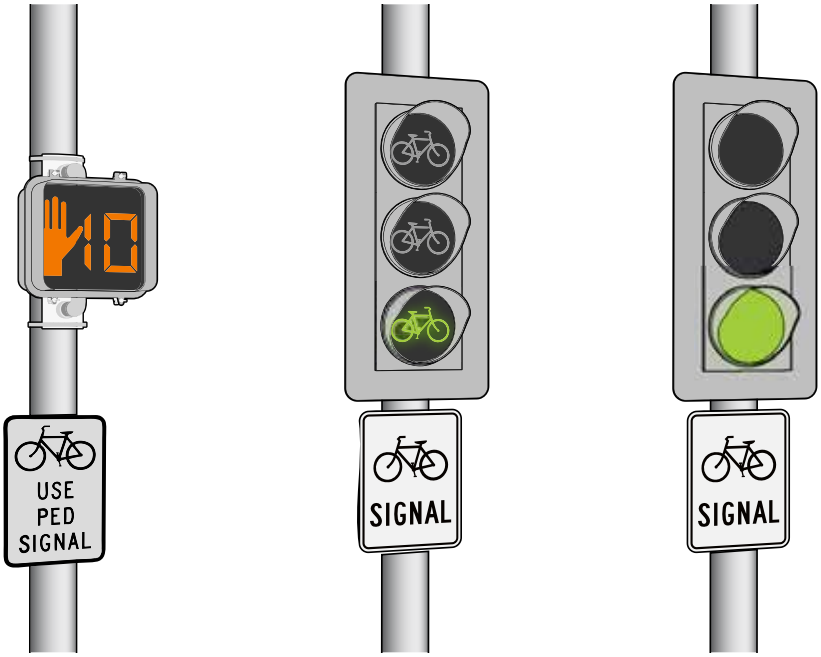
- Accessible pedestrian signals and accessible detectors are devices that communicate information in non-visual formats about the pedestrian phase to pedestrians with visual and/or hearing disabilities. APS and detectors may include features such as audible tones, speech messages, detectable arrow indications and/or vibrating surfaces.
- Pushbutton locator tones are used for locating the pedestrian pushbutton needed to actuate the WALK interval. Detectable arrows should be located on pushbuttons to point in the same direction as the crosswalk. At corners of signalized locations where two pushbuttons are present, they should be separated by at least 10'.
- Audible walk indications should have the same duration as the pedestrian walk indication unless the pedestrian signal rests during the pedestrian phase, in which case the audible indication should be provided in the first seven seconds of the Walk interval.
- For automatically-called pedestrian phases, pushbuttons can be used to activate accessible pedestrian signal features such as detectable arrow indications and/or speech messages.
- When new pedestrian signals are installed, APS with pushbuttons are required. For existing pedestrian signals, the APS and pedestrian pushbuttons should be provided when the signal controller and software are altered, or the signal head is replaced.

LEADING PEDESTRIAN INTERVAL (LPI)

- The Leading Pedestrian Interval initiates the pedestrian WALK indication three to seven seconds before motor vehicles traveling in the same direction are given the green indication. This signal timing technique allows pedestrians to enter the intersection prior to turning vehicles, increasing visibility between all modes.
- The LPI should be used at intersections with high volumes of pedestrians and conflicting turning vehicles and at locations with a large population of elderly or school children who tend to walk slower.
- A lagging protected left arrow for vehicles should be provided to accommodate the LPI.

BICYCLE DETECTION & DEDICATED SIGNALS

Bicyclists have unique needs at signalized intersections. Bicycle movements may be controlled by the same indications that control motor vehicle movements, by pedestrian signals, or by bicycle-specific traffic signals. The introduction of separated bike lanes creates situations that may require a leading bicycle interval or protected phases for bicycle traffic, or place bicyclists outside the cone of vision of existing signal equipment. In these situations, provision of signals for bicycle traffic will be required.



GUIDANCE

- A stationary, or "standing", cyclist entering the intersection at the beginning of the green indication can typically be accommodated by increasing the minimum green time on an approach per the 2024 AASHTO Guide for the Development of Bicycle Facilities.
- A moving, or "rolling", bicyclist approaching the intersection towards the end of the phase can typically be accommodated by increases to the red times (change and clearance intervals) per the 2024 AASHTO Guide for the Development of Bicycle Facilities.
- Set loop detectors to the highest sensitivity level possible without detecting vehicles in adjacent lanes and field check.
- All signalized intersections should aim to integrate passive detection of bicycles, such as inductive loops designed for bicycle detection or similar technologies, to reduce reliance on manual actuation.

CONSIDERATIONS

- Bicycle-specific signals may be appropriate to provide additional guidance or separate phasing for bicyclists per the 2024 AASHTO Guide for the Development of Bicycle Facilities.
- It may be desirable to install advanced bicycle detection on the intersection approach to extend the phase, or to prompt the phase and allow for continuous bicycle through movements.
- Video detection, microwave and infrared detection can be an alternate to loop detectors.
- Another strategy in signal timing is coordinating signals to provide a "green wave" timed to align with the travel speed of bicyclists (often 15 mph) such that bicycles will receive a green indication and not be required to stop. Several cities including Portland, OR and San Francisco, CA have implemented "green waves" for bicycles.

REFERENCES

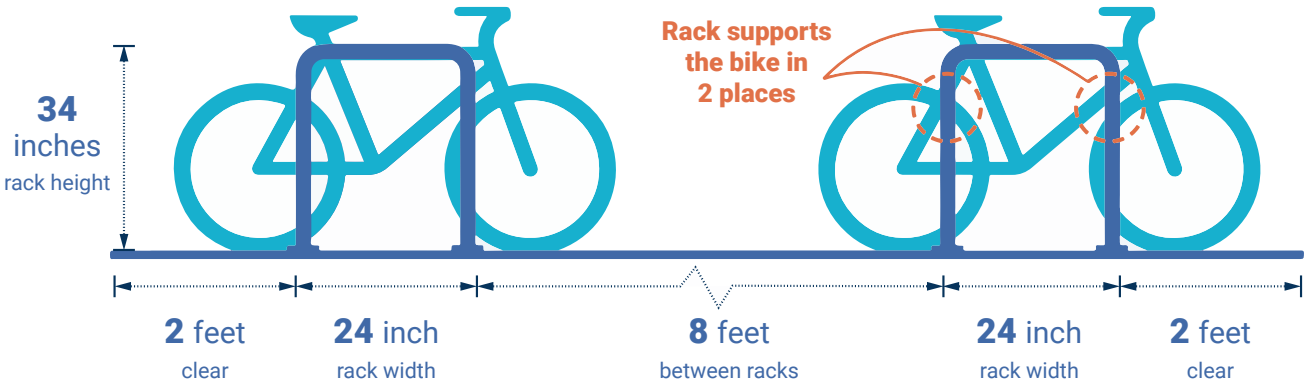
AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA. Manual on Uniform Traffic Control Devices. 2023.

NACTO. Urban Bikeway Design Guide. 2014.

SHORT-TERM BICYCLE PARKING

Bicycle parking enhances the effectiveness of bicycle networks by providing locations for the secure storage of bicycles during a trip. Sometimes called visitor parking, short-term parking is intended for shorter stays at locations such as shops, recreational facilities, businesses and other institutions. Bicycle parking requires far less space than automobile parking; in fact, 10 bicycles can typically park in the area needed for a single car.



GUIDANCE

- Bicycle parking consists of a rack that supports the bicycle upright in two places and provides a secure place for locking. Bicycle racks should be permanently affixed to a paved surface. Movable bicycle racks are only appropriate for temporary use, such as at major community gatherings.
- Bicycle parking facility should not obstruct pedestrian traffic or interfering with the use of the pedestrian areas.
- Each parked bicycle should be accessible without moving another bicycle.
- Add 2' from curb face.
- Add 4' from curb for perpendicular installations.
- Short-term bicycle parking should be located near and clearly visible from the destination it serves, with a target distance of 50' or less from building entrances.
- Short-term bicycle parking is required under the California Green Building Standards Code (CALGreen) for new nonresidential buildings expected to generate visitor traffic. At a minimum, projects must provide bicycle parking equivalent to 5 percent of new motor vehicle parking spaces added, with at least one rack accommodating two bicycles.

CONSIDERATIONS

- Racks should be located in a well lit, high visibility location to reduce potential for theft or vandalism.
- Bicycle parking should be provided at all publicly accessible buildings, parks, and other destinations, and included in roadway, streetscape, and transit projects, as well as wherever car parking is required.
- Multiple types of racks exist, but all should adhere to guidance pictured above regarding providing two points of contact for bike frame to prevent bikes from falling.
- Wave-style racks are not to be utilized as they do not allow for two points of contact.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

APBP. Bicycle Parking Guidelines, 2nd Ed. 2010.

California Green Building Standards Code (CALGreen), Title 24, Part 11. 2022.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Street Design Guide. 2013.

LONG-TERM BICYCLE PARKING

Long-term bike parking is intended for residents in multi-unit buildings, employees, transit users, and others not attending to their bicycle for longer periods of time (generally several hours or days). Typically used for long-term bicycle parking, bicycle lockers are secure, locked boxes that store a single bicycle.

GUIDANCE

Lockers should be:

- Clearly marked as a long-term bicycle parking space.
- Located no lower than the first complete parking level below grade, and no higher than the first complete parking level above grade.
- Available and accessible to all building tenants during the buildings hours of operation and at all times for residents in residential contexts.
- Located in a well-lit, visible location near the main entrance or elevators.
- Separated from vehicle parking by a barrier that minimizes the possibility of a parked bicycle being hit by a car.
- Securely anchored.
- Well-maintained and well lit.

CONSIDERATIONS

- In lieu of lockers, long-term bicycle parking can also be provided indoors. This can be located within businesses or offered as a locked public facility, accessible with the same key card technology as bicycle lockers.
- Long-term bicycle parking should provide:
  - Direct or indirect access to the street or sidewalk depending on whether it is located in a parking garage or at street level.
  - Varying amount of conflict with automobiles depending on whether it is located in a parking garage or at street level.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

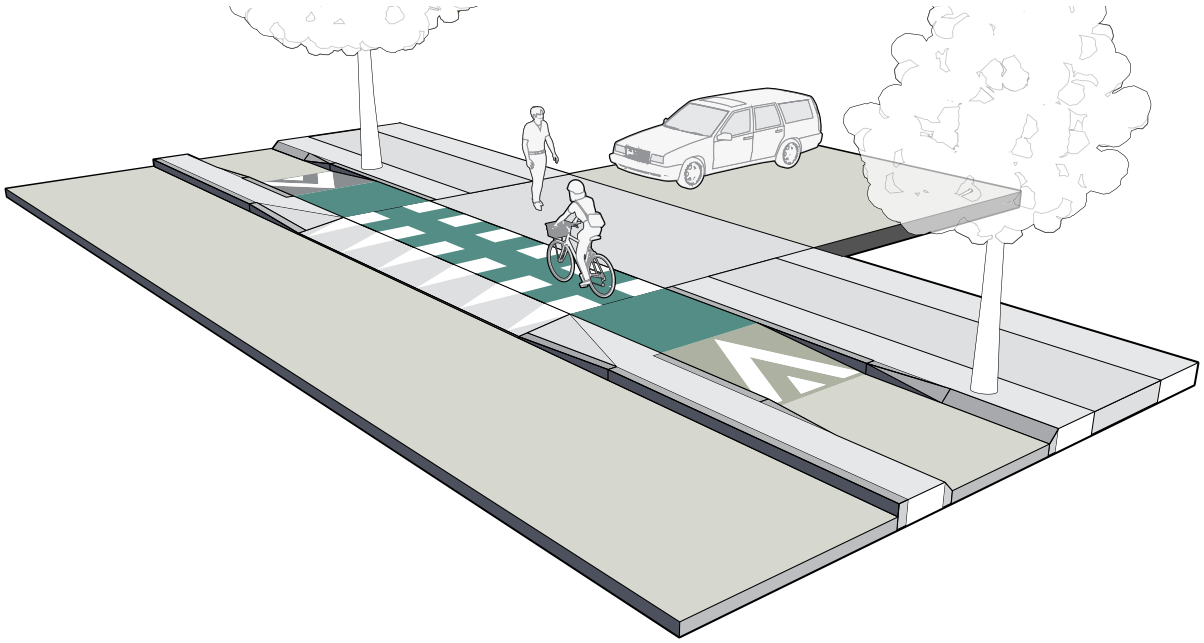
APBP. Bicycle Parking Guidelines, 2nd Ed. 2010.

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Street Design Guide. 2013.

DRIVEWAYS

Most bicycle and pedestrian facilities will need to cross streets, driveways, or alleys at multiple locations along a corridor. At these locations, the crossings should be designed to 1) delineate a preferred path for people bicycling through the intersection and 2) to encourage driver yielding behavior, where applicable. Bicycle crossings may be supplemented with green pavement, yield lines, and/or regulatory signs.



GUIDANCE

- The bicycle crossing should be a minimum of 6 feet wide for one-way travel and 10 feet wide for two-way travel, as measured from the outer edge of the elephant's feet. Bicycle lane symbol markings should be avoided in bicycle crossings. Directional arrows are preferred within two-way bicycle crossings. Two-way crossings should also be indicated with warning signage for drivers entering and exiting the driveway.
- Though the graphic above shows a Class IV Separated Bike Lane, bicycle driveway crossings are also applicable to Class II bicycle facilities.
- Regardless of whether a driveway crossing is commercial or private, property owners must maintain a "visibility triangle" that ensures adequate sightlines as a motorist exits a driveway. Requirements vary based on jurisdiction.
- Refer to the AASHTO Green Book and AASHTO BIke Guide for guidance on establishing clear sight triangles that should remain free of visual obstructions such as parked vehicles, vegetation, and fences

CONSIDERATIONS

- Advance stop bars may be used in advance of driveway crossings to alert motorists to bicyclists and pedestrians crossing.
- Supplemental yield lines ("shark's teeth") may be used in advance of unsignalized crossings at driveways, at signalized intersections where motorists may turn across a bicycle crossing during a concurrent phase, and in advance of bicycle crossings located within roundabouts.
- Raised bicycle crossings further promote driver yielding behavior by slowing their speed before the crossing and increasing visibility of people bicycling.
- Dashed green-colored pavement may be used in a bicycle crossing to increase the visibility of the crossing where permitted conflicts occur. Green color may be desirable at crossings where concurrent vehicle crossing movements are allowed and where sightlines are constrained, or where motor vehicle turning speeds exceed 10 mph.
- Whenever a bicycle lane intersects with a high traffic driveway special treatment should be taken to reduce conflict.
- Consider installing signage for drivers entering roadway, particularly relevant for commercial driveways (eg: fast food restaurants) where drivers' attention may challenged.

REFERENCES

FHWA. Separated Bike Lane Planning and Design Guide. 2015.

TRANSIT STOPS

Any marked or signed location where transit vehicles stop and service passenger boarding and alighting is a transit stop. The most basic transit stops have only a pole-mounted "header" sign indicating the transit provider and route(s). High frequency routes and higher volume stops generally have more passenger amenities such as benches, shelters, traveler information, trash receptacles, bicycle parking, and other features.

Landing Zone on Natural Curb Line

Transit Island

GUIDANCE

+ Landing zones should be provided at all doors of the transit vehicle. Buses can vary in length and will have different door configurations. Landing zones should be designed in coordination with all transit providers.

CONSIDERATIONS

+ All transit stops must be ADA compliant, and should be safe, convenient, well-illuminated, and clearly visible. Transit stops should be connected to the larger pedestrian network with continuous sidewalks, curb ramps, and safe pedestrian crossings. Mid-block stops should provide access to mid-block crosswalks.
+ Transit stops on urban streets are typically located at the natural curb line or on a bus bulb or transit island.
+ Bus bulbs may be considered where additional pedestrian space is needed or to provide an in-lane spot where it is challenging for transit vehicles to reenter traffic. Transit islands are recommended on streets with separated bicycle facilities.
+ Transit stops may be located on the near-side of an intersection before a signal or cross street, on the far-side after a bus has passed through an intersection, or at a mid-block location between intersections.
+ Generally, transit agencies prefer far-side stops since they provide better visibility between transit riders and motor vehicles. Near-side bus stops may be appropriate where traffic flow is lower or where transit riders can more easily transfer without crossing the street. Stops can also be placed mid-block where there are major passenger generators or where space next to an intersection is insufficient.
+ Transit stop locations are determined based on a number of factors including intersection operations, bus routing, curbside conditions, transfer points, intersection geometry and sightlines, consideration of other street users, and major generators or destinations. The location of a transit stop can affect transit travel time, passenger safety, and roadway operations.
+ Seating at or near transit stops can improve passenger comfort, as can shade in the form of street trees or awnings. Seating need not be a unique and dedicated element, but may include leaning rails, planters, ledges, or other street elements.

REFERENCES

AASHTO. Guide for Geometric Design of Transit Facilities on Highways and Streets. 2014.

NACTO. Urban Street Design Guide. 2013.

U.S. Access Board. Final Rule on Public Right-of-Way Accessibility Guidelines, 2025.

DRAINAGE AND STORMWATER MANAGEMENT

Providing proper drainage enhances the safety and comfort of all users by reducing water ponding on the street and bike lane surfaces as well as the accumulation of debris. Proper drainage also protects the longevity of the roadway infrastructure and ensures that drainage features are adequate to accommodate state and local requirements to manage stormwater and minimize erosion.

CONSIDERATIONS

- In urban areas, stormwater may need to be directed toward the sidewalk buffer. In suburban and rural areas, the preferred practice is to direct runoff onto adjacent vegetated areas, where soils and slopes allow for runoff to naturally infiltrate. For uncurbed roadways, the preference is to locate drainage swales between the roadway and separated bike lane or side path, which may require street buffer widths wider than the minimum recommended widths to provide sufficient capacity in the swale.
- For locations where curbs do not include a gutter, curb inlets located within or adjacent to the bike lane zone should be designed to minimize steep elevation changes or slopes that could cause a bicyclist to crash. If a steep elevation change is provided, it should be designed as a gutter, the steep slope width may not be counted as part of the bike lane, and the area may be demarked with a surface material change and/or a white edge line to guide bicyclists away from the hazard.
- Drainage grates should be located outside of the bike lane whenever feasible to maintain a comfortable riding surface. When their placement in the bike lane cannot be avoided, drainage grates must be bicycle-compatible, with openings small enough to prevent a bicycle wheel from falling into the slots of the grate or with bar designs which are perpendicular to the path of travel.
- A hard surface cross slope of 1 percent typically provides adequate conveyance of drainage while meeting accessibility requirements.
- Rectangular grates should be considered in place of square designs where the grate design can result in bicycle wheels being caught if installed in the wrong direction. Where grates are located within a bicycle facility or adjacent to bicyclists' operating space, the gap between the drainage grate and its frame should be 0.5 in. or less. Another bicycle friendly option is to place the grate entirely within a gutter rather than extending it into the bicycle facility.
- Grates and other utility covers should remain flush with the pavement surface after a pavement overlay to within 0.25" of the new surface. If this is not possible or practicable, the pavement edge should slope to the drainage grate so it does not have an abrupt edge at the inlet.
- Pedestrian accessibility guidelines limit openings on ground surfaces, such as grates, to a width of 0.5". or less to prevent wheelchair castors from becoming wedged into the opening. Pedestrian accessibility guidelines also limit vertical deviations in surfaces of more than 0.25". To minimize risks to pedestrians, drainage grates, utility covers, and gutters should not be located within bicycle facilities where pedestrians are traveling unless they meet pedestrian accessibility guidelines.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

DRAINAGE AND STORMWATER MANAGEMENT

- Any infrastructure located in low-lying areas may need special attention due to larger scale drainage and flooding issues. Designers may need to capture excess stormwater to prevent standing water or erosion on a bicycle facility.
- When stormwater management features such as filtration/infiltration measures or permeable pavements are considered in conjunction with a bike facility project, designers should give special consideration to the location of existing utilities and placement of relocated utilities. Utilities are generally incompatible with stormwater infiltration measures and should be relocated outside of the zone of influence of those facilities.
- The addition of separated bike lanes to a roadway presents an opportunity to introduce green infrastructure strategies, including continuous treatments (e.g., permeable hardscape surfaces, linear bioretention areas, and linear water quality swales) as well as those that may only be implemented at spot locations (e.g., bioretention areas, bioretention curb extension areas, and tree boxes).
- Permeable hardscape surfaces for bicycle and pedestrian zones can also reduce stormwater flows.
- Curb extensions can be designed to direct stormwater runoff from bike lanes and adjacent roadways into green infrastructure systems like bioswales or rain gardens, where the water can be filtered and absorbed. These extensions also provide space for permeable surfaces, such as permeable pavement or plantings. Additionally, bulb-outs can improve safety by slowing vehicle speeds and increasing visibility for cyclists and pedestrians.

TRAFFIC CALMING

6

CHICANES AND CHOKERS

Chicanes slow traffic by creating a serpentine travel path by alternating street features from one side of the street to the other. Chokers narrow the road in midblock locations through the application of curb extensions (or on-street parallel parking) on both sides of the street. Chicanes and chokers both can be designed to integrate stormwater drainage catchments, street tree planting, benches, bicycle parking, and other amenities.

GUIDANCE

- Use chicanes on low-volume, local streets. Use chokers on arterials, collector, and local streets. Engineering judgment should be used to determine when the need is met for each treatment.
- Chicanes must meet requirements for horizontal tapers per the California MUTCD.
- Avoid use of chicanes on streets with higher volumes of bus, freight, or emergency service activity. Use mountable curbs to accommodate larger motor vehicles while maintaining tight turn radii to slow people driving.
- Use vertical elements like plantings in combination with chicanes to warn drivers of traffic pattern.

CONSIDERATIONS

- Use for stormwater infiltration with bioretention areas or appropriately sized tree filter boxes.
- Consult with fire department to ensure that designs minimize impacts to emergency services.
- If needed to maintain existing drainage patterns, consider constructing with a 2' drainage channel between the chicane island and curb.

REFERENCES

Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

NACTO. Urban Street Design Guide. 2013.

SPEED CUSHIONS

Vertical deflection treatments like speed cushions are some of the most effective treatments for slowing motor vehicle speeds. These treatments can reduce higher-speed motor vehicle cut-through traffic on local streets. Speed cushions are similar to speed humps, but include gaps to allow vehicles with wider wheelbases, such as fire apparatus, to pass through unimpeded. Speed cushions also provide bicyclists an opportunity to subvert verticle deflection.

GUIDANCE

- Use on local and shared streets at midblock locations where lower motor vehicle speeds and volumes are desired, such as on bike boulevards.
- Locate speed cushions periodically along the corridor every 250 to 500 feet to accomplish speed control. Do not locate in front of driveways, close to intersections, or on a sharp curve.

CONSIDERATIONS

- To minimize emergency response delay even further, consider offset speed tables instead, which are speed tables split in half down the street centerline with longitudinal separation between the halves.
- Speed cushions may be constructed out of asphalt or rubber vertical deflections.
- Design should consider the ability to withstand the weight of fire apparatus and outriggers.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA. Traffic Calming E-Primer. (N.D.)

NACTO. Urban Street Design Guide. 2013.

SPEED REDUCTION MARKINGS

Speed Reduction Markings (also known as Optical Speed Bars) are transverse pavement markings placed with progressively reduced spacing on both edges of the traveled way to create the perception of increased speed. This illusion encourages drivers to slow down as they pass by the markings.

GUIDANCE

- Use on collector or local roads with any volume, ideally placed upstream of horizontal cuves or other locations where roadway design or street context change unexpectedly.

CONSIDERATIONS

- Speed reduction markings may be particularly useful on rural roads, such as identified Rural Class III facilities, which have higher volumes of bicyclists. See Chapter 1 for more information on Rural Class III facilities and Class III unclassified bike routes.
- Durable marking materials, such as thermoplastic, should be used as markings are exposed to increased wear from tires.
- Do not install on lanes that do not have a longitudinal line (center line, edge line, or lane line) on both sides of the lane.

REFERENCES

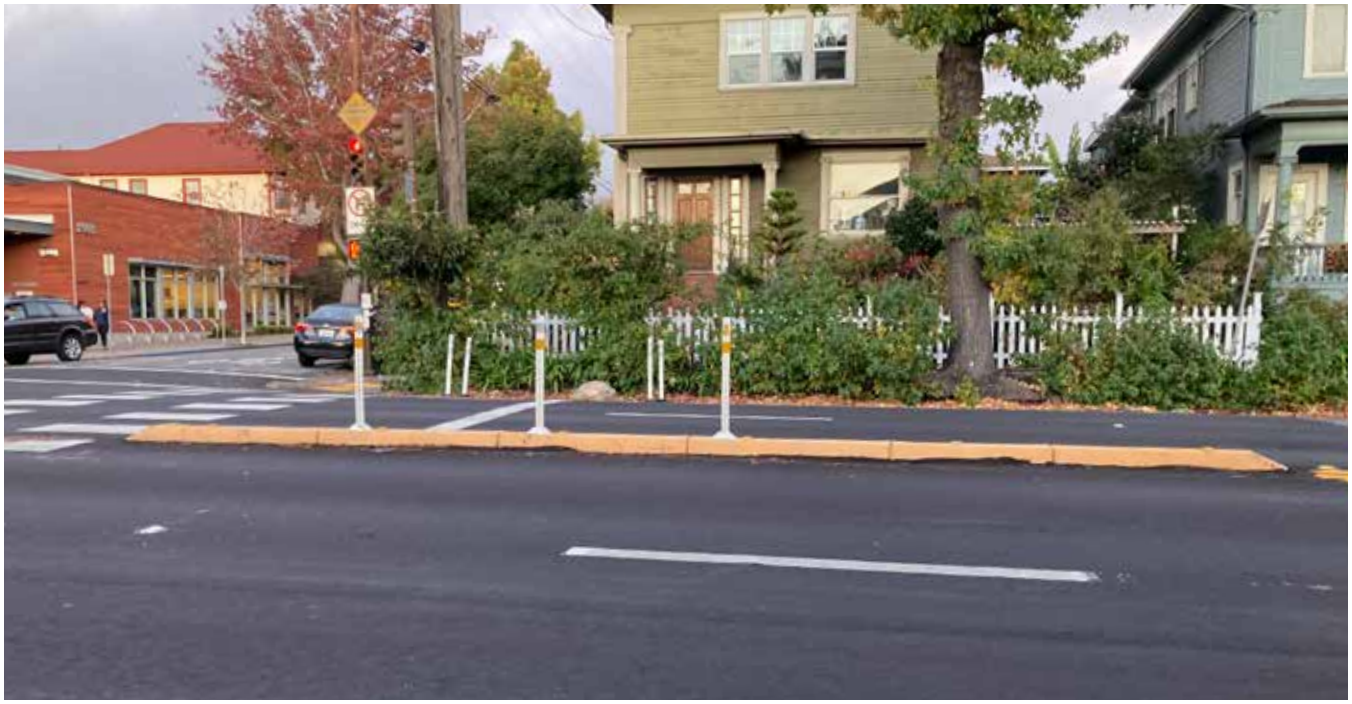
Caltrans. California Manual on Uniform Traffic Control Devices. 2014.

Caltrans. Traffic Calming Guide. 2023.

ITE. Traffic Calming Fact Sheets. (N.D.)

HARDENED CENTERLINES

Hardened centerlines feature vertical elements such as mountable curb or flex posts that force turning drivers to slow down and keep them from crossing the centerline when making turning movements. They have been shown to reduce motorist-pedestrian conflicts and reduce the speed of left-turning vehicles.



GUIDANCE

Use at:

- Intersections with a history of collisions involving people walking or rolling and left-turning motor vehicles; or
- Intersections with high volumes of people walking, rolling, and biking across the street; or
- Intersections where motor vehicles are frequently turning across double yellow lines at high speeds.

- Designs can include any combination of plastic curbing, rubber speed bumps, and flex posts, depending on turning radii, lane width, and needs to accommodate large motor vehicle turning movements.
- Where space allows, install rubber speed bump "nose" extending into the intersection.

CONSIDERATIONS

- On roadways where trucks and emergency vehicles frequently make turning movements, consider using mountable curbs to allow larger motor vehicles to make turns while slowing smaller motor vehicles.
- Intersection design including hardened centerlines must consider vehicular turning paths to prevent head-on collisions between opposing left-turning motorists.
- Can be used in conjunction with turn wedges and at protected intersections

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

TRANSVERSE RUMBLE STRIPS

Transverse rumple strips are raised areas across the surface of an approach lane to produce an audible and tactile warning of the impending intersection.

GUIDANCE

- Use in combination with Intersection Warning (W2-1 through W2-8), Advance Traffic Control (W3-1 or W3-2), or Pedestrian Crossing (W11-2) signs.

CONSIDERATIONS

- Noise generated from vehicles traversing the rumble strips can be an issue when residences are in close proximity to the intersection.
- Can require significant maintenance activities, especially on approaches characterized by high volumes of truck traffic.

REFERENCES

Caltrans. Manual on Uniform Traffic Control Devices. 2014.

ITE. Traffic Calming Fact Sheets. (N.D.)

TRAFFIC CIRCLES

Traffic circles are circular raised center islands at the intersection of two neighborhood streets installed to slow vehicle approach speeds. Unlike a mini-roundabout, a residential traffic circle is typically characterized by (1) a non-traversable center island, (2) no splitter islands on the intersection approaches, and (3) either yield control or no control.

GUIDANCE

- Use at intersections in primarily residential areas where daily motor vehicle volumes for all approaching legs of the intersection is less than 15,000 ADT. In particular, these may be used at intersections along bike boulevards.
- Design the circles to be visible at night with reflective materials and/or ensure adequate street lighting exists.
- Provide adequate signage (see FHWA MUTCD for details).

CONSIDERATIONS

- Neighborhood traffic circles are most effective when paired with other traffic calming treatments.
- Where large vehicles are infrequent, design to allow larger trucks to turn left in front of the circle.Where trucks are frequent, include mountable truck aprons around the outside of the circle to allow large motor vehicles to use the intersection without encouraging high speeds by smaller motor vehicles.
- If the circle geometry precludes turning movements for larger vehicles, consider turning restrictions if the adjacent street network is adequate.
- Traffic circles also provide opportunities for plantings, special identifying signage for neighborhoods, or public art. Consider planting native and/or seasonal vegetation in the center of the circles to provide neighborhood beautification, traffic calming elements, and stormwater infiltration.
- Traffic circles can be constructed as a quick-build project using temporary materials. See the Quick-Build section of Chapter 4 for more details.

REFERENCES

AASHTO. Guide for the Development of Bicycle Facilities. 2024.

FHWA. Manual on Uniform Traffic Control Devices. 2023.

ITE. Traffic Calming Fact Sheets. (N.D.)

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RESOURCES & CITATIONS

7

RESOURCES & CITATIONS

The bicycle and pedestrian facilities and amenities included in this Toolkit are based on the recommendations from the following state and national standards and resources:

American Association of State Highway and Transportation Officials (AASHTO)
Guide for the Development of Bicycle Facilities, 2024

California Department of Transportation (Caltrans)
DIB 82-06: Pedestrian Accessibility Guidelines for Highway Projects, 2017
DIB 89-02: Class IV Bikeway Guidance, 2022
DIB 94: Complete Streets Contextual Design Guidance, 2024
Highway Design Manual, 7th Edition, 2020
California Manual on Uniform Traffic Control Devices, Revision 8, 2014

California Legislature
Assembly Bill 413 (AB 413), Daylighting Law. (full enforcement beginning January 1, 2025)

California Building Standards Commission
California Green Building Standards Code (CALGreen), Title 24, Part 11. 2022

Federal Highway Administration (FHWA)
Crosswalk Selection Guide. 2023.
Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations, 2018
Dynamic Warning Systems: A Review of Applications and Effectiveness. Western Transportation Institute, Montana State University. 2021
Manual on Uniform Traffic Control Devices, 11th Edition, 2023
Pedestrian Safety Guide and Countermeasure Selection System (PEDSAFE). 2013 (with ongoing updates)
Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations, 2005
Safe Transportation for Every Pedestrian (STEP) Guide. 2018
Separated Bike Lane Planning and Design Guide, 2015
Small Town and Rural Multimodal Networks, 2016

Institute of Transportation Engineers (ITE)
Traffic Calming Fact Sheets, (N.D.)

National Association of City Transportation Officials (NACTO)
Urban Street Design Guide, 2013
Transit Street Design Guide, 2017
Urban Bikeway Design Guide, 2014

Transportation Research Board (TRB)
Highway Capacity Manual, 2010

United States Access Board
Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines, 2004
Final Rule on Public Right-of-Way Accessibility Guidelines, 2025
Public Right-of-Way Accessibility Guidelines (PROWAG). 2023

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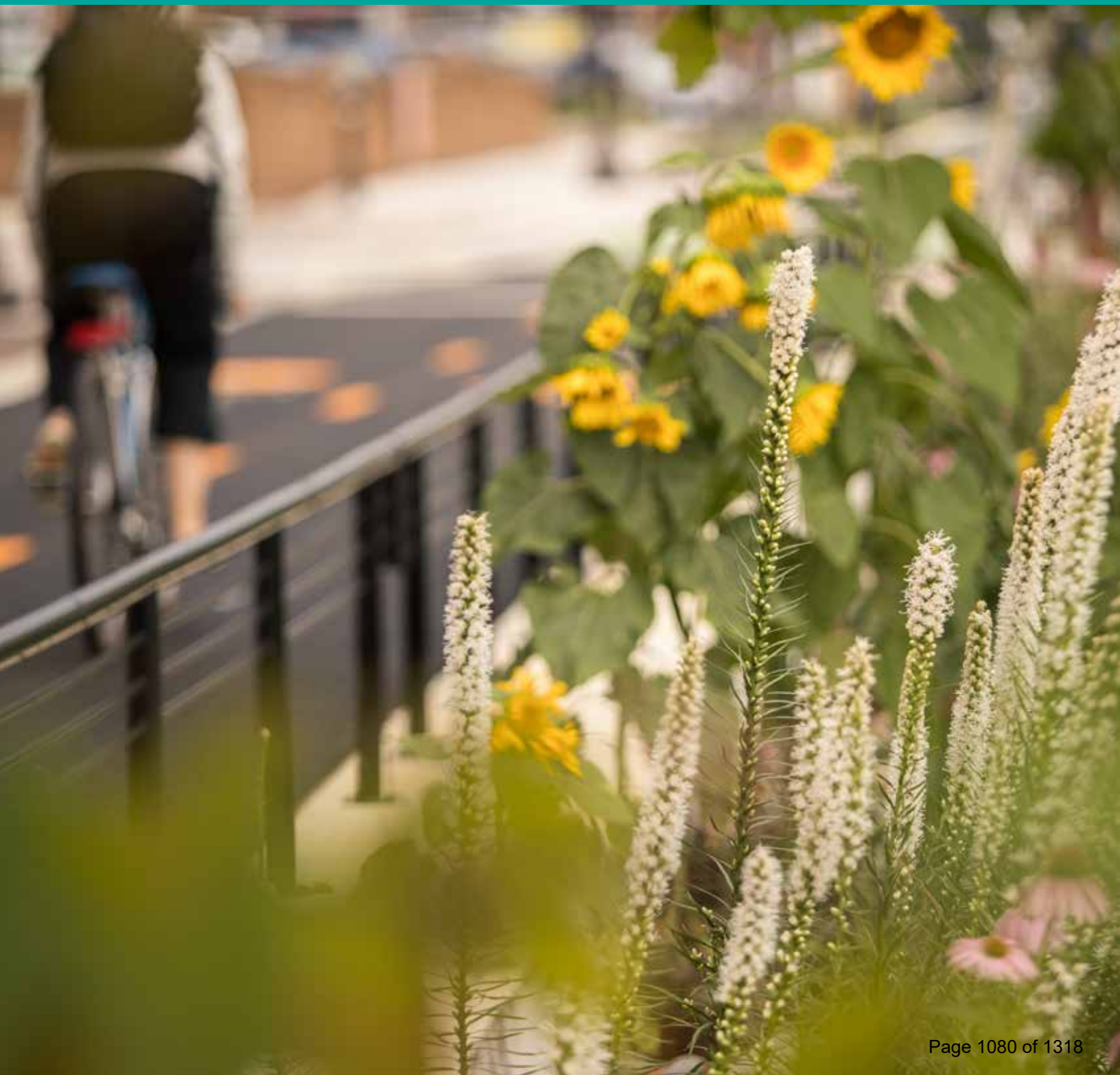
NAPA COUNTY ACTIVE TRANSPORTATION PLAN TREATMENT TOOLKIT

2024



Appendix E
Bicycle Network Recommendations

NAPA VALLEY TRANSPORTATION AUTHORITY

Table E.1: Bicycle Network Recommendations – City of Calistoga

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
702	Greenwood Avenue	Napa River	SR 29	1.0	Rural Bicycle Route (Class III)	$74,600	7	9,975	$165,900	0	1	1	1	0	3	
703	Grant Street	Greenwood Avenue	N Oak St	1.0	Shared Use Path (Class I)	$3,838,100	11	15,797	$378,000	0	1	1	1	1	4	Y
705	Grant Street	N Oak Street	Lake Street	0.1	Bicycle Boulevard (Class III)	$266,000	9	13,735	$228,600	0	1	0	0	0	1	Y
706	Grant Street	Lake St	Stevenson Street	0.3	Bike Lanes (Class II)	$46,800	9	13,373	$451,100	1	1	1	0	1	4	Y
707	Money Ln	Mora Avenue	Lake Street	0.4	Bicycle Boulevard (Class III)	$765,400	8	12,014	$200,000	0	1	1	1	0	3	
708	Lake Street	Washington Street	Fisher Street	0.2	Bicycle Boulevard (Class III)	$437,300	9	13,493	$224,600	0	1	1	1	0	3	Y
710	Lincoln Street	Silverado Trail	Fair Way	0.6	Bike Lanes (Class II)	$93,200	9	14,068	$317,600	1	1	1	1	0	4	Y
711	Lincoln Street	Fair Way	Foothill Boulevard	0.4	Bike Lanes (Class II)	$52,900	8	12,576	$410,300	1	1	1	1	1	5	Y
712	Foothill Boulevard	Western City Limit	Eastern City Limit	2.0	Bike Lanes (Class II)	$296,100	10	15,091	$311,900	1	1	1	1	0	4	Y
713	3rd Street	Fair Way	Washington Street	0.1	Bicycle Boulevard (Class III)	$289,700	8	12,202	$203,100	1	1	1	1	0	4	
714	Washington Street	Lake Street	Lincoln Avenue	0.3	Bicycle Boulevard (Class III)	$592,400	9	13,789	$229,500	1	1	1	0	1	4	Y
715	Fair Way	Lake Street	Lincoln Avenue	0.3	Bicycle Boulevard (Class III)	$541,400	9	13,394	$223,000	1	1	1	1	0	4	
717	Berry Street	Cedar Street	Washington Street	0.1	Bicycle Boulevard (Class III)	$183,600	7	10,827	$180,200	0	1	1	0	0	2	
1100	Rosedale Rd	Rickett Rd	Silverado Trail	0.8	Bike Lanes (Class II)	$111,800	4	6,185	$103,100	0	1	1	1	0	3	
1102	Brannan St	Lincoln Ave	Silverado Trail	0.3	Bicycle Boulevard (Class III)	$643,600	7	11,113	$185,000	1	1	1	1	0	4	
1105	Carli Dr	Aurora Dr	Money Ln	0.1	Bicycle Boulevard (Class III)	$110,100	7	9,691	$161,300	0	1	1	1	0	3	
1106	Aurora Dr	N Oak St	Carli Dr	0.0	Bicycle Boulevard (Class III)	$51,700	6	9,361	$155,800	0	1	1	1	0	3	
1107	N Oak St	Grant St	Aurora Dr	0.2	Bicycle Boulevard (Class III)	$458,100	8	12,624	$210,100	0	1	0	1	0	2	
1108	Berry St	Cedar St	Foothill Blvd	0.1	Bicycle Boulevard (Class III)	$224,800	7	10,599	$176,400	1	1	1	1	0	4	
1109	Silver Street Trail	Silver Street (north end)	Napa River Trail	0.1	Shared Use Path (Class I)	$298,400	8	11,472	$270,600	0	1	1	1	0	3	
1111	S Oak St	Cedar St	School St	0.1	Bicycle Boulevard (Class III)	$114,400	7	11,141	$185,400	0	1	0	1	0	2	
1112	Mora Ave	Grant St	SR-29	0.6	Bicycle Boulevard (Class III)	$1,203,700	8	12,002	$199,700	0	1	0	1	0	2	
1113	Money Ln Trail	Proposed class I facility at Mora Ave	Mora Ave	0.1	Shared Use Path (Class I)	$218,600	6	8,949	$220,500	0	1	1	1	0	3	
1114	Oak Street Logvy Bridge	School St	Washington St	0.1	Shared Use Path (Class I)	$511,300	8	12,044	$280,500	0	1	1	1	0	3	
1119	Denise Dr	Kathy Way	Cedar St	0.1	Shared Use Path (Class I)	$203,400	5	8,056	$197,100	0	1	1	1	0	3	
1121	Napa River Trail	Greenwood Ave, Calistoga city limit	Calistoga city limit	2.1	Shared Use Path (Class I)	$8,165,400	13	18,690	$442,000	1	1	1	1	0	4	
1122	SR 29	Silverado Trail	Tubbs Lane	1.6	Bike Lanes (Class II)	$229,500	8	11,855	$252,800	1	1	1	1	1	5	Y
1125	Berry St	Berry St Bridge at Washington		0.0	Separated Bikeway (Class IV)	$27,500	7	10,841	$255,800	1	1	1	0	0	3	
1196	Kortum Canyon Rd	Foothill Blvd	City Limits	0.3	Rural Bicycle Route (Class III)	$23,300	7	10,046	$167,200	1	1	0	0	1	3	
1238	Stevenson St	Grant St	Lincoln Ave	0.1	Bicycle Boulevard (Class III)	$266,900	8	11,389	$189,600	1	1	0	0	1	3	

Note: For additional details and methodology for the project cost estimates above, please refer to Table 6.4 on page 127. For more information about estimated project benefits, refer to Appendix F. Project cost estimates and benefits are for rough estimation purposes only. The benefits were developed using the NCHRP 552 methodology, with the total economic benefits shown in the table reflecting high estimated benefit values.

Table E.2: Bicycle Network Recommendations – City of St. Helena

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
721	Madrona Avenue	Oak Ave	Riesling Way	0.9	Bicycle Boulevard (Class III)	$1,713,600	9	13,312	$221,400	1	0	0	1	0	2	
722	Spring Street	Sylvaner Avenue	Main Street	0.6	Bicycle Boulevard (Class III)	$1,087,000	10	14,446	$240,400	0	1	1	1	0	3	
723	Valley View Street	Spring Street	Birch Street	0.2	Bicycle Boulevard (Class III)	$400,900	7	10,251	$170,700	0	1	0	1	0	2	
724	S Crane Avenue	Grayson Avenue	Sulphur Springs Avenue	0.4	Bike Lanes (Class II)	$65,100	6	8,426	$225,900	0	1	0	1	0	2	
725	Sulphur Springs	Crane Avenue	Main Street	0.5	Bike Lanes (Class II)	$72,400	4	6,185	$168,100	1	1	0	1	1	4	
726	Adams Street	Allyne Ave	Main St	0.4	Bicycle Boulevard (Class III)	$807,900	9	13,572	$225,700	1	0	1	1	0	3	
727	Hunt Avenue	Main Street and Starr Avenue		0.5	Bicycle Boulevard (Class III)	$922,300	9	13,410	$223,000	1	0	0	1	0	2	
728	Oak Ave	Hillview Place	Madrona Ave	0.1	Bicycle Boulevard (Class III)	$202,500	7	10,306	$171,300	1	0	0	1	0	2	
731	Spring Mountain Road	Madrona Avenue	Spring Mountain Ct	0.4	Bike Lanes (Class II)	$61,500	7	10,571	$252,100	1	0	0	1	0	2	
732	Grayson Avenue	SR 29	South Crane Avenue	0.4	Bike Lanes (Class II)	$61,000	7	10,250	$250,000	1	1	0	1	0	3	
869	Railroad Ave	Fulton Ln	Hunt Ave	0.3	Bicycle Boulevard (Class III)	$623,300	9	12,907	$214,600	0	0	1	1	0	2	
875	Spring St	Sylvaner Ave	Sulfur Springs Ave	0.2	Rural Bicycle Route (Class III)	$13,500	4	5,368	$89,400	0	1	0	1	0	2	
890	Hudson Ave	Madrona Ave	Spring St	0.3	Bike Lanes (Class II)	$46,200	8	11,665	$300,700	0	0	0	1	0	1	
891	Lower Reservoir Loop Trail	NW city limit	Loop around Lower Reservoir and connect	0.9	Shared Use Path (Class I)	$3,339,900	2	3,197	$82,900	0	0	0	1	0	1	
893	Starr Ave-Adams St-Railroad Ave-Fulton Ln	Hunt Ave	Railroad Ave	0.5	Shared Use Path (Class I)	$1,953,100	9	13,235	$316,900	0	0	1	1	0	2	
895	Library Lane Path	Adams St	Vine Trail (along RR corridor)	0.1	Shared Use Path (Class I)	$485,900	7	10,912	$261,200	0	0	0	1	0	1	
900	Main St	Madrona Ave	Charter Oak Ave	0.6	Rural Bicycle Route (Class III)	$47,900	10	15,135	$251,700	1	1	1	1	1	5	Y
901	McKorkle Ave	Alison Ave	Proposed class I facility 675' west of College Ave	0.3	Bicycle Boulevard (Class III)	$575,200	6	9,332	$155,200	0	1	0	1	0	2	
902	McCorkle Ave Path	Proposed class I facility 675' west of College Ave	College Ave	0.1	Shared Use Path (Class I)	$519,700	4	6,641	$163,000	0	1	0	1	0	2	
904	Main St	Fulton Ln	St Helena city limit, Deer Park Rd	1.1	Rural Bicycle Route (Class III)	$83,100	8	12,055	$200,400	1	0	1	1	0	3	
1063	Sulphur Springs Ave	Sulphur Creek	SR 29/Main St	0.9	Rural Bicycle Route (Class III)	$69,900	4	6,141	$102,300	0	1	0	1	0	2	
1064	Crane Park Path (to La Quinta Wy)	Grayson Ave	Kennedy Ct	0.5	Shared Use Path (Class I)	$1,900,300	5	7,767	$192,300	0	1	0	1	0	2	
1065	Starr Ave Path	Hunt Ave	Mills Ln	0.7	Shared Use Path (Class I)	$2,581,400	7	10,372	$253,400	0	1	1	1	0	3	
1068	Mitchell Dr	Main St	Crane Ave	0.4	Bicycle Boulevard (Class III)	$855,800	9	13,569	$225,800	1	1	1	1	0	4	
1069	Birch Ave	Crane Ave	Valley View St	0.2	Bicycle Boulevard (Class III)	$295,100	7	10,121	$168,500	0	1	0	1	0	2	
1070	N Crane Ave	Spring St	Birch St	0.2	Bicycle Boulevard (Class III)	$445,400	7	10,954	$182,300	0	1	0	1	0	2	
1071	Edwards St	Hunt Ave	Pope St	0.1	Bicycle Boulevard (Class III)	$288,400	8	11,396	$189,500	1	1	0	1	0	3	
1072	Hillview Pl	Spring Mountain Rd	Oak St	0.1	Bicycle Boulevard (Class III)	$283,700	7	9,814	$163,200	0	0	0	1	0	1	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
1073	Allyn Ave	Spring St	Madrona Ave	0.3	Bike Lanes (Class II)	$48,900	8	12,233	$227,900	0	0	0	1	1	2	
1075	White Sulfur Springs Rd to Sulfur Springs Ave Connector Bridge	Spring St	Sulphur Springs Ave	0.1	Shared Use Path (Class I)	$427,500	3	4,222	$105,500	0	1	0	1	0	2	
1076	Sulphur Springs Ave	St Helena city limit	Spring St	0.2	Rural Bicycle Route (Class III)	$12,200	3	4,215	$70,200	0	1	1	1	0	3	
1077	Sylvaner Ave	Riesling Way	Spring St	0.4	Bike Lanes (Class II)	$56,300	4	5,419	$153,000	0	1	0	1	0	2	
1078	Elmhurst Ave	Spring Mountain Rd	Main St	0.2	Bicycle Boulevard (Class III)	$450,400	7	10,005	$166,300	1	0	0	1	0	2	
1079	York Creek Path	Spring Mountain Rd	Vine Trail	0.7	Shared Use Path (Class I)	$2,592,800	6	8,189	$199,700	0	0	0	1	0	1	
1128	Mariposa Ln	McCorkle Ave	Pope St	0.1	Bicycle Boulevard (Class III)	$270,300	6	8,980	$149,400	0	1	1	0	0	2	
1129	Crinella Drive Connector	Existing City Park	future Vine Trail	0.0	Shared Use Path (Class I)	$119,000	5	7,958	$193,700	0	0	0	0	0	0	
1172	Spring Mountain Rd	W St Helena city limit	Spring Mtn Court	0.3	Rural Bicycle Route (Class III)	$21,000	2	3,036	$50,500	0	0	0	1	0	1	
1173	Sulphur Creek Path	Sulphur Springs Ave	Napa River Trail	1.4	Shared Use Path (Class I)	$5,334,500	11	16,412	$390,300	1	1	1	1	0	4	
1181	Napa Valley Vine Trail	Pratt Ave	Chaix Ln	2.3	Shared Use Path (Class I)	$8,696,000	12	17,854	$424,500	1	1	1	0	1	4	Y
1219	Crinella Dr	Park St	Existing city park	0.1	Shared Use Path (Class I)	$523,600	6	8,274	$201,300	0	0	0	0	0	0	
1224	Napa River Trail	St Helena city limit near wastewater treatment plant	SE edge Wappo Park	1.1	Shared Use Path (Class I)	$4,335,100	2	3,627	$92,400	0	1	0	1	0	2	
1225	Napa River Trail	Pope St (Napa River Trail-Wappo Park)	St Helena city limit (Deer Park Rd / Lower Reservoir Trail)	1.9	Shared Use Path (Class I)	$7,209,700	6	8,607	$212,300	0	1	1	1	1	4	Y
1246	Howell Mountain Rd	Silverado Trail	Conn Valley Rd	0.7	Bike Lanes (Class II)	$101,700	3	5,153	$139,500	0	1	1	1	0	3	
1251	Mills Ln	SR 29	Proposed Path	0.5	Bike Lanes (Class II)	$71,600	6	9,461	$213,500	0	1	1	1	0	3	
1252	College Ave	McCorkle Ave	Pope St	0.2	Bicycle Boulevard (Class III)	$346,600	4	6,165	$102,600	0	1	1	0	0	2	
1253	Church St	Pope St	Hunt Ave	0.1	Bicycle Boulevard (Class III)	$257,600	8	12,170	$202,400	1	1	0	1	0	3	

Note: For additional details and methodology for the project cost estimates above, please refer to Table 6.4 on page 127. For more information about estimated project benefits, refer to Appendix F. Project cost estimates and benefits are for rough estimation purposes only. The benefits were developed using the NCHRP 552 methodology, with the total economic benefits shown in the table reflecting high estimated benefit values.

Table E.3: Bicycle Network Recommendations – Town of Yountville

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
733	Webber Avenue	Vine Trail	Yount Street	0.1	Bicycle Boulevard (Class III)	$197,000	7	10,350	$171,500	0	0	1	1	0	2	
734	Washington Street	Oak Circle	Weber Avenue	0.8	Bicycle Boulevard (Class III)	$1,556,100	9	13,717	$227,300	1	0	1	0	0	2	
737	Jefferson Street	Washington Street / Humboldt Street	Monroe Street	0.4	Study Corridor	N/A	N/A	N/A	N/A	0	0	1	0	1	2	
738	Yount Street	Washington Street	Yountville Cross Road	0.5	Study Corridor	N/A	N/A	N/A	N/A	1	0	1	0	0	2	
1019	Monroe St	Lincoln Ave	Jefferson St	0.1	Bicycle Boulevard (Class III)	$126,500	5	8,147	$135,000	0	0	0	1	0	1	
1020	Jefferson St	path entrance	Monroe St	0.1	Bicycle Boulevard (Class III)	$114,700	6	8,584	$142,300	0	0	1	1	0	2	
1021	Lincoln Ave	Monroe	Grant	0.0	Bike Lanes (Class II)	$7,100	5	7,977	$132,400	0	0	1	1	0	2	
1022	Yount Mill Rd	Yountville Cross Rd	NE city limit	0.3	Rural Bicycle Route (Class III)	$24,800	6	9,340	$154,800	0	1	0	1	0	2	
1169	Webber Avenue	Vine Trail	Yount Street	0.1	Unclassified Bicycle Route	$4,700	7	9,765	$161,800	0	0	1	1	0	2	
1234	Hopper Creek Path – South Extension to Washington St	Hopper Creek	Washington St.	0.1	Shared Use Path (Class I)	$305,700	6	8,356	$195,600	0	0	0	0	0	0	Y

Note: For additional details and methodology for the project cost estimates above, please refer to Table 6.4 on page 127. For more information about estimated project benefits, refer to Appendix F. Project cost estimates and benefits are for rough estimation purposes only. The benefits were developed using the NCHRP 552 methodology, with the total economic benefits shown in the table reflecting high estimated benefit values.

Table E.4: Bicycle Network Recommendations – City of Napa

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
8	Napa River Trail (Copia)	Oxbow North Lot	Trail Closure at Copia	0.3	Shared Use Path (Class I)	$1,017,500	22	33,242	$847,400	0	0	0	0	0	0	
17	Coombsville Rd	Silverado Trail	Silverado Middle School	0.8	Buffered Bike Lanes (Class II)	$175,600	24	35,969	$858,800	0	1	0	0	0	1	
131	Dry Creek Rd	Redwood Rd	NW city limit	1.0	Buffered Bike Lanes (Class II)	$227,600	35	51,546	$1,131,700	0	0	0	0	0	0	
739	Orchard Avenue	Western city limits	Solano Ave	0.3	Bike Lanes (Class II)	$46,000	5	6,815	$189,800	0	1	1	1	0	3	
740	Salvador Avenue	Hwy 29	Hahnemann Ave	0.2	Bike Lanes (Class II)	$33,000	16	23,154	$444,100	0	1	1	0	0	2	
741	Wine Country Avenue	Hwy 29	Linda Vista Avenue	0.5	Bike Lanes (Class II)	$73,300	28	41,977	$755,600	0	1	1	1	0	3	
742	Redwood Road	Solano Avenue	Dry Creek Road	1.0	Study Corridor	N/A	N/A	N/A	N/A	1	1	1	1	0	4	Y
743	West Lincoln Avenue	Solano Ave	Lone Oake Ave	0.5	Bicycle Boulevard (Class III)	$947,500	38	56,057	$934,400	0	0	1	1	0	2	
744	Linda Vista Ave	City Boundary	Trower Ave	0.6	Bicycle Boulevard (Class III)	$1,216,900	33	49,695	$826,800	0	1	0	1	1	3	
745	Linda Vista Ave	Trower Ave	Redwood Ave	0.6	Bicycle Boulevard (Class III)	$1,172,500	47	69,607	$1,158,600	1	1	1	1	0	4	
746	Linda Vista Avenue	Redwood Avenue	W. Pueblo Avenue.	0.5	Bike Lanes (Class II)	$75,000	45	66,771	$1,174,200	1	1	1	1	0	4	
747	Linda Vista Avenue	W. Pueblo Avenue.	Lone Oak Avenue	0.4	Bike Lanes (Class II)	$54,900	32	47,531	$839,200	0	1	1	1	0	3	
748	Redwood Creek Bridge	Lone Oak	Kingston Avenue	0.1	Shared Use Path (Class I)	$369,900	28	41,752	$1,038,900	0	0	1	1	1	3	
749	Robinson Ln - Linda Vista Ave	Kingston Avenue	Browns Valley Road.	0.2	Bicycle Boulevard (Class III)	$443,000	15	22,868	$381,500	1	0	0	1	0	2	
751	Browns Valley Road	Patrick Road	Buhman Avenue	0.2	Bike Lanes (Class II)	$22,200	11	16,881	$822,000	0	0	1	1	0	2	
752	Trower Avenue	Solano Avenue	Linda Vista Avenue	0.5	Separated Bikeway (Class IV)	$293,300	41	61,263	$1,489,700	0	0	1	0	0	1	
753	Trower Avenue	SR 29	Jefferson Street	0.5	Buffered Bike Lanes (Class II)	$115,800	40	59,068	$1,398,800	0	0	1	0	0	1	
755	Kilburn Avenue	Laurel Street	Freeway Drive	0.8	Bicycle Boulevard (Class III)	$1,579,600	32	48,145	$803,900	0	1	0	1	0	2	
756	Laurel Street	Foothill Drive	Freeway Drive	0.4	Bicycle Boulevard (Class III)	$804,700	28	40,998	$684,800	0	1	0	1	0	2	
757	Foothill Boulevard	Laurel Street	Old Sonoma Drive	0.4	Bike Lanes (Class II)	$61,600	26	39,331	$951,800	0	0	1	1	0	2	Y
758	Foster Road	Old Sonoma Road	West Imola Avenue	0.4	Bike Lanes (Class II)	$59,600	25	36,726	$879,400	1	1	0	1	0	3	
759	California Boulevard	Clay St	Trancas Street	1.6	Study Corridor	N/A	N/A	N/A	N/A	1	0	1	0	0	2	
761	Imola Avenue	Hunt Street	SR-29	0.1	Shared Use Path (Class I)	$355,600	18	26,581	$662,000	0	0	1	1	0	2	
762	Imola Avenue	South Freeway Drive	Foster Road	0.2	Bicycle Boulevard (Class III)	$367,300	15	22,883	$382,100	1	0	0	1	0	2	Y
763	Imola Avenue	Eastern end of bridge	SR 121	1.3	Separated Bikeway (Class IV)	$860,800	40	59,040	$1,444,900	1	1	1	0	1	4	
764	James Diemer Drive	From Magnolia Drive	Administration Library Parking entrance	0.3	Bike Lanes (Class II)	$44,400	10	14,886	$533,400	0	1	0	0	1	2	
765	James Diemer Drive	From Administration Library Parking entrance	Streblow Dr.	0.3	Bike Lanes (Class II)	$46,800	5	7,353	$355,700	0	1	0	0	0	1	
766	Shurtleff Avenue	Imola Avenue	Terrace Drive	0.9	Bicycle Boulevard (Class III)	$1,852,300	23	34,957	$582,600	1	1	0	1	1	4	Y
767	Terrace Drive	Imola Avenue	Coombsville Rd	1.2	Bicycle Boulevard (Class III)	$2,312,600	31	45,925	$764,900	1	1	1	1	0	4	
768	Elm Street / S Seminary St	Ash St	Riverside Dr	0.6	Bicycle Boulevard (Class III)	$1,180,300	33	49,799	$830,000	0	0	1	0	0	1	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
769	Seminary St	Oak St	Pine St	0.2	Bicycle Boulevard (Class III)	$466,300	34	50,519	$841,800	0	1	1	0	0	2	
770	Birkdale Drive	Wyatt Ave	Tamarisk Dr	0.3	Bicycle Boulevard (Class III)	$541,100	17	25,853	$430,600	0	0	0	0	0	0	
771	Trail between Forest Drive, Camilla Drive, and Westminster Ct	Forest Dr south	Camilla Dr and then south	0.1	Shared Use Path (Class I)	$389,800	14	21,210	$530,200	0	0	0	0	0	0	
772	River Park Blvd	Jefferson St	Newport Dr	0.6	Bicycle Boulevard (Class III)	$1,078,700	13	19,645	$327,400	0	0	0	0	0	0	
773	Silverado Trail	Hagen and Lincoln		0.8	Separated Bikeway (Class IV)	$504,000	18	27,360	$701,300	1	0	1	1	1	4	
774	Montecito Blvd	East Avenue	Lakeview Dr	0.4	Bicycle Boulevard (Class III)	$820,300	17	24,819	$412,700	0	0	0	0	0	0	
775	East Avenue	Silverado Trail	1st Street	0.4	Bicycle Boulevard (Class III)	$849,200	23	34,477	$573,500	1	0	1	0	0	2	
776	Beckworth Drive	Tallac Street	Palomar Wy	0.6	Bicycle Boulevard (Class III)	$1,145,200	46	68,807	$1,145,700	0	0	0	0	0	0	
777	El Capitan Way	Willis Dr	Baxter Avenue	0.4	Bicycle Boulevard (Class III)	$789,800	42	62,612	$1,042,700	0	0	0	0	0	0	
779	Yount Street	Seminary Street	Yajome Street	0.2	Bicycle Boulevard (Class III)	$424,100	35	52,380	$872,800	1	0	0	0	0	1	
780	Yajome Street	Pearl Street	Jackson St	0.5	Bicycle Boulevard (Class III)	$886,400	41	61,743	$1,028,300	0	0	1	0	0	1	
781	Vallejo Street	Yajome Street	Soscol Avenue	0.1	Bicycle Boulevard (Class III)	$263,600	33	48,825	$813,200	0	0	1	0	0	1	
782	Jackson Street	Yajome Street	Soscol Avenue	0.3	Bicycle Boulevard (Class III)	$526,700	35	52,733	$878,500	0	0	1	0	0	1	
783	Myrtle Avenue	California Blvd	Marin Street	0.1	Bicycle Boulevard (Class III)	$203,300	25	37,565	$626,000	0	0	0	0	0	0	
784	Marin Street	Lincoln Street	Myrtle Avenue	0.4	Bicycle Boulevard (Class III)	$864,700	43	63,536	$1,058,900	1	0	0	0	0	1	
785	3rd Street	California Boulevard	Jefferson Street	0.4	Bike Lanes (Class II)	$53,600	39	58,397	$1,396,900	1	0	1	1	0	3	Y
814	Hagen Road	Silverado Trail	City Border	0.4	Bike Lanes (Class II)	$63,000	5	7,786	$146,600	1	0	1	1	0	3	
831	Imola Avenue	Hunt Street	South Freeway Drive	0.2	Buffered Bike Lanes (Class II)	$49,100	24	35,407	$778,200	1	0	1	0	0	2	Y
834	Hahnemann Ln	Salvador Ave	Wine Country Ave	0.3	Bicycle Boulevard (Class III)	$536,400	20	29,785	$495,400	0	1	0	1	0	2	
835	Lone Oak Ave	W Lincoln Ave	Linda Vista Ave	0.0	Bicycle Boulevard (Class III)	$66,800	21	31,537	$525,500	0	0	0	1	0	1	
841	Redwood Rd	Browns Valley Rd	Western City Limits	0.2	Rural Bicycle Route (Class III)	$14,900	9	13,920	$231,600	0	0	1	1	0	2	
842	Old Sonoma Rd	Old Sonoma Rd (near Playground Fantastico)	Jefferson St	0.3	Bike Lanes (Class II)	$39,500	35	52,286	$1,098,700	1	1	1	1	0	4	Y
843	Old Sonoma Rd	Western City Limits	Foster Rd	0.5	Bike Lanes (Class II)	$70,900	25	37,797	$823,600	0	1	1	1	1	4	Y
844	Tulocay Creek Trail	Soscol Ave	Vine Trail	0.2	Shared Use Path (Class I)	$605,700	21	30,570	$755,000	0	1	0	1	0	2	
846	Terrace Dr	Imola Ave	Coombsville Rd	1.2	Study Corridor	N/A	N/A	N/A	N/A	1	1	1	1	0	4	
848	Laurel St	California Blvd	Franklin St	0.7	Bicycle Boulevard (Class III)	$1,408,000	43	64,073	$1,068,000	1	1	1	1	0	4	
850	Vine Trail - S Kennedy Park to Napa Pipe	Napa city limit (Adjacent to Kaiser Road) to Existing Bay Trail	Kaiser Road	0.3	Shared Use Path (Class I)	$1,267,100	0	556	$13,300	0	1	0	1	0	2	
861	Thompson Rd	Napa City Limits	Browns Valley Rd	0.5	Bike Lanes (Class II)	$71,400	13	20,067	$715,600	1	0	1	1	1	4	
867	SR 221	Imola Ave	Kaiser Rd	1.3	Shared Use Path (Class I)	$4,823,600	17	25,447	$635,100	0	1	1	1	0	3	Y
874	Bay Trail (Stanly Crossroad)	Cuttings Wharf Rd	Stanly Ln	0.9	Shared Use Path (Class I)	$3,542,200	1	1,545	$37,000	0	0	0	1	0	1	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
878	Railroad Bridge	3rd St	1st St	0.2	Shared Use Path (Class I)	$739,300	30	44,059	$1,105,700	1	0	0	1	1	3	
883	Solano Ave	Coffield Ave	W Lincoln Ave	0.1	Shared Use Path (Class I)	$338,500	31	46,178	$1,155,400	0	0	1	1	0	2	
886	SR 221	Kaiser Rd	Magnolia Dr	1.4	Bike Lanes (Class II)	$208,400	13	18,790	$569,900	1	1	1	1	0	4	Y
887	River Trail Bridge	River Trail West	Oxbow Preserve	0.1	Shared Use Path (Class I)	$256,700	2	2,250	$55,400	0	0	0	1	0	1	
888	River Trail West	Lincoln Ave	existing River Trail terminus (near River Terrace)	0.4	Shared Use Path (Class I)	$1,521,500	3	4,530	$106,800	1	0	0	1	1	3	
892	Coombs St	First St	Division St	0.3	Bike Lanes (Class II)	$39,500	33	49,537	$979,200	1	1	0	1	0	3	
896	Vine Trail (undercrossing)	Existing Vine Trail (near Redwood Park & Ride)	Existing Vine Trail (near Vine Trail SR 29 overcrossing)	0.3	Shared Use Path (Class I)	$1,166,300	43	64,105	$1,575,600	1	1	1	1	0	4	
919	Bordeaux Way	Napa Valley Corporate Wy	Napa Valley Corporate Dr	0.4	Bicycle Boulevard (Class III)	$840,300	0	563	$9,400	0	0	0	1	0	1	
922	Cabot Wy	S Jefferson St	W Imola Ave	0.3	Bicycle Boulevard (Class III)	$606,400	22	32,004	$533,200	1	0	1	1	0	3	
923	S Hartson St	Lernhart St	Old Sonoma Rd	0.3	Bicycle Boulevard (Class III)	$684,200	32	46,929	$782,600	1	0	1	1	0	3	
924	Lernhart St	W Imola Ave	S Hartson St	0.1	Bicycle Boulevard (Class III)	$145,200	20	29,980	$499,900	0	0	1	1	0	2	
925	Ash St	Jefferson St	Franklin St	0.3	Bicycle Boulevard (Class III)	$519,100	32	48,043	$801,000	0	0	1	1	0	2	
927	Clark St	Silverado Trail	East Ave	0.1	Bicycle Boulevard (Class III)	$232,700	16	23,584	$392,500	1	0	1	1	0	3	
929	Sousa Ln	Soscol Ave	Silverado Trail	0.1	Bike Lanes (Class II)	$20,500	20	30,226	$505,200	1	1	0	1	0	3	
930	Fairview Dr	Silverado Trail	Fairview Park	0.2	Bicycle Boulevard (Class III)	$398,500	18	26,251	$436,700	1	1	0	1	0	3	
931	Burnell St - 8th St	3rd St	Soscol Ave	0.3	Bicycle Boulevard (Class III)	$602,000	30	43,988	$732,000	1	1	1	1	0	4	
932	Juarez St	1st St	3rd St	0.2	Bicycle Boulevard (Class III)	$466,300	25	36,620	$609,200	1	0	1	1	0	3	
933	1st St	East Ave	Silverado Trail	0.2	Bicycle Boulevard (Class III)	$427,400	19	27,975	$465,400	1	0	1	1	0	3	
934	Silverado Trail	Hagen Rd	Silverado Trail (Northern City Limits)	0.1	Bike Lanes (Class II)	$12,800	6	8,554	$328,800	1	0	1	1	0	3	
937	River Trail East	Oxbow Preserve	1st St	0.2	Shared Use Path (Class I)	$812,000	21	31,144	$792,700	0	0	0	1	0	1	
938	McKinstry St	Water St	Soscol Ave	0.3	Bicycle Boulevard (Class III)	$637,300	36	53,397	$889,000	0	0	1	1	0	2	
939	River Trail West	existing trail terminus (near 1st Street)	Railroad Bridge	0.3	Shared Use Path (Class I)	$1,079,900	29	42,547	$1,070,600	0	0	0	1	0	1	
940	River Trail Bridge	River Trail West	3rd St	0.1	Shared Use Path (Class I)	$270,200	25	37,239	$936,400	0	0	0	1	0	1	
941	1st St	Soscol Ave	Vernon St	0.2	Bike Lanes (Class II)	$23,200	29	43,559	$965,600	1	0	1	1	0	3	
942	3rd St	Soscol Ave	Lawrence St	0.0	Bike Lanes (Class II)	$6,400	26	39,176	$841,400	1	0	1	1	0	3	
943	River Promenade (1st Street underpass)	Riverfront Promenade	Opera House Plaza	0.0	Shared Use Path (Class I)	$128,700	27	40,739	$1,013,800	0	0	1	1	0	2	
944	Napa Creek Connector Trail	Oxbow Commons Path	9/11 Memorial Garden	0.0	Shared Use Path (Class I)	$140,200	28	42,139	$1,050,600	1	1	1	1	0	4	
945	Brown St Corridor	Coombs St/Pearl St	3rd St	0.3	Shared Use Path (Class I)	$1,156,400	36	53,587	$1,322,400	0	1	1	1	1	4	Y
946	River Trail West	Division St	Imola Ave	1.1	Shared Use Path (Class I)	$4,007,900	30	45,081	$1,125,000	0	1	1	1	0	3	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
947	Division St - Franklin St	Brown St	Oak St	0.2	Bicycle Boulevard (Class III)	$429,200	28	41,677	$694,100	0	1	1	1	0	3	
948	Walnut St	Laurel St	Old Sonoma Rd	0.4	Bicycle Boulevard (Class III)	$837,900	40	59,011	$984,600	1	0	1	1	0	3	
949	California Blvd	3rd St	Laurel St	0.2	Bicycle Boulevard (Class III)	$441,400	35	52,623	$877,700	0	0	1	1	0	2	
950	California Blvd	3rd St	1st St	0.1	Bike Lanes (Class II)	$17,400	34	50,242	$1,093,100	0	0	1	1	0	2	
951	Laurel St	Foothill Blvd	1st St	0.1	Bike Lanes (Class II)	$16,900	19	28,823	$742,000	0	1	0	1	0	2	Y
952	W Pueblo Ave	Solano Ave	Redwood Rd	1.4	Bicycle Boulevard (Class III)	$2,756,200	50	73,911	$1,230,800	0	1	1	1	0	3	Y
953	Westview Dr	Redwood Rd	Browns Valley Rd	0.7	Bicycle Boulevard (Class III)	$1,296,700	23	34,189	$569,000	0	0	1	1	0	2	
954	Austin Way	Scenic Dr	Browns Valley Rd	0.2	Bicycle Boulevard (Class III)	$358,700	16	23,449	$390,500	0	0	1	1	0	2	
955	Scenic Dr	Larkin Wy	Browns Valley Rd	1.0	Bicycle Boulevard (Class III)	$1,910,800	24	35,680	$594,000	0	0	0	1	0	1	
956	Larkin Wy	Browns Valley Rd	Scenic Dr	0.1	Bicycle Boulevard (Class III)	$206,200	13	20,041	$333,800	1	0	1	1	0	3	
957	Partrick Rd	Browns Valley Rd	City Limits	0.8	Bicycle Boulevard (Class III)	$1,549,700	12	17,881	$297,500	0	0	0	1	1	2	
958	Clinton St	Brown St	Soscol Ave	0.2	Bicycle Boulevard (Class III)	$399,700	33	49,023	$816,400	1	0	1	1	0	3	
959	Clay St - Pearl St	Coombs St	California Blvd	0.8	Bicycle Boulevard (Class III)	$1,536,300	50	74,244	$1,237,400	1	1	1	1	0	4	
960	Lincoln Ave	California Blvd	Solano Ave	0.2	Bike Lanes (Class II)	$31,000	41	60,481	$1,465,000	1	0	1	1	0	3	
961	Georgia St	Lincoln Ave	E St	0.3	Bicycle Boulevard (Class III)	$519,700	40	58,847	$980,700	1	0	1	1	1	4	
962	Brown St	Lincoln Ave	Clinton St	0.6	Bicycle Boulevard (Class III)	$1,251,000	49	73,270	$1,220,600	1	0	1	1	0	3	
964	Park Ave	Jefferson St	California Blvd	0.4	Bicycle Boulevard (Class III)	$728,800	42	63,009	$1,049,900	1	0	0	1	0	2	
966	Central Ave	Soscol Ave	Jefferson St	0.6	Bicycle Boulevard (Class III)	$1,269,300	50	75,093	$1,251,200	1	0	1	1	0	3	
967	Main St	Pueblo Ave	Lincoln Ave	0.5	Bicycle Boulevard (Class III)	$996,000	54	79,624	$1,326,700	1	0	1	1	0	3	
968	Yajome St	Pueblo Ave	Vine Trail	0.4	Bicycle Boulevard (Class III)	$799,300	48	71,322	$1,188,200	1	0	1	1	0	3	
969	Pueblo Ave	California Ave	Soscol Ave	1.1	Bike Lanes (Class II)	$156,500	58	86,613	$1,901,400	1	0	1	1	0	3	
970	Beard Rd	Pearl Tree Ln	Pueblo Ave	0.3	Bicycle Boulevard (Class III)	$612,300	45	67,455	$1,123,600	0	0	1	1	0	2	
971	Pear Tree Ln	Soscol Ave	Beard Rd	0.6	Bicycle Boulevard (Class III)	$1,091,400	43	64,106	$1,067,700	0	0	1	1	0	2	
973	Sierra Ave	Willis Dr	Diablo St	0.5	Bicycle Boulevard (Class III)	$905,000	39	57,384	$955,400	0	0	1	1	0	2	
974	Connector Path	Industrial Way	Sheridan Dr	0.1	Shared Use Path (Class I)	$232,800	34	50,561	$1,283,000	0	0	0	1	0	1	
975	Redwood Rd	Browns Valley Rd	SR 29	0.9	Bike Lanes (Class II)	$132,900	32	47,781	$822,500	0	0	1	1	1	3	
977	Villa Ln	Firefly Ln	Pear Tree Ln	0.5	Bike Lanes (Class II)	$65,800	41	60,712	$1,460,800	1	0	1	1	0	3	
978	Salvador Creek Trail	existing trail (near Ranch Lane)	existing trail (near Serendipity Way)	0.0	Shared Use Path (Class I)	$145,900	1	997	$21,800	0	0	0	1	0	1	
979	Garfield Ln	Austin Miller Memorial Bike Path	Culbertson Ct	0.0	Bicycle Boulevard (Class III)	$44,900	3	4,173	$69,400	0	0	0	1	0	1	
980	Big Ranch Rd	Trancas St	Northern City Limits	0.9	Bike Lanes (Class II)	$125,400	32	48,079	$1,316,500	1	1	1	1	1	5	Y
981	Vine Hill Dr	Dry Creek Rd	Linda Vista Ave	0.5	Bicycle Boulevard (Class III)	$1,001,700	24	35,506	$590,700	0	0	1	1	0	2	
982	Wine Country Ave	Dry Creek Rd	Linda Vista Ave	0.5	Bicycle Boulevard (Class III)	$985,200	21	30,947	$514,800	0	1	1	1	0	3	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
983	Valle Verde Dr	Salvador Creek Trail	Trancas St	0.3	Bicycle Boulevard (Class III)	$522,900	34	50,420	$840,000	1	0	1	1	0	3	
984	Firefly Ln	Wild Rye Way	Valle Verde Dr	0.3	Bicycle Boulevard (Class III)	$511,300	33	49,366	$822,400	0	0	1	1	0	2	
985	Wild Rye Way	Rubicon St	Firefly Ln	0.0	Bicycle Boulevard (Class III)	$46,400	30	44,507	$741,300	0	0	0	1	0	1	
986	Rubicon St	Baxter Ave	Wild Rye Way	0.4	Bicycle Boulevard (Class III)	$881,700	48	70,922	$1,181,200	1	0	1	1	0	3	
987	Baxter Ave	Diablo St	Rubicon St	0.3	Bicycle Boulevard (Class III)	$600,800	47	70,232	$1,169,600	1	0	0	1	0	2	
988	Diablo St	Yellowstone St	Baxter Ave	0.4	Bicycle Boulevard (Class III)	$801,900	42	62,031	$1,032,900	0	0	1	1	0	2	
989	Yellowstone St	Lassen St	Diablo St	0.2	Bicycle Boulevard (Class III)	$329,700	30	45,373	$755,200	0	0	1	1	0	2	
990	Lassen St	Salvador Creek Trail	Yellowstone St	0.3	Bicycle Boulevard (Class III)	$629,800	31	46,492	$773,700	0	0	1	1	0	2	
991	El Centro Ave	Byway East	Jefferson St	0.6	Bicycle Boulevard (Class III)	$1,087,700	28	41,152	$684,700	0	0	1	1	0	2	
992	El Centro Ave	Jefferson St	Eastern City Limits	0.3	Bicycle Boulevard (Class III)	$496,800	21	31,083	$517,200	0	0	1	1	0	2	
993	Carol Dr	Oxford St	W Pueblo Ave	0.6	Bicycle Boulevard (Class III)	$1,183,700	48	71,776	$1,195,100	1	1	1	1	0	4	
994	Oxford St	Trower Ave	Carol Dr	0.6	Bicycle Boulevard (Class III)	$1,217,600	49	72,191	$1,201,600	0	0	1	1	0	2	
995	Fairfax Dr	Cesar St	Trower Ave	0.2	Bicycle Boulevard (Class III)	$411,600	32	47,265	$786,300	0	0	0	1	0	1	
996	Cesar St	Maher St	Fairfax Dr	0.1	Bicycle Boulevard (Class III)	$114,500	24	36,042	$599,500	0	0	0	1	0	1	
997	Maher St	Wine Country Ave	Cesar St	0.3	Bicycle Boulevard (Class III)	$651,100	28	41,094	$683,600	0	0	0	1	0	1	
999	Capitola Dr	Saratoga Dr	Saratoga Dr/Erin Wy	0.1	Bike Lanes (Class II)	$12,100	16	23,662	$649,800	0	1	0	1	0	2	
1000	Saratoga Dr	Capitola Dr/Erin Wy	Terrace Dr	0.1	Bike Lanes (Class II)	$18,400	16	24,422	$611,900	0	1	0	1	0	2	
1001	Shelter Ave	Sommer St	Soscol Ave	0.7	Bicycle Boulevard (Class III)	$1,467,000	20	29,875	$498,100	1	1	0	1	0	3	
1002	Sommer St	Muir St	Shelter Ave	0.1	Bicycle Boulevard (Class III)	$170,600	12	17,410	$290,400	0	0	0	1	0	1	
1003	Muir St	Granada St	Sommer St	0.1	Bicycle Boulevard (Class III)	$246,500	11	16,479	$274,900	0	0	0	1	0	1	
1004	Granada St	Imola Ave	Muir St	0.1	Bicycle Boulevard (Class III)	$224,300	10	14,550	$242,700	1	0	0	1	0	2	
1005	Napa Valley College Path :Roy Patrick Dr	College Wy, Magnolia Dr	Imola Ave	0.2	Shared Use Path (Class I)	$620,600	15	22,800	$572,400	0	1	0	1	0	2	
1006	Kansas Ave	Shurtleff Ave	Soscol Ave	0.6	Bicycle Boulevard (Class III)	$1,177,900	24	34,968	$582,800	1	1	0	1	0	3	
1007	Tamarisk Dr	Terrace Dr	Coombsville Rd	0.3	Bicycle Boulevard (Class III)	$676,200	16	23,776	$395,700	0	0	0	1	0	1	
1008	Pascale Pl Connector	Pascale Pl	Montecito Blvd	0.0	Shared Use Path (Class I)	$137,700	8	11,410	$282,600	0	0	0	1	0	1	
1044	Bay Trail Connector	Stanly Crossroad	Napa River	0.7	Shared Use Path (Class I)	$2,754,700	1	1,687	$40,100	0	0	0	1	0	1	
1046	Foster Rd	W Imola Ave	Hilton Dr	0.8	Bike Lanes (Class II)	$113,400	14	20,936	$507,400	0	0	0	1	0	1	
1048	Fairview Dr Pathway Connector	Aguire Wy	Terrace Dr	0.2	Shared Use Path (Class I)	$582,000	18	26,721	$672,500	0	1	0	1	0	2	
1049	Arroyo Dr	Brown St	Seminary St	0.1	Bicycle Boulevard (Class III)	$218,700	31	45,415	$756,500	0	0	0	1	0	1	
1051	Salvador Creek Trail	Byway East	Jefferson St	0.7	Shared Use Path (Class I)	$2,574,300	33	48,790	$1,202,900	0	0	1	1	0	2	
1052	Jefferson St	Salvador Ave	S Jefferson St at City Limits	5.0	Study Corridor	N/A	N/A	N/A	N/A	1	0	1	1	0	3	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
1131	Imola Ave Class I Path	Vine Trail at Imola Bridge	SR 221	0.2	Shared Use Path (Class I)	$836,300	15	22,486	$564,900	0	1	1	0	1	3	Y
1132	Wyatt Ave	Birkdale Dr	Peppergrass St	0.1	Bicycle Boulevard (Class III)	$216,200	16	23,681	$394,600	0	0	0	0	0	0	
1133	Peppergrass St	Wyatt Ave	Shurtleff Ave	0.1	Bicycle Boulevard (Class III)	$214,100	16	23,753	$395,800	0	0	0	0	0	0	
1134	East Ave	1st Street	Clark St	0.5	Bicycle Boulevard (Class III)	$946,700	20	29,821	$496,100	0	0	1	0	0	1	
1142	Silverado Trail	Soscol Ave	Lincoln Ave	1.6	Shared Use Path (Class I)	$5,982,900	43	63,524	$1,571,300	1	1	0	1	1	4	Y
1194	Vine Trail - Napa Pipe to Soscol Ferry	Riversound Way	Soscol Ferry Rd	0.5	Shared Use Path (Class I)	$1,763,900	1	1,382	$33,600	0	0	1	0	0	1	
1197	Pinewood Dr	W Pueblo Ave	Scenic Dr	0.5	Bicycle Boulevard (Class III)	$969,300	26	39,371	$655,600	0	0	1	0	1	2	
1198	Trower Ave	Dry Creek Rd	East end of Trower at Vintage High	0.9	Buffered Bike Lanes (Class II)	$204,900	45	67,606	$1,408,300	0	0	1	0	1	2	
1203	Coombs Street	Imola Avenue	Division Street	1.0	Bicycle Boulevard (Class III)	$1,874,800	40	58,946	$981,800	0	1	1	0	0	2	
1204	Oak Street	Franklin St	Seminary St	0.2	Bicycle Boulevard (Class III)	$449,300	32	47,696	$794,600	0	1	0	0	0	1	
1205	Seminary Street	Oak St	Hayes St	0.7	Bicycle Boulevard (Class III)	$1,288,700	48	71,677	$1,194,300	1	1	1	0	0	3	
1206	Hayes Street	Yount St	Jefferson St	0.2	Bicycle Boulevard (Class III)	$467,800	35	52,729	$878,700	1	0	1	0	0	2	
1207	E Street	Jefferson St	California Blvd	0.4	Bicycle Boulevard (Class III)	$753,200	42	62,111	$1,035,100	1	0	1	0	1	3	
1208	D Street Alley	York St	California Blvd	0.3	Bicycle Boulevard (Class III)	$526,200	37	54,523	$908,900	0	0	1	0	0	1	
1209	Franklin Street	Coombs St	Division St	0.8	Bicycle Boulevard (Class III)	$1,648,000	41	61,069	$1,017,400	0	1	1	0	0	2	
1210	Trancas St	City Limits	Solano Ave	1.5	Study Corridor	N/A	N/A	N/A	N/A	1	1	1	0	1	4	Y
1212	South Sosocl	Imola Ave	3rd Street	1.3	Study Corridor	N/A	N/A	N/A	N/A	1	1	1	0	0	3	
1213	Lincoln Ave	Silverado Trail	West Lincoln	1.4	Buffered Bike Lanes (Class II)	$314,400	66	97,577	$2,062,100	1	0	1	0	1	3	
1218	Beard Rd	Trancas St	Pear Tree Ln	0.2	Bicycle Boulevard (Class III)	$374,900	41	61,536	$1,024,900	0	0	0	0	1	1	
1233	Byway E	Salvador Ave	El Centro Ave	0.4	Bicycle Boulevard (Class III)	$835,900	23	34,760	$578,200	1	1	1	0	1	4	
1235	Napa River Trail	Napa River Trail	Oxbow Preserve	0.1	Shared Use Path (Class I)	$269,200	13	18,976	$497,600	0	0	0	0	0	0	

Note: For additional details and methodology for the project cost estimates above, please refer to Table 6.4 on page 127. For more information about estimated project benefits, refer to Appendix F. Project cost estimates and benefits are for rough estimation purposes only. The benefits were developed using the NCHRP 552 methodology, with the total economic benefits shown in the table reflecting high estimated benefit values.

Table E.5: Bicycle Network Recommendations – American Canyon

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction (Miles)	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
219	Kimberly Dr	SR 29 (Broadway)	Elliot Dr	0.3	Buffered Bike Lanes (Class II)	$76,000	23	34,604	$671,700	0	0	0	0	0	0	
786	Devlin Road	South Kelly Road	Boone Road Roundabout	0.5	Shared Use Path (Class I)	$1,797,000	0	269	$6,700	0	0	1	1	0	2	
788	Class I Off-Street Multi Use path	Hess Road	Commerce Boulevard	0.6	Shared Use Path (Class I)	$2,320,500	4	5,237	$138,800	0	0	0	1	0	1	
789	Napa Junction	Broadway	Theresa Avenue	0.1	Shared Use Path (Class I)	$420,300	8	11,582	$291,200	0	0	1	1	0	2	
790	Theresa Avenue	Napa Junction	Eucalyptus Drive	0.3	Bicycle Boulevard (Class III)	$587,900	14	20,209	$337,500	0	0	1	1	0	2	
793	Rio Del Mar	Broadway	Wetlands Edge Road	0.5	Bike Lanes (Class II)	$66,200	21	30,652	$544,100	0	0	1	1	0	2	
795	Donaldson Way West	Just past Andrew Road	Broadway	0.3	Bicycle Boulevard (Class III)	$648,200	32	48,029	$801,300	0	0	1	1	0	2	
796	Kimberley Drive	Elliot Drive	Meadow Bay Drive	0.2	Bicycle Boulevard (Class III)	$459,300	19	27,846	$463,800	0	0	0	1	0	1	Y
797	Elliott Drive	Past Knightsbridge Way	City Line	0.4	Bike Lanes (Class II)	$61,500	23	34,848	$987,700	0	0	0	1	0	1	
798	Danrose Drive	American Canyon	City Line	0.7	Bicycle Boulevard (Class III)	$1,392,100	34	51,197	$853,400	0	0	1	1	1	3	
800	Napa Junction	Eastern end	Broadway	0.2	Bicycle Boulevard (Class III)	$300,200	16	24,356	$406,700	0	0	1	0	0	1	
833	Flosden Road	American Canyon	City Line	0.6	Study Corridor	N/A	N/A	N/A	N/A	0	1	1	0	0	2	
839	American Canyon Rd	Wetlands Edge Rd	SR 29	0.7	Separated Bikeway (Class IV)	$462,200	36	53,620	$1,280,900	0	0	1	1	0	2	Y
851	James Rd	Wilson Wy	American Canyon Rd	0.5	Bicycle Boulevard (Class III)	$1,000,500	38	56,528	$942,800	1	0	1	1	0	3	
855	Vine Trail (along Devlin Rd)	Middleton Way	Watson Ln	1.1	Shared Use Path (Class I)	$4,039,800	4	6,435	$170,900	1	0	1	1	0	3	Y
862	Vine Trail (along Watson Ln - American Canyon)	Paoli Loop Rd	Newell Rd Extension	0.4	Shared Use Path (Class I)	$1,582,200	3	3,861	$98,700	0	0	0	1	0	1	Y
863	Vine Trail (Newell Rd Extension)	Donaldson Way (Southern Intersection of proposed Vine and Ridge Trails)	Paoli Rd	1.1	Shared Use Path (Class I)	$4,010,400	14	21,575	$544,800	0	0	1	1	0	2	
870	Melvin Rd	James Rd	Rio Del Mar	0.0	Bicycle Boulevard (Class III)	$88,800	23	34,174	$570,200	0	0	1	1	0	2	
873	Broadway	Veterans Park	American Canyon Rd	0.2	Shared Use Path (Class I)	$900,300	31	45,724	$1,093,300	0	1	1	1	0	3	
880	Napa Ruins Loop	Main St	Vine Trail (Newell Dr extension)	0.2	Shared Use Path (Class I)	$793,300	11	16,049	$405,600	0	0	1	1	0	2	
897	Los Altos Dr	Thersea Ave	Rio del Mar	0.1	Bicycle Boulevard (Class III)	$205,400	15	21,628	$361,100	0	0	1	1	0	2	
909	Hanna St	Commerce Blvd	terminus	0.4	Rural Bicycle Route (Class III)	$27,800	0	591	$9,900	0	0	0	1	0	1	
910	Commerce Blvd	Clarke Ranch Park	Green Island Rd	0.7	Bike Lanes (Class II)	$107,200	4	5,744	$178,800	0	0	0	1	0	1	
911	Green Island Rd	Vine Trail	Commerce Blvd	0.3	Shared Use Path (Class I)	$1,267,400	0	650	$18,100	0	0	1	1	1	3	
912	Mezzetta Ct	Green Island Rd	end of street	0.2	Rural Bicycle Route (Class III)	$14,800	0	239	$4,000	0	0	0	1	0	1	
913	Green Island Rd	Northern intersection of Green Island Rd and Mezzetta Ct	Vine Trail (Class I facility intersecting at Green Island Rd 300' W of RR tracks)	0.3	Bike Lanes (Class II)	$36,800	0	481	$79,500	0	0	1	1	0	2	
914	Green Island Rd	Mezetta Ct	City Border	0.5	Rural Bicycle Route (Class III)	$34,400	0	203	$3,400	0	0	0	1	0	1	
1009	Theresa Ave	Eucayptus Dr	Los Altos Dr	0.0	Bicycle Boulevard (Class III)	$65,200	13	19,114	$319,200	0	0	1	1	0	2	
1014	Melvin Rd	James Rd	Cassayre Dr	0.3	Bicycle Boulevard (Class III)	$684,600	24	36,381	$607,100	0	0	1	1	0	2	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction (Miles)	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
1028	Cassayre Dr	Melvin Rd	Rio Del Mar	0.2	Bicycle Boulevard (Class III)	$299,700	16	24,486	$408,800	0	0	1	1	0	2	
1033	Bay Trail (Kimberly Area Segment - south of American Canyon)	Catalina Wy, Vallejo	Class I facility adjacent	0.5	Shared Use Path (Class I)	$1,964,100	12	18,160	$445,700	0	0	0	1	0	1	
1034	Bay Trail (Kimberly Area Segment)	Kimberly Dr	Kensington Wy	0.3	Shared Use Path (Class I)	$1,233,400	19	27,809	$666,500	0	0	0	1	0	1	
1035	Cartegena-Via Bellagio Connector Path	150' E of Entrada Circle	Flosden Rd	0.4	Shared Use Path (Class I)	$1,529,600	1	2,008	$44,000	0	1	1	1	0	3	
1037	American Canyon Rd	Newell Dr	City Limit	0.4	Bike Lanes (Class II)	$60,600	20	29,610	$497,100	0	1	1	1	0	3	
1038	Bay Area Ridge Trail - Eucalyptus Dr	Greenwing Street	Main St	0.8	Shared Use Path (Class I)	$1,475,500	15	21,605	$540,200	0	0	1	1	0	2	
1039	Lombard Rd	Napa Junction Rd	Hess Rd	0.2	Bike Lanes (Class II)	$31,700	7	10,926	$185,900	0	0	1	1	0	2	
1040	Hess Rd	Commerce Blvd	Lombard Rd	0.2	Shared Use Path (Class I)	$841,900	4	6,583	$170,700	0	0	0	1	0	1	
1144	Napa Ruins Loop South	Napa Ruins Loop	Rolling Hills Ln	0.1	Shared Use Path (Class I)	$526,300	12	18,482	$467,000	0	0	0	0	0	0	
1146	SR 29 SB	American Canyon Rd	Napa Junction Rd	1.9	Shared Use Path (Class I)	$7,381,100	45	67,618	$1,608,800	1	0	1	1	0	3	
1147	SR 29 NB	American Canyon Rd	Napa Junction Rd	1.8	Shared Use Path (Class I)	$6,837,100	44	66,046	$1,574,900	1	1	1	1	0	4	Y
1160	S Kelly Rd	American Canyon Path	Devlin Rd	0.4	Shared Use Path (Class I)	$1,565,000	0	390	$10,400	1	0	1	1	0	3	
1200	Crawford Way	James Rd	Broadway St	0.2	Bicycle Boulevard (Class III)	$296,600	29	43,182	$720,200	0	0	1	0	0	1	
1201	Cartegena Way	Broadway	Road End	0.4	Bicycle Boulevard (Class III)	$739,700	18	27,129	$452,300	0	1	1	0	0	2	
1215	Rolling Hills Rd	Donaldson Way	Frontier St	0.2	Bike Lanes (Class II)	$22,400	17	25,291	$865,100	0	0	0	0	1	1	
1216	Knightsbridge Wy	Hartford Ct	SR 29	0.1	Shared Use Path (Class I)	$310,600	26	38,864	$938,000	0	0	0	0	0	0	
1222	Hummingbird Way	Benton Way	W American Canyon Rd	0.3	Bicycle Boulevard (Class III)	$521,900	23	34,357	$572,700	0	0	0	0	0	0	
1241	Donaldson Way	Rio del Mar	Amarillo Dr	0.2	Bike Lanes (Class II)	$28,500	22	33,236	$1,696,600	0	0	0	0	0	0	
1242	Via Bellagio Connector	Via Bellagio	Via Bellagio Trail	0.1	Rural Bicycle Route (Class III)	$4,000	10	14,529	$242,400	0	1	0	0	0	1	
1245	American Canyon Rd	James Rd	Silver Oak Trail	0.3	Study Corridor	N/A	N/A	N/A	N/A							

Note: For additional details and methodology for the project cost estimates above, please refer to Table 6.4 on page 127. For more information about estimated project benefits, refer to Appendix F. Project cost estimates and benefits are for rough estimation purposes only. The benefits were developed using the NCHRP 552 methodology, with the total economic benefits shown in the table reflecting high estimated benefit values.

Table E.6: Bicycle Network Recommendations – County of Napa

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
191	Coombsville Road	City Limits	2nd Avenue	0.9	Buffered Bike Lanes (Class II)	$198,500	8	11,642	$558,700	0	0	0	0	0	0	
802	Larkmead Ln			1.3	Bike Lanes (Class II)	$187,300	0	173	$42,600	1	0	1	1	0	3	
803	Bale Lane			0.7	Bike Lanes (Class II)	$99,400	0	203	$79,100	1	0	1	1	0	3	
804	Berryessa Knoxville Road	North Smittle Creek Trail Head	SR 128	8.3	Rural Bicycle Route (Class III)	$625,200	0	48	$800	0	0	1	1	0	2	
805	Hardman Avenue	Silverado Trail	Atlas Peak Road	0.9	Rural Bicycle Route (Class III)	$68,800	1	1,221	$20,200	1	0	1	1	0	3	
806	Orchard Avenue	Napa City boundary	S-bend	0.5	Bike Lanes (Class II)	$65,400	2	2,604	$198,300	0	1	1	1	0	3	
807	Atlas Peak Road	Monticello Road to	Hillcrest Drive	0.5	Bike Lanes (Class II)	$75,100	2	2,642	$241,200	1	0	1	1	0	3	
808	Monticello Road (SR 121)*	SR 128	Atlas Peak Road	11.1	Rural Bicycle Route (Class III)	$834,600	2	3,107	$51,600	1	0	1	1	0	3	
809	Hagen Road	1st Avenue	3rd Avenue	1.0	Bike Lanes (Class II)	$151,100	1	1,889	$186,700	0	0	1	1	0	2	
810	3rd Avenue	Hagen Road	North/3rd Avenue	1.8	Rural Bicycle Route (Class III)	$135,900	1	1,323	$22,000	0	0	1	1	0	2	
811	3rd Avenue	North/3rd	Coombsville Road	0.7	Rural Bicycle Route (Class III)	$53,300	1	1,525	$25,400	0	0	1	1	0	2	
812	2nd	North	Coombsville Road	0.6	Bike Lanes (Class II)	$90,200	1	1,890	$31,700	0	0	1	1	0	2	
813	North	1st	3rd	0.9	Bike Lanes (Class II)	$130,300	1	1,676	$35,600	0	0	1	1	0	2	
815	Salvador Avenue	City boundary	Big Ranch Road	0.5	Bike Lanes (Class II)	$77,000	7	11,092	$199,600	1	1	1	1	1	5	
816	El Centro Avenue	City boundary	Big Ranch Road	0.5	Bike Lanes (Class II)	$74,400	14	21,153	$370,400	1	0	1	1	0	3	
817	Buhman Avenue	City boundary	Congress Valley Road	0.6	Rural Bicycle Route (Class III)	$46,600	4	5,548	$92,400	0	0	0	0	0	0	
818	Buhman Avenue	Congress Valley Road	Henry Road	1.3	Rural Bicycle Route (Class III)	$96,800	1	1,809	$30,100	0	0	0	0	0	0	
819	Thomson Avenue	Congress Valley Road	City boundary	0.9	Bike Lanes (Class II)	$132,900	6	9,114	$161,900	0	0	1	1	0	2	
820	Old Sonoma Road	City boundary	SR 12	2.8	Bike Lanes (Class II)	$411,700	12	17,338	$302,500	1	0	1	1	0	3	
821	SR 12*	City boundary	Ramal	4.5	Bike Lanes (Class II)	$646,000	2	2,369	$49,800	1	0	1	1	1	4	Y
822	Duhig Road	Las Amigas	SR 12	2.2	Bike Lanes (Class II)	$314,900	0	162	$64,100	1	0	0	1	0	2	
823	Milton Road	end	Las Amigas	2.9	Rural Bicycle Route (Class III)	$219,000	0	159	$2,600	0	0	1	1	0	2	
826	SR 29*	SR 221	American Canyon boundary	2.5	Separated Bikeway (Class IV)	$1,648,600	1	883	$22,300	1	0	1	1	0	3	
828	Trower Avenue	City boundary	Big Ranch Road	0.5	Bike Lanes (Class II)	$71,900	15	22,475	$413,100	0	0	1	1	0	2	
838	Vine Trail Vista Carneros (Napa San Fields)	Airport Blvd	Soscol Ferry Rd	2.0	Shared Use Path (Class I)	$7,721,700	0	681	$16,800	0	0	0	1	1	2	Y
840	Bay Trail (Along Napa River - N American Canyon Area)	Existing Bay Trail (Just S of Green Island Rd)	Soscol Ferry Rd	5.3	Shared Use Path (Class I)	$19,978,000	1	1,428	$34,900	0	0	0	1	1	2	
852	Coombsville Rd-Wild Horse Valley Rd	Shady Brook Lane	SR 128	6.1	Rural Bicycle Route (Class III)	$458,500	0	446	$7,400	0	0	1	1	0	2	
858	Coombsville Rd-Wild Horse Valley Rd	2nd Ave	4th Ave	0.2	Bike Lanes (Class II)	$33,300	1	1,657	$218,300	0	0	1	1	0	2	
859	Las Amigas	Buchli Station Rd	Milton Rd	0.7	Bike Lanes (Class II)	$95,000	0	138	$272,600	0	0	0	1	0	1	
866	SR 221*	Kaiser Rd	Vista Point Rd	1.1	Shared Use Path (Class I)	$4,104,500	0	695	$17,400	1	0	1	1	1	4	Y

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
868	Skellenger Rd	Conn Creek Rd	Silverado Trail	0.9	Bike Lanes (Class II)	$131,900	0	141	$63,100	0	0	0	1	0	1	
871	Dry Creek Rd	Oakville Grade Rd	Orchard Ave	6.8	Rural Bicycle Route (Class III)	$511,000	2	2,403	$40,000	0	1	1	1	1	4	Y
872	Coombsville Rd-Wild Horse Valley Rd	4th Ave	Shady Brook Ln	1.1	Rural Bicycle Route (Class III)	$85,500	1	1,158	$19,300	0	0	1	1	0	2	
884	Linda Vista Ave	Napa City Limits	Dry Creek Rd	0.8	Bicycle Boulevard (Class III)	$1,569,700	16	24,159	$401,900	0	1	1	1	0	3	
885	SR 29/221*	American Canyon city limit	Kaiser Rd	1.1	Bike Lanes (Class II)	$166,500	1	763	$20,800	1	0	1	1	1	4	Y
889	Yount Mill Rd - Yount Street	Yountville town limit	SR 29	2.1	Rural Bicycle Route (Class III)	$157,600	4	6,614	$109,600	1	1	1	1	1	5	Y
894	SR 128 /Conn Creek Rd*	Rutherford Rd	Silverado Trail	1.3	Rural Bicycle Route (Class III)	$98,900	0	140	$2,300	1	0	1	1	0	3	
906	Sanitarium Rd	Deer Park Rd	Deer Park Rd	1.8	Rural Bicycle Route (Class III)	$133,100	1	1,212	$20,100	1	0	1	1	0	3	
907	Glass Mountain Rd	Silverado Trail	Sanitarium Rd	0.9	Rural Bicycle Route (Class III)	$65,700	1	853	$14,200	0	0	1	1	0	2	
908	McGary Rd (Extension of the Solano Bikeway)	Solano Bike (Class I multi-use path)	Hiddenbrook Pkwy	0.7	Unclassified Bicycle Route	$55,500	0	15	$300	0	0	0	1	0	1	
916	American Canyon Path (along Newell Rd - S Kelly Rd)	Watson Ln	SR 12 (Jameson Canyon Rd)	2.3	Shared Use Path (Class I)	$8,628,500	3	4,031	$102,500	0	0	0	1	0	1	
917	Kelly Rd	SR 12	Jameson Road	1.0	Bike Lanes (Class II)	$142,600	0	337	$5,700	1	0	1	1	0	3	Y
918	Airport Blvd	Devlin Rd	SR 29	0.3	Bike Lanes (Class II)	$37,500	0	401	$12,100	0	0	1	1	0	2	
935	Silverado Trail*	Napa City Limit	Monticello Rd	0.3	Bike Lanes (Class II)	$50,700	9	13,703	$507,200	1	0	1	1	0	3	
998	4th Ave	Imola Ave	Coombsville Rd	1.3	Rural Bicycle Route (Class III)	$101,000	5	7,437	$124,100	0	0	1	1	0	2	
1010	1st Ave	Coombsville Rd	Hagen Rd	2.0	Bike Lanes (Class II)	$287,500	4	5,244	$179,600	0	0	1	1	0	2	
1011	Vichy Ave	Hagen Rd	Monticello Rd	1.2	Bike Lanes (Class II)	$173,300	2	3,289	$144,100	1	0	1	1	0	3	
1013	Wooden Valley Cross Rd	Wooden Valley Rd	Gordon Vallley Rd	1.3	Rural Bicycle Route (Class III)	$96,700	0	28	$500	0	0	0	1	0	1	
1015	Wooden Valley Rd	County Border	Monticello Rd	6.6	Rural Bicycle Route (Class III)	$495,400	0	128	$2,100	0	0	1	1	0	2	
1016	Soda Canyon Rd	Silverado Trail	county line	5.1	Rural Bicycle Route (Class III)	$379,300	0	126	$2,100	0	0	1	1	0	2	
1017	SR 29*	Tubbs Ln	Lake/Napa County Line	8.9	Rural Bicycle Route (Class III)	$667,500	0	582	$9,700	1	0	1	1	0	3	
1018	Finnel Rd	Town Limit	Yountville Cross Rd	0.8	Rural Bicycle Route (Class III)	$58,400	6	9,407	$155,900	0	1	1	1	0	3	
1023	Dealy Ln	Old Sonoma Rd	Henry Rd	1.2	Rural Bicycle Route (Class III)	$86,800	0	167	$2,800	0	0	1	1	0	2	
1024	Henry Rd	End of Henry Rd	Buhman Ave	3.4	Rural Bicycle Route (Class III)	$254,100	0	283	$4,700	0	0	1	1	0	2	
1025	Middle Ave	Los Carneros Ave	Cuttings Wharf Rd	0.2	Bicycle Boulevard (Class III)	$486,200	0	131	$2,200	0	0	1	1	0	2	
1026	Redwood Rd - Mt Veeder Rd	Napa City Limits	Dry Creek Rd	10.8	Rural Bicycle Route (Class III)	$811,500	7	10,899	$181,300	0	0	0	1	0	1	
1027	Dry Creek Rd	Trinity Rd	Mt Veeder Rd	2.3	Rural Bicycle Route (Class III)	$176,100	0	140	$2,300	0	0	1	1	0	2	
1029	Oakville Grade Rd	Dry Creek Rd	SR 29	3.7	Rural Bicycle Route (Class III)	$276,300	0	551	$9,200	0	1	1	1	0	3	
1030	Zinfandel Ln	SR 29/128	Silverado Trail	1.4	Bike Lanes (Class II)	$206,000	0	415	$47,000	1	0	1	1	0	3	
1031	Oakville Cross Rd	SR 29	Silverado Trail	2.5	Bike Lanes (Class II)	$363,900	0	286	$54,500	0	0	1	1	0	2	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
1032	SR 128 – Rutherford*	SR 29	Conn Creek Rd	1.5	Bike Lanes (Class II)	$220,200	0	183	$4,000	1	0	1	1	0	3	
1036	American Canyon Rd	American Canyon City Limit	I-80	1.9	Bike Lanes (Class II)	$280,900	10	14,400	$389,500	0	0	0	1	0	1	
1045	Stanly Ln	W Imola Ave	SR 12	1.7	Bike Lanes (Class II)	$241,300	2	3,659	$172,200	1	0	0	1	0	2	
1047	Skyline Path (along Imola Ave to Skyline Park)	Soscol Ave & 221	4th Avenue	2.0	Shared Use Path (Class I)	$7,757,100	20	29,643	$725,000	1	1	1	1	1	5	Y
1054	Big Ranch Rd	Napa City Limits	Oak Knoll Ave	2.1	Bike Lanes (Class II)	$303,000	10	15,290	$301,400	1	1	1	1	0	4	Y
1055	Oak Knoll Ave	SR 29	Silverado Trail	2.1	Bike Lanes (Class II)	$303,200	2	2,723	$54,600	1	1	1	1	1	5	
1056	Orchard Ave	Dry Creek Rd	City/County Line	0.5	Bike Lanes (Class II)	$79,400	3	4,067	$87,700	0	1	1	1	1	4	
1057	Conn Creek Path	Oakville Cross Rd	Skellenger Ln	0.9	Shared Use Path (Class I)	$3,507,900	0	165	$4,000	0	0	0	1	0	1	
1058	SR 29*	Madison St	Rutherford Rd	2.0	Bike Lanes (Class II)	$284,100	2	3,450	$236,600	1	1	1	1	0	4	
1081	Los Posadas Rd	Howell Mountain Rd	State Park	1.9	Rural Bicycle Route (Class III)	$143,100	1	1,629	$27,000	0	0	1	1	0	2	
1082	Conn Valley Rd	Howell Mountain Rd	Moore Creek Park	3.0	Rural Bicycle Route (Class III)	$224,000	0	662	$11,100	0	0	0	1	0	1	Y
1083	Howell Mountain Rd	Deer Park Rd	Ink Grade Rd	3.5	Rural Bicycle Route (Class III)	$265,500	3	4,076	$67,700	1	0	1	1	0	3	
1084	Monticello Rd*	Silverado Trail	Atlas Peak Rd	1.1	Bike Lanes (Class II)	$2,161,000	12	18,557	$371,700	1	0	1	1	1	4	Y
1085	Howell Mountain Rd	Silverado Trail	Conn Valley Rd	0.5	Bike Lanes (Class II)	$70,300	1	1,303	$66,100	0	1	1	1	0	3	
1086	White Cottage Rd	Deer Park Rd	Ink Grade Rd	3.7	Rural Bicycle Route (Class III)	$281,200	3	3,921	$65,100	0	0	1	1	0	2	
1087	Deer Park Rd	Silverado Trail	White Cottage Rd	4.0	Rural Bicycle Route (Class III)	$303,700	1	1,962	$32,600	1	0	1	1	1	4	Y
1088	White Sulphur Springs Rd	St. Helena city limit	End of Road	3.1	Rural Bicycle Route (Class III)	$232,400	2	2,971	$49,500	0	1	0	1	0	2	
1089	SR 128/Capell Valley Rd*	Steele Canyon Rd	Napa/Solano County Line	10.3	Rural Bicycle Route (Class III)	$775,100	0	111	$1,800	1	0	1	1	0	3	
1090	SR 128/Capell Valley Rd*	Steele Canyon Rd	Berryessa Knoxville Rd	4.8	Rural Bicycle Route (Class III)	$357,500	0	100	$1,700	0	0	1	1	0	2	
1091	Berryessa Knoxville Rd	SR 128/Sage Canyon Road	Pope Canyon Rd	4.6	Rural Bicycle Route (Class III)	$346,700	0	16	$300	0	0	1	1	0	2	
1092	SR 128/Sage Canyon Rd*	Berryessa Knoxville Rd	Silverado Trail	11.2	Rural Bicycle Route (Class III)	$838,600	0	174	$2,900	1	0	1	1	0	3	Y
1093	Lower Chiles Valley Rd	SR 128/Sage Canyon Rd	Chiles Pope Valley Rd	3.4	Rural Bicycle Route (Class III)	$252,100	0	45	$700	0	0	1	1	0	2	Y
1094	Franz Valley School Rd	County Border	Petrified Forest Rd	1.9	Rural Bicycle Route (Class III)	$141,200	1	2,142	$35,600	1	0	0	1	0	2	
1095	Chiles Pope Valley Rd	SR 128/Sage Canyon Rd	Lower Chiles Valley Rd	3.7	Rural Bicycle Route (Class III)	$274,800	0	62	$1,000	0	0	1	1	0	2	Y
1096	SR 29/128/Foothill Blvd*	Deer Park Rd	Calistoga - southern city limit	6.1	Buffered Bike Lanes (Class II)	$1,352,900	3	5,053	$84,400	1	1	1	1	0	4	
1098	Pickett Rd	Silverado Trail	Rosedale Rd	0.3	Bike Lanes (Class II)	$37,900	1	1,420	$24,300	0	0	1	1	0	2	
1099	Chiles Pope Valley Rd	Lower Chiles Valley Rd	Howell Mountain Rd	8.6	Rural Bicycle Route (Class III)	$647,000	0	93	$1,500	0	0	1	1	0	2	
1103	Howell Mountain Rd	Ink Grade Rd	Pope Valley Rd	2.5	Rural Bicycle Route (Class III)	$185,800	1	946	$15,700	0	0	1	1	0	2	
1104	Pope Valley Rd	Howell Mountain Rd	Aetna Springs Rd	1.7	Rural Bicycle Route (Class III)	$125,200	0	59	$1,000	0	0	1	1	0	2	
1110	Ink Grade Rd	N White Cottage Rd	Pope Valley Rd	4.2	Rural Bicycle Route (Class III)	$314,500	1	970	$16,100	0	0	0	1	0	1	
1115	Butts Canyon Rd	Aetna Springs Rd	Lake/Napa County Line	7.0	Rural Bicycle Route (Class III)	$523,500	0	99	$1,600	0	0	1	1	0	2	
1116	Silverado Trail	Larkmead	Dunaweal	2.5	Bike Lanes (Class II)	$363,300	0	615	$67,800	0	0	1	1	0	2	
1117	Dunaweal Ln	Washington Street Path/Vine Trail	Silverado Tr	0.8	Bike Lanes (Class II)	$117,500	1	1,006	$78,600	1	1	1	1	0	4	

ID	Segment Name	Begin	End	Length (Mi)	Facility Type	Estimated Cost of Project	Estimated Annual New Commuters	VMT Reduction Value	Total Economic Benefit	Project Prioritization Evaluation						Near-Term Project List
										Safety	Equity	Connectivity	Plan Consistency	Community Support	Total	
1120	Petrified Forest Rd	City Border	Foothill Blvd	0.3	Rural Bicycle Route (Class III)	$21,600	5	7,367	$122,500	1	1	1	1	0	4	Y
1126	Cedar St	Willow St	Berry St	0.4	Bicycle Boulevard (Class III)	$793,600	9	13,498	$224,600	0	1	0	0	0	1	
1127	Adams Street Extension			0.5	Shared Use Path (Class I)	$1,743,000	6	9,286	$226,200	1	0	1	0	1	3	
1135	Tulocay Creek RR Bridge	Over Wine Train RR ROW		0.0	Shared Use Path (Class I)	$108,500	2	2,254	$50,200	0	1	0	0	0	1	
1136	Westgate Dr	Atlas Peak	Hillcrest	0.1	Bicycle Boulevard (Class III)	$103,400	1	1,723	$28,600	0	0	0	0	0	0	
1139	Foster Rd	Hilton Ave	Golden Gate Dr	0.7	Bike Lanes (Class II)	$105,300	4	5,347	$141,900	0	0	1	1	0	2	
1156	Pope Canyon Rd	Berryessa Knoxville Rd	Chiles Pope Valley Rd	9.2	Rural Bicycle Route (Class III)	$690,500	0	37	$600	0	0	1	0	0	1	
1157	Howell Mountain Rd	Conn Valley Rd	Deer Park Rd	3.2	Shared Use Path (Class I)	$12,055,200	1	1,066	$26,200	1	1	0	0	0	2	
1158	Old Sonoma Road	City boundary	SR 12	2.8	Bike Lanes (Class II)	$411,700	12	17,338	$299,900	1	0	1	1	1	4	
1162	Congress Valley Rd	Old Sonoma Rd	Buhman Ave	1.0	Rural Bicycle Route (Class III)	$71,900	5	7,700	$128,600	0	0	0	0	0	0	
1171	Spring Mountain Rd	Sonoma/Napa County Line	St Helena city limit	4.1	Rural Bicycle Route (Class III)	$307,300	1	1,559	$25,900	0	0	0	1	0	1	
1174	Sulphur Creek Path - South Extent	Sulphur Springs Ave	Crane Ave	0.8	Shared Use Path (Class I)	$2,897,000	6	9,364	$228,200	0	1	1	0	0	2	
1180	Vine Trail St Helena to Yountville*	Chaix Ln	Madison St	7.7	Shared Use Path (Class I)	$29,307,900	9	13,580	$330,100	1	1	1	0	0	3	Y
1186	Napa Valley Vine Trail	Airport Blvd	Northern American Canyon City Limits	1.3	Shared Use Path (Class I)	$5,008,800	0	563	$13,200	0	0	1	0	1	2	
1188	Soscol Ferry Rd	Devlin / roundabout Class I connection	Vine Trail	0.4	Shared Use Path (Class I)	$1,459,900	0	402	$10,400	0	0	1	0	1	2	
1202	Tubbs Ln	Hwy 29	Silverado Trail	1.3	Bike Lanes (Class II)	$191,400	2	3,641	$63,500	1	0	1	0	0	2	
1220	Sonoma Hwy from Old Sonoma to Duhig Rd*	Old Sonoma Rd	Duhig Rd	0.2	Shared Use Path (Class I)	$883,400	0	107	$2,600	1	0	1	0	1	3	Y
1221	SR 29 Shared Use*	Broadway St	Solano County Limits	3.1	Shared Use Path (Class I)	$11,801,900	0	395	$9,600	1	0	1	0	0	2	
1223	Napa Valley Vine Trail - Napa Pipe to Soscol Ferry	Riversound Way	Soscol Ferry Rd	0.5	Shared Use Path (Class I)	$1,989,700	1	1,292	$31,500	1	0	1	0	0	2	
1227	Kortum Canyon Rd	Calistoga City Limits	County Limits	1.7	Rural Bicycle Route (Class III)	$126,700	4	6,296	$104,800	0	0	0	0	1	1	
1228	Petrified Forest Rd	County border	Calistoga City Border	1.8	Rural Bicycle Route (Class III)	$135,300	3	4,501	$74,800	1	1	1	1	0	4	Y
1229	Foothill Boulevard / SR 128*	County Border	Eastern City Limit	3.0	Bike Lanes (Class II)	$440,700	3	3,755	$63,000	1	0	1	1	0	3	
1230	Hagen Road	City of Napa Border	1st	0.5	Bike Lanes (Class II)	$76,900	2	2,944	$51,300	0	0	1	1	0	2	
1232	Green Island Rd	Good Luck Point	City of American Canyon Border	0.4	Rural Bicycle Route (Class III)	$28,300	0	128	$2,100	0	0	0	1	0	1	
1236	Eucalyptus Dr	Wetlands Edge Rd	Landfill Loop	0.4	Study Corridor	N/A	N/A	N/A	N/A	0	0	0	0	0	0	
1244	Silverado Trail	Trancas St	Deer Park Rd	18.6	Buffered Bike Lanes (Class II)	$4,089,700	18	26,457	$542,600	1	1	1	0	1	4	

Note: For additional details and methodology for the project cost estimates above, please refer to Table 6.4 on page 127. For more information about estimated project benefits, refer to Appendix F. Project cost estimates and benefits are for rough estimation purposes only. The benefits were developed using the NCHRP 552 methodology, with the total economic benefits shown in the table reflecting high estimated benefit values.

** These projects are anticipated to be constructed along/within Caltrans ROW; this was only done for County of Napa and may exclude projects within the jurisdictions*

Appendix F

Potential Induced Demand, Benefits, and Emissions Reduction

NAPA VALLEY TRANSPORTATION AUTHORITY

Induced Bicycling Demand and Subsequent Benefits

The following analysis utilizes the National Cooperative Highway Research Program (NCHRP) Report 552 Guidelines for Analysis of Investment in Bicycle Facilities[1] to calculate potential induced bicycling demand among existing and new bicyclists generated by the proposed bicycle facilities. The methodology describes an approach for estimating the induced demand associated with a given bicycle facility improvement and translates the projected increase in demand to monetized benefits related to mobility, health, recreation, and decreased auto use. This section describes the application of the NCHRP 552 methodology for this project, and the anticipated benefits in terms of induced bicycling demand and monetized benefits associated with proposed bicycle facilities.

The induced bicycling demand benefits analyzed herein are calculated for each project separately and should be used for project-to project comparison only. Some benefits categories analyze the estimated benefits separately for "separated" versus "on-street" facilities[2].

Methodology

To estimate the induced demand benefits associated with bicycle improvements proposed in the Plan, the project team utilized the sketch planned method described in Appendix A and B of NCHRP Report 552, as well as Census population and commute pattern data, and average bicycling trip length estimates from 2023 Replica data[3]. The NCHRP 552 methodology is centered on several assumptions.

1. Existing bicyclists near a new facility will shift from the existing nearby facility to the new facility.
2. The new facility will result in induced number of bicyclists as a function of the number of existing bicyclists, relative to the attractiveness of the proposed facility (i.e., Class I shared-use path vs. Class II bicycle lanes).
3. People are more likely to ride a bicycle if they live within 1.5 miles of a facility than if they live outside that distance.

The methodology suggests that existing bicycle commute mode share can be utilized to estimate the number of existing and future bicycle ridership based on low, moderate, and high likelihood multipliers and the population within 1.5-mile, 1-mile, and 0.5-mile buffers that surround a facility. According to the NCHRP 522 research, the total rate of adult bicycling ranges from a low estimate, based on the Census bicycling commute mode share, to a

[1] Methodology utilized here in based on National Cooperative Highway Research Program (NCHRP) Report 552, Guidelines for Analysis of Investments in Bicycle Facilities, Transportation Research Board of the National Academies (2006), as well as the supplemental White Paper titled "Translating Demand and Benefits Research into Guidelines," available here, which was adapted from the demands and benefits outlined in the original NCHRP 552 report. The methodology described in the White Paper was used in the development of an online tool (no longer supported) created by the NCHRP 552 research authors.

[2] The NCHRP 552 methodology does not include Class III bike routes, so those facility types were not included in the induced demand benefits assessment. While the methodology did not originally include Class IV bikeways or Class II buffered bike lanes, as those facility types had not yet been consistently implemented at the time of report publication, Class IV facilities were analyzed using the same calculations as separated paths and Class II buffered facilities were analyzed the same as on-street bike lanes.

[3] Replica is an online platform providing data on the built environment and how people interact with it, most notably trip patterns. Replica models their data, representing movement by aggregating data from three primary sources: census demographic data, proprietary location data from telecommunications and other digital infrastructure within a region, and field observations. Replica's simulated datasets are cleaned of identifying information and calibrated against observed "ground-truth." The data is tested with field observations to ensure it is consistent with actual human behavior.

high estimate, based on 0.6 percent plus three times the Census commute share. Moreover, the highest likelihood of a member of the population to use the facility exists if they live within a 0.5-mile buffer around the facility. Thus, demand is reported at low, medium, and high estimates for the populations at each buffer distance. Each buffer area—at 0.5-, 1- and 1.5-mile distances from a proposed bicycle improvement are created using a network-based analysis in a GIS environment.

Existing Population Estimates

To project future bicycling demand, the existing population, and more specifically existing bicycling population near the proposed improvements, a key input to the NCHRP 552 methodology, must first be estimated. Existing population by block group for Napa County was estimated using 2023 American Community Survey (ACS) 5-Year estimates. Using a GIS-based python script, the network analysis buffers at 0.5-mile, 1-mile and 1.5-mile distances from each proposed bicycle facility are intersected with the block groups to establish the proportion of the entire block group within a given buffer distance area. The total population within each buffer distance near the proposed improvements was estimated by multiplying the proportion of area of each buffer to the area of the whole block by the estimated block population.

Existing Bicycle Demand Estimates

Daily existing bicycling population is estimated for several categories: adult commuter bicyclists, adult-noncommuter bicyclists and child bicyclists. The calculations used to estimate existing and new bicyclists within each category are described in the following sections. The estimates of existing population and bicyclists by category for each of the bicycle facilities considered is provided at the end of this document.

Existing Bicycle Commuters

The estimated number of daily existing bicycle commuters are based on the existing bicycle commute mode share, the percent of adult population, and the percent of adult commuters for each block group, which is estimated based on U.S. Census data[4]. To identify the existing bicyclist commuter population who could shift to the new facility, the equation below is used, where (R) is the total population within each buffer distance, (A) is the percentage of adult population, (C) is the Census bicycle commute mode share, and it is assumed that 50% of adults are commuters.

*Daily existing bicycle commuters = R * A * C *0.5*

Existing Adult Bicyclists

Adult bicycling rates are calculated at high, moderate, and low estimates. The NCHRP 552 research found that total adult bicycling rates range from the Census commute mode share at the low end to 0.6 percent plus three times the Census commute mode share at the high end[5].

$T_{high} = 0.06\% + 3C$

$T_{moderate} = 0.4\% + 1.2C$

$T_{low} = C$

[4] 2019-2023 American Community Survey (ACS) 5-Year estimates for Total Population, Age, Means of Transportation to Work

[5] NCHRP 552, Chapter 4; Appendix A.

To estimate existing adult bicyclists the equation below is used, where (R) is the total population within each buffer distance, (A) is the percentage of adult population, and (T) is the adult bicycling rate at high, moderate, and low estimates.

*Total existing adult bicyclists = R * A * Ti*

Existing Child Bicyclists

To estimate existing child bicyclists, the below equation is used. The population within each buffer area (R) is multiplied by the percent of population who are children (PC), then by 0.02 based on the 2017 National Household Transportation Survey (NHTS) estimate of children who ride a bicycle on a given day.

*Daily existing child bicyclists = R * PC * 0.02*

Future Estimates – Induced Bicyclists Demand

The NCHRP 552 research cites that people who live closest to a bicycle facility are more likely to bike than those who live further from the facility. Likelihood multipliers were developed to represent this probability[6].Using the estimated bicycling rates for each group (bicycle commuters, total adults, and children) along with the likelihood multipliers cited by the NCHRP 552 research (L), the estimates of induced bicyclists anticipated to be associated with a given facility is calculated for each group, as shown in the equations below.

*New bicyclist commuters = existing bicyclist commuters * L*

*New adult bicyclists = existing adult bicyclists * L*

*New child bicyclists = existing child bicyclists * L*

Where:

L800m = 0.51

L1600m = 0.44

L2400m = 0.15

Estimates of induced bicycling demand for each of the bicyclist groups is provided for the full list of evaluated bicycle projects at the end of this document.

Monetized Bicycle Mode Shift Benefits

The NCHRP 552 methodology presents guidance on translating their demand and benefits research to a benefit cost analysis approach for bicycle facility investments. This methodology results in total annual monetized benefits associated with mobility, health, recreation, and decreased auto use expected to result from new bicycle facilities. Each of the benefit types associated with the induced bicycling demand that is anticipated for the bicycle facilities proposed in the Plan are described in the following sections. The following benefits are summed up to provide a total monetary benefit for each bicycle project, provided in Appendix E.

Mobility Benefits

[6] NCHRP 552, Appendix B; Supplemental White Paper Translating Demand and Benefits Research into Guidelines

Mobility benefits represent the time cost associated with shift to given bicycle facility type for the total number of commute trips over a commute year for new and existing bicyclist commuters[7]. This approach is based on stated preference analysis findings that establish the number of minutes, on average, bicycle commuters are willing to spend to access various facility types, as well as an hourly value of time assumption. The resulting calculation represents a per-trip benefit by facility type. The annualized mobility benefits consider the estimated existing and induced demand to reflect the time in dollars that a new or existing bicyclist commuter is willing to spend to access the new facility.

Health Benefits

Health benefits represent the cost savings from physical activity benefits associated with induced demand anticipated to result from the proposed bicycle facilities. An annual per capita cost savings of $128, representing health benefit cost savings[8]. The annual health benefit is calculated by multiplying the annual per capita cost savings by the total number of new bicyclists anticipated with the proposed bicycle facilities. See Table 2 for the estimated health benefits associated with the proposed bicycle projects.

Recreation Benefits

Recreation benefits represent the cost savings related to recreational activity for new bicyclists induced by the new bicycle facilities. The cost of a typical day of recreation, valued at $10 for 1 hour of recreation activity, is based on a variety of outdoor recreational activities. The average adult cycling day, for example, includes roughly 40 minutes of cycling, in addition to some preparation and clean up time. To calculate annualized health benefits, the number of new commuters is subtracted from the number of new bicyclists, then multiplied by the typical recreation day cost. The number of new commuters is subtracted from the number of new bicyclists, because the value of the facility to new commuters is already accounted for in the mobility benefit.

Decrease Auto Use Benefits

Decreased auto use benefits include the benefits associated with user cost savings, reduced congestion, and reduced air pollution. This benefit is calculated based on the benefit per mile associated with vehicle to bicycle mode shift as a function of location and time of day, with congestion savings ranging from 0 to 5 cents per mile and pollution savings ranging from 1 to 5 cents per mile depending on conditions. The middle range of congestion and pollution savings is used for suburban areas, which is the value used for the analysis in this study. The overall savings per mile is estimated at 8 cents per mile for suburban geographies.

To calculate the annual decreased auto use benefit, the number of new commuters is multiplied by the average round trip length, savings per mile, 48 weeks per year, 5 days per week, and 2 trips per day. In addition to the monetized benefits associated with decreased auto use, these benefits can also be described in terms of VMT reduction. The estimated VMT reduction can be utilized as an input to calculate air quality benefits using other methods, as well as provides another metric to use as a lens to view decreased auto use benefits associated with bicycle mode shift.

Emissions Reduction

The NCHRP guidelines do not discuss how to calculate monetized greenhouse gas (GHG) emissions reductions benefits associated with a reduction in VMT. Instead, the Senate Bill (SB) 1 California Life-Cycle Benefit/Cost

[7] NCHRP Report 552, Chapter 4; NCHRP Report 552 Appendix D.

[8] NCHRP Report 552, Chapter 4; Appendix E, reflects the median value of 10 studies on health-related annual per capita cost savings for physical activity associated with induced bicycle use

Analysis Model (Cal-B/C) Grant Program Emissions Reduction Calculator is used. The model estimates emissions from changes in vehicle miles. The calculator requires the project location, length of construction period, average Daily VMT, percent of VMT that is truck and bus travel, and average trip length to calculate the value of tons of emissions saved per year. Benefits associated with emissions reductions are not included in the total monetized benefits for each project.

Pedestrian Network Improvement Emissions Reduction

The NCHRP Guidelines for Analysis of Investment in Bicycle Facilities do not extend to pedestrian improvements. The guidelines state that the relationship between bicycle facility improvements and induced riders/commuters should not be assumed to hold true for walking. The analysis the following analysis utilizes the California Emission Estimator Model (CalEEMod) Handbook for Analyzing Greenhouse Gas Emission Reductions Assessing Climate Vulnerabilities and Advancing Health and Equity. The Pedestrian Network Improvement methodology describes an approach for estimating the percent reduction in emissions from induced pedestrian trips based on the percent increase in sidewalk coverage.

Methodology

To estimate the GHG emissions reduction benefits associated with the pedestrian improvements proposed in the Plan, the projects team used the method described in CalEEMod Handbook: Pedestrian Network Improvements, sidewalk mileage collected during the analysis of existing pedestrian facilities, and the proposed pedestrian network. The CalEEMod methodology is centered on the assumption that:

Elasticity of household VMT with respect to the ratio of sidewalks-to-streets remains constant. A study found that a 0.05 percent decrease in household vehicle travel occurs for every 1 percent increase in the sidewalk-to-street ratio (Frank et el. 2011; Handy et al. 2014).

The estimated percentage of GHG emissions reductions is based on dividing the total sidewalk coverage (existing and proposed) in miles by the existing coverage, subtracting one, and multiplying by an elasticity factor. The percent reduction in GHG emissions from household vehicle travel in the study area (A) is calculated using the formula below, where C is the total sidewalk length in miles in the study area (existing and proposed), B is the total existing sidewalk mileage in the study area, and D is the Elasticity of household VMT with respect to the ratio of sidewalks-to-streets (-0.05).

$$A = (C/B-1) * D$$

The methodology suggests the study area be within 0.6 miles of the proposed pedestrian improvement, which represents a 6- to 10-minute walking time. Due to the number of pedestrian facilities proposed throughout the county, Census Block Groups were used to define each study area.

Results

Of the 101 block groups, 68 are expected to reduce GHG emissions, ranging from 0.01 – 3.11% reductions. Twenty-nine block groups did not have any proposed sidewalk improvements. Four block groups had no recorded existing sidewalks but had proposed improvements; in these cases, the calculation could not be performed. It should be noted that although sidewalks did not exist previously, it cannot be assumed that pedestrians did not use the unpaved areas. Therefore, the proposed sidewalks may have some GHG emission reductions.

The top 20 block groups that are expected to result in the most GHG emission reductions from sidewalk improvements are listed in Table F.1. Block Groups that are not wholly in one jurisdiction are shown with the second jurisdiction listed.

Table F.1: Top 20 Proposed Sidewalk Emissions Reductions by Block Group

Block Group	Jurisdiction	Existing Sidewalk Mileage	Total Sidewalk Mileage (Existing and Proposed)	GHG Emissions Reduction
060552017002	Unincorporated Napa County (Angwin)	0.55	0.89	-3.11%
060552015002	Unincorporated Napa County	0.36	0.56	-2.83%
060552020004	City of Calistoga	4.63	5.84	-1.31%
060552020002	City of Calistoga	3.35	4.19	-1.24%
060552020003	City of Calistoga	6.32	7.63	-1.04%
060552007043	Unincorporated Napa County / City of Napa	1.35	1.63	-1.02%
060552007042	City of Napa / Unincorporated Napa County	2.23	2.61	-0.85%
060552008044	City of Napa	3.35	3.82	-0.71%
060552007051	City of Napa / Unincorporated Napa County	6.74	7.61	-0.65%
060552006012	City of Napa	4.66	5.24	-0.62%
060552016021	City of St. Helena	5.97	6.70	-0.62%
060552017005	Unincorporated Napa County (Deer Park)	0.07	0.08	-0.60%
060552003012	City of Napa / Unincorporated Napa County	4.85	5.42	-0.59%
060552011012	City of Napa / Unincorporated Napa County	1.74	1.93	-0.54%
060552010062	City of Napa	7.97	8.84	-0.54%
060552003013	City of Napa / Unincorporated Napa County	5.04	5.58	-0.54%
060552020001	City of Calistoga	3.01	3.32	-0.52%
060552013001	Town of Yountville	5.23	5.78	-0.52%
060552004002	City of Napa	2.27	2.50	-0.49%
060552008031	Unincorporated Napa County / City of Napa	3.36	3.68	-0.48%

August 11, 2026

Re: Agenda Item 10.8.) Adopt the Napa Countywide Active Transportation Plan

Dear Mayor Dohring and Councilmembers,

The Napa County Bicycle Coalition (NCBC) represents over 2,000 members and supporters throughout Napa County in advocating to make riding a bicycle in our communities safe, convenient, and accessible for riders of all ages and abilities. For over 15 years, NCBC has worked with local organizations, businesses, elected officials, and the public to align our transportation infrastructure with the needs of cyclists and other active transportation users.

Thank you for adopting the updated Napa Countywide Active Transportation Plan. As the current countywide Bike Plan and Pedestrian Plan are 7 years old and 10 years old respectively, this comprehensive update will bring our countywide active transportation roadmap up to date with current data, standards, and progress. This updated plan will provide the City of St. Helena with a wealth of policy, infrastructure, and programming tools to making walking, biking, and rolling safer and more accessible for all residents.

We recommend that City Council adopt the Napa Countywide Active Transportation Plan **with the amendment that Pope Street be classified as a study corridor**. We have heard feedback from St. Helena residents that Pope Street feels unsafe to bike on, especially from parents of students attending St. Helena Montessori School, and presents a barrier to biking for transportation. As a key east-west corridor that connects residents to several neighborhoods - including specialized living areas like Vineyard Valley Senior Living Mobile Home Park, Silverado Orchards Retirement Community, and Stonebridge Apartments - two public parks, St. Helena Montessori School, Napa Valley College/City Hall, and downtown, it is crucial that bicycle facilities be safe and comfortable for all ages and abilities. Despite this, the updated Active Transportation Plan does not list Pope Street for any bicycle facility improvements.

While we understand that the Pope Street corridor has varying widths and requires more detailed analysis for bicycle facility design selection than the countywide plan update could provide, this should not mean that Pope Street be overlooked for improvements. The study corridor designation is intended for streets in exactly this scenario, that can and should be improved but require additional analysis. The answer may not be readily apparent, which is another reason why Pope Street warrants further study, rather than simply leaving it as is. **Designating Pope Street as a study corridor will act as a necessary placeholder until this additional design work can be done.**

Should councilmembers or city staff have any questions about our request, please do not hesitate to reach out to us at the phone number below or at csainato@napabike.org and kvernor@napabike.org. Thank you for your time and consideration.

Sincerely,
Carlotta Sainato
Program Manager, Napa County Bicycle Coalition

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS
Department: Public Works Department

DATE:	August 11, 2026
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	SMART Meter Project Acceptance — Authorize project acceptance, file Notice of Completion and Release Contingency
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution
PREVIOUS COUNCIL ACTION:	City Council awarded the project to Professional Meters, Inc on February 11, 2025, per Resolution 2025-012.
STATEMENT OF THE PURPOSE:	To accept the work and direct the filing of the Notice of Completion for CIP Project W24-04 SMART Meter Deployment
FINANCIAL IMPACT:	See summary in section below
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
The City of St. Helena's approved Five-Year Capital Improvement Program includes CIP Project W24-04 SMART Meter Deployment. The project updates customer water meters to SMART meter technology, so the City can improve meter operation and customers can monitor usage in real time.

The City's existing water meter infrastructure had exceeded its useful life in many locations and produced sporadic and unreliable data. Prior staff reports noted that inaccurate readings occurred up to 30 percent of the time, requiring City staff to conduct duplicate and triplicate readings. The project was developed to improve billing accuracy, reduce staff time spent on manual readings and re-readings, reduce non-revenue water, and improve water resource management.

On May 14, 2024, the City Council authorized a Professional Services Agreement with Haley & Aldrich, Inc. for engineering, owner's representative, and construction management services for CIP Project W24-04 SMART Meter Deployment in a not-to-exceed amount of $406,000.

On June 25, 2024, the City Council authorized the purchase of SMART Advanced Meter Infrastructure from Badger Meter, Inc. for a not-to-exceed cost of $1,056,966.44. On the same date, the City Council authorized staff to advertise the project for bids.

On October 22, 2024, the City Council approved contractor prequalification procedures because the project required specialized experience with Advanced Metering Infrastructure, software integration, billing system transfer files, data migration, verification, and integration with the City's Springbrook utility billing system.

On February 11, 2025, the City Council awarded the construction contract to Professional Meters, Inc. in the amount of $565,063.11, authorized the City Manager to execute the construction contract, authorized the Director of Public Works to approve change orders not to exceed 15 percent of the contract amount, and authorized a project budget amendment of $333,105.11.

DISCUSSION:
Following Council authorization, formal bid invitations were issued to the prequalified contractors on November 25, 2024. Bids were received and evaluated by Haley & Aldrich and City staff on January 17, 2025. Professional Meters, Inc. was identified as the lowest responsive and responsible prequalified bidder, with a base bid of $491,359.23.

On February 11, 2025, City Council awarded CIP Project W24-04 SMART Meter Deployment to Professional Meters, Inc. The total construction contract authorization was $565,063.11, which included the base bid amount of $491,359.23 and a 15 percent construction contingency of $73,703.88.

Professional Meters, Inc. began construction activities on April 23, 2025. The work included replacement and retrofit of existing City water meters with SMART meter technology, installation of related Advanced Metering Infrastructure components, and work needed to transmit meter data to the City's utility billing system. The project replaced older disc technology meters with ultrasonic meters and cellular endpoints. Advanced Metering Infrastructure technology captures water use data at regular intervals and supports remote reporting through cellular communication.

Professional Meters, Inc. completed construction activities on October 13, 2025. Over the course of the last nine months, City staff and Haley & Aldrich reviewed the completed work, validated connectivity to the billing system, validated the number of meters purchased from Pace, and determined that Professional Meters, Inc. completed the work in accordance with the contract documents for the project.

The completed project provides a modernized water metering system that improves meter accuracy, supports billing accuracy, reduces manual meter reading and re-reading, supports real-time leak detection, and allows customers to monitor consumption through the EyeOnWater portal.

Project Expenditure Summary:

Construction Contract Expenditure	**Award**	**Actual**
Construction Contract	$491,359.23	$457,413.59
Contingency	$73,703.88	None used

Change orders		None
Total PMI Contract:	$565,063.11	**$457,413.59**

In addition to this construction contract the city purchased replacement water meters, meter conversion equipment, and meter box lids directly from the manufacturer's distributor, Pace Supply. The city also contracted with Haley & Aldrich, Inc. to provide project design and management services for the project. These expenditures are not part of the construction contract but are included in the overall project costs. The following table includes material and consultant costs paid to Pace Supply, and Haley & Aldrich to provide an accurate and transparent accounting of the overall project cost.

Pace Supply Expenditure	**Award**	**Actual**
Meters, Conversion Equip, and Lids	$1,228,618.44	**$1,091,557.80**
Haley & Aldrich Expenditure	**Award**	**Actual**
Project Design and Management	$355,685.00	**$245,000.00**

CIP Project W24-04 is funded through Water Capital Improvement Fund bond proceeds. The Council approved the total project budget, following the February 11, 2025, budget amendment, at $2,303,105.11. Total project costs projected through final acceptance and complete project close-out is $1,793,971.39. No additional appropriation is requested with this action.

Upon approval of the resolution accepting completion of the project, staff will file the appropriate Notice of Completion with the Napa County Recorder and close out the project.

ENVIRONMENTAL REVIEW:

This project qualifies for an exemption under the California Environmental Quality Act as a Categorical Exemption, Class 2, Replacement or Reconstruction. This action accepts completed work and directs filing of the Notice of Completion. No further environmental review is required.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:

1. Resolution - SMART Meter Notice of Completion
2. W24-04 CIP

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

RESOLUTION ACCEPTING THE WORK AND DIRECTING THE FILING OF THE NOTICE OF COMPLETION FOR CIP PROJECT W24-04 SMART METER DEPLOYMENT.

RECITALS

A. Pursuant to St. Helena Municipal Code Chapter 3.04, Article 3, Public Works Projects, the City solicited bids for CIP Project W24-04 SMART Meter Deployment; and

B. On January 17, 2025, two bids were received and evaluated by Haley & Aldrich and City staff in accordance with the bid documents; and

C. The lowest responsive and responsible prequalified bidder for the Project was Professional Meters, Inc. in the amount of $491,359.23; and

D. On February 11, 2025, City Council awarded CIP Project W24-04 SMART Meter Deployment to Professional Meters, Inc. in the amount of $565,063.11, authorized the City Manager to execute the construction contract, authorized the Director of Public Works to approve change orders not to exceed 15 percent of the contract amount, and authorized a project budget amendment of $333,105.11; and

E. Professional Meters, Inc. began construction activities on April 23, 2025 and completed construction activities on October 13, 2025; and

F. No change orders were issued for the Project; and

G. The final construction contract amount is $457,413.59; and

H. The project has been reviewed by City staff and Haley & Aldrich, and Professional Meters, Inc. has completed the work in accordance with the contract documents for the project.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The contract entitled CIP Project W24-04 SMART Meter Deployment, with final project construction costs of $457,413.59, is accepted as complete.

2. The Public Works Director/City Engineer is authorized to release retention and prepare of Notice of Completion, and the City Clerk is direct to file a Notice of Completion with the Napa County Record.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Diaz:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Andrew Bradley, City Clerk

Retrofit/Deploy SMART water meters

Project No: W24-04

Category Water

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Construction

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Retrofit/Deploy SMART Water Meters Project is a citywide initiative to upgrade all customer water meters with modern SMART meters. These new meters enable real-time upstage monitoring, improve operational efficiency, reduce water loss, and empower customers to manage their consumption proactively. Key project goals include: -Replacement of existing meters with SMART meter technology. -Enabling remote meter reading and leak detection alerts. -Reducing manual meter re-reads and water loss. -Supporting customer transparency through user-accessible consumption data.

PROJECT NOTES:
•FY24 - Project included in the Water Rate Study.
Authorized actions:
-Resolution 2024-056 (May 14, 2024) -Approved SMART meter design.
-Resolution 2024-100 (June 25, 2024) - Authorized meter purchase.
-Resolution 2024-101 (June 25, 2024) - Authorized issuance of RFB for installation.
•FY25 - Contract awarded to Professional Meters, Inc. per Resolution 2025-012 (February 11, 2025).
-Budget updated to reflect escalation in unit costs and accelerated timeline. Construction/installation commenced FY25 Q3. Project acceleration driven by high water loss and high number of re-reads. (24% and 1,000 in July 2024)
•FY26 - Construction and deployments expected to be completed by FY26 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	256,831		5,000					261,831
3150 - Construction Management	152,729							152,729
3160 - Construction Contract	1,673,135	103,831						1,776,966
3170 - Contingency	73,704							73,704
EXPENDITURE TOTALS	2,156,399	103,831	5,000					2,265,230
FUNDING SOURCES								
763-Water Capital Improvement - Bond	2,156,399	103,831	5,000					2,265,230
FUNDING TOTALS	2,156,399	103,831	5,000					2,265,230

Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS
Department: Community Development Department - Planning Division

DATE:	August 11, 2026
FROM:	Jackie Oneal, Senior Planner
SUBJECT:	Introduce and waive the first reading of an ordinance amending Section 17.33.010 (Definitions of Uses), Table 17.17.020(A) (Use Regulations—Commercial and Mixed-Use Zoning Districts), and Table 17.18.020(A) (Use Regulations—Business and Industrial Zoning Districts) of the St. Helena Municipal Code to clarify the regulation of on-site storage associated with permitted primary uses (ZOA 26-002).
RECOMMENDED ACTION:	Staff recommends that the City Council: 1. Find that the proposed ordinance is exempt from environmental review pursuant to California Environmental Quality Act Guidelines Section 15061(b)(3); and 2. Introduce and waive the first reading of an ordinance amending Section 17.33.010 (Definitions of Uses), Table 17.17.020(A) (Use Regulations—Commercial and Mixed-Use Zoning Districts), and Table 17.18.020(A) (Use Regulations—Business and Industrial Zoning Districts) of the St. Helena Municipal Code to clarify the regulation of on-site storage and distinguish storage that is incidental and subordinate to a lawfully established primary use from storage regulated as a separate use.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose of the proposed Zoning Ordinance Amendment is to clarify and refine the regulation of "On-Site Storage" within the City's commercial, mixed-use, business, and industrial zoning districts. The amendment would distinguish storage that is incidental and subordinate to a permitted primary use from storage that functions as a primary or dominant use of a site. The

	proposed changes would also update terminology, add clarifying footnotes, improve consistency in Code interpretation and administration, and clarify when storage is regulated as a distinct land use.
FINANCIAL IMPACT:	The proposed ordinance is not anticipated to result in a material fiscal impact to the City. The amendment may reduce staff time associated with interpreting whether routine storage supporting a permitted primary use requires separate land-use authorization. Any accessory structure, building permit, design review, or other application required for a future project would remain subject to the City's adopted permit and processing fees.
CEQA DETERMINATION:	Common Sense Exemption (§15061(b)(3))

BACKGROUND:

Section 17.33 of the St. Helena Municipal Code broadly defines "On-Site Storage Facilities" as the indoor or outdoor storage of materials, products, or equipment. The definition does not clearly distinguish routine storage associated with a permitted business from storage that functions as a separate land use. This created uncertainty for businesses seeking to maintain inventory, supplies, equipment, or small accessory storage structures.

On April 21, 2026, the Planning Commission adopted Resolution No. PC2026-009 recommending revisions to the definition of On-Site Storage and expanded Conditional Use Permit requirements for On-Site Storage in the Commercial and Mixed-Use Zoning Districts.

During subsequent preparation of the City Council materials, staff identified that On-Site Storage is listed as an accessory use in the applicable use tables, while personal storage, warehousing, and similar primary storage uses are separately classified and regulated. Staff therefore returned the matter to the Planning Commission for reconsideration and further clarificant of the proposed amendments.

Planning Commission Review and Recommendation

Zoning Ordinance Amendments are reviewed by the Planning Commission at a noticed public hearing before being forwarded to the City Council. In this role, the Planning Commission evaluates the proposed amendment for consistency with the General Plan, the Municipal Code, and applicable land use policies, and then provides a recommendation to the City Council. The City Council retains final authority to adopt, modify, or decline the proposed amendment.

On June 16, 2026, the Planning Commission considered the proposed amendments and adopted Resolution No. PC2026-013 recommending that the City Council approve the ordinance with revisions. Consistent with the Commission's direction, the revised ordinance retains the existing permit requirements while clarifying that storage that is incidental and subordinate to a permitted primary use is not separately regulated as On-Site Storage.

Consistent with the Commission’s direction, the ordinance also eliminates the word "Facilities" from the name of the use type, from “On-Site Storage Facilities” to “On-Site Storage” and adds corresponding footnotes in the applicable commercial, mixed-use, business, and industrial use tables to ensure that the clarification is applied consistently throughout the Zoning Code. The removal of the word "facilities" provides further clarification to the Ordinance user.

DISCUSSION:

Clarification of Routine Business Storage

Inventory, supplies, materials, and equipment are normal components of many commercial and industrial uses. The existing definition does not clearly distinguish this routine storage from storage regulated as a separate land use. The proposed amendment clarifies that storage associated with a permitted primary use is not separately classified as On-Site Storage when it is incidental and subordinate to that use. Examples include restaurant supplies, retail inventory, and equipment used by an established business. This clarification would reduce uncertainty for applicants and staff without exempting storage structures or outdoor storage areas from applicable development standards.

Relationship to Other Storage Uses

The Municipal Code separately defines and regulates “Storage, Personal” as a land-use classification applicable to self-storage, mini-storage, inventory storage, and similar warehouse-type facilities. The proposed ordinance would not amend that classification or its existing permit requirements.

The amendment therefore clarifies the treatment of storage accessory to a permitted primary use and does not establish or expand a primary storage use.

Existing Development and Operational Standards

Accessory storage structures and storage areas would remain subject to all applicable requirements, including zoning district setbacks and height limits, screening requirements under Section 17.24.090, On-Site storage Standards under Section 17.24.100, building and fire codes, and design review where required. No changes to these development or operational standards are proposed.

ENVIRONMENTAL REVIEW:

The proposed ordinance is exempt from environmental review pursuant to the Common Sense Exemption contained in CEQA Guidelines Section 15061(b)(3).

The ordinance would clarify the classification of storage incidental and subordinate to a permitted primary use. It would not authorize a specific development project, expand the geographic area in which primary storage uses are permitted, or modify applicable development, screening, setback, or operational standards. It can therefore be seen with certainty that the ordinance would not have the potential to cause a significant effect on the environment.

GOAL:
Miscellaneous/Other

ATTACHMENTS:
1. Presentation - Zoning Code On-Site Storage
2. Proposed Ordinance ZOA 26-002
3. Redlined Ordinance Sections for reference only
4. June 16, 2026 Planning Commission Resolution PC 2026-013

City Council

August 11, 2026

On-Site Storage (ZOA 26-002)

Staff: Jackie Oneal, Senior Planner

Why is an Amendment Needed?

Current Definition (Existing Code)

- The existing definition of **On-site storage** is broad enough to include routine business storage:
  - *"On-site storage facilities"* means the indoor or outdoor storage of any materials, products, or equipment on the premises.

Current Code

- On-Site Storage is regulated only as an accessory use.
- Storage, Personal is separately regulated as a principal land use.
- The current definition may unintentionally encompass routine business storage.

Proposed Ordinance Amendment

The Revised Ordinance:

- Revises the definition of **On-site storage**
- Renames the use classification from **On-site storage facilities** to **On-site storage**
- Clarifies that **incidental** storage associated with a permitted primary use is not regulated as On-site storage
- Updates the Commercial/Mixed-Use and Business Professional/Industrial use tables for **consistent terminology**

Key Code Amendment:

On-site storage ~~facilities~~. The indoor or outdoor storage of materials, products, or equipment on the premises. This definition does not include the storage of goods, inventory, materials, or equipment that are sold, utilized, produced, or maintained as part of a permitted primary use when such storage is incidental and subordinate to that use.

Examples of Storage Uses

Permitted Storage

Restaurant supplies

Store inventory

Equipment shed serving a business

Storage, Personal (CUP in Industrial District)

Mini-storage facility

Self-storage business

Records storage facility

Benefits of the Amendment

Benefits

- Clarifies Municipal Code intent
- Provides certainty for businesses and property owners
- Maintains existing development standards
- Avoids unnecessary regulation of routine business storage

No Changes Proposed To

- Permit Requirements
- General On-Site Storage Standards (SHMC 17.24.100)
- Screening Requirements (SHMC 17.24.090)
- Accessory Structure Regulations (SHMC 17.24.020)

Staff Recommendation

Planning Commission: Recommended approval of the ordinance, with a recommendation that the City Council consider renaming "*On-Site Storage Facilities*" to "*On-Site Storage*."

Staff recommends that the City Council:

1. Find the proposed ordinance exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3); and
2. Introduce, waive the first reading, and read by title only an ordinance amending Section 17.33, Table 17.17.020(A), and Table 17.18.020(A) of the St. Helena Municipal Code to clarify the regulation of On-Site Storage.

Questions?

Available Staff:

Jackie Oneal – Senior Planner

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AMENDING SECTION 17.33.010 (DEFINITIONS OF USES), TABLE 17.17.020(A) (USE REGULATIONS—COMMERCIAL AND MIXED-USE ZONING DISTRICTS), AND TABLE 17.18.020(A) (USE REGULATIONS—BUSINESS AND INDUSTRIAL ZONING DISTRICTS) OF THE ST. HELENA MUNICIPAL CODE TO CLARIFY THE REGULATION OF ON-SITE STORAGE (ZOA 26-002)

Recitals

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend Section 17.33.010, Table 17.17.020(A), and Table 17.18.020(A) of the St. Helena Municipal Code ("SHMC") to clarify the regulation of on-site storage; and

WHEREAS, staff prepared the proposed ordinance, including the proposed language, and any additional information and documents deemed necessary for the City Council to take action; and

WHEREAS, on April 21, 2026***,*** the Planning Commission held a duly noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and municipal code amendments, and adopted Resolution No. PC 2026-009 recommending that the City Council adopt the proposed ordinance and finding that no environmental review is required under CEQA; and

WHEREAS, the City gave public notice of the public hearing before the City Council for the proposed ordinance in accordance with applicable law; and

WHEREAS, on June 16, 2026, the Planning Commission held a duly noticed public hearing and adopted Resolution No. PC 2026-13 revising its prior recommendation concerning ZOA 26-002; and

WHEREAS, on July 28, 2026, the City Council held a duly-noticed public hearing and considered the staff report, recommendation by the Planning Commission, recommendation by staff, and public testimony concerning the proposed ordinance; and

WHEREAS, during its June 16, 2026 hearing, the Planning Commission directed staff to revise the term "On-Site Storage Facilities" to "On-Site Storage" and review related provisions of the Zoning Code to make corresponding terminology revisions; and

WHEREAS, consistent with that direction, the proposed ordinance revises the applicable use tables and adds footnotes clarifying that the On-Site Storage classification does not include storage that is incidental and subordinate to a permitted primary use; and

WHEREAS, all other legal prerequisites to the adoption of this ordinance have occurred.

NOW, THEREFORE, The City Council of the City of St. Helena does hereby ordain as follows:

Section 1: Recitals

The Recitals set forth above are true and correct and are incorporated into this Ordinance.

Section 2: Amendment to SHMC 17.33 (Definitions)

Section 17.33.010 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

17.33.010 Definitions of Uses.

On-site storage ~~facilities~~. The indoor or outdoor storage of materials, products, or equipment on the premises. This definition does not include the storage of goods, inventory, materials, or equipment that are sold, utilized, produced, or maintained as part of a permitted primary use when such storage is incidental and subordinate to that use.

Section 3: Amendment to Table 17.17.020(A)

Table 17.17.020(A) (Use Regulations—Commercial and Mixed-Use Zoning Districts) is hereby amended to replace the term "On-Site Storage Facilities" with "On-Site Storage" and add Footnote 14 to read as follows:

14. This classification does not include the storage of goods, inventory, materials, or equipment associated with a permitted primary use when such storage is incidental and subordinate to that use.

Section 4: Amendment to Table 17.18.020(A)

Table 17.18.020(A) (Use Regulations—Business Professional and Industrial Zoning Districts) is hereby amended to replace the term "On-Site Storage Facilities" with "On-Site Storage" and add Footnote 10 to read as follows:

10. This classification does not include the storage of goods, inventory, materials, or equipment associated with a permitted primary use when such storage is incidental and subordinate to that use.

Section 5: Severability.

If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 6: CEQA.

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (the "Guidelines"), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 7: Notice and Effective Date.

This Ordinance was duly noticed to the public. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 11th day of August, 2026, and was adopted at a regular meeting of the St. Helena City Council on the ___ day of _____, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED ATTEST

_____ _____

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

Mining and quarrying of nonmetallic minerals. A facility engaging in the extracting, producing, handling, milling, or other processing of nonmetallic minerals.

Mobile home. As defined in § 18008 of the California Health and Safety Code or manufactured home as defined in § 18007 of the California Health and Safety Code, a movable dwelling constructed on a chassis, designed for use without a permanent foundation, and designed to be connected to utilities. Excludes manufactured modular housing designed to be placed on a permanent foundation and recreational vehicles, recreational vehicles as defined in § 799.24 of the California Civil Code and § 18010 of the California Health and Safety Code, commercial coaches, and or factory-built housing, as defined in § 19971 of the California Health and Safety Code.

Model home sales office. A dwelling temporarily used as a sales office for on-site sales for a residential development under construction.

Multi-family dwelling. Two or more attached dwelling units on a single lot. Types of multi-family dwellings include duplexes, single room occupancy units, townhouses, and apartment buildings.

Office.

Business, professional, and technology. An office of a firm, organization, or agency providing professional, executive, management, or administrative services, such as accounting, architectural, computer software design, engineering, graphic design, interior design, legal, and tax preparation.

Medical and dental. An office providing consultation, diagnosis, therapeutic, preventive, or corrective personal-treatment services by doctors or dentists; medical and dental laboratories that see patients; licensed acupuncturists; and similar practitioners of medical and healing arts for humans licensed by the State of California. Incidental medical and/or dental research within the office is considered part of the office use if it supports the on-site patient services.

Walk-in clientele. An office providing direct services to patrons or clients without prior appointments. This use classification includes employment agencies, insurance agent offices, real estate offices, travel agencies, utility company offices, and offices for elected officials. It does not include banks or check-cashing facilities, which are separately classified and regulated (see Bank or Financial Institution).

Wholesale office. An office of a wholesale firm excluding storage or on-site shipping and receiving of products.

Winery office (off-site). An office performing off-site administrative functions for a winery.

On-site storage ~~facilities.~~ The indoor or outdoor storage of any materials, products, or equipment on the premises. This definition does not include the storage of goods, inventory, materials, or equipment that are sold, utilized, produced, or maintained as part of a permitted primary use when such storage is incidental and subordinate to that use.

Outdoor dining. An area set up outside the confines of a commercial structure with tables, chairs, and other furnishings for the purpose of offering seating to patrons while selling, offering for sale, and serving food and beverages by an adjoining restaurant in which the same food and beverages are offered for sale, sold, and served.

Outdoor display and sales. The display or sale of any materials, products, or equipment outside of a building.

Chapter 17.17 Commercial and Mixed-Use Zoning Districts

Sections:

17.17.010 Purpose and Applicability
17.17.020 Use Regulations
17.17.030 Development Standards
17.17.040 Design Standards

17.17.010 Purpose and Applicability

This Chapter enables commercial and mixed-use development that is suitable to the character of St. Helena and that supports the daily needs of residents. The commercial and mixed-use districts, which are located generally along the SR29 corridor, serve tourists, City residents, and residents of the unincorporated agricultural areas who have traditionally traveled to St. Helena to shop for goods and services. In the downtown, the zoning districts support higher-density, mixed-use development that expand housing options while supporting retail and commercial services. Included in this Chapter are use regulations, development standards, and design standards for the following commercial and mixed-use districts:

Central Business (CB). The CB Zone is intended to provide for retail, personal service uses, offices, restaurants, hotels/motels, service stations, public and quasi-public uses, and similar and compatible uses that serve local residents' day-to-day needs, as well as the needs of the surrounding area and tourists. Emphasis is on pedestrian-oriented retail and service uses on the ground floor level, with office and residential uses on the upper levels. This Zone implements the Central Business General Plan Land Use Designation.

Service Commercial (SC). The SC Zone is intended to provide for service and retail uses, restaurants, service stations, hotels, motels, public and quasi-public uses and similar and compatible uses. The designation is intended primarily for service and retail uses that are automobile-oriented or whose operational characteristics and space needs are not considered appropriate for the Central Business District. The intent is for the SC Zone to be primarily local resident-serving in character. Strictly tourist-serving retail uses are prohibited within this designation. This Zone implements the Service Commercial General Plan Land Use Designation.

Mixed-Use (MU). The MU Zone is intended to provide areas for a mix of medium- and high-density residential unit types and commercial retail, office, restaurant, and open space uses. The Zone supports both vertical and horizontal residential mixed-use development. Residential densities are from 12 to 20 dwelling units per acre. This Zone implements the Mixed-Use General Plan Land Use Designation.

17.17.020 Use Regulations

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts, lists the uses permitted ("P"), permitted with a Minor Use Permit ("MUP") granted by staff-level review, and permitted with a Conditional Use Permit ("CUP") granted at a public hearing. The right-hand column provides references to additional regulations beyond those of the base zoning district development

and design standards. Any projects that qualify for ministerial approval under state law will be processed ministerially as required by that state law.

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts

Use Classification	CB	SC	MU	Additional Regulations
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed				
Residential Uses				
Live/work	CUP	—	MUP	Sec. 17.22.140, Live/Work Units
Multi-family dwelling	CUP [1]	—	CUP [2 3]	
Single room occupancy	CUP [1]	—	P [2]	Sec. 17.22.210, Single-Room Occupancy Units
Commercial Uses				
Adult entertainment	—	CUP	—	Sec. 17.22.040, Adult-Oriented Businesses
Agricultural supply sales	—	P	—	
Animal boarding facility/kennel	—	CUP	—	
Automobile/Vehicle sales and services				
Auto rental	—	CUP	CUP	
Auto sales	—	CUP	—	
Auto service and repair	—	CUP	—	
Car wash	—	CUP	—	
Service station	CUP	CUP	—	Sec. 17.22.190, Service Stations
Banks and financial institution	P [4]	P	P	
Business services				
Cleaning and janitorial services	—	P	P	
Equipment rental and leasing	—	CUP	CUP	
General business service	P	P	P	
Printing and copy service	P	P	P	
Security service	—	P	P	
Cinema/Theater	CUP	CUP	CUP	
Eating and drinking establishments				
Bar [5 6]	CUP	CUP	CUP	Sec. 17.22.050, Alcoholic Beverage Sales
Brewpub	P	P	P	Sec. 17.22.050, Alcoholic Beverage Sales

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts				
Use Classification	**CB**	**SC**	**MU**	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed				
Micro-brewery	CUP	CUP	CUP	Sec. 17.22.050, Alcoholic Beverage Sales
Micro-distillery	CUP	CUP	CUP	Sec. 17.22.050, Alcoholic Beverage Sales
Mobile food vendor	CUP	CUP	P	Sec. 17.22.150, Mobile Food Vendor
Restaurant, full service [5] [6] [7]	MUP	MUP	MUP	Sec. 17.22.050, Alcoholic Beverage Sales
Restaurant, limited counter service	P	P	P	
Food and beverage sales				
Farmers' market	MUP	MUP	MUP	
Fruit and vegetable market	P	P	P	
Grocery store	MUP [8]	MUP [9]	MUP [9]	
Liquor store	CUP	CUP	CUP	
Public market	CUP	CUP	CUP	
Winery tasting room [6]	CUP	CUP	CUP	Sec. 17.22.050, Alcoholic Beverage Sales
Wine shop	MUP	MUP	MUP	
Food preparation	—	P	CUP	
Formula business	CUP [10]	P [10]	CUP [10]	Sec. 17.22.120, Formula Businesses
Funeral home and mortuary	—	MUP	MUP	
Health club and fitness center	—	MUP	MUP	
Indoor recreation	CUP	CUP	CUP	
Lodging				
Bed and breakfast	MUP	—	MUP	Sec. 17.22.080, Bed and Breakfast Inns
Boarding house	—	—	CUP [4]	
Hotel	CUP [11]	CUP	CUP	
Short-term rental	—	—	P	Sec. 17.22.200, Short-Term Rentals
Time share	CUP	CUP	—	

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts				
Use Classification	**CB**	**SC**	**MU**	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed				
Maker's space				
Candle-making	P	P	P	
Ceramics/pottery	MUP	MUP	MUP	
Glass blowing	MUP	MUP	MUP	
Jewelry	P	P	P	
Multi-media	P	P	P	
Model Home Sales Office	—	—	MUP	
Offices				
Business, professional, and technology	P [2]	P	P	
Medical and dental	P [2]	P	P	
Walk-in clientele	P [4]	P	P	
Winery offices (off-site)	—	P/CUP [12]	P/CUP [12]	
Personal services				
Hair salon/nail salon/spa	P [4]	P	P	
Dry cleaners, drop-off and pick-up	P [4]	P	P	
Laundromat, self-service	—	P	P	
Massage establishment	MUP [2]	MUP	MUP	
Tanning salon	—	P [2]	P [2]	
Tattoo and piercing	CUP	—	P	
Retail				
Art gallery	CUP	CUP	CUP	
Building materials and supply	—	P	—	
Firearm sales	—	MUP	—	
Furniture store	P	P	P	
General retail and merchandise	P	P	P	
Health care equipment	—	P	P	
Nursery, lawn, and garden supply store	—	CUP	CUP	
Saddle and equestrian store and repair	—	P	P	

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts				
Use Classification	**CB**	**SC**	**MU**	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed				
Tobacco/smoke shop	CUP	CUP	CUP	
Used merchandise store	P	P	—	
Reupholstery and furniture repair	—	P	P	
Veterinary clinic	—	P	—	
Industrial Uses				
Contractor's yard	—	CUP	—	
Contractor's shop	—	P	—	
Custom and artisan manufacturing	—	MUP	MUP	
Food and beverage manufacturing/brewery	CUP	CUP	CUP	
Transportation, Communications, and Utilities				
Communication facilities				
Audio/video recording studio	—	P	P	
Telecommunication facility	Sec. 17.22.270, Wireless Telecommunication Facilities			
Emergency services	—	CUP	—	
Public services, major		CUP	CUP	
Public services, minor	—	MUP	MUP	
Solar energy system	Sec. 17.22.240, Solar Energy Systems			
Transit station and terminal	CUP	CUP	CUP	
Agricultural and Extractive Uses				
Community garden	—	MUP	MUP	Sec. 17.22.100, Community Gardens
Winery, large	—	CUP	—	
Public/Institutional Uses				
Amphitheater	CUP	CUP	CUP	
Colleges and trade schools	—	MUP	MUP	
Community assembly	MUP	MUP	MUP	
Church	—	P	—	
Cultural institution and museum	CUP	MUP	MUP	

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts				
Use Classification	**CB**	**SC**	**MU**	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed				
Day care facility				
Seven or more persons	—	P	MUP	
Six or fewer persons	—	P	P	
Government office	P	P	P	
Instructional services	CUP	P	P	
Low barrier navigation center	P	—	P	
Parking facilities	CUP [4]	CUP	CUP	
Senior center	P [4]	P	—	
Accessory Uses – See also Sec. 17.22.020, Accessory Uses				
Accessory dwelling unit	Sec. 17.22.030, Accessory Dwelling Units			
Catering	P	P	P	
Cottage food operations	P	P	P	Sec. 17.22.110, Cottage Food Operations
Family day care, large	—	—	MUP	
Family day care, small	—	—	P	
Music/entertainment, live or amplified [6]	P/CUP [13]	P	P/CUP [13]	
On-site storage ~~facilities~~[14]	—	CUP	—	
Outdoor dining [6]	MUP	MUP	MUP	Sec. 17.22.170, Outdoor Dining and Seating
Outdoor display and sales	Sec. 17.22.180, Outdoor Display and Sales			
Small recycling facility	—	MUP	MUP	Sec. 17.22.220, Small Recycling Facilities

Table 17.17.020.A: Use Regulations – Commercial and Mixed-Use Zoning Districts				
Use Classification	**CB**	**SC**	**MU**	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed				

End Notes:

[1] Permitted on upper floors only.

[2] Permitted on upper floors only for properties fronting onto Main Street.

[3] Must be part of a mixed-use development.

[4] Not permitted on Main Street.

[5] The following are not permitted:

- Establishments serving customers within their vehicles on the premises or preparing beverages or food intended for consumption within their vehicles on the premises.
- Music or entertainment which is not accessory to the approved use and/or audible beyond the confines of the building in which such music or entertainment is being performed.
- Drive-in for take-out service.

[6] Roof top uses are only allowed in the CB and MU zoning districts.

[7] Formula and drive-through restaurant establishments are not permitted.

[8] Seating is not permitted.

[9] Limited to 10,000 gross square feet.

[10] A maximum of four formula retail businesses are permitted in any one zoning district.

[11] Rental of rooms limited to upper floors only for properties fronting onto Main Street.

[12] A CUP is required for non-public wine tasting, offered to wine distributors and wine merchants only.

[13] A CUP is required for live or amplified music/entertainment outdoors.

[14] This classification does not include the storage of goods, inventory, materials, or equipment associated with a permitted primary use when such storage is incidental and subordinate to that use.

17.17.030 Development Standards

Table 17.17.030.B: Development Standards – Commercial and Mixed-Use Zoning Districts, establishes the development standards for the Commercial Business, Service Commercial, and Mixed-Use Zoning Districts. The numbers in each illustration refer to corresponding regulations in the table.

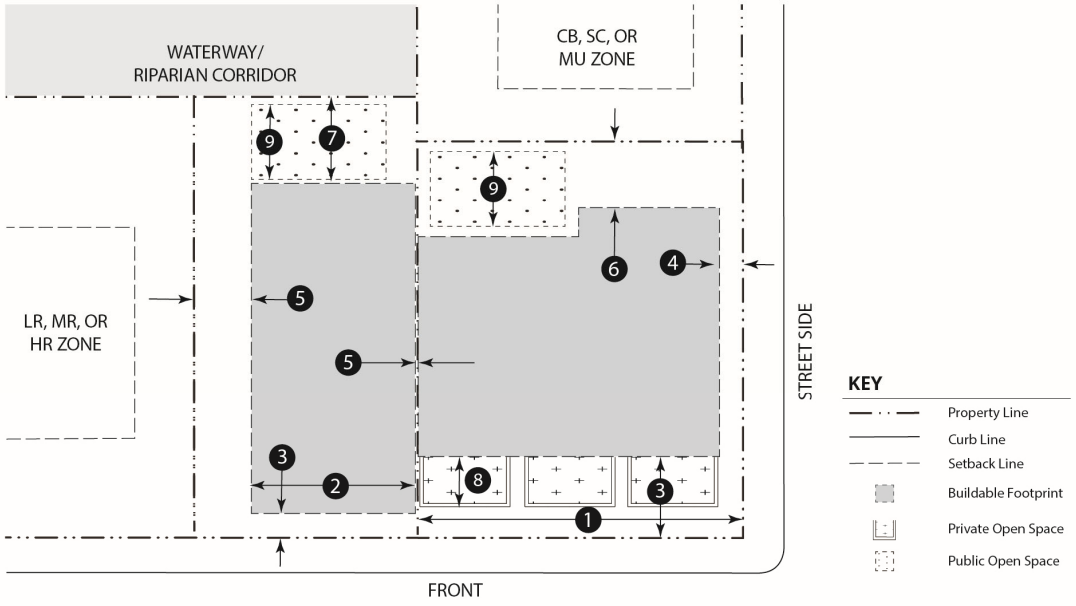


Table 17.17.030.B: Development Standards – Commercial and Mixed-Use Zoning Districts

Standard	CB	SC	MU	Key
Density/Intensity				
Density	n/a	n/a	Up to 20 du/ac	
FAR	Max. 2.0 (inclusive of residential uses)	Max. 0.50	Max. 1.0 (inclusive of residential uses)	
Lot Size				
Min. Lot Area	5,000 sq ft	10,000 sq ft	5,000 sq ft	
Min. Lot Width	None	None	45 ft	❶
Floor Area for Individual Buildings	Max. 10,000 sq ft [1]	Max. 15,000 sq ft	Max. 15,000 sq ft	
Floor Area per Use	Max. 10,000 sq ft [1]	None	None	
Building Frontage	Main Street: 100% between Spring Street and Adams Street alignment; 85% elsewhere on Main Street	Min. 60% of lot width	Min. 50% of lot width	❷
	All other streets: 60%			
Max. Height				

Table 17.17.030.B: Development Standards – Commercial and Mixed-Use Zoning Districts

Standard	CB	SC	MU	Key
Principal Structure	35 ft	35 ft	Pitched roof: 45 ft/3 stories; 30 ft/2 stories within 20 ft of a residential district	
	30 ft within 25 feet of a residential district and facing Oak Street			
	46 ft for parcels not on Main Street		Flat roof: 40 ft/3 stories; 26 ft/2 stories within 20 ft of a residential district	
Accessory Structure	16 ft	16 ft	16 ft	
Ground Floor Finished Floor Elevation	Max. 2 ft above adjacent right-of-way	Max. 2 ft above adjacent right-of-way	Nonresidential: Max. 2 ft above adjacent right-of-way	
			Residential: Min. 2.5 ft above adjacent right-of-way	
Ground Floor Ceiling Height	Min. 12 ft	Min. 12 ft	Nonresidential: Min. 12 ft	
			Residential: Min. 10 ft	
Setbacks				
Front Setback	Main Street: Max. 5 ft; Max 8 ft where active frontage is provided	Min. 25 ft	Nonresidential: Max. 10 ft	❸
	Adams Street and Oak Street: Max. 8 ft		Residential: No setback allowed north of Mitchell Dr.; 5-15 ft everywhere else	
Min. Street Side Setback	0 ft	25 ft [2]	0 ft	❹
Min. Interior Side Setback	0 ft	10 ft per floor [2]	0 ft	❺
	10 ft abutting a residential district		10 ft. abutting a residential district	
Min. Rear Setback	0 ft	15 ft	0 ft	❻
	10 ft. abutting a residential district	yards abutting a residential property must have a minimum of 20 ft [2]	10 ft. abutting a residential district	

Table 17.17.030.B: Development Standards – Commercial and Mixed-Use Zoning Districts				
Standard	**CB**	**SC**	**MU**	**Key**
Min. Setback from Abutting Waterway	Min. 50 ft from top of bank of Napa River			❼
	Min. 20 ft from top of bank of all other waterways			
Landscaping and Open Space				
Private Open Space for Multi-Family Development [3]	Min. 80 sq ft per unit	n/a	Min. 120 sq ft per unit	
Min. Dimension for Private Open Space	6 ft	n/a	6 ft	❽
Common Usable Open Space for Multi-Family Development [3]	Min. 150 sq ft per lot	n/a	Min. 150 sq ft per lot	
Min. Dimension for Common Usable Open Space	8 ft	n/a	15 ft	❾
Paved/Hardscaped Area	n/a	n/a	Max. 30% of front setback area	
Landscaped Area [4]	Min 5% of lot area	Min. 15% of lot area	Min. 10% of lot area	
Required Buffer Abutting Agricultural Use	A landscaped buffer min. 15 ft width with min. 15-gallon street trees at 30 ft on center			

End Notes:

[1] Only applies to the Main Street Corridor, south of Adams Street.

[2] Properties within the Highway 29 Specific Plan must comply with any additional required interior side and rear setbacks established in the Highway 29 Specific Plan EIR.

[3] May not include pedestrian access, required landscaped areas, on-site parking or driveway areas, and may not have a slope greater than 10 percent.

[4] Landscaped setbacks areas count toward this requirement.

17.17.040 Design Standards

The design standards in this Section apply to all development within the commercial and mixed-use zoning districts. These design standards supplement the development standards of Table 17.17.030.B: Development Standards – Commercial and Mixed-Use Zoning Districts.

A. **General Standards.** All development is subject to the provisions of Part IV, Citywide Standards.

B. **Highway 29 Specific Plan Applicability.** Properties within the Highway 29 Specific Plan area shall meet the requirements of the Highway 29 Specific Plan as well as the design standards of this Section 17.17.040, Design Standards.

C. **Residential Development in the Mixed-Use Zoning District.** Buildings where a minimum of two-thirds of the floor area of the building is residential must meet the requirements of Section 17.16.040, Design Standards, as well as those of this Section 17.17.040, Design Standards.

D. **Building Orientation.**

1. Building entrances must be oriented toward public rights-of-way or internal walkways.

2. Building design must prevent direct visual access into adjacent residential properties. Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 horizontal feet, the glazing of the new windows shall be offset horizontally from the existing glazing by a minimum of 24 inches.

E. **Building Articulation.** Any building over 125 feet in width shall be broken down to read as a series of buildings no wider than 75 feet each.

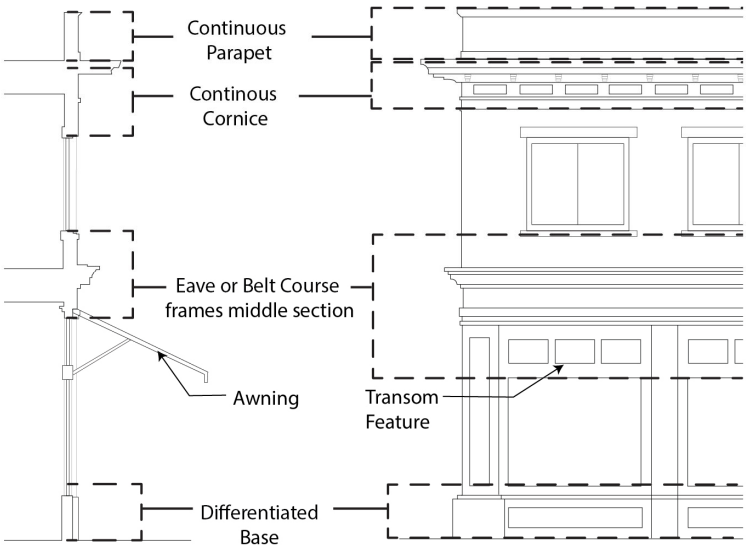
Figure 17.17.040.A: Building Articulation

F. **Building Facades Visible from a Public Street.**

1. Horizontal articulation must include a differentiated base, a roof cornice line or parapet, and an eave, awning, overhang, transom feature, belt course, or other architectural element that frames the middle section of the building.

2. Buildings or portions of buildings over two stories must include articulation for the top story of the building. This may be accomplished through a change in color, change in material, a cornice/belt course at the bottom of the uppermost floor, change in roof pitch (such as a gable), or an upper-story step-back.

Figure 17.17.040.B: Building Façade Visible from Public Street



3. Awnings must be of a durable, commercial grade fabric, canvas, or similar material with a matte finish.

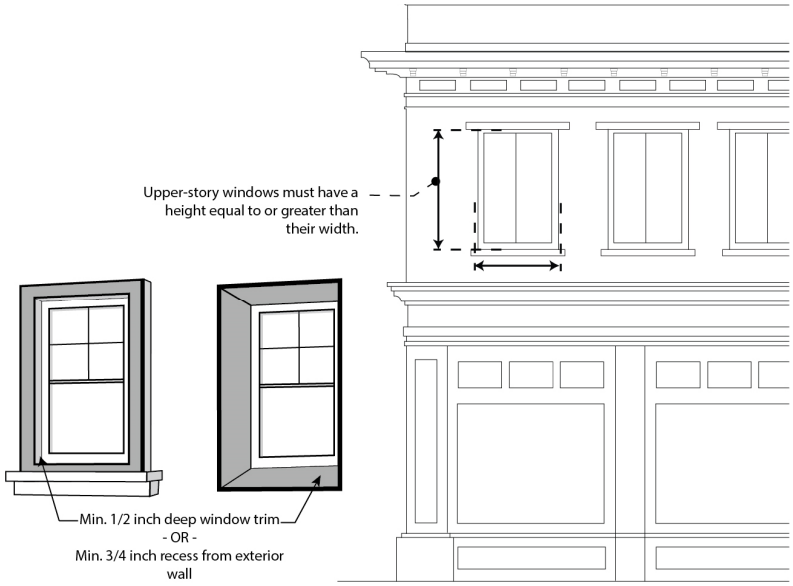
4. Canopies must be constructed of wood or other natural materials in keeping with materials used historically in the City.

G. **Upper-Story Window Design.**

1. Upper-story windows must have a height equal to or greater than their width.

2. Trim at least one-half inch in depth must be provided around all windows, or windows must be recessed at least three-quarter inches from the plane of the surrounding exterior wall. Foam is not a permitted trim material.

Figure 17.17.040.C: Upper-Story Window Design



H. **Exterior Building Materials and Colors.**

1. Building materials that support and enhance the architectural vernacular of the City must be used in all new developments. There are many materials that may be used to achieve this goal, including plaster or stucco, brick, native or artificial stone finishes, form board concrete finishes, board and batten siding, and horizontal siding (except as provided in subsection 1.c.

2. In addition, corrugated metal may be used as a roof or siding material in all commercial and mixed-use zoning districts.

3. Specifically prohibited materials include unplastered, unpainted, or painted concrete block, and vinyl or aluminum siding.

4. The palette of materials and colors on a building must be applied to all sides of the building.

5. A palette of contrasting colors is required along Main Street within the CB and MU Districts.

I. **Front and Street Side Setback Improvements**. Where front or street side setbacks are required, these areas must be improved with planters, paving, low walls, climbing vines, outdoor dining/seating areas, or other features that:

1. Visually distinguish parking areas from pedestrian areas;

2. Emphasize the building entrance and any on-site open space; and

3. Frame required building transparency.

J. **Refuse and Recycling Area Enclosures.**

1. ***Container Materials.*** Containers used for the collection and storage of refuse and recyclable materials shall be constructed of a durable waterproof and rustproof material, covered when the site is not attended, secured from unauthorized entry or removal of material and shall be of a capacity sufficient to accommodate materials collected between collection schedules.

2. ***Enclosure Materials.*** Unless specifically waived by the design review processes described in Chapter 17.05, Planning Permits and Approvals, all development projects shall have a refuse enclosure constructed of such materials as to be opaque and of sufficient size to permit the storage, removal, and replacement of standard commercial size refuse containers. No collection, storage or stacking of refuse is permitted outside the refuse enclosure.

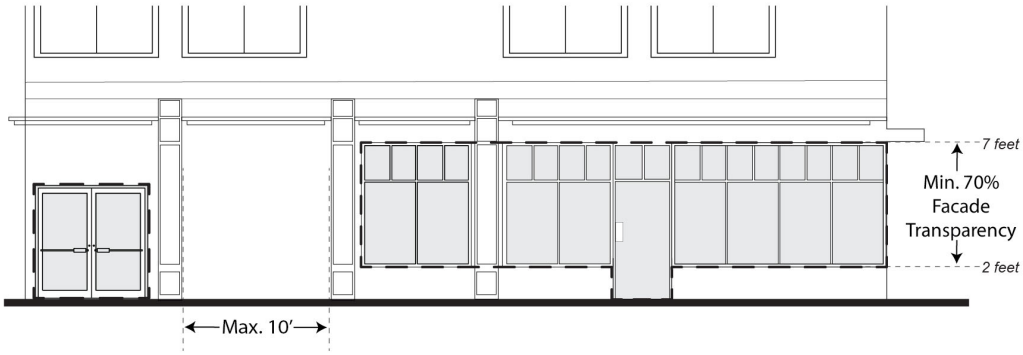
3. ***Drainage.*** The floor of the enclosure shall have a drain that connects to the sanitary sewer system.

K. **Design Standards in the CB and MU Districts Only.**

1. ***Building Transparency/Required Openings on Main Street in the CB and MU Districts.*** Exterior walls facing and within 40 feet of a street facing lot line or pedestrian walkway must include windows, doors, or other openings for at least 70 percent of the building wall area and located between two and seven feet above the level of the sidewalk or

walkway. These walls may run in a continuous plane for no more than 10 feet without transparency or an opening.

Figure 17.17.040.D: Façade Transparency on Main Street in the CB and MU District



a. ***Design of Openings***. Openings fulfilling this requirement must have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least three feet deep.

b. ***Exceptions for Parking Garages.*** Multi-level garages are not required to meet the ground-floor transparency requirement.

c. ***Reductions.*** The building transparency requirement may be reduced or waived upon finding that:

   i. The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible; and

   ii. Street-facing building walls will exhibit architectural relief and detail and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.

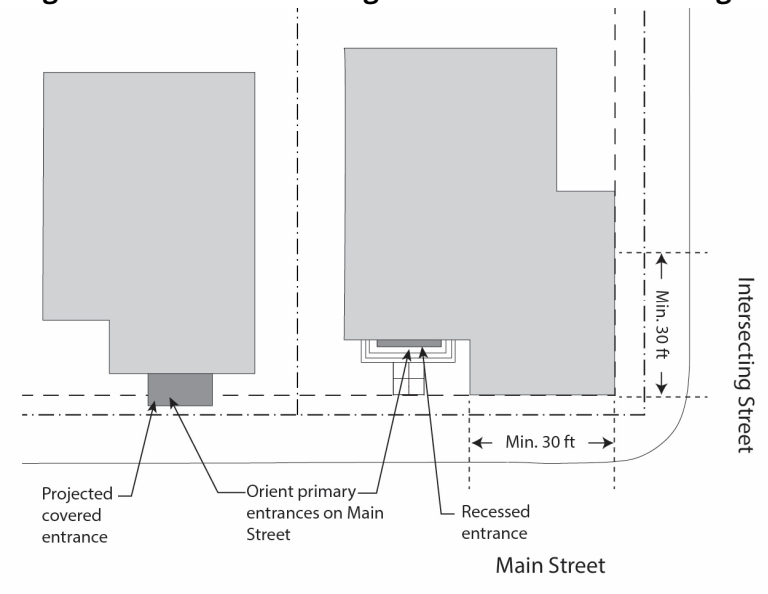
2. ***Buildings with Main Street Frontage in the CB and MU Districts.***

   a. Buildings must be oriented to face Main Street with the primary entrance on Main Street.

   b. Building entrances must be either covered or recessed a minimum of four feet from the building façade.

   c. Buildings on corner parcels must be placed at the intersection of the front and side setback lines for a minimum of 30 feet along both setback lines.

Figure 17.17.040.E: Buildings with Main Street Frontage



3. ***Off-Street Parking in the MU District.***

   a. Off-street parking spaces may not be accessed from the front of the lot.

   b. Off-street parking spaces may not be located within 40 feet of a street-facing property line. Exceptions may be granted through Design Review upon finding that:

      i. The design incorporates habitable space built close to the street frontage to the maximum extent feasible;

      ii. The site is small and constrained such that underground parking or surface parking located more than 40 feet from the street frontage is not feasible; and

      iii. A screen wall designed to match the building materials of the primary building or a row of landscaping screens any off-street parking located within 40 feet of the street frontage.

L. **Design Standards in the SC District Only.**

1. ***Frontages.***

   a. Building design must emphasize active frontages and establish a connection to the right-of-way street.

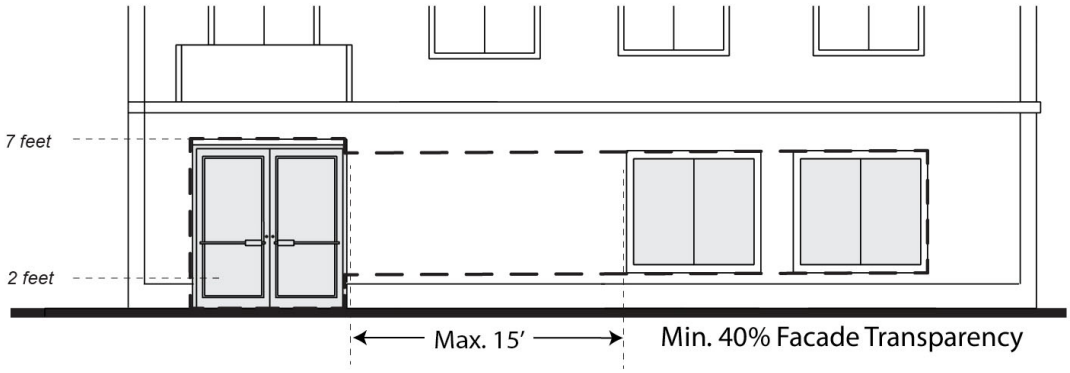
   b. Frontages must feature at least one entry.

   c. Buildings more than 50 feet in length along a right-of-way must incorporate at least one recessed entry with a minimum depth of six feet from the front façade.

   d. The width of the recessed entry must be appropriate relative to the size of the building, with the maximum ratio of building height to entry recess 2.5:1 (height less than 2.5 x width).

2. ***Building Transparency/Required Openings.*** Exterior walls facing and within 40 feet of a street facing lot line or pedestrian walkway must include windows, doors, or other openings for at least 40 percent of the building wall area and located between two and seven feet above the level of the sidewalk or walkway. These walls may run in a continuous plane for no more than 15 feet without transparency or an opening.

Figure 17.17.040.F: Building Transparency for SC District



a. ***Design of Openings***. Openings fulfilling this requirement must have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces.

b. ***Reductions.*** The building transparency requirement may be reduced or waived upon finding that:

i. The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible; and

ii. Street-facing building walls will exhibit architectural relief and detail and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.

3. ***Off-Street Parking Areas in the SC District.***

a. Off-street parking spaces may not be located within 10 feet of a street-facing property line. For properties within the Highway 29 Specific Plan area, refer to that Plan for the location and design of proposed parking areas.

b. Curb cuts are limited to one per 80 linear feet of any one street-facing frontage.

Chapter 17.18 Business and Industrial Zoning Districts

Sections:

17.18.010 Purpose and Applicability
17.18.020 Use Regulations
17.18.030 Development Standards
17.18.040 Design Standards

17.18.010 Purpose and Applicability

This Chapter encourages business and industrial uses by providing areas exclusively for development subject to regulations necessary to ensure the protection of adjoining uses. This Chapter establishes use regulations, development standards, and design standards for the Business and Professional Office and Industrial Zoning Districts as follows:

Business and Professional Office (BPO). The BPO Zone is intended to provide for professional and administrative offices, medical and dental offices, research and development uses, financial institutions, public and quasi-public uses, and similar and compatible uses. Residential uses in this designation can be considered for a building's upper floors. This Zone implements the Office General Plan Land Use Designation.

Industrial (I). The I Zone is intended to provide for industrial parks, warehouses, light manufacturing, auto and farm-related equipment sales and repairs, viticulture, and winery support services and similar and compatible uses. This Zone implements the Industrial General Plan Land Use Designation.

17.18.020 Use Regulations

Table 17.18.020.A: Use Regulations – Business and Industrial Zoning Districts lists the uses permitted ("P"), permitted with a Minor Use Permit ("MUP") granted by staff-level review, and permitted with a Conditional Use Permit ("CUP") granted at a public hearing. The right-hand column provides references to additional regulations beyond those of the base zoning district development and design standards. Any projects that qualify for ministerial approval under state law will be processed ministerially as required by that state law.

Table 17.18.020.A: Use Regulations – Business and Industrial Zoning Districts			
Use Classification	***BPO***	***I***	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed			
Residential Uses			
Emergency shelters	P	—	
Live/Work	MUP	CUP	Sec. 17.22.140, Live/Work Units
Multi-family dwellings	CUP [1]	—	
Single room occupancy (SRO)	CUP [1]	—	Sec. 17.22.210, Single Room Occupancy Units

Table 17.18.020.A: Use Regulations – Business and Industrial Zoning Districts			
Use Classification	***BPO***	***I***	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed			
Commercial Uses			
Agricultural supply sales	—	P	
Animal care and service			
Animal boarding facility/kennel	—	CUP	
Veterinary clinic	—	P	
Automobile/Vehicle sales and services			
Farm/Agricultural equipment sales, service, and rental	—	P	
Towing and impound yard	—	CUP	
Banks and financial institutions	P	—	
Business services			
Equipment rental and leasing	—	P	
General business services	P	P	
Printing and copy services	P	P	
Security services	—	P	
Eating and Drinking Establishments			
Brewpub	—	CUP	See Sec. 17.22.050, Alcoholic Beverage Sales
Maker's space			
Candle-making	MUP	P	
Ceramics/pottery	MUP	P	
Glass blowing	MUP	P	
Jewelry	P	P	
Multi-media	MUP	P	
Mobile food vendor	CUP	CUP	Sec. 17.22.150, Mobile Food Vendors
Food preparation	—	P	
Funeral homes and mortuaries	—	P	
Health clubs and fitness centers	MUP	P	
Heavy equipment repair	—	P	
Indoor recreation	—	CUP	

Table 17.18.020.A: Use Regulations – Business and Industrial Zoning Districts			
Use Classification	***BPO***	***I***	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed			
Offices			
Business, professional, and technology	P	—	
Medical and dental	P	—	
Walk-in clientele	P	—	
Wholesale offices	P [2]	—	
Winery offices (off-site)	P/CUP [3]	—	
Personal services			
Massage establishment	P	—	
Retail			
Building materials and supply		P	
Firearm sales	—	MUP	
Health care equipment	P	—	
Saddle and equestrian store and repair	—	P	
Reupholstery and furniture repair	—	P	
Industrial Uses			
Commercial laundry	—	P	
Construction and material yard	—	P[4]	
Contractor shop	—	P	
Contractors' office and showroom, excluding storage yard	P	—	
Contractors' yard	—	P	
Crop service	—	P	
Custom and artisan manufacturing	MUP	MUP	
Dry cleaning facility	—	P	
Fuel storage	—	CUP	
Industrial, general	—	MUP [4]	
Manufacturing, packaging, and processing	—	CUP	
Micro-brewery	—	CUP	See Sec. 17.22.050, Alcoholic Beverage Sales

Table 17.18.020.A: Use Regulations – Business and Industrial Zoning Districts			
Use Classification	***BPO***	***I***	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed			
Micro-distillery	—	CUP	Sec. 17.22.050, Alcoholic Beverage Sales
Research and development	CUP	P/CUP [5]	
Storage, personal	—	CUP	
Tanks for storage	—	CUP	
Warehousing, wholesale, and distribution	—	P [4]	
Wine warehousing	—	CUP	
Transportation, Communications, and Utilities			
Communication facilities			
Audio/video recording studio	—	P	
Telecommunications	Sec. 17.22.270, Wireless Telecommunications Facilities		
Emergency services	—	CUP [6]	
Public services, major (City facilities only)	P	P	
Public services, major	CUP	CUP	
Public services, minor (City facilities only)	P	P	
Public services, minor	MUP	MUP	
Solar energy systems	Sec. 17.22.250, Solar Energy Systems		
Transit stations and terminals	—	CUP	
Agriculture and Extractive Uses			
Mining and quarrying of nonmetallic minerals	—	CUP[7]	
Wineries, large	—	CUP[8]	
Public/Institutional Uses			
Colleges and trade schools	CUP	—	
Community assembly	CUP	—	
Day care facility			
Seven or more persons	CUP	—	
Six or fewer persons	MUP	—	
Government offices	CUP	CUP	
Hospitals and clinics	P	—	

Table 17.18.020.A: Use Regulations – Business and Industrial Zoning Districts			
Use Classification	***BPO***	***I***	**Additional Regulations**
"P" = Permitted; "MUP" = Minor Use Permit; "CUP" = Conditional Use Permit; "—" = Use Not Allowed			
Instructional Services	—	P	
Low barrier navigation center	P	—	
Parking facilities	CUP	—	
Schools	CUP	—	
Accessory Uses – See also Sec. 17.22.020, Accessory Uses			
Accessory dwelling unit	Sec. 17.22.040, Accessory Dwelling Units		
Beekeeping		P	Sec. 17.22.070, Beekeeping
Caretaker residence [9]	—	MUP	
Cottage food operations	P	—	Sec. 17.22.110, Cottage Food Operations
Family day care, large	CUP	—	
Family day care, small	P	—	
On-site storage[10] ~~facilities~~	CUP	CUP	
Small recycling facility	MUP	MUP	Sec. 17.22.220, Small Recycling Facilities

End Notes:

[1] Permitted on upper floors only.

[2] Storage or on-site shipping and receiving of products not permitted.

[3] CUP required for nonpublic wine tasting, offered to wine distributors and wine merchants only. No public sales or tasting allowed.

[4] CUP required where adjacent to property zoned residential or an existing residential use.

[5] A CUP is required when uses involve the use of hazardous substances.

[6] May include cooking and sleeping facilities for employees on duty only.

[7] Subject to the provisions of the Surface Mining and Reclamation Act of 1975 (§§ 2710 et seq. of the Public Resources Code).

[8] Retail sales and tasting not permitted.

[9] Residence must be occupied by employees and their immediate families, employed for the purpose of on-site management, maintenance, or upkeep. Temporary business guests and employees on temporary assignment are also allowed to reside in the unit.

[10] This classification does not include the storage of goods, inventory, materials, or equipment associated with a permitted primary use when such storage is incidental and subordinate to that use.

17.18.030 Development Standards

Table 17.18.030.B: Development Standards – Business and Industrial Zoning Districts establishes the development standards for the Business and Professional Office and the Industrial Zoning Districts. The numbers in each illustration refer to corresponding regulations in the table.

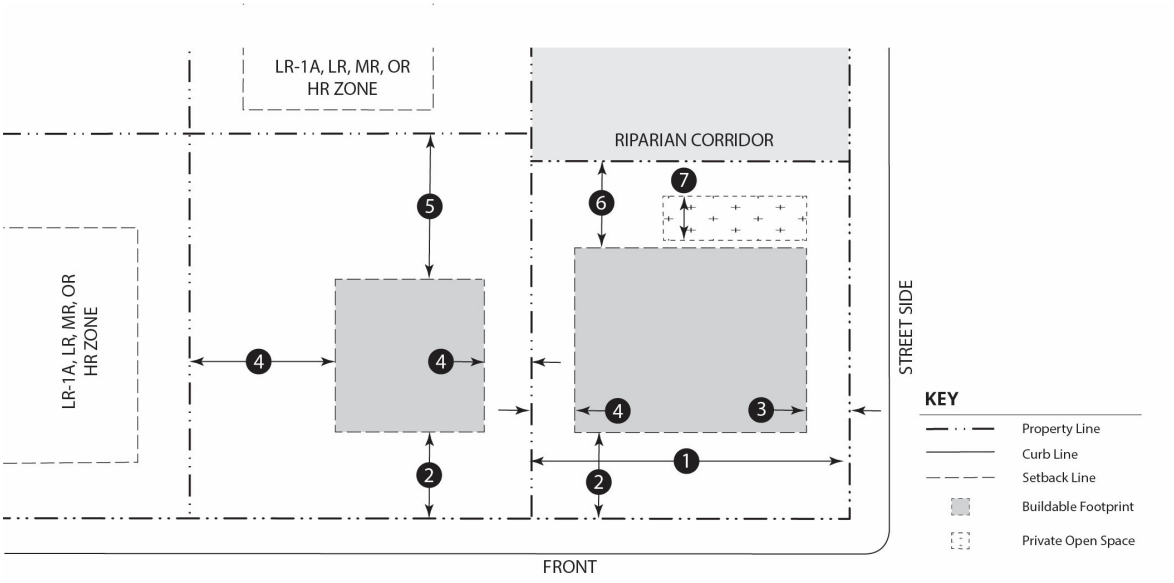


Table 17.18.030.B: Development Standards – Business and Industrial Zoning Districts			
Standard	***BPO***	***I***	**Key**
Density/Intensity			
Density	Max. 20 du/ac	n/a	
FAR	Max. 0.50	Max. 0.50 for uses including < 90% warehousing	
		Max. 0.60 for uses including ≥90% warehousing	
Lot Size			
Min. Lot Area	7,000 sq ft	20,000 sq ft	
Min. Lot Width	none	100 ft	❶
Height			
Principal Structure	30 ft	45 ft	
	No roof pitch must be less than 4:12	35 ft within 100 feet of a residential, A-20, or W district	

Table 17.18.030.B: Development Standards – Business and Industrial Zoning Districts				
Standard	***BPO***	***I***		**Key**
Setbacks				
Min. Front Setback	20 ft	25 ft from any street or public right-of-way (whichever is closer)	35 ft from a residential, A-20, or W district	❷
Min. Street Side Setback	10 ft			❸
Min. Interior Side Setback	10 ft			❹
Min. Rear Setback	15 ft			❺
Min. Setback from Abutting Waterway	Min. 50 ft from top of bank of Napa River			❻
	Min. 20 ft from top of bank of all other waterways			
Landscaping and Open Space				
Private Open Space for Multi-Family Development	Min. 80 sq ft per unit	n/a		
Min. Dimension for Private Open Space	6 ft	n/a		❼
Landscaped Area [1]	Min. 15% of lot area.	Min. 10% of lot area.		
Required Buffer Abutting Agricultural Use and Residential Uses	A landscaped buffer min. 15 ft width with street trees at 30 ft on center			

End Note:

[1] Landscaped setback areas count toward this requirement.

17.18.040 Design Standards

A. **General Standards.** All development is subject to the provisions of Part IV, Citywide Standards).

B. **Residential-Mixed-Use Buildings.** Buildings where a minimum of two-thirds of the floor area of the building is residential must meet the requirements of Section 17.16.040, Design Standards, as well as those in this Section 17.18.040, Design Standards. In the event of a conflict between the standards of these two Sections, the most restrictive shall apply.

C. **Design Standards in the BPO District.**

1. **Building Design.** Building design must emphasize active frontages and establish a connection to the right-of-way street.

   a. Frontages must feature at least one entry.

   b. Buildings more than 50 feet in length along a right-of-way must incorporate at least one recessed entry with a minimum depth of six feet from the front façade.

2. **Building Facades Visible from a Public Street.** Horizontal articulation must include an eave, awning, overhang, a differentiated building base, or other architectural element that articulated the building facade.

3. **Front and Street Side Setback Improvements.** Where front or street side setbacks are provided, these areas must be improved with planters, paving, low walls, climbing vines, outdoor dining/seating areas, or other features that:

   a. Visually distinguish parking areas from pedestrian areas;

   b. Emphasize the building entrance and any on-site open space; and

   c. Frame the buildings ground-level windows.

4. **Fencing.** No fence in the front setback may exceed three feet in height. All other fencing outside the front setback may not exceed six feet in height.

5. **Trash Enclosures.** Unless specifically waived by the design review processes described in Chapter 17.05, Planning Permits and Approvals, all development projects shall have a refuse enclosure constructed of such materials as to be opaque and of sufficient size to permit the storage, removal, and replacement of standard commercial size refuse containers. No collection, storage or stacking of refuse is permitted outside the refuse enclosure. Trash enclosures must be illuminated for nighttime security and use.

6. **Parking.** Parking spaces may be paved with all-weather pervious materials, but travelways must be of concrete or asphalt.

D. **Design Standards in the I District.**

1. **Building Design.** Buildings more than 50 feet in length along a right-of-way must incorporate at least one recessed entry with a minimum depth of six feet from the front façade.

2. **Building Facades Visible from a Public Street.** Horizontal articulation must include an eave, awning, overhang, a differentiated building base, or other architectural element that articulated the building facade.

3. **Front and Street Side Setback Improvements.** Where front or street side setbacks are provided, these areas must:

   a. Visually distinguish parking areas from pedestrian areas;

   b. Emphasize the building entrance and any on-site open space; and

   c. Frame the building's ground-level windows.

4. **Required Screening abutting a Non-Industrial District.**

   a. ***Abutting all Residential Districts.*** Where abutting a residential district, an eight-foot opaque, landscaped, soundproofed wall is required.

   b. ***Abutting all Non-Industrial and Non-Residential Districts.*** Where abutting a non-industrial or non-residential district, an eight-foot opaque landscaped fence or wall is required. The eight-foot screening element need not be located on the property line.

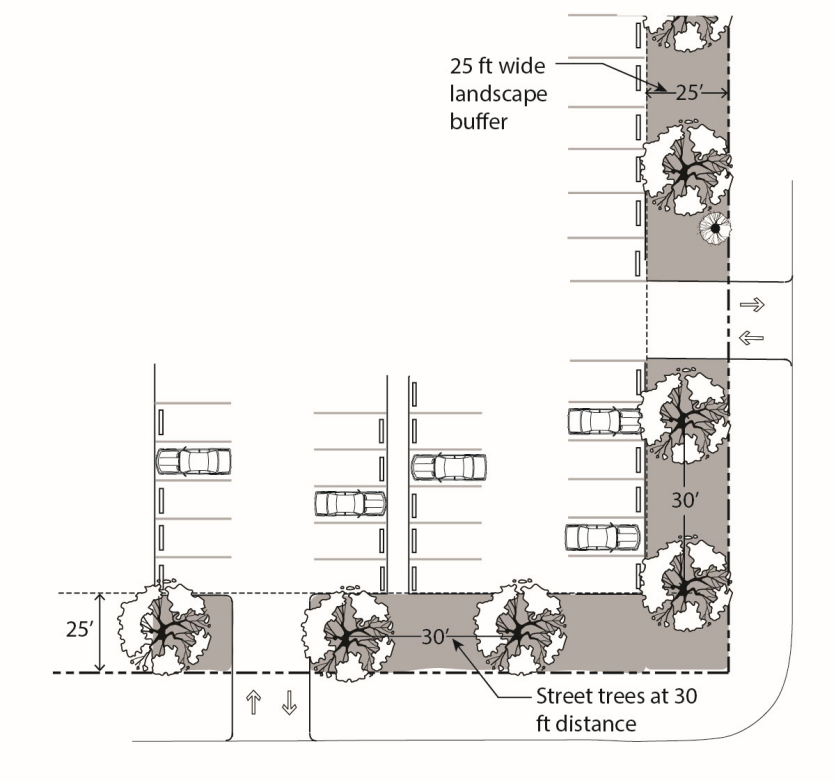
5. **Landscaped Buffer.** In addition to the requirements of Table 17.18.030.B: Development Standards – Business and Industrial Zoning Districts, landscape requirements for buffer areas are as follows:

a. A landscaped buffer at least 25 feet in width with street trees at 30 ft on center is required along all street frontages;

b. Trees shall be at least 15-gallon size at time of planting; and

c. Ground cover must be installed under trees and maintained in accordance with approved plans.

Figure 17.18.040.A, Landscape Buffer



6. **Fencing.** No fence in the front setback may exceed three feet in height. All other fencing outside front setback may not exceed eight feet in height.

a. An eight-foot opaque landscaped fence or wall (side/rear setback) is required where abutting a non-industrial zone. If a residential zone abuts the property, subsection 6.b applies;

b. An eight-foot opaque, landscaped, and soundproofed wall is required where abutting a residential zone.

7. **Parking and Loading.**

a. Off-street parking is not permitted in the required front setback. If a property is located in the Highway 29 Specific Plan area, the parking site design must comply with the standards of the Specific Plan if more restrictive.

b. Parking spaces may be paved with all-weather dust-free pervious materials; however, travelways must be of concrete or asphalt.

c. No loading/unloading may be conducted in a public right-of-way.

d. There must be at least one off-street loading space per use. Additional loading dock and truck standing requirements must be based on proposed uses and must ensure that trucks will not block traffic or obstruct on-street parking spaces. Additional requirements may be specified as a condition of a Conditional Use Permit.

8. **Other Standards.**

a. An interior fire sprinkler system approved by the Chief Building Official must be installed in all buildings.

b. One-hour minimum fire-resistant construction on all exterior walls within 10 feet of all property lines must be installed. Fire resistant construction of interior walls shall be determined by type of occupancy and approved by the Chief Building Official.

c. Low flow (water restricting) plumbing devices shall be installed.

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2026-013

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 17.33 (DEFINITIONS) AND TABLE 17.17.020(A) (USE REGULATIONS - COMMERCIAL AND MIXED-USE ZONING DISTRICTS) OF TITLE 17 (ZONING) OF THE ST. HELENA MUNICIPAL CODE (ZOA 26-002)

Recitals

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend its Zoning Code (ZOA 26-002), codified as Title 17 of the St. Helena Municipal Code ("SHMC"); and

WHEREAS, staff prepared the proposed ordinance, including any additional information and documents deemed necessary for the Planning Commission to take action; and

WHEREAS, the City gave public notice of the public hearing for the proposed ordinance in accordance with applicable law; and

WHEREAS, on April 21, 2026, the Planning Commission held a duly-noticed public hearing and adopted Resolution No. PC2026-009 recommending approval of ZOA 26-002; and

WHEREAS, following the April 21, 2026 public hearing and during preparation of the City Council agenda materials, staff continued refining the proposed ordinance language and identified a potential inconsistency between the proposed definition of On-Site Storage Facilities and the existing accessory use framework established in the Municipal Code; and

WHEREAS, on June 16, 2026, the Planning Commission held a duly noticed public hearing to reconsider its prior recommendation and consider revisions to Zoning Ordinance Amendment (ZOA 26-002); and

WHEREAS, staff determined that the revised definition and clarifying footnote adequately address the issue that initiated the amendment and therefore no longer recommends the proposed Conditional Use Permit requirement for On-Site Storage Facilities in the CB and MU zoning districts; and

WHEREAS, during its June 16, 2026 public hearing, the Planning Commission discussed whether the term "On-Site Storage Facilities" should be revised to "On-Site Storage" for consistency with the proposed amendments and existing Municipal Code provisions regulating on-site storage; and

WHEREAS, all other legal prerequisites to the adoption of this resolution have occurred.

Resolution

NOW THEREFORE, the Planning Commission of the City of St. Helena does resolve, determine, find and order as follows:

Recitals. The above recitals are incorporated herein by reference.

Compliance with CEQA. The Planning Commission recommends that the City Council find that the proposed ordinance amendment is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

General Plan Consistency. Based on the entire record before the Planning Commission, and all written and oral evidence presented, the Planning Commission hereby finds that the proposed ordinance is consistent with the City's adopted General Plan. The proposed ordinance does not otherwise conflict with any of the General Plan's goals or policies.

Zoning Ordinance Amendment ZOA 26-002. The Planning Commission hereby recommends that the City Council adopt the attached proposed ordinance (**Exhibit A**) entitled:

> An Ordinance of the City Council of the City of St. Helena amending Section 17.33 (Definitions) and Table 17.17.020(A) (Use Regulations—Commercial and Mixed-Use Zoning Districts) of the St. Helena Municipal Code to clarify the regulation of on-site storage facilities.

Availability of Documents. The proposed ordinance is on file and available for public review in the Community Development Department at St. Helena City Hall, 1088 College Avenue.

Severability. If any part of this Resolution is held by a court to be invalid, that part is severable from the rest and every other part remains unaffected and in effect.

(Signatures on following page)

I HEREBY CERTIFY that the foregoing recommendation to the City Council was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of the Planning Commission held on June 16, 2026 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Sue Furdek, Vice Chair
Planning Commission

ATTEST:

Leza Mikhail
Community Development Director

Attachments:

1. "Exhibit A" Proposed Ordinance of the City Council
2. Redlined Ordinance Sections 17.33 and 17.17.020, for reference only

Agenda Report to the City Council

Agenda Section: NEW BUSINESS
Department: City Clerk

DATE:	August 11, 2026
FROM:	Andrew Bradley, Program Manager (City Clerk)
SUBJECT:	Consideration of a Resolution Allowing a Current Member of the Active Transportation and Sustainability Committee (ATSC) to Continue Serving After Moving Outside City Limits
RECOMMENDED ACTION:	Approve Resolution to allow Emma Leggat to continue serving on the committee after relocating outside St. Helena city limits.
PREVIOUS COUNCIL ACTION:	• April 22, 2025: Appointed Emma Leggat as an alternate member of the Active Transportation and Sustainability Committee (ATSC). • June 23, 2026: Appointed Emma Leggat as a full member of the ATSC for a term ending June 30, 2028. • July 28, 2026: Appointed Antoinette Freeman as a full member of the ATSC to fill a vacancy for a term ending June 30, 2027.
STATEMENT OF THE PURPOSE:	Consider whether to grant an exception to the City's residency requirement to allow a current ATSC member to complete her term after recently moving just outside St. Helena city limits.
FINANCIAL IMPACT:	None.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
The St. Helena Active Transportation and Sustainability Advisory Committee (ATSC) consists of five members and two alternates appointed by the Mayor with consent of the City Council. The members shall reside within the City Limits; however, the Council may approve an exception to this rule on a case-by-case basis. Member terms are two years.

DISCUSSION:
The City has actively recruited applicants to fill committee vacancies through announcements at City Council meetings, social media, and the City's email newsletter.

Over the past several months, the City Council has reappointed an existing member, appointed two alternate members to full-member positions with terms ending in June 2028, and appointed a new member to fill a vacancy with a term ending in June 2027. Two alternate positions remain vacant with no current applications, those terms expiring June 2028.

Emma Leggat has served on the ATSC since April 2025, when she was appointed as an alternate member. In June 2026, the City Council appointed her as a full member for a term ending June 30, 2028.

In July 2026, Ms. Leggat notified the committee staff liaison that she had moved to a residence just outside the St. Helena city limits after her home in St. Helena sold sooner than expected. Her new home was rebuilt following the 2017 Nuns Fire.

Although she no longer resides within the city limits, Ms. Leggat and her family maintain strong ties to the St. Helena community. The St. Helena Unified School District has approved her children to continue attending St. Helena schools, and her husband continues to work in St. Helena. Ms. Leggat has expressed a strong interest in continuing to serve on the committee for the remainder of her term.

As noted in the Background section, the City Council may approve exceptions to the residency requirement on a case-by-case basis. The Council may therefore determine whether Ms. Leggat should be allowed to remain on the Active Transportation and Sustainability Committee through the expiration of her current term on June 30, 2028.

ENVIRONMENTAL REVIEW:
None.

GOAL:
Miscellaneous/Other

ATTACHMENTS:
1. Resolution - Active Transportation and Sustainability Committee Residence Change

CITY OF ST. HELENA

RESOLUTION NO. 2026-

APPOINTING AN APPLICANT TO A VACANT ACTIVE TRANSPORTATION AND SUSTAINABILITY COMMITTEE (ATSC) POSITION

RECITALS

A. The Active Transportation and Sustainability Committee (ATSC) has two alternate terms expiring on June 30, 2026; and

B. Current ATSC member, Emma Leggat, started serving as an alternate in April 2025 and was appointed as a full member in June 2026; and

C. In July 2026, Emma Leggat relocated out of the City of St. Helena, but still has close ties to the community including children attending schools in the St. Helena Unified School District and a husband who works within City limits.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council grants the residency exception to Emma Leggat to continue serving on the Active Transportation and Sustainability Committee (ATSC) position with term of office expiring June 30, 2028.

Approved at a Regular Meeting of the St. Helena City Council on August 11, 2026, by the following vote:

Mayor Dohring: _____

Vice Mayor Deasy: _____

Council Member Barak: _____

Council Member Spadarotto: _____

Council Member Diaz: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Andrew Bradley, City Clerk

Agenda Report to the City Council

Agenda Section: NEW BUSINESS
Department: Community Services Department - Parks and Recreation Division

DATE:	August 11, 2026
FROM:	Ashley Sylvester, Director of Community Services Department
SUBJECT:	Review the proposed plan of a private/public partnership to restore and revitalize Lewis Station Park and accept donations for a portion of renovation costs.
RECOMMENDED ACTION:	Authorize acceptance of donations and pursuit of the renovations proposal.
PREVIOUS COUNCIL ACTION:	There has been no previous Council action on this item.
STATEMENT OF THE PURPOSE:	Staff is seeking City Council to accept a donation for a portion of the restoration cost for Lewis Station Park. In addition to acknowledgment of the resident-led volunteer efforts to continue work on the revitalization of a community asset.
FINANCIAL IMPACT:	The estimated cost of this project ranges from $50,000- $140,000 depending on the final scope and fundraising success. City costs are projected to be $8000.00. The volunteer resident group is proposing to raise the balance of the funds to allow the renovations to proceed in phases. The city will follow the City's Donation Policy and work with the Napa Valley Community Foundation to accept donations to the City. The City's Donation Policy is stated in P-FI-0020.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

Lewis Station Park, commonly referred to as a "pocket park," is located at the corner of Hunt Avenue and Church Street in downtown St. Helena. The park was generously donated to the City by Rosa Lee Lewis in 1975 and was subsequently developed through a partnership between the City and community volunteers. Over the years, the park has served as a valued gathering space for residents and visitors. It now needs substantial renovations.

In 2025, local resident volunteers approached the City with a vision to restore and enhance Lewis Station Park, recognizing the need for improvements to return the park to a vibrant and

welcoming public space. Areas identified for restoration and enhancement include the replacement of trees that have declined over time, the addition of shade elements, revitalized landscaping, new fencing, expanded seating, gathering areas and furniture to better support community use, dining, and informal gatherings.

Beginning in August 2025, City staff and community volunteers engaged in a collaborative planning process to identify needs, review concepts, and develop a proposal for park improvements. The process included four meetings between City staff and resident volunteers to discuss ideas and priorities, approximately ten additional resident-led meetings to develop recommendations, a meeting with a Parks and Recreation Commissioner, and a consultation with arborist Bill Pramuk regarding tree and landscape considerations and a presentation to the Parks and Recreation Commission.

At the same time, the Public Works Department was exploring planned renovations within the park area. These efforts aligned with the interests and priorities identified by community members and the Parks and Recreation Commissioner, creating an opportunity to coordinate improvements and develop a shared vision for the future of Lewis Station Park.
This was brought to the Parks and Recreation Commission for a presentation on June 15, 2026. The resident group below presented with input and clarification from Public Works staff. The minutes of that meeting are attached to this staff report as well as the presentation.

Resident participants involved in the planning discussions included:

Kathy Carrick, former Parks and Recreation Director
Tracy McBride, Resident
Nancy Morrell, Beautification Foundation representative
Becke Oberschulte, landscape designer
Stephanie Smithers, former Parks and Recreation Commissioner

The residents above have spent over 50+ volunteer hours meeting and working on this with each other and city staff. Each with their own area of expertise.

DISCUSSION:
The Lewis Station Park Restoration and Revitalization Project is envisioned as a phased improvement effort that balances community priorities, available resources, and long-term park sustainability. The proposed improvements will be implemented in coordination with the ongoing Parks, Recreation, and Trails Master Plan to ensure alignment with the City's broader goals for maintaining and enhancing public spaces. The current recommended improvements in the master plan are below on the chart. The proposed plan has also been looked through to ensure compliance with ADA accessibility and park standards.

Add vegetation, including trees, plants, and greenery	Included in both plans
Improve visual presence of this park at intersection entry point. Wayfinding enhancements to provide as a designated landmark for passerby's.	Included in both plans

Add drinking fountain with water bottle refills and bicycle parking.	Included in both plans
Add shade and additional seating options	Included in both plans
Renovate restrooms long term	Outdoor restoration included in plan
Implement the Streets Master Plan crossing and sidewalk improvements to improve connections from this park to downtown.	Continue efforts made in Master Plans to coordinate

Through discussions between community volunteers and City staff, the project has been refined to focus on several key priorities that will improve the functionality, aesthetics, and overall user experience of Lewis Station Park. These priorities include increasing shade opportunities, enhancing the park's landscape with resilient and predominantly native plantings, and creating additional seating and gathering spaces that support community connection, dining, and informal use.

Phase 1: Landscape Enhancements and Primary Gathering Area Improvements

The first phase focuses on establishing a strong landscape foundation and enhancing the park's primary gathering areas. Plant selections will prioritize drought-tolerant, resilient species, with an emphasis on California native plants that support pollinators and provide year-round visual interest.

Key improvements include:

- Installation of a Coast Live Oak within the open space area, surrounded by boulders to provide natural seating opportunities. At maturity, the tree is expected to provide approximately 50 feet or more of shade coverage.
- Implementation of sheet mulching to suppress weeds, improve soil health, and prepare planting areas.
- Strategic planting of native and climate-appropriate species, including:
    - Arbutus (recommended by the project arborist as a similar alternative to Madrone)
    - Ceanothus (California native)
    - Redbud (California native)

With proper establishment, the recommended plant palette may require minimal supplemental irrigation within four to five years. The Coast Live Oak was selected not only to replace a significant nearby oak tree previously removed (Signorelli), but also as a long-term keystone species that will provide habitat benefits, support local wildlife, and create future shade for park users.

Phase 2: Site Amenities and Infrastructure Improvements

The second phase will address site improvements that enhance safety, comfort, and long-term maintenance of the park. Improvements include:

- Installation or replacement of fencing along the rear portion of the park adjacent to the railroad tracks.
- Exterior restoration of the restroom building, including painting and repair of exterior wood elements and posts.
- Updates to irrigation controls and piping to improve efficiency and support long-term landscape sustainability.
- Installation of three new benches with backs, similar in style to the eco-benches located at the St. Helena Public Library, along with additional boulder seating elements to complement the natural landscape design.
- Installation of updated garbage and recycling receptacles.

Phase 3: Additional Community Amenities and Visitor Enhancements

The final phase focuses on amenities that support broader community use, pedestrian connectivity, and visitor experience. Improvements include:

- Installation of a drinking fountain, water bottle refill station, and dog water bowl.
- Addition of a bicycle rack to support residents and visitors traveling through downtown and utilizing the Vine Trail.
- Installation of an interpretive sign highlighting St. Helena history, nearby walking paths, and other community parks.
- Installation of a dog waste station.
- Installation of a shade structure over the existing picnic seating area to improve comfort and encourage increased park use.

Shade sails are recommended as the preferred option over the picnic area to enhance usability, modernize the space, and activate one of the park's primary gathering locations. If community fundraising efforts are unable to support the cost of shade sails, staff will evaluate alternative options, such as a more economical wooden gazebo structure.

Proposed Implementation Timeline

The anticipated implementation timeline is as follows:

Summer 2026- Current- September

-

- Installation of project identification/signage.
- Community fundraising efforts begin following completion of the restoration plan by City

staff and the community volunteer group.

- Site preparation, including removal of Tree of Heaven, selective paver and decomposed granite removal, transplanting of two Catalpa trees, and vine pruning near the restroom facility.

Fall 2026- October-December

- Installation of new plantings by City staff.
- Irrigation improvements.
- Community volunteer sheet mulching event.
- Installation of benches and boulder seating elements.

Winter 2026/Spring 2027 December 2026-May 2027

- Restroom exterior restoration.
- Shade structure installation.
- Fence repair or replacement.
- Potential installation of public art elements.
- Updates to the City website and Google Maps information to reflect park improvements.

The Lewis Station Park Restoration and Revitalization Project represents a collaborative effort between the City and community members to preserve a historic downtown gathering space while adapting it to meet current community needs. Through phased implementation, the project allows improvements to be completed strategically while maintaining flexibility to incorporate community support, funding opportunities, and future planning efforts.

ENVIRONMENTAL REVIEW:
Staff will coordinate with the City's Environmental Service technician and ensure eventactivities and associated amenities are implemented in accordance with all applicable environmental management practices.

GOAL:
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 5: Enhance Quality of Life

ATTACHMENTS:
1. Presentation - Lewis Station Park Renovation & Donation Proposal
2. Lewis Station Map Plan
3. Lewis Station Park St Helena CA Restoration and Improvements Agreement 7.21.26

(003)
4. Parks and Recreation Commission Meeting Minutes- June 15, 2026
5. Public Comment - Kathleen Whitehurst
6. Public Comment - Sue Furdek
7. Public Comment - Flor Madrigal
8. Public Comment - Kathleen McCarthy
9. Public Comment - Steve Ericson, St. Helena Historical Society
10. Public Comment - Tracy McBride
11. Public Comment - Suzan Rada
12. Public Comment - Connie Wilson
13. Public Comment - Elaine de Man
14. Public Comment - Rachel Williams
15. Public Comment - Erin Arnsteen, Western Monarch Society of Napa County
16. Public Comment - Gail Pavlosky
17. Public Comment - Kelly Wheaton
18. Public Comment - Elaine de Man 4
19. Public Comment - John Pedersen

Lewis Station Park Renovation & Donation Proposal

City Council

August 11, 2026

Presented by Ashley Sylvester, Director of Community Services

Parks in St. Helena

- Park Maintenance is managed by Public Works
- 10 City Parks in St. Helena
  - Crane, Jacob Meily, Lewis Station, Lyman, Mary Fryer, McCullagh, Mennen, Starr Baldwin, Stonebridge, Wappo
- Parks also have Parks and Recreation Commissioners assigned to each park to help staff monitor and address concerns

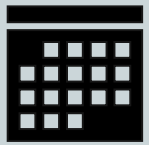
Lewis Station Park

- **“Pocket Park” located at the corner of Hunt Avenue and Church Street.**
- **The park was generously donated to the City by Rosa Lee Lewis in 1975 and was subsequently developed through a partnership between the City and community volunteers.**
- **This has been used as a gathering space by residents and visitors through the years.**
- **The Park has 3 picnic tables and 1 restroom for amenities currently.**

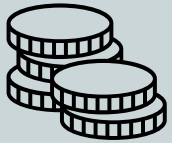
Updates to Lewis Station

- 2022- Large clearing of dead trees and plants.
- 2023- Inside of Restroom painted.
- 2024- Uneven Pavers fixed and replaced.
- 2025- New Park Sign Ordered and Made, ready to be installed.

Where do we go from here?



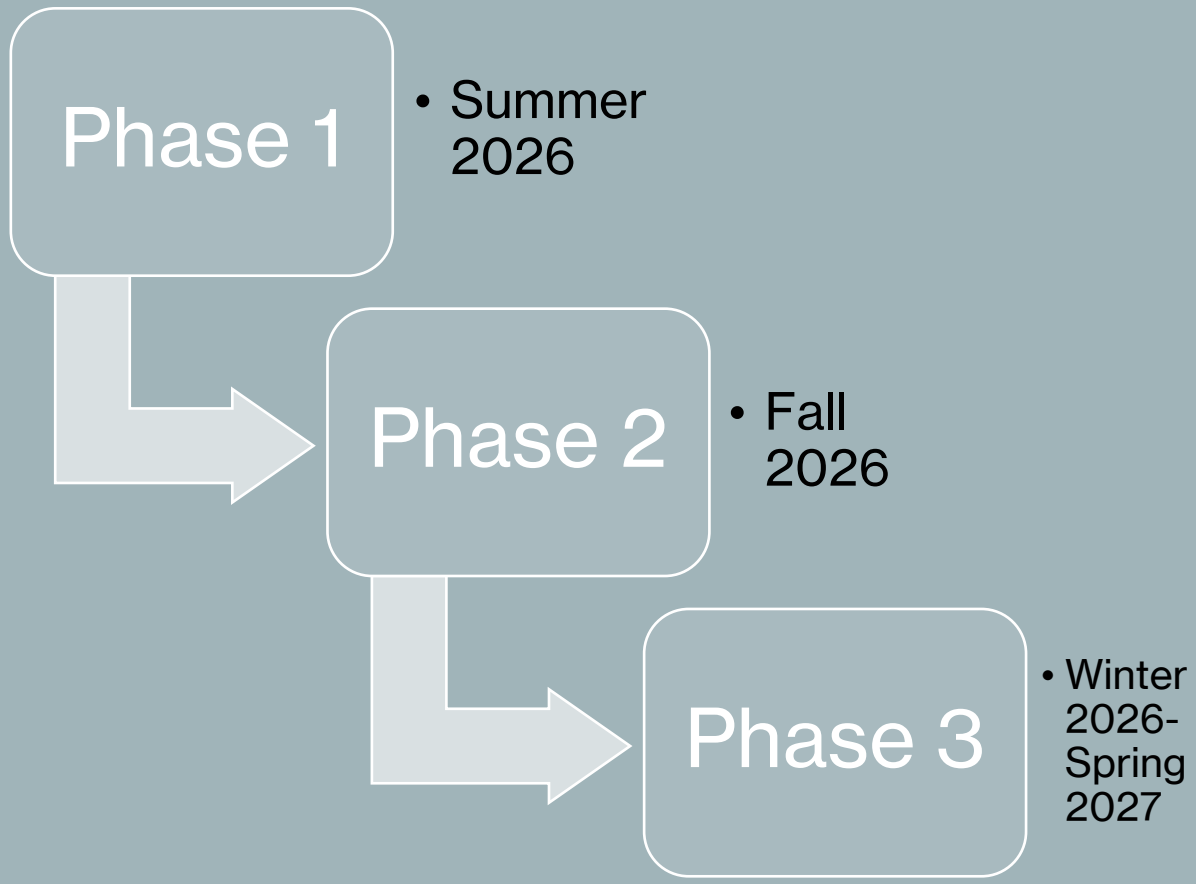
Timeline of Renovations



Budget and Donations Requests

Volunteer and Staff Meetings

Timeline of Renovations



Phase 1: Landscape Enhancements and Primary Gathering Area Improvements

- Installation of project identification/signage.
- Community fundraising efforts begin following completion of the restoration plan by City staff and the community volunteer group.
- Site preparation, including removal of Tree of Heaven, selective paver and decomposed granite removal, transplanting of two Catalpa trees, and vine pruning near the restroom facility.

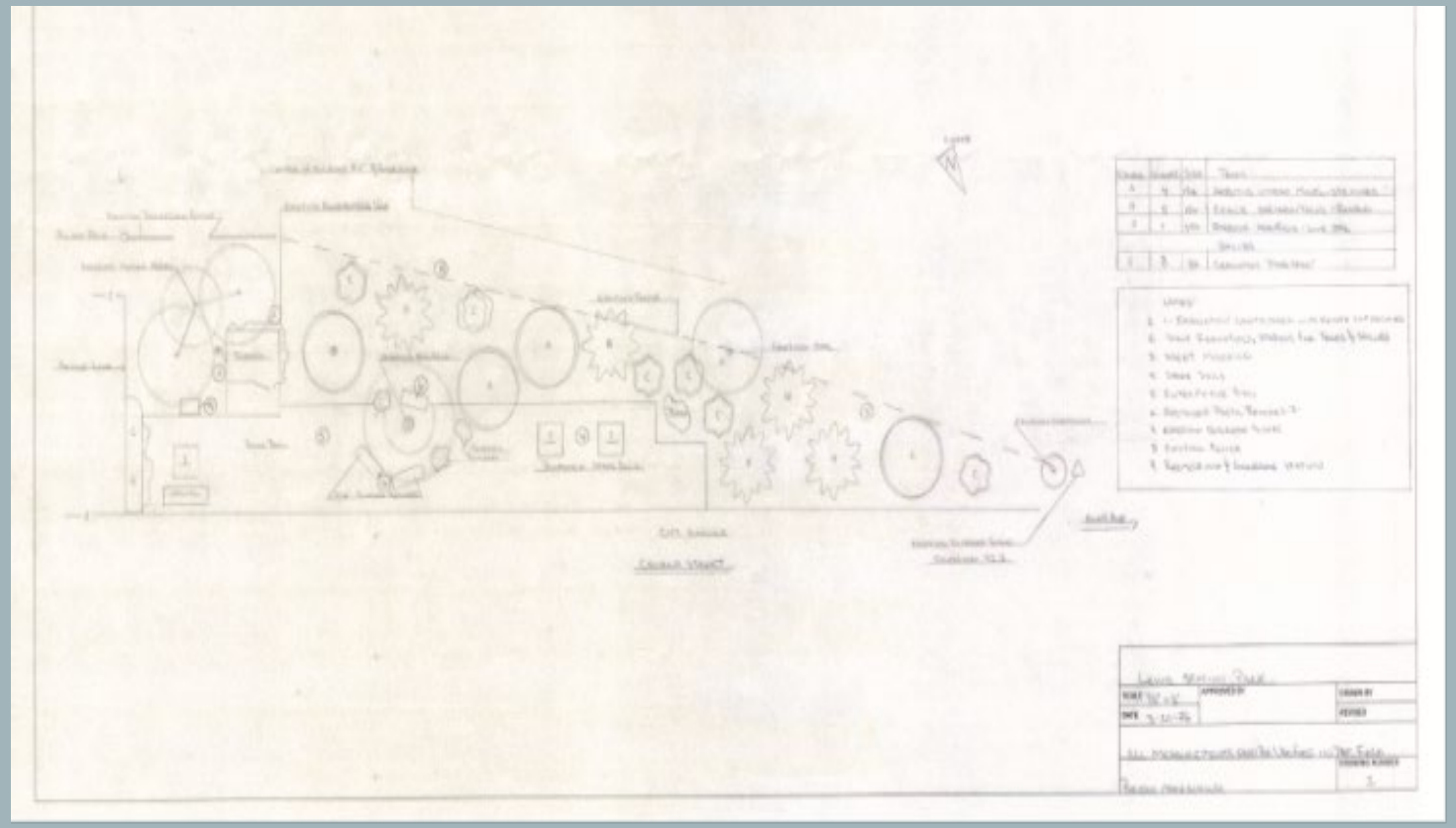
Phase 2: Site Amenities and Infrastructure Improvements

- Installation of new plantings by City staff.
- Updates to irrigation controls and piping to improve efficiency and support long-term landscape sustainability.
- Community volunteer sheet mulching event.
- Installation of new benches with backs, along with additional boulder seating elements to complement the natural landscape design.

Phase 3: Additional Community Amenities and Visitor Enhancements

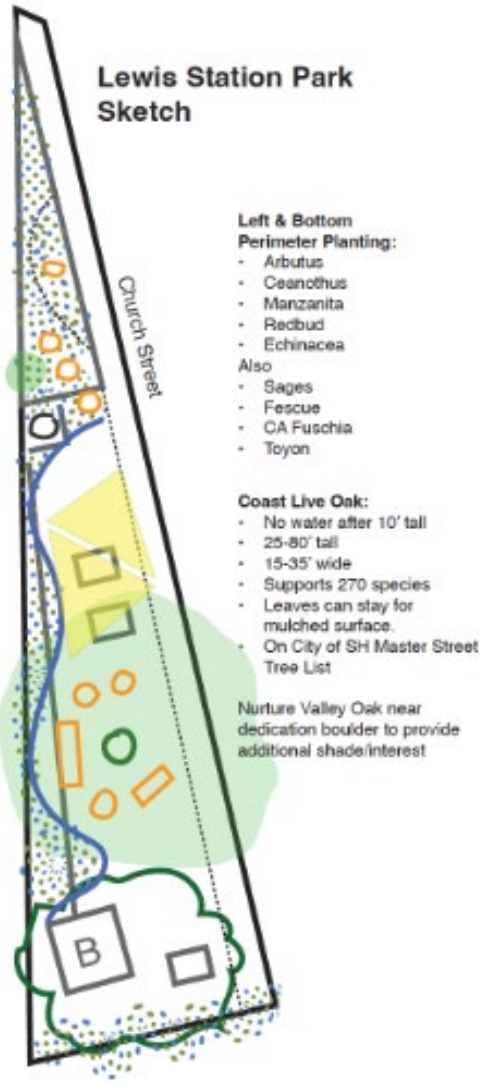
- Restroom exterior restoration including painting and repair of exterior wood elements and posts.
- Installation of a shade structure over the existing picnic seating area to improve comfort and encourage increased park use.
- Installation or replacement of fencing along the rear portion of the park adjacent to the railroad tracks
- Potential installation of public art elements.
- Installation of a drinking fountain, water bottle refill station, and dog water bowl.

Concept and Planting Plan Map



Themes

- Plantings have winter berries, spring blooms, fall foliage.
- Attract working people from downtown for lunch, tourists and residents
- Shaped planting beds is for natural feeling; mostly native plantings. The plants are choosen to need no to little water within a few years.
- Benches with backs and boulders provide more seating options and "nature play"
- Shaped shade "sails" can be removed over time as Coast Live Oak grows larger. Sails placed to give shade for afternoon sun, eye catching feature to attract people to the park.
- Interpretive Sign (placement TBD), with semi-permanent info such as parks of SH, Historical Walking Tour, Walking paths, railroad history, Chinese history with building of railroad, Sam Brannan, etc
- Separate "mural" on bahtroom side wall has more flexibility since interpretive sign has detailed text
- Black wire fence along railroad (not green like near Safeway)
- Labels for many plants to show residents and others drought tollerant planting samples.
- Existing picnic tables remain
- Bathroom (B), add water bottle station and dog bowl water



Budget and Donations

- **City Contributions to project**
- **Money raised for Renovation costs**
- **Project is scheduled in phases not just for workload but, also for time to reach donation goal.**
- **If donation goal is not reached, the city will continue with the phased approach of the plan and look at the budget each cycle to determine if money can be appropriately allocated.**

Proposed Renovations from City to Contribute

Hardscape Modifications	$2,000.00
Outside of Restroom Renovations- Awning and Wood Siding	$4,500.00
Irrigation Repairs	$850.00
Upgraded Signs	$500.00

City costs are expected to be $8,000. This will come from the approved FY2026-2027 Park Maintenance budget.

Proposed Renovations from Donations and Volunteers

Additional seating areas including benches and large boulders	$10,000.00
Add Vegetation; Trees, greenery and plants	$3,000.00
Add Drinking Fountain with Water Refill Station	$6,500.00
Add Bike Parking	$1,000.00
Replace fencing along railroad tracks	$3,500.00
Updated Trash Receptacles and Dog Waste Station	$2,000.00
Add Shade Structure (Shade Sails or Gazebo)	$3,000/each- Gazebo $25,000/each- Shade Sails

Looking for donations to raise $40,000. This goal would need to be raised significantly if Shade Sails are requested from Council to pursue.

Volunteer Led Committee

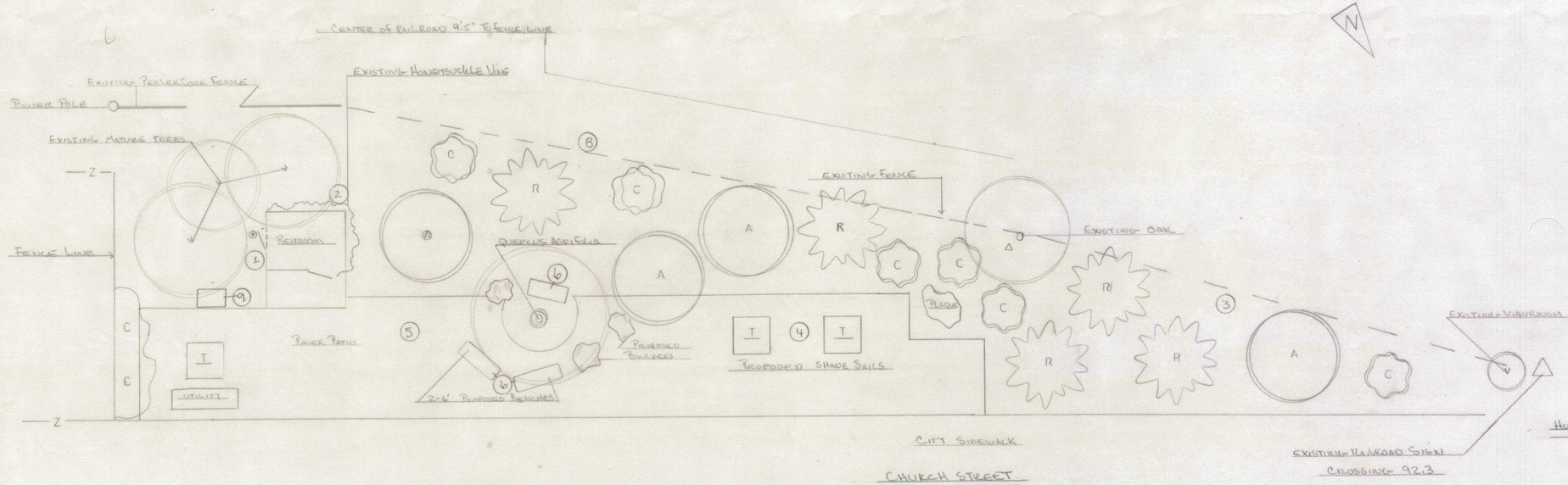
- Kathy Carrick, former Parks and Recreation Director
- Tracy McBride, Resident
- Nancy Morrell, Beautification Foundation representative
- Becke Oberschulte, landscape designer
- Stephanie Smithers, former Parks and Recreation Commissioner

Volunteers have put in over 50+ hours of time meeting, planning and preparing plan for Staff and City Council.

Staff Recommendation

Staff is asking City Council to authorize the acceptance of donations in pursuit of the renovation proposal.

Thank you. Questions?



SYMBOL	QUANTITY	SIZE	TREES
A	4	15G	ARBUTUS UNEDO MULTI-STEMMED
R	5	15G	CERCIS OCCIDENTALIS - REDBUD
O	1	15G	QUERCUS AGRIFOLIA - LIVE OAK
			SHRUBS
C	8	5G	CEANOTHUS 'DARK STAR'

NOTES:

1. 1- IRRIGATION CONTROLLER WITH REMOTE CAPABILITIES
2. DRIP IRRIGATION, STATIONS FOR TREES & SHRUBS
3. SHEET MULCHING
4. SHADE SAILS
5. INTERPETIVE SIGN
6. RECYCLED PLASTIC BENCHES -3-
7. EXISTING RAILROAD SIGN
8. EXISTING FENCE
9. RECYCLE INN & GARBAGE STATION

LEWIS STATION PARK

SCALE 1/8" = 1'	APPROVED BY	DRAWN BY
DATE 3-20-26		REVISED

ALL MEASUREMENTS SHALL BE VARIFIED IN THE FIELD

BECKE OBERSCHULTE

DRAWING NUMBER 1

Lewis Station Park, St Helena, CA, Restoration and Improvements Agreement
July 15, 2026

Agreement between Donors (Tracy McBride, Becke Oberschulte, Nancy Morrell, Kathy Carrick, and others) and the City of St Helena. The objective of this project is to provide sustainable planting, more seating and shade at Lewis Station Park.

The donors agree to:

- Raise funds via the Napa County Community Foundation (NVCF) for improvements noted here (punchlist) to Lewis Station. NVCF will process donations and send funds directly to the City for improvements.
- Donors will solicit funds in various ways (letters, presentations, online, posters, etc) from the community but no fundraising events will be held.
- It is unknown how much money will be raised, but the target is $40,000.
- The fundraising ends by 12/31/2027.
- Assist with understanding watering requirements for the selected planting (planting plan).
- Host a community day to sheet mulch the weed areas. Cardboard is supplied by donors, mulch and compost supplied by the City.
- Assist with ordering the selected plants at a local nursery such as Urban Tree Farm, Santa Rosa. Have those plants delivered to the City.
- Assist, if needed, ordering boulders.
- Advocate for a community volunteer group to replace the fence along the residence to the south.
- Monitor funds raised and spent to ensure they are only spent at Lewis Station, and be able to provide an accounting.
- Work with the City Parks and Recreation Department to monitor the status of the park for the near future to see that it is maintained.

The City agrees to:

- Prepare the site for planting as specified on the planting plan attached here and punchlist.
- Install irrigation and check it is working, in preparation for the planting.
- The City agrees to maintain the irrigation.
- Water potted plants in the City yard work area until the weather is good for planting.
- Plant the trees and shrubs as specified on the planting plan. Community assistance may be available.
- Place boulders as shown on plan, and make adjustments as needed
- Install 3 benches as shown on plan.
- Paint and repair damaged wood at the bathroom exterior and interior.
- Replace signage with new. Make signage consistent with other parks.
- Replace fencing along railroad tracks in compliance with needed regulations.
- Allow donors & community volunteers to have a “clean up” day occasionally to: pick up garbage, re-mulch, check-irrigation, check planting health.

Shade structure: Both parties agree there is shade needed over the two adjacent picnic tables. The ideal solution is shade sails, and bid(s) need to be obtained & reviewed. A secondary solution for shade is a wood structure with either roof or arbor. The donors and City will review options and choose the best solution for sustainability, attractiveness and cost effectiveness.

The City will be provided a copy of the NVCF agreement for fundraising.

Other donors may contribute to this project outside of the NVCF fundraising, and donate to the City directly, such as the Beautification Foundation or the Vine Trail, for example. These donations will go to items identified or agreed to by the donors and the City.

Timeline:

- City Council Review
- Prep work at Lewis Station
- Planting Fall 2026.
- Community sheet mulching day.
- Install benches and boulders
- Exterior bathroom repairs/painting by 12/31/26
- Shade structure determination by 12/31/26
- Shade structure install 2027
- Interior bathroom painting
- Signage update
- City website and google maps update

City of St Helena:

Donor representative:

City of St. Helena
Parks & Recreation Commission
Regular Meeting
Tuesday, June 15,2026 @ 5:30pm
Carnegie Building-Second Floor
1360 Oak Avenue

Present: Chair Doug Boeschen, Vice Chair John Thompson, Commissioner Julie Jenayan, Commissioner Stephanie Smithers, Commissioner Denise Nelson
Absent: None

1. CALL TO ORDER: 5:31pm
2. ROLL CALL
   Chair: Doug Boeschen
   Vice Chair: John Thompson
   Members: Stephanie Smithers, Julie Jenanyan, Denise Nelson
   Staff Liaison: Mara Strickler, Deputy Director of Community Services - Library
3. PUBLIC FORUM
   - Public Comment from Elaine de Man
   - Public Comment from Jeff Farmer

4. REPORTS BY STAFF AND COMMISSION
   4.1 Park Maintenance Update
   - Operations Manager Carlos Uribe gave update on park maintenance and clean up underway in St. Helena Parks:
   - Parks crews have been assisting Streets crews raising the tree canopy to address sign clearance and increase visibility; Commissioner Smithers inquired regarding Parks staff being assigned duties not related to parks
   - Maintenance at Lyman Park including in advance of summer events
   - Repairing irrigation systems, particularly at McCullogh Park
   - Staff have completed stump grinding to approximately 15
   - Weed abatement is ongoing at all parks and City maintained sites
   - Staff will be performing mowing and weed abatement at Crane Park
   - The pump and motor of the irrigation well at Meilly Park failed last week Potable water and sprinklers are being used in the interim.
     Repairs should be completed within two weeks.

4.2 Community Services Update

- The Deputy Director of Community Services gave an update on the following subjects:
- Summer Concert Update
- Master Plan Update
- Staffing Update
- Community Soccer Night
  Chair Boeschen encouraged Commissioners to attend this annual program that brings diverse members of the community together
- Community Services Award
- Youth Commissioner

4.3 Ad-Hoc Subcommitte Updates

- None

5. CONSENT ITEMS

5.1 Parks and Recreation Commission Meeting Minutes of May 18, 2026

- Motion: Commissioner Jenanyan; Second: Commissioner Nelson
  - Unanimously Approved

6. SCHEDULED MATTERS:

6.1 Lewis Station Park

- Local resident Tracy McBride gave a presentation on behalf of ad-hoc committee of community members and staff who have been working on plans for a restoration of Lewis Station Park
- Commissioners asked clarifying questions regarding the presentation
- Operations Manager Carlos Uribe expressed appreciation for the work of the ad-hoc committee
- Commissioners expressed support for moving forward with the project, while encouraging patience with the governance processes, securing funding, and implementation of plans, and ongoing maintenance

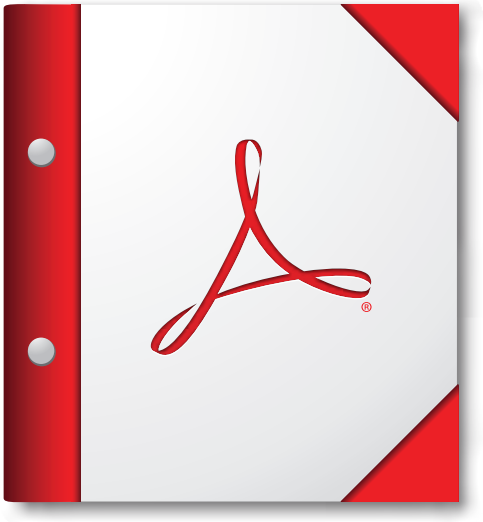
6.2 Public Art Discussion

- Commissioners Nelson and Smithers shared a draft Call for Art document.
- The Commissioners expressed appreciation for their work and support to bring the revised document to the Commission for review
- It was suggested that a special meeting may be necessary in order to have sufficient time to evaluate the subject

6.3 Parks and Recreation Commission Priorities

- Postponed until July meeting

7. FUTURE AGENDA ITEMS
    - Parks and Recreation Commission Priorities
    - Grapevine Ticket Report
    - Valley Oak Seedlings at Pope Street and Chiles Avenue (Submitted by community members, supported by Commissioners)
    - Valley View Street Multi-Purpose Path (Submitted by community members, supported by Commissioners)
8. ADJOURNMENT
    - Meeting adjourned at 7:33pm



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Get Adobe Reader Now!

PUBLIC COMMENT: Council Meeting August 11, 2026 8.7.26
New Business 13.2: Lewis Station Park Restoration

Dear Mayor and Councilmembers –

I want to applaud the public/private collaboration on this park restoration plan. We could use more of that for the benefit of this town.

One feature I hope you will make more actionable in this plan is to request a "call to artists" for a public art feature in the park. Although a "potential installation of public art elements" is noted as part of the Winter 2026/Spring 2027 December 2026-May 2027 timeline, I fear that there has been no thought to how that might happen and therefore will get lost.

Perhaps some thinking about where in the park would be appropriate for public art (added to the plan drawings), and some potential themes that might be appropriate would be a good start from which a "Call to Artists" could be initiated in an earlier stage of the plan as these types of things take time.

If no money is initially available to provide a stipend to the artist, the "call to artists" could go out as a donation. It would test the viability of our "Public Art Donation and Installation Pilot Program" currently in place. However, a small stipend would be ideal. Also, spreading the word through our local (and loved) Nimbus Arts nonprofit organization and/or Arts Council Napa Valley might bear some fruit.

Thank you for your consideration,

Sue Furdek
St. Helena, California

Outlook

Lewis station

From Flor Madrigal <flormadrigal33@gmail.com>
Date Sun 8/9/2026 6:42 PM
To City Clerk <cityclerk@cityofsthelena.gov>

Some people who received this message don't often get email from flormadrigal33@gmail.com. Learn why this is important

support planting an oak tree and mostly native hardy plants at Lewis Station.
Cheers
Flor M.

Outlook

Lewis Station beautician

From Kathleen McCarthy <kathymccarthy02@gmail.com>
Date Mon 8/10/2026 10:55 AM
To City Clerk <cityclerk@cityofsthelena.gov>

[You don't often get email from kathymccarthy02@gmail.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Hello,

I am a local master gardener and I support planting an oak tree and mostly native hardy plants at Lewis Station. I also support adding boulders, an attractive shade shelter, bathroom refreshing, new fencing and the soil enhancement qualities of sheet mulching. I would be happy to assist in the tending of the part, once the city has made the necessary commitments to its success.

Thank you,

Kathleen McCarthy

Sent from my iPhone

ST. HELENA HISTORICAL SOCIETY

ILLUMINATING ST. HELENA'S HISTORY

August 10, 1926

Dear City Council:

At our August 6, 2026, board meeting, Board Member Kathleen Carrick explained that she and several community members developed a plan to relandscape Lewis Station. She emphasized that the new landscape would contain native, draught tolerant plants that are meant to attract pollinators. The plan included more benches and picnic tables and a new shade structure.

We are enthusiastic and support this project. Recently, our historian Mariam Hansen, donated the funds to install a plaque at the park explaining who Rosa Lee Lewis was. Did you know that our little park is the only public park in California that was created through the donation of land by an African American? That's special!

Please support this park renovation.

Sincerely,

Steve Ericson

Steve Ericson, President
St Helena Historical Society

8/10/26

Subject: City Council Agenda item 13.2, Lewis Station Improvements

Dear Mr. Mayor and City Council Members,

I'd like to start by thanking staff, Ashley Sylvester, Carlos Uribe, and the Park and Recreation Commission—especially Stephanie Smithers, as well as John Thompson and all the commissioners. This has been a very positive process, in part because we have been truly collaborative, having back-and-forth conversations to arrive at this proposal. I'd also like to thank Becke Obershulte, Kathy Carrick, and Nancy Morrell for partnering along the way, and especially Becke, who prepared the planting plan.

Mayor and City Council Members, this is a win-win for the City. When residents and the City are aligned, we can accomplish great things, and extra help from the community can make Lewis Station Park a centrally located gem for public use for years to come. This proposal fits the recommendations of the Parks Master Plan to serve residents with greenspace, contribute towards livability, be easy to maintain and create natural playspaces.

We are targeting $80,000 for the restoration project, of which, we are working towards raising $40,000+ from the community.

Sustainability & Location

Staff wrote a good summary report, but I'd like to emphasize key objectives are to create a sustainable public park with multiple levels of interest. The keystone oak will provide long-term shade, while the recommended plantings will attract pollinators and serve as an example of firewise landscaping. These are hardy, resilient plants chosen to thrive in our changing climate. The shade sails will provide interest and a focal point to attract visitors.

The park is in a location where a wide range of people can use it—kids walking home from school, young adults looking for a comfortable place to hang out, adults having lunch, and visitors and residents alike taking a break or making a restroom stop. Its location is prime for active use, and it is visible to many visitors on the Wine Train as they pass by.

While all public parks are important, this park has the unique attribute of being the most centrally located park to the business district. It is the closest park to places to buy a sandwich, offers a quiet place to have a conversation, and, importantly, has a public restroom east of Main Street.

I would note that restoring this park is also a matter of equity. It can support open space for denser housing, such as the recently built housing on Pope Street, while providing an inexpensive option for visitors who want to have a picnic or for seniors walking back to housing east of Main Street.

Matching Community Funds

While the community will take on significant fundraising efforts, I propose that the City make an equal financial contribution toward the improvements. I ask you to review Park Impact Fund 734, which is specifically designated for park acquisition and improvements. Since roughly 2019, this fund appears to have been used for seven projects, six of which were funded entirely by the City (the Crane Park playground was funded at 32% by the City). Lewis Station has not had significant work done since its inception over 50 years ago.

Lewis Station can be an example of a successful public-private partnership, where the City and community work together to commit to a quality restoration that will last. It will be much easier to generate community donations when the City matches those contributions. Conversely, it will be challenging to explain why community members should donate when there are designated City funds available for park improvements. Please commit to $40,000 funding from the City.

We expect to involve other community and youth organizations, so there may be additional donated labor. However, there will always be expenses that require funding.

Again, this has been a very positive experience, and I want to end by saying cheers to Rosa Lee Lewis, who donated this land in the first place, and to all the volunteers who have worked on this project both recently and over the years.

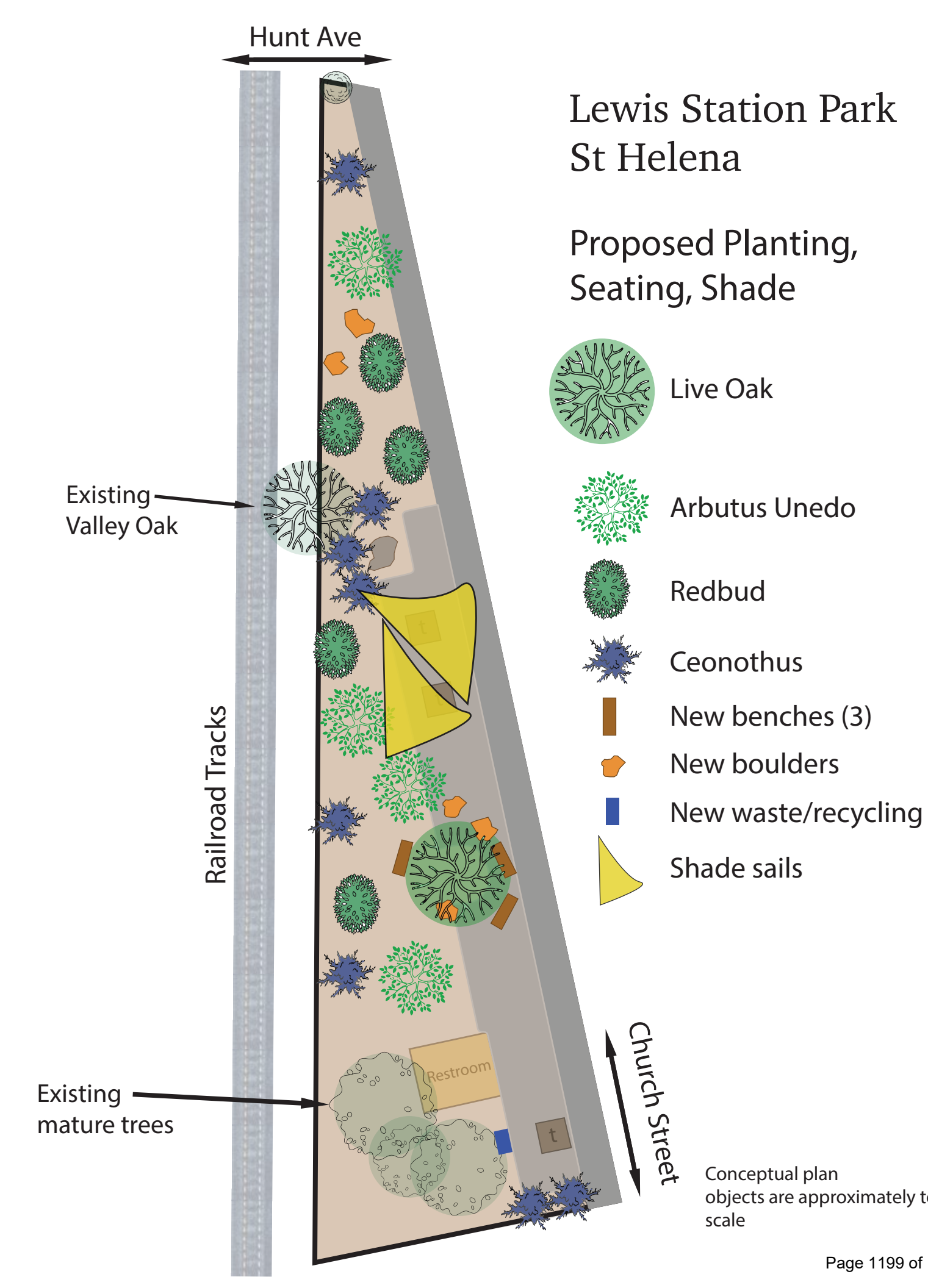
Respectfully,

Tracy McBride via email tracymcbride22@gmail.com

Appendix, budget estimate with notes:

Item	Cost Estimate	Notes
Plants	$2,500	Per planting plan
Irrigation supplies	$4,000	Materials only
Compost	0	No cost to City, does not include delivery
Sheet Mulching	0	Community sheet mulching day for weed prevention, using recycled cardboard
3 Benches	$7,500	$2,500 per bench, delivered to site not installed

Boulders	$2,000	Delivered to site, not installed
Mulch	$2,500	Delivered to site (clean mulch)
Fencing	$3,400	Materials only, $1,200 for wire fencing along railroad materials, $2,000 for redwood 6’ fence along residence with 2’ privacy screen
Paint	$1,000	Materials only, for better quality paint, interior and exterior for bathroom, 10’x15’ rough estimate.
Shade Sails	$50,000	Shade sail over northern picnic table, AI generated estimate for public park quality to cover 15’ x 30’ area $30K-50K installed. Note, wood structure with standing seam metal roof, engineering, potentially costs $45K-$75K.
Total	**$72,900**	**Does not include city labor costs and installation costs other than the shade sails**


Hunt Ave
Lewis Station Park
St Helena
Proposed Planting,
Seating, Shade
Live Oak
Arbutus Unedo
Redbud
Ceonothus
New benches (3)
New boulders
New waste/recycling
Shade sails
Existing
Valley Oak
Railroad Tracks
Existing
mature trees
Restroom
Church Street
Conceptual plan
objects are approximately to
scale

Outlook

Lewis Station Park

From suzan@sthelenatravel.com <suzan@sthelenatravel.com>
Date Mon 8/10/2026 4:51 PM
To City Clerk <cityclerk@cityofsthelena.gov>
Cc tracymcbride22@gmail.com <tracymcbride22@gmail.com>

Some people who received this message don't often get email from suzan@sthelenatravel.com. Learn why this is important

I certainly support upgrading the condition of the Lewis Station (unknown) park on Hunt and Church. Over the years it has been minimized due to loitering caused by having a bathroom on that location, and its now time for beautification. The plant choices are appropriate and making it a meeting spot, shaded area, and desirable corner opposite Safeway is a perfect solution on that prominent corner.

Please approve.

Suzan Rada
527 Sanitarium Rd.
St. Helena

Outlook

Lewis Station

From Connie Wilson <clw1956@comcast.net>
Date Mon 8/10/2026 7:22 PM
To City Clerk <cityclerk@cityofsthelena.gov>

[Some people who received this message don't often get email from clw1956@comcast.net. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear Council Members,

I wish to give my support for the beautification of Lewis Park with an oak tree and other California native plants. These plantings will enhance this often neglected part of our city.

Thank you.

Connie Wilson
UC Master Gardener of Napa County

Outlook

Agenda Item 13.2 & Tree of Heaven!

From Elaine de Man <elainede@sbcglobal.net>
Date Tue 8/11/2026 8:09 AM
To Public Comment <publiccomment@cityofsthelena.gov>

Lewis Station Park Restoration and Revitalization Project

Dear Mayor Dohring and Members of the City Council,

I am writing as a private citizen and resident of St. Helena. The opinions expressed here are my own and do not represent those of the Parks & Recreation Commission.

Having said that, I want to thank and congratulate Tracy McBride and her team for bringing much-needed attention to Lewis Station Park and developing a vision that the City can be proud of. This is exactly the kind of citizen-led initiative I hope we see more of.

However, I have some serious concerns about the somewhat nonchalant way in which the City is proposing to deal with the Tree of Heaven that is already well-established at this site. I have spoken about this at the Parks & Recreation Commission and recently wrote an article for The Star, so I won't go into all the gory details about how problematic this invasive plant is. But suffice it to say that it is a serious problem, and I don't think it has been addressed properly in the proposal as presented in the staff report. Unless it is dealt with adequately and methodically, the restoration of Lewis Park could be destined for failure.

I also have to add that I do not think that "experimenting" with salt, which is currently being tried, is an adequate treatment protocol.

Fortunately, there is hope. Napa RCD has identified an herbicide called imazapyr, which can be injected into the tree, as a promising

treatment for Tree of Heaven. It is currently being used by Solano County, which uses an EZ-Ject lance to inject imazapyr cartridges into the trees. Solano County has reported success using this technique at multiple restoration sites involving thousands of trees. Their experience also indicates that it may take multiple years to completely control a clonal grove.

Two people who may be particularly helpful to the City as it plans its approach to Tree of Heaven are Ed King, Solano County Agricultural Commissioner, and Katherine Holmes of the Solano Resource Conservation District. Both made presentations on Tree of Heaven control at the 2024 California Invasive Plant Council Statewide Weed Management Area Meeting. Some outreach to them would seem to be in order before proceeding.

The cost is also relatively modest. The EZ-Ject lance is currently available for approximately $700, and a box of 1,200 imazapyr (Copperhead) shells currently costs approximately $353, or about 29 cents per shell. Depending on the size of the tree, shells are applied at approximately four-inch intervals around the trunk, so a single box of 1,200 shells would treat a substantial number of good-sized trees.

There does seem to be one important caveat, however: imazapyr can impact other nearby trees if the herbicide is transferred through root connections or other means. There is one lovely Valley Oak growing there that is about 12 inches in diameter at chest height, a relatively young tree that is now large enough to be developing a significant canopy and one that I would be concerned about. The rendering of the park plan is so faint that it is difficult to see how the status of that tree has been identified. Fortunately, it is somewhat isolated from the existing Tree of Heaven. For the most part, however, the many Tree of Heaven stands at Lewis Station Park are also somewhat isolated, so the risk may be manageable.

This is such a great project, particularly since it was initiated by an informal group of residents for the benefit of the entire community. Personally, I hope we see more of this. At the same time, I want to see it succeed.

So, I would like to propose the following be added to the scope of the project *before* approval:

• The City reaches out to Ed King and Katherine Holmes to see what we might learn from their experience;

• The City adds the cost of treating Tree of Heaven at Lewis Station Park to the budget for this project; and

• Any new plantings be delayed until we know that the Tree of Heaven has been adequately treated and that any mitigation required from the application of salt has been addressed.

What's especially beneficial about this approach is that the Lewis Station Park Restoration Project could serve as a proving ground and jumping-off point for the treatment of Tree of Heaven at other City-owned properties, such as Meily Park, where it is growing prolifically. If we do this right, we'll have first-hand experience of what works, what does not, the costs involved, and what precautions are necessary before undertaking similar efforts elsewhere.

I think we all want this project to succeed. But it won't if we rush into it without dealing with the underlying problem first. So I urge you to please slow down just a little bit and think this through before proceeding. Let's make sure we have dealt with the Tree of Heaven first, and any mitigation that may be required from the application of salt, and then proceed with the new landscaping to create a park that will be a source of pride for years to come.

Elaine de Man
St. Helena Resident

References

Ed King, Solano County Agricultural Commissioner, *Planning an Effective Approach for Controlling Invasive Tree-of-Heaven*, 2024 Statewide Weed Management Area Meeting. Presentation

Katherine Holmes, Solano Resource Conservation District, *Tree-of-Heaven Control in Restoration Settings*, 2024 Cal-IPC Symposium. Presentation

Outlook

Lewis Station Park...

From Rachel Williams <r@rayrays.com>
Date Tue 8/11/2026 8:20 AM
To City Clerk <cityclerk@cityofsthelena.gov>

Some people who received this message don't often get email from r@rayrays.com. Learn why this is important

Hello City Council Members,

I am sending this email in support or the Lewis Station Park proposal. As a homeowner, full time resident, and Main Street Business Owner in St. Helena, it thrills me that our local community is taking initiative to create vitality and restoration in small but impactful ways for our beautiful little town. The team that has identified Lewis Station as a place for improvement, I'm sure has done so with much care and research. I can imagine immediate benefit.

Despite the breezeway to the Money Way public restrooms being located directly across the street from my front door (Ray Ray's Tacos), I get a substantial amount of people coming through my door looking for a bathroom. While I don't mind offering hospitality to those in need of facilities, whether they purchase anything or not, I also realize it is due to that fact that we have limited public restrooms available. A clean, well appointed restroom, in a cheerful park that already exists on the east side of downtown seems like a win for everyone — tourists enjoying our shops and wineries, and locals out and about with family and friends. I hope we can find a way forward to approve the Lewis Station Park proposal as we seek to make small but mighty improvements to everyday life here in St. Helena.

Thank you for your consideration and service to all of us,

Rachel✌️🌞🌮
Chef / Owner

Ray Ray's Tacos
@RayRays

WESTERN MONARCH SOCIETY OF NAPA COUNTY

August 11, 2026

Dear St. Helena City Council,

I am writing in strong support of the proposed pollinator garden at Lewis Station Park and of expanding biodiversity habitat throughout St. Helena.

As a professional invertebrate conservationist and founder of the Western Monarch Society of Napa County, I have worked on pollinator habitat projects throughout California and the Napa Valley, including along the Vine Trail and in numerous community spaces. I have seen firsthand how even small native plant gardens can provide meaningful habitat while helping people connect with nature.

I understand that the current Lewis Station plant palette—including coast live oak, strawberry tree, western redbud, and ceanothus—was selected for resiliency and ease of maintenance. **I support moving forward with this planting. Something beneficial is better than nothing, and Lewis Station is an excellent place to begin.**

Over time, I encourage the City to expand the diversity of native plants and flowering seasons. The current palette is weighted toward winter and spring bloom; adding plants that flower through summer and fall would provide more consistent resources for pollinators and wildlife. California is home to approximately 1,600 species of native bees, hundreds of butterfly species, and a remarkable diversity of resident and migratory birds. These species are interconnected—plants support insects, insects support birds and wildlife, and healthy vegetation supports functioning soil, water, and human communities. Diverse gardens can also create natural pest balance. By providing habitat for beneficial insects, spiders, birds, and other predators, a healthy balanced garden can naturally help regulate pest populations rather than simply "attracting pests."

Lewis Station can therefore be more than a garden—it can be a small, visible demonstration of biodiversity and an accessible place for residents and visitors to experience conservation firsthand. Educational signage and thoughtful plant selection can help people understand the ecological relationships happening around them.

I would be happy to share my expertise with City staff on increasing seasonal and species diversity through relatively low-cost, low-maintenance approaches. Over time, St. Helena could also pursue initiatives such as **Bee City USA** certification and the **Mayors' Monarch Pledge**, supported by urban greening grants for biodiversity, climate resilience, public health, and green space.

I encourage the Council to **keep the momentum going at Lewis Station while viewing this project as a starting point rather than an endpoint**. St. Helena has an opportunity to create beautiful, resilient green spaces that benefit pollinators, birds, wildlife, and people—and become a model for biodiversity-focused urban stewardship in Napa Valley. I would be happy to provide an educational presentation to the Council or Parks staff if helpful.

Thank you for investing in a more beautiful, connected, and biodiverse St. Helena.

Sincerely,

Erin Arnsteen - Founder, Western Monarch Society of Napa County
westernmonarchsociety@gmail.com

Outlook

Support for the Restoration of Lewis Station Park

From Gail Pavlosky <gailnapamg@gmail.com>
Date Tue 8/11/2026 11:02 AM
To City Clerk <cityclerk@cityofsthelena.gov>

Some people who received this message don't often get email from gailnapamg@gmail.com. Learn why this is important

Dear Members of the St. Helena City Council,

My name is Gail Pavlosky and I am writing as a Napa Valley resident to express my support for the project to restore Lewis Station Park at Hunt Avenue and Church Street.

Although I do not live in St. Helena, I am a frequent visitor. I visit St. Helena for the farmers market, the Napa Valley Olive Oil Co. store and deli, local restaurants, and the pleasure of spending time in a community that is an important part of the larger Napa Valley. From that perspective, I believe thoughtfully cared-for public spaces matter not only to the people who live immediately around them, but also to those of us who regularly visit, shop, dine, and participate in community life in St. Helena.

The project by residents of St Helena to restore Lewis Station Park strikes me as an especially worthwhile investment because it goes beyond conventional beautification. Planting a Coast Live Oak along with Ceanothus, Redbud, Arbutus, and predominantly native pollinator and habitat plants would begin transforming an underutilized parcel into a greener, more welcoming place while supporting the local landscape and the insects, birds, and other wildlife that depend upon it.

I also support the use of sheet mulching to improve the soil, as well as the addition of boulders, benches, an attractive shade structure, refreshed restroom facilities, and appropriate fencing. Together, these improvements could turn a small and easily overlooked piece of public land into a place where residents and visitors might choose to stop, sit beneath a tree, share a meal, or simply enjoy being outdoors.

Small parks have value because they are woven into the everyday fabric of a community. They do not need to be large or elaborate to provide shade, habitat, beauty, respite, and a sense that a place is cared for. In a valley where our communities are so closely connected, projects such as this also contribute to the experience and character of Napa Valley as a whole.

I appreciate the work of the residents who have taken the initiative to envision a better future for Lewis Station Park, and I respectfully encourage the City Council to support their efforts and the proposed restoration.

Thank you for your consideration and for your stewardship of St. Helena's public spaces.

Warmly,

Gail Pavlosky
Napa Valley Resident

Outlook

Lewis Station 13.4

From Kelly Wheaton <a4est42@gmail.com>
Date Tue 8/11/2026 2:11 PM
To Public Comment <publiccomment@cityofsthelena.gov>

Dear Mayor Dohring & City Councilmembers and Jim McCann,

This is a bit of a difficult letter for me to write. I absolutely applaud the initiative and work Tracy McBride has put into the Lewis Park refresh plan. I wholeheartedly support bringing this space back to life and providing a place to rest and relax. I applaud this kind of community / city partnership.

My reason for writing comes from my knowledge of the plant materials suggested and the high cost ($50,000) of the shade structure.

The Arbutus unedo or Strawberry Tree is a beautiful tree but a very poor choice for an area with seating and paving as the strawberries are messy. If they are planted it should be away from the paved areas. The selection of Ceanothus is laudable as it is a native but they are very persnickety and require perfect drainage and not much if any water. Their general lifespan is about 10-20 years. Given the cost and time to establish these are again a poor choice.

The live oak is a great choice if it is placed close to the middle (in between railroad and street) as the crown of a live oak is 40-70 feet wide. The redbuds are another good choice. But Western Red bud's (native Cercis occidentalis) are more of a shrub and those sold as trees are usually Eastern redbud (cercis canadensis) which are a lovely accent tree but not really a shade tree.

I applaud the initiative but think we need to be more intentional about our decision making. A large boxed Coast Live oak from Urban Tree farm is $ 2,215.00. This would produce shade almost immediately and be a far better investment than the proposed sails.

(My credentials include being a grower for the California Native Plant Society, managing 68 acres of woodland for 20 years on Dry Creek Rd, Volunteer with Gilbert Muth of PUC's Rare Plant Inventory, My mother illustrated some of the book Trees of Napa Valley. She was a Master Gardener. I worked for Landscape architect, Jack Chandler for 5 years and did the plant ordering.)

I would be happy to help consult on this project---but do not want to step in where I am not wanted. I just want the city's money to be well spent.

Sincerely
Kelly Wheaton
Inglewood St Helena.

Outlook

Agenda Item 13.2 - Lewis Station Park—Proposed Use of Park Impact Fund 734

From Elaine de Man <elainedeman@gmail.com>
Date Tue 8/11/2026 2:33 PM
To Public Comment <publiccomment@cityofsthelena.gov>
Cc James McCann <jmccann@cityofsthelena.gov>

Some people who received this message don't often get email from elainedeman@gmail.com. Learn why this is important

Dear Mayor and Members of the City Council:

I am writing as a resident of St. Helena and not in my capacity as a member of the Parks & Recreation Commission. As a newly appointed commissioner, I am also trying to better understand the City's various restricted funds and the rules governing their use.

While I wholeheartedly support the community's effort to restore and improve Lewis Station Park and appreciate the considerable volunteer work that has gone into developing the proposal, I am concerned about the proposed $40,000 contribution from Park Impact Fund 734, proposed in the public comment submitted by Tracy McBride.

The staff report currently before Council identifies approximately $8,000 in City costs and recommends accepting donations and pursuing the renovation proposal. Ms. McBride's comment proposes that the City instead contribute $40,000 from Fund 734 to match community fundraising.

That is a significant increase in the City's proposed financial participation, and I think it should be carefully considered before any commitment is made. I am also unclear about what the City's financial commitment would actually be if sufficient funds are not raised by the community.

The July 31, 2026 legal memorandum prepared for the City by Best Best & Krieger identifies Fund 734 as a development impact fee account governed by the California Mitigation Fee Act, the City's Development Impact Fee Ordinance, and the City's adopted Development Impact Fee Study.

The memorandum states that, under St. Helena Municipal Code section 3.32.030, impact-fee revenues may be used to finance future public improvements identified in the City's Capital Improvement Projects List that are at least partially attributable to new development, among other specifically identified purposes.

It also makes clear that these funds should not be viewed as surplus money simply because a balance remains in the account. The City's attorneys specifically state that available impact-fee revenues already have identified public purposes and should not be viewed as surplus funds available for unrelated expenditures.

That distinction seems particularly important when considering the Lewis Station proposal. The proposed improvements include restoration and rehabilitation of an existing park, as well as new amenities. Some of these improvements may appropriately serve increased demand resulting from new development; others may represent restoration or correction of existing deficiencies.

Before committing any money from Fund 734, I believe we should verify that it is being used for improvements that are authorized under the City's impact-fee program. Consequently, before making a financial commitment to a project that now appears to require substantially more money from the City than the original proposal, I think the City should be able to demonstrate which proposed improvements meet the City's own requirements for the use of development-impact fees.

Specifically, before the City considers what could become a $40,000 contribution (or more) from Fund 734, I think staff should clarify:

1. Is Lewis Station Park, or any specific component of this proposal, identified on the City's Capital Improvement Projects List as a project at least partially attributable to new development, as required by Municipal Code section 3.32.030?
2. Which specific components of the proposed Lewis Station improvements are attributable to increased demand from new development?
3. Which components constitute restoration, replacement, maintenance, or correction of existing deficiencies?
4. What portion, if any, of the proposed $40,000 is appropriately attributable to new-development demand under the City's 2023 Development Impact Fee Update Study?
5. What is the justification for increasing the City's currently identified cost of approximately $8,000 to a proposed $40,000 contribution from this restricted fund?

I also believe the proposed funding arrangement itself needs to be clarified before the City makes a commitment. Specifically:

- What is the total amount the City would be committing to the project, and is that amount capped?
- Is any City contribution contingent upon the community first raising a specified amount?
- If the community does not raise the anticipated $40,000, what happens to the project and to the City's financial commitment?
- Will there be a formal agreement establishing the financial obligations of the City and the project proponents before either party undertakes expenditures?

Given the City's own recently issued legal guidance regarding the restricted nature of Fund 734, I don't think these are unreasonable questions. The legal memorandum specifically states that impact-fee revenues should be used only for the public facilities identified in the applicable fee program and Capital Improvement Plan and should not be used as a source of general governmental financing.

I want to reiterate that I would like to see the Lewis Station restoration succeed. I support the community partnership and appreciate the work residents have contributed. But supporting a community project and exercising appropriate stewardship over restricted public funds are not competing objectives. We should be able to do both.

What is not clear to me now is what the path to completion will be if the anticipated community fundraising is not attained. It may be prudent to establish the fundraising goal and the actual project costs first, and then determine what, if any, financial contribution from the City is appropriate and authorized.

If the City believes that the proposed Lewis Station improvements qualify for Fund 734, I believe it should be able to clearly identify the applicable project, the development-related need, and the portion of the expenditure supported by that nexus before making a commitment that could amount to $40,000 or more.

Again, I hope the community, City Council, and staff will view these questions in the spirit in which they are offered: a request for transparency, clarification, and fiscal responsibility. I believe there is time to make sure the project is financially sound, that the respective responsibilities of the City and the community are clear, and that any City funds committed to it are being used for their intended purpose.

Thank you,

Elaine de Man
Resident, City of St. Helena

Public Comment: Lewis Station Park Restoration and Revitalization Project

To: Mayor and Members of the St. Helena City Council

Re: Lewis Station Park Restoration and Revitalization Project — August 11, 2026

Dear Mayor Dohring and Members of the City Council:

As a father of two small children in St. Helena, I have a vested interest in our community parks and want to see them succeed for all to enjoy. I'm concerned about the proposed tree species at Lewis Station Park and the failure to create a strategic plan for eradicating the 'Tree of Heaven' species prior to any proposed redevelopment of this park.

I know the time and effort that goes into these projects, and I applaud the community members who took Lewis Station Park upon themselves and contributed their time, knowledge, energy, and resources to the community. Yet, I feel the proposed plans will be implemented without strategic planning or without consulting experts and tree specialists.

I also feel that the proposed budget for shade sails is more than necessary. $50,000 is too much for a park where there is no playground for children to play . A portion of this money would be better spent covering the playground at Crane Park or enhancing the playground facilities at Lyman Park for the benefit of children.

In regard to the 'Tree of Heaven' I feel that the city is not performing its due diligence in developing a robust plan for eradication. I happened to attend the recent Parks and Recreation Commission meeting at which the City's parks and recreation superintendent described his experiment using salt to kill some of these plants. This is not an effective approach to eradicating these trees and there is no evidence this will be effective.

I have prior experience working with arborists, including spending a year working alongside Santa Monica's urban forester on an extensive program to replant 2,000 street trees. I have learned the value of listening to community members in regard to tree species selection. I feel that our staff and community can do a better job at selecting ideal tree species and developing a plan to eradicate the invasive species.

If the Lewis Station Park Restoration and Revitalization project is going to succeed, the Tree of Heaven issue needs to be resolved first. Therefore, I respectfully ask the Council to require that, before permanent landscape installation begins:

- The City establish a specific and scientifically supported Tree of Heaven eradication protocol that addresses the root system and potential resprouting.

- If salt is being used experimentally, the City document the purpose, methodology and criteria for determining whether the experiment has succeeded.
- The site be monitored for resprouting before the City declares the Tree of Heaven problem resolved.
- If salt has been applied, the City conduct appropriate soil testing before installing the new trees and landscape.

Members of the community have brought their time, energy, expertise and a wonderful vision for Lewis Station Park. And to honor and respect that commitment, the city needs to apply the science and provide the long-term stewardship necessary to make that vision succeed.

At the same time I think that staff and city council have an obligation to make sure that the foundation upon which this project is built is sound and realistic so we are not back in a few years' time being asked to spend more time and money to fix something that could—and should—have addressed at the outset.

Thank you,

John Pedersen

Agenda Report to the City Council

Agenda Section: NEW BUSINESS
Department: Public Works Department

DATE:	August 11, 2026
FROM:	Joseph Leach, Director of Public Works
SUBJECT:	Receive Draft Response to the 2025–2026 Napa County Civil Grand Jury Report regarding the City's Water System and Provide Direction to Staff.
RECOMMENDED ACTION:	Review the attached draft response to the 2025–2026 Napa County Civil Grand Jury Report dated June 24, 2026, provide comments and direction to staff, and direct staff to return with a final proposed response for City Council consideration and adoption on August 25, 2026.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To present the draft response to the 2025–2026 Napa County Civil Grand Jury Report, receive City Council comments and direction, and return on August 25, 2026, with a final response for Council consideration and adoption.
FINANCIAL IMPACT:	Preparation of the draft response has been completed using existing staff resources. Implementation of future City Council policy direction resulting from the Grand Jury Report may require additional engineering studies, consultant services, capital improvements, operational changes, or future budget considerations. Any such actions will be presented through separate future agenda items.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:
On June 24, 2026, the Napa County Civil Grand Jury issued a report (Attachment 2) evaluating various aspects of the City's water utility operations, infrastructure planning, governance, customer communication, and water rate structure.

The report contains seven Findings and five Recommendations directed to the City Council, City Manager, and Public Works Director. Pursuant to California Penal Code Sections 933 and

933.05, the City Council is required to indicate whether it agrees or disagrees with each Finding and identify the City's intended action regarding each Recommendation. By statute, the City Council's response must be submitted within 90 days after issuance of the Grand Jury Report. The adopted response must be transmitted to the Presiding Judge of the Napa County Superior Court by September 22, 2026, with copies filed and distributed as required by law.

Because the report addresses historical policy decisions, engineering issues, financial matters, utility operations, and governance practices spanning multiple years, staff conducted a comprehensive review of the Grand Jury Report together with available historical administrative records, consultant studies, capital improvement planning documents, utility financial information, operational records, and other available supporting documentation in preparing the attached draft response.

DISCUSSION:

The attached draft response (Attachment 1) is intended to satisfy the City's statutory obligations while accurately reflecting the City's understanding of the historical administrative record and current water utility operations. It is also intended to reflect the City's institutional position based upon the administrative record reviewed to date while preserving the City Council's discretion regarding future policy decisions.

Rather than presenting the response for immediate adoption, staff is requesting Council review and provide direction at this meeting so the final response accurately reflects the Council's perspectives before returning for formal consideration.

In preparing the draft response, staff sought to:

- acknowledge findings where additional work or continued improvement is appropriate;
- provide additional context where the City believes the Grand Jury's Findings do not fully reflect the historical administrative record;
- distinguish between technical observations, policy decisions, and legislative actions of prior City Councils;
- preserve future City Council discretion regarding policy matters that may require additional engineering evaluation, legal analysis, financial review, or public discussion.

Several recommendations contained within the Grand Jury Report—including comprehensive distribution system assessment, long-term asset management planning, utility rate structure evaluation, and governance training—may ultimately result in future City Council policy discussions independent of the City's statutory response. Accordingly, the draft response is intended to satisfy the City's legal obligation to respond to the Grand Jury Report and should not be interpreted as final City Council policy regarding future implementation of any individual recommendation.

Staff requests Council feedback regarding the draft responses before they are finalized. Specifically:

- the overall tone and approach of the draft response;
- the proposed responses to each Finding and Recommendation;
- any policy issues the Council believes warrant additional emphasis or clarification; and
- any revisions Council wishes staff to incorporate prior to returning with a final response for formal Council consideration.

Following Council direction, staff will revise the draft response as appropriate and return on **August 25, 2026**, with a final proposed response for City Council consideration and adoption. Upon adoption, the Mayor will execute the response and the City will transmit it to the Presiding Judge of the Napa County Superior Court by September 22, 2026, in accordance with California Penal Code Sections 933 and 933.05 (Attachment 3).

Council Direction Requested:
Staff requests Council feedback on the proposed draft responses prior to finalization. No formal action adopting the City's response is requested at this meeting other than providing direction to staff regarding revisions to be incorporated into the final draft.

ENVIRONMENTAL REVIEW:
Not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378.

GOAL:
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:
1. 01 - CC GJ Response DRAFT_080126d
2. 02 - Napa County Civil Grand Jury 2025-2026 Final Report June 24, 2026 Lapsed Leadership: St Helena's Problematic Pipes and Murkey Waters
3. 03 - Penal Code sections 933 and 933.05 excerpts
4. Public Comment - Alan Galbraith 1
5. Public Comment - Alan Galbraith 2
6. Public Comment - Alan Galbraith 3
7. Public Comment - Michelle Covell
8. Public Comment - Tamara Sorensen

Attachment 1

City of St. Helena DRAFT Responses to Napa County Civil Grand Jury Report dated June 24, 2026

REQUIRED RESPONSES (Report Date June 24, 2026 + 90d = September 22, 2026)

The following responses are required, pursuant to Penal Code sections 933 and 933.05:

- **St. Helena City Council –** all Findings and Recommendations within 90 days

INVITED RESPONSES

The following responses are invited from the following responsible parties:

- **St. Helena City Manager** – All Findings and Recommendations within 90 days
- **St. Helena Public Works Director** – Findings: F1, F2, F3; Recommendations R1, R2, R3 within 90 days

FINDINGS

F1: *Despite the water rate increases of approximately 183% between 2011-2025, earmarked to address water quality and infrastructure issues, St. Helena's water is still being delivered to customers with taste, odor, and color quality issues. After recent improvements and upgrades to the Bell Canyon Water Treatment Plant, water currently leaves it clear, clean, and healthy; therefore, city staff and consultants now blame decades of silt, debris, and sediment build-up in the water distribution system for the continued water quality troubles.*

Response: The City disagrees with Finding F1.

The City agrees that customers have experienced recurring taste, odor, and color concerns over an extended period of time and acknowledges that continued investigation, operational improvements, and capital investment remain necessary. The City also agrees that significant improvements have recently been completed at the Bell Canyon Water Treatment Plant, resulting in improved treatment performance and reducing iron and manganese breakthrough into the distribution system. Additional improvements and programs include the installation of a Carbon Filtration System in December 2017 that resulted in the reduction of taste and odor complaints by 75%; the City's tap sampling water quality program; Division of Drinking Water-coordinated coagulant change from

aluminum sulfate to ferric chloride to assist with mitigating organics; pilot program for zero discharge pipeline flushing; and endeavors to update the City's system-wide hydraulic model. All reflect the City's ongoing investment and operational changes to address taste, color and odor.

The City disagrees with the characterization of the relationship between historical water rate increases and the continued occurrence of customer water quality complaints.

First, the Finding states that water rate increases of approximately 183 percent between 2011 and 2025 were "earmarked" to address water quality and infrastructure issues. The historical administrative record reviewed to date indicates that adopted water rates were established to support the full financial requirements of the Water Enterprise, including purchased water costs, operations and maintenance, regulatory compliance, debt service, reserve requirements, staffing, rehabilitation of existing facilities, and capital improvements. Under Proposition 218 (California Constitution, Article XIII D, § 6), water and wastewater revenues are legally restricted to the costs of providing those services and must be applied in order of legal priority: debt service covenant compliance first, then operations and maintenance, then mandated reserve targets, and then capital projects. Rate revenues are accordingly not discretionary infrastructure dollars, and a 183 percent increase in rates does not equate to an 183 percent increase in discretionary infrastructure spending; it reflects, in substantial part, compounded increases from a rate base that was itself below full cost-recovery levels. While infrastructure rehabilitation and water quality improvements were important components of the various rate studies, they were not the sole purposes for which revenues were established. The available record therefore supports a broader characterization of the purposes served by the adopted water rates than is reflected in the Finding.

Second, the City disagrees with the Finding's characterization of an approximately 183 percent cumulative increase. Based upon the City's review of consultant recommendations, City Council actions, and implemented rate schedules from the applicable rate cycles, the cumulative percentage cited in the Finding does not accurately reflect the rates ultimately adopted and implemented by the City.

Finally, the City agrees that recent operational experience indicates that the water distribution system is an important contributor to continuing aesthetic water quality complaints. However, the City's understanding of these issues has evolved over time through ongoing operational experience, engineering evaluation, treatment plant improvements, hydraulic investigations, flushing activities, water quality monitoring, and

customer complaint analysis. The City does not characterize the historical causes of taste, odor, and color concerns as attributable to a single factor. Rather, the available evidence indicates that source-water conditions, treatment processes, distribution-system conditions, system hydraulics, and, in some cases, private plumbing have all contributed to varying degrees over time. Current investigations increasingly indicate that accumulated material within portions of the distribution system represents an important contributor requiring additional evaluation and long-term capital investment, but the City does not view this as inconsistent with its prior efforts to improve treatment performance or address other contributing factors.

Accordingly, while the City agrees that aesthetic water quality issues have persisted and that additional work remains necessary to improve the performance of the water distribution system, the City disagrees with Finding F1 because it oversimplifies both the historical purposes and legal constraints of the adopted water rates and the technical evolution of the City's understanding of the factors contributing to customer water quality complaints.

F2: *The current Capital Improvement Plan approved and implemented by St. Helena's City Council contains no projects dedicated specifically to the long-term rehabilitation of the aged water distribution system. To date, there is no plan in place to address the water distribution system problems. No formal assessment has been done to determine the scope and the severity of the issues in total. Without it, the repair costs and the timeline for repairs remain unknown.*

Response: The City disagrees with Finding F2.

The City agrees that additional work is necessary to fully characterize the condition of the water distribution system and to develop a comprehensive long-term rehabilitation strategy supported by refined cost estimates, implementation priorities, and funding strategies. The City also agrees that continued engineering evaluation of the distribution system will improve future capital planning and investment decisions.

The City disagrees, however, with the Finding's characterization that the current Capital Improvement Plan contains no projects dedicated to the water distribution system and that no plan exists to address distribution system concerns.

The adopted Capital Improvement Program includes projects directly involving distribution and transmission infrastructure representing over $17 million in committed investment, including:

- Napa Intertie Pipeline Replacement (W25-01), $6.1M budgeted over the next year, replacing the intertie pipeline connecting to the City of Napa water supply;
- Water Treatment Plant Transmission Main Replacement (W25-02), $9.0 million budgeted over the next two years, replacing the primary transmission main carrying water from the treatment plant into the distribution system;
- Replacement of mains smaller than six inches (W18-118) replacement of mains smaller than six inches in diameter (W18-118), $1.3 million budgeted over the next three years, targeting undersized distribution mains that are among the most likely sources of sediment accumulation and discoloration;
- Water Distribution Fire Flow Improvements (W24-01), $0.2 million budgeted over the next two years;
- Water Main Annual Replacement Program (W29-02), $0.5 million budgeted over two years beginning in FY 2028, providing for ongoing systematic replacement of aging mains.

The CIP also includes related investments in SCADA, storage, supply and treatment facilities that support overall system reliability. An additional significant investment scheduled for development and delivery includes a $1.8 million immediate improvement phase for SCADA (Supervisory Control and Data Acquisition) system-wide modernization, which will enable more precise and automated process control, faster detection of and response to system anomalies, and better management of organic material that contributes to Haloacetic Acid (HAA) formation. Overall, the Water CIP projects represent substantial investments in the City's water infrastructure and directly support distribution system reliability and operation.

The City further notes that the understanding of distribution system conditions has evolved significantly over the past several years as treatment plant improvements have been completed, operational data have expanded, and additional field investigations have been performed. As evidence increasingly indicated that portions of the distribution system may be contributing to recurring aesthetic water quality concerns, the City initiated additional operational investigations, hydraulic evaluations, flushing programs, and engineering analysis to better understand system conditions. Those efforts continue today, and as noted above, include the tap water quality pilot program launched in early 2026, the use of

ferric coagulant, systematic pipe flushing, hydraulic model update, and a high-velocity water main flushing pilot program. This flushing program was performed during the week of June 8 through June 12, 2026 in the Crinella and surrounding neighborhoods, which cleaned nearly seven miles of water main — approximately one-sixth of the City's 45-mile distribution system — without loss of water service or significant water (i.e. extracted, filtered, pumped water back into system), while removing significant accumulated sediment and debris.

An additional project that represents a substantial investment in water infrastructure is the development is the Bell Canyon Intake Tower and Valve House Project, a $10+ million project which includes intake tower replacement, valve house modification, new valves and piping, and stream channel work. While in active procurement for large valves, the design is nearly complete and currently under review by the State's Division of Safety of Dams. The City Council is poised to authorize the execution of an agreement with a construction management firm, with construction expected to commence in Fall 2027/Winter 2028.

The City agrees that completion of a comprehensive condition assessment will further improve long-term planning by better defining system deficiencies, project prioritization, anticipated costs, and implementation timelines. The City intends to continue refining its capital planning as additional engineering information becomes available.

Accordingly, while the City agrees that additional assessment and long-range planning remain appropriate, it disagrees with Finding F2 because the adopted Capital Improvement Program contains numerous projects addressing water system infrastructure, and the Finding does not fully reflect the City's ongoing planning and engineering efforts related to the water distribution system.

F3: *St. Helena lacks a thorough and effective system for analyzing citizen water complaints. The Grapevine app implemented in 2023 provides only a basic level of data gathering and analysis. Therefore, City Council and city management staff do not have sufficient information to make informed decisions about how money and resources should be prioritized or allocated to resolve water issues.*

Response: The City disagrees with Finding F3.

The City agrees that accurate, consistent, and comprehensive collection of customer water quality information is essential to effective system management, operational decision-making, and long-term capital planning. The City also agrees that its historical methods of documenting customer complaints were inconsistent and did not provide the level of analytical information desirable for identifying long-term trends or prioritizing system improvements.

The City disagrees, however, with the Finding's conclusion that City Council and City management staff do not possess sufficient information to make informed decisions regarding the allocation of resources and any implication that no complaint management process existed prior to 2023. As documented in the City's August 28, 2019 response to a prior Grand Jury water quality report, a complaint log and Public Works follow-up protocol were operational well before adoption of the Grapevine app: staff followed up on individual complaints, conducted investigations, and communicated results to affected customers, and the City maintained regular public communication on water quality matters through Consumer Confidence Reports, monthly and weekly water reports, NIXLE emergency notifications, and the SHINE Newsletter.

In 2023, the City implemented the Grapevine customer service platform to improve the collection, tracking, and management of customer service requests, including water quality complaints. The implementation of Grapevine represented a significant improvement over prior practices by providing a centralized system for documenting customer concerns, identifying geographic patterns, tracking response activities, and improving communication with customers. The City has supplemented this information through operational monitoring, field investigations, water quality sampling, hydraulic analysis, maintenance activities, and ongoing coordination with the Water and Wastewater Advisory Committee. These combined sources of information have informed both operational responses and capital planning efforts. The Grand Jury inaccurately oversimplifies that Grapevine provides a basic level of data gathering and analysis, representing an improvement over prior practice.

The City recognizes, however, that opportunities exist to further enhance the use of customer complaint data. Continued refinement of reporting capabilities, trend analysis, geographic mapping, integration with asset management information, and periodic reporting to decision-makers will strengthen future planning efforts and improve the City's ability to evaluate the effectiveness of operational and capital improvements over time.

Accordingly, the City agrees that continued enhancement of its customer complaint management system is appropriate but disagrees with Finding F3 because the City has implemented meaningful improvements to complaint collection and analysis, and management decisions are informed by multiple sources of operational, engineering, and customer information rather than customer complaints alone.

F4: *The water rate studies between 2011-2025 each cited the same core justifications for the need to raise water rates: declining infrastructure, deferred maintenance, depleted reserves, and debt covenant non-compliance. Even though additional revenues were raised, they were not utilized effectively by St. Helena's City Council. Therefore, most of the justifications for water rate increases have not been met.*

Response: The City disagrees with Finding F4.

The City agrees that portions of the water distribution system have exceeded their intended service life and that continued investment in rehabilitation and replacement is necessary to ensure long-term system reliability and performance. The City also agrees that infrastructure replacement needs have historically exceeded available financial resources and that additional investment will be required over many years to address the City's aging water infrastructure.

The City disagrees, however, with the Finding's conclusion that water rate revenues were not effectively utilized or that the continued condition of the water distribution system is attributable solely to a failure to invest available resources. According to City staff records, between 2011 and 2021 the City expended 73% of estimated CIP funding under the 2011, 2016, and 2023 rate studies — $16 million of $22 million — completing 62 of 100 total projects, and the Water Enterprise ending fund balance as of June 30, 2021 was $4.158 million higher than projected. Unexpended CIP funds were retained in fund balances for future use; they were not lost or diverted. The subsequent FY 2022 fund balance decrease was attributable to two documented exogenous causes: a drought emergency that reduced water revenues by $1.7 million below projections, and an extended contract with outside treatment plant operators necessitated by a statewide shortage of certified water system personnel. In addition, the resident-led Water and Wastewater Rate Study Advisory Committee itself voted for and recommended a reduction in the proposed 2023 CIP budget of approximately $10 million, illustrating a community-driven decision to reduce funding of the capital program and should not be attributed to City Council inaction.

Water Enterprise revenues have been used to support the full range of services necessary to own, operate, maintain, and improve a municipal water utility. These expenditures have included the purchase and treatment of potable water, operations and maintenance, regulatory compliance, staffing, emergency repairs, debt service, reserve funding, replacement of aging facilities, and capital improvements throughout the water system. The City's outside legal counsel (Best Best & Krieger LLP, memorandum dated June 21, 2025) confirmed that the City's allocation of revenues to operations, enterprise-related litigation defense, and staff salaries is legally appropriate under Proposition 218. The City's annual capital planning process has required balancing numerous competing infrastructure priorities while maintaining reliable water service and complying with evolving regulatory requirements. Accordingly, Water Enterprise revenues have been expended in accordance with annual budgets adopted by the City Council to support operation, maintenance, regulatory compliance, debt obligations, capital improvements, and other lawful enterprise purposes.

The City further notes that capital investment decisions have evolved over time as additional engineering information became available and as the City's understanding of the underlying causes of recurring water quality concerns continued to develop. Significant investments were made in source water reliability, treatment facilities (e.g. the 2017 Carbon Filtration System which reduced taste and odor complaints by 75%), storage infrastructure, transmission facilities, control systems, and other water system improvements that were reasonably believed, at the time, to improve system performance and reliability. As more recent operational experience and engineering evaluation have identified distribution system conditions as an increasingly significant contributor to aesthetic water quality concerns, the City's capital planning efforts have correspondingly evolved to place greater emphasis on distribution system assessment and rehabilitation. The City acknowledges that specific high-priority projects — most notably the Bell Canyon Intake Tower — were not completed on originally estimated timelines due to documented project management and staffing constraints, and that additional investment in distribution system rehabilitation remains necessary.

Accordingly, the City disagrees with Finding F4 because it does not fully recognize the broad range of legitimate Water Enterprise expenditures, the documented exogenous causes of reduced fund balances, the competing infrastructure priorities addressed over the past decade, or the evolution of the City's understanding of the most effective investments necessary to improve overall water system performance.

F5: *The St. Helena City Council changed the St. Helena Water Enterprise's fee structure in 2016 to implement a single water rate regardless of the location or type of customer. Prior to 2016, water rates included surcharges to offset the cost of pumping water to customers in elevated areas or customers outside the city limits. Therefore, the St. Helena Water Enterprise currently passes the additional costs on to all water ratepayers rather than those benefiting outside the city limits.*

Response: The City disagrees with Finding F5.

The City agrees that the City Council modified the water rate structure in 2016 and that the current rate structure differs from the rate structure previously in effect. The City also agrees that utility rate design should fairly allocate costs among customer classes while complying with applicable legal requirements and sound utility rate-setting principles.

The City disagrees, however, with the Finding's characterization that the City currently charges "a single water rate regardless of the type of user," and with any implication that the current rate structure necessarily results in an inequitable allocation of costs. Following the 2023 rate study process — conducted by Raftelis and including an extensive, publicly debated process before the resident-led Water and Wastewater Rate Study Advisory Committee — the City adopted a consumption-based tiered rate structure. Rather than separate customer classes based on property type, the structure assigns all customers to three tiers based on gallons per capita per day of water consumption, an approach the advisory committee developed specifically to strongly incentivize conservation. The tiered structure does effectively differentiate costs by customer type in practice, because commercial and industrial high-volume users advance through the tiers faster and into higher-priced usage bands than typical residential customers, shifting a greater share of the cost burden to high-volume users.

Water rate structures are established through legislative action of the City Council following technical cost-of-service evaluations, public review, and the requirements of Proposition 218 and other applicable laws. The City's current rate structure reflects policy decisions made by the City Council based upon the information, engineering analysis, financial conditions, legal considerations, and recommendations available at the time of adoption. While previous rate structures included certain location-based surcharges, subsequent rate studies and Council actions evaluated alternative approaches to allocating utility costs among customer classes.

The City periodically evaluates utility rate structures to promote equitable cost allocation, financial sustainability, compliance with applicable legal requirements, and consistency with evolving system conditions. As part of future water rate studies, the City will continue evaluating whether the existing rate structure appropriately allocates costs among customer classes and service areas based upon updated engineering, operational, financial, and legal analyses.

Accordingly, the City disagrees with Finding F5 because the Finding mischaracterizes the current tiered rate structure as a flat, undifferentiated rate, and because it characterizes a legislative rate design decision compelled by Proposition 218 legal constraints – confirmed by two independent consultants and outside legal counsel - as inherently inequitable.

F6: *St. Helena has more than 30 Outside Service Area Agreements (OSAAs), representing approximately 24% of St. Helena's total annual water consumption. The OSAA customers benefit from the Measure H funded infrastructure improvements but bear no responsibility for the repayment of the bonds because they are not located within the city limits.*

Response: The City disagrees with Finding F6.

The City agrees that customers served under Outside Service Area Agreements (OSAAs) receive water service pursuant to agreements approved by the City Council and that such customers are not subject to Measure H because the measure applies to taxable property located within the City of St. Helena. Measure H was a general obligation bond measure approved by voters within the city limits of St. Helena on June 7, 2022; under Proposition 218 and established California constitutional law, parcels outside the city limits cannot be assessed for repayment of a bond approved solely by in-city voters. This is a constitutional constraint on the City, not a discretionary policy choice.

The City disagrees, however, with the implication that OSAA customers receive Measure H-funded infrastructure benefits without contributing to the costs of the water system. Outside Service Area Agreement customers pay for water service under contractual agreements approved by the City Council and are subject to the water rates, fees, charges, and contractual obligations applicable to their respective agreements. Measure H and water enterprise revenues serve different legal and financial purposes, and direct comparisons between Measure H obligations and contractual water service charges do not fully reflect the legal and financial framework governing these separate funding sources.

The City recognizes the equity concern this creates and acknowledges that allocation of infrastructure costs among customers is an appropriate subject for periodic review through future cost-of-service analyses and water rate studies. The City will pursue this both through OSAA contract renegotiations as individual agreements come up for renewal and through the rate study process described in the response to Recommendation R4, within the limits of what Proposition 218 and existing contract terms permit. Any modifications to Outside Service Area Agreements or customer rate structures should be evaluated through the City's established public process and consistent with applicable contractual obligations, Proposition 218 requirements, and other governing laws.

Accordingly, the City agrees with the factual basis of Finding F6 regarding Measure H's inapplicability to OSAA customers but disagrees that direct comparison of Measure H obligations and contractual water service charges does not fully reflect the distinct legal and financial purposes of these two funding mechanisms.

F7: *St. Helena suffers from a lack of governance, poor oversight, ineffective management by the City Council and City Manager, and a lack of professional project management expertise. As a result, St. Helena's Water Enterprise remains in a similar state of physical decline and financial distress today as it was in 2011.*

Response: The City disagrees with Finding F7.

The City agrees that the persistence of recurring aesthetic water quality concerns over an extended period demonstrates the complexity of the issues affecting the municipal water system and reinforces the importance of continued long-term planning, organizational accountability, and transparent communication with the public. The City also agrees that ongoing evaluation of its planning processes, operational practices, and capital investment strategies is appropriate and beneficial to continuous organizational improvement. The City does not dispute that over a 15-year period encompassing eight election cycles, governance quality varied and that there were documented periods of insufficient project management oversight.

The City disagrees, however, with the Finding's conclusion that the City's water quality challenges are indicative of ineffective governance or inadequate organizational oversight,

and disputes applying that conclusion uniformly to Council Members currently serving and to professional staff who have produced measurable infrastructure results in this period.

Municipal water systems are long-lived public infrastructure assets that require continual investment, operational adjustment, and adaptation to changing regulatory requirements, engineering knowledge, infrastructure conditions, and financial constraints. Over the past decade (with focused and intensified efforts in the last three years), the City has undertaken significant efforts to improve the reliability and performance of its water system through capital improvements (e.g. the 2017 Carbon Filtration System installation and corresponding 75% reduction in taste/odor complaints; the $2M SMART Water Meter Replacement Project that installed 2,700 “high tech” meters; the system-wide SCADA and modernization project now underway), operational modifications, engineering evaluations, enhanced customer communication, expanded water quality monitoring, and increased public engagement. The City has also substantially completed an $18.8 million wastewater treatment facility upgrades project — a separate utility system from the Water Enterprise — which positions the City to produce recycled water that can reduce demand on the potable water system by supplying irrigation water for non-potable uses, a further indicator of sustained, results-oriented capital investment across the City's utility systems.

As additional information has become available, the City's understanding of the contributing factors affecting aesthetic water quality has likewise evolved, resulting in corresponding changes to operational practices and capital planning priorities.

The City also identifies high staff turnover — eight city managers and five Public Works directors in 15 years — as the report's most consequential structural finding, and one that reflects regional workforce conditions rather than governance failure. This turnover reflects Napa Valley's high cost of living, competition for qualified municipal staff from larger and better-resourced jurisdictions, and a statewide shortage of certified water system operators that required the City's extended outside operator contract in FY 2022 — structural regional forces that no single Council could easily reverse through governance decisions alone. The City believes the more durable long-term improvement lies in competitive compensation and stable, experienced professional management carrying institutional knowledge across election cycles, and is committed to investing in both.

The City acknowledges that the duration of these challenges has understandably affected public confidence and that opportunities exist to further strengthen long-term planning, asset management, communication, and implementation of distribution system improvements. The City views these opportunities as part of the normal process of

continuous improvement expected of a municipal utility and has already initiated efforts to expand engineering evaluation and incorporate additional information into future capital planning.

Accordingly, the City disagrees with Finding F7 because the Finding characterizes complex infrastructure and operational challenges — many attributable to structural regional workforce conditions and to decades of accumulated deferred maintenance that predates every current Council member's election — as evidence of ineffective governance without fully recognizing the substantial planning, investment, operational, and policy actions undertaken by successive City Councils, City Managers, Public Works staff, and utility professionals over many years to improve the City's water system. While the City recognizes that additional work remains, it does not agree that the historical record supports the broad conclusions regarding governance and organizational oversight reflected in the Finding.

RECOMMENDATIONS

R1: *The Napa County Civil Grand Jury recommends that the St. Helena City Manager should conduct a comprehensive assessment of the water distribution system's condition that includes the mains, the pipes, and the related infrastructure, and that the findings be reported to the St. Helena City Council by September 30, 2026.*

Statutory Response: The recommendation requires further analysis.

The City agrees that a comprehensive engineering assessment of the water distribution system would provide valuable information to support long-term capital planning, project prioritization, and future investment decisions.

The scope, methodology, level of engineering effort, procurement requirements, budget, and schedule necessary to complete such an assessment require additional evaluation before the City can commit to a specific implementation schedule. The City Manager will evaluate the appropriate scope of work, available staffing resources, consultant needs, funding sources, and implementation schedule for consideration by the City Council. The City's ongoing programs and projects (e.g. tap water quality testing, ferric coagulant usage, systematic pipe flushing, hydraulic model development, etc.) will continue to inform the scope and prioritization of the assessment.

The City anticipates completing this evaluation and presenting recommendations regarding the scope, budget, procurement approach, and implementation schedule to the City Council no later than December 22, 2026. A comprehensive system assessment cannot reasonably be completed within the September 30, 2026 timeframe recommended by the Grand Jury, given the complexity of the issue and the City's purchasing policy requirements for consultant procurement.

R2: *The Napa County Civil Grand Jury recommends that the St. Helena City Manager should develop a plan to address the failing water distribution system that includes the Capital Improvement Projects needed, the cost of said projects, the funding source(s) for said projects, and the timeline for completion of said projects; and that the plan be presented to the St. Helena City Council by December 31, 2026.*

Statutory Response: The recommendation requires further analysis.

The City agrees that development of a comprehensive, long-term implementation strategy for rehabilitation of the water distribution system is appropriate and consistent with sound asset management practices.

However, preparation of the recommended implementation plan is dependent upon completion of additional engineering evaluation described in the response to R1, which is necessary to better define system condition, project priorities, probable construction costs, funding alternatives, and implementation sequencing. Because these efforts are interrelated, the City believes that additional analysis should precede preparation of a comprehensive implementation plan. The City notes that the adopted CIP already includes over $17 million in pipeline replacement projects that directly address distribution system quality — the Napa Intertie Pipeline Replacement, the Water Treatment Plant Transmission Main Replacement, replacement of mains under six inches in diameter, Water Distribution Fire Flow Improvements, and the Water Main Annual Replacement Program — which will be incorporated into, rather than substituted for, the comprehensive plan developed under this recommendation.

Following further analysis, the City Manager will present the City Council with a proposed scope, schedule, and funding strategy for development of a long-term distribution-system rehabilitation plan no later than December 22, 2026. Completion of the comprehensive plan itself will depend upon the engineering assessment, consultant procurement, available funding, and subsequent Council direction.

R3: *The Napa County Civil Grand Jury recommends that the St. Helena City Manager should expand the use of the Grapevine app (or equivalent) complaint system to collect more in depth information and provide the St. Helena City Council and the Water and Wastewater Advisory Committee with quarterly data reports on water complaints to minimally include complaint type, location, frequency, severity, and resolution status by September 30, 2026.*

Statutory Response: The recommendation has not yet been implemented, but will be implemented in the future.

The City agrees that continued enhancement of customer complaint collection, analysis, and reporting will improve operational decision-making and long-term capital planning.

The City has already implemented the Grapevine customer service platform and continues to expand its use for documenting and evaluating water quality concerns. The City will direct the Interim City Manager and the Public Works Director to expand upon Grapevine's reporting capabilities including complaint characteristics, geographic trends, response activities, and resolution status for presentation to the City Council and the Water and Wastewater Advisory Committee via a quarterly reporting protocol.

The City anticipates implementation of these enhanced reporting practices for presentation to and review by the Water and Wastewater Advisory Committee at its January 2027 meeting, substantially consistent with the recommendation.

R4: *The Napa County Civil Grand Jury recommends that St. Helena's City Council should implement a water rate fee structure with differentiated rates based on the customer's location (inside city limits vs. outside city limits) and the customer's type (residential vs. commercial), as well as assessing surcharges for customers in elevated locations and surcharges for the Outside Service Area Agreement customers benefiting from Measure H by September 30, 2026.*

Statutory Response: The recommendation requires further analysis.

The City recognizes that equitable allocation of water system costs is an important component of responsible utility rate design and, as described in the response to F5, the City already operates a consumption-based tiered rate structure — adopted following a full Proposition 218 process in 2023 and recommended by the resident-led Water and Wastewater Rate Study Advisory Committee — that effectively differentiates costs by usage level.

Implementation of further differentiated water rates and customer surcharges involves legal, engineering, financial, and policy considerations. As documented in the response to F5, Proposition 218 permits differentiated charges only where the City can demonstrate with evidence that the cost of serving a specific customer differs from the cost of serviing others; two independent rate consultants (2017 and 2023) and the City's outside legal counsel have concluded that no such evidentiary basis currently exists within St. Helena's integrated distribution system, and that a surcharge imposed without basis would violate Proposition 218 and applicable California case law governing outside-service are rate differentials, exposing the City to legal challenge. In addition, existing Outside Service Area Agreements are binding contracts, and the City cannot impose new charges on OSAA

customers beyond their contracted amounts without individually renegotiating those agreements as they come up for renewal. Rate design is ultimately a legislative decision of the City Council that must be supported by legally defensible cost-of-service analyses and applicable constitutional and statutory requirements.

Staff will evaluate the applicable legal requirements, existing Outside Service Area Agreements, cost-of-service considerations, operational impacts, and public-process requirements and will present the City Council with the results of that analysis and recommended next steps no later than December 22, 2026. Should that analysis warrant a further rate study, the City anticipates that any resulting Proposition 218 process and rate revisions would not be completed before approximately July 1, 2027, and the City will renegotiate OSAA surcharge provisions as individual agreements come up for renewal.

R5: *The Napa County Civil Grand Jury recommends that the St. Helena City Council require its members and St. Helena City Senior Management Staff attend governance training (in addition to Brown Act training) within the first quarter of their tenure after election by December 31, 2026.*

Training opportunities such as Mayors and Council Members Academy. can be found at The League of California Cities.

Statutory Response: The recommendation requires further analysis.

The City supports ongoing professional development for elected officials and executive management and recognizes the value of governance training in promoting effective leadership, sound decision-making, and organizational excellence.

The City Council supports governance training and will evaluate adoption of a formal policy to encourage or require newly elected Council Members and designated senior management employees to participate in governance-focused training in addition to legally mandated ethics and Brown Act training, including making training such as the League of California Cities Mayors and Council Members Academy available to, and budgeting for the cost of such training for, all Council members and senior staff. With respect to senior management staff, the City will evaluate requiring participation in governance and project management training as a condition of employment, to be incorporated into future employment agreements including for the City Manager and Public Works Director.

With respect to elected Council Members, the City notes that mandating training as a condition of exercising elected office raises constitutional questions regarding the source of elected officials' authority, which derives from the voters rather than from administrative requirements. The City will therefore evaluate a policy strongly encouraging such training for Council Members while leaving the ultimate decision to individual members consistent with their constitutional status as elected representatives.

The City anticipates consideration and adoption of such a training requirement no later than December 31, 2026, consistent with the recommendation.

NAPA COUNTY CIVIL GRAND JURY

2025-2026

FINAL REPORT

June 24, 2026

Lapsed Leadership:

St. Helena's Problematic Pipes and Murky Waters

SUMMARY

The 2025-2026 Napa County Civil Grand Jury investigated complaints of poor water quality in St. Helena and found that the St. Helena Water Enterprise suffers from decades of deferred maintenance, neglect, poor decision-making, and a lack of long-term operational and financial planning - mostly due to the overall lack of effective governance and the failure of City Council leadership. Between 2011-2025, St. Helena's water rates and city taxes were raised significantly with promises to address the aging infrastructure and bring the Water Enterprise back into good working order and financial stability. Instead, the water system as a whole has fallen further into decline.

The Grand Jury examined five specific areas impacting the operation of the St. Helena Water Enterprise and found them all deficient.

Water Rate Studies and Capital Improvement Projects: The Civil Grand Jury analyzed the 2011, 2016, and 2023 water rate studies and found that water rates increased approximately 183% during that time. Even though many of the exact same Capital Improvement Projects related specifically to water infrastructure were cited as justification for the increases in all three studies, several of them have not been funded and/or have not been completed. Therefore, the physical and financial condition of the St. Helena Water Enterprise has continued to deteriorate significantly, leaving its customers with water having taste, odor, and color issues.

Outside Service Area Agreements (OSAAs), Measure H, Proposition 218, and Additional Costs: The Civil Grand Jury reviewed the more than

30 Outside Service Area Agreements (OSAA) for water delivery that exist between St. Helena and a variety of residential and commercial entities located outside the city limits. The St. Helena Water Enterprise incurs significant expenses while delivering water to the OSAA customers without recouping the additional costs. In 2016, St. Helena's City Council changed the fee structure to eliminate differentiated water rates and specific water surcharges, passing those additional costs on to all water ratepayers. With the passing of the Measure H Bond in 2022, OSAA customers reap the benefits from it without the repayment responsibility.

High Turnover, Retention and Recruitment Issues: Since 2011, St. Helena has experienced significantly high rates of turnover on the City Council, in the City Manager's Office, and in the Public Works Department. The high turnover has resulted in the loss of institutional knowledge and created high levels of dysfunction. Coupled with the absence of adequate project management expertise, St. Helena suffers from the inability to problem solve effectively and the inability to plan, oversee, and complete large infrastructure projects.

City Governance Failures: The Civil Grand Jury found that poor decision-making, poor oversight, and poor governance by several terms of the City Council have contributed to the current state of the St. Helena Water Enterprise. While water rates and taxes have increased significantly to fund the necessary repair work on the water system, the City Council has not provided the oversight of city staff and consultants to ensure that the projects promised in the rate studies would and/or could be delivered in a timely manner. Since the revenues were raised, the staff and monies have

not been allocated or spent effectively for the intended approved purposes by the City Council.

The Current State of St. Helena's Water System: Within the last few years, significant investments have been made to update and rehabilitate the Bell Canyon Water Treatment Plant. The Civil Grand Jury verified that water is currently leaving the facility clear, clean, and healthy. Even though good strides have been made in addressing the deferred maintenance and neglect at the Bell Canyon Treatment Plant, water is still arriving to the customer with taste, odor, and color quality issues. Despite working with the Water and Wastewater Advisory Committee, the City Council and city staff still have significant work ahead of them to understand the full scope of the infrastructure problems throughout the entire water system, when the needed repair work can be done, and how much that work will cost.

Findings and Recommendations: The Civil Grand Jury made several findings during their investigation including: (1) water is leaving the Bell Canyon Water Treatment Plant clear, clean, and healthy after recent work but not arriving to the customer that way, (2) the current Capital Improvement Plan does not contain projects dedicated to the rehabilitation of the aged water distribution system, (3) St. Helena lacks an effective system for data collection related to water issues, (4) revenues were raised through water rate increases that were not utilized effectively by the City Council, (5) St. Helena lacks a differential water rate fee structure, (6) OSAAs benefit from Measure H without repaying it, and (7) St. Helena suffers from poor governance and a lack of professional project management expertise.

The Civil Grand Jury's findings led to the following recommendations: (1) St. Helena's City Manager should conduct a comprehensive assessment of the water distribution system, (2) St. Helena's City Manager should develop a plan to address the failing water infrastructure, (3) St. Helena's City Manager should expand the use of their data collection system to track water issues, (4) St. Helena's City Council should implement a differential water rate fee structure, and (5) St. Helena's City Council should require its members and Senior City Management Staff to attend governance training in addition to training on the Brown Act.

METHODOLOGY

The Civil Grand Jury interviewed city governmental leadership, city management and line staff, as well as residents and community members. Jury members toured the water facilities to better understand the complexity and severity of the water issues firsthand. Jury members analyzed St. Helena's water rate studies dating 2011 to the present day, as well as reviewed the Capital Improvement Projects cited as justification for the water rate increases. Jury members reviewed the Outside Service Area Agreements (OSAAs) providing water to customers outside the city limits. Lastly, jury members attended community meetings related to St. Helena's water troubles and witnessed how the community interacted with the City Council and City Management Staff.

DISCUSSION

St. Helena – the stats

Napa County has 5 incorporated cities (largest to smallest using the US Census population data estimates from July 2024): the City of Napa with 76,921, the City of American Canyon with 21,742, the City of St. Helena with 5,257, the City of Calistoga with 5,022, and the City of Yountville with 3,280-3,350 (depending on the number of Veteran's Home residents).

Although St. Helena's population decreased approximately 10% between the 2010 and the 2020 US Census, in 2024, the United States government estimated there to be 2,341 separate households within the city limits, but 2,831 actual housing units.

St. Helena provides drinking water to all households and businesses within the city limits and has Outside Service Area Agreements (OSAAs) to provide

water services to residential and commercial customers located outside the city limits. In 2023, single and multiple family residences used about 12% more water overall than commercial entities and city-wide landscaping. (Additional information can be found at Water & Wastewater Rate Update (2023) | St Helena, CA)

St. Helena receives drinking water from three sources: the Bell Canyon Reservoir, the Stonebridge wells, and the City of Napa. According to the St. Helena's city records, 26% comes from the Bell Canyon Reservoir, 27% comes from the Stonebridge wells, and 47% comes from the City of Napa. The overall production of water in fiscal year 2024/25 was 1,159 acre-feet (equating to over 377 million gallons) which was an 18% reduction from fiscal year 2023/24. In total, there are nearly 46 miles of water pipes in St. Helena's water delivery system.

(Additional information can be found at CITY OF ST. HELENA MONTHLY WATER REPORT)

The Impetus for this Investigation

The Civil Grand Jury received a complaint filed by a resident of St. Helena regarding the persistent taste, odor, and color problems with their water. The complaint was supported by photographs, news articles, and social media posts. Overall water issues are multifaceted and significant in nature, but due to the Civil Grand Jury's time constraints, the investigation was narrowed in scope. This report focuses on the city leadership failures and how they have affected the St. Helena Water Enterprise negatively since at least 2011.

Additionally, this Civil Grand Jury noted water issues were also investigated by the 2018-2019 Napa County Civil Grand Jury. Refer to https://www.napa.courts.ca.gov/system/files/gj-18-19-st-helena-small-town-big-city-problems-f.pdf for additional information.

Gathering Historical Data was Challenging

For more than a decade, St. Helena's water customers have experienced sporadic episodes of taste, odor, and color issues with their water. The issues were believed to be seasonal (mainly in the summer) and caused by higher levels of iron, manganese, and organic material in the water sourced from the Bell Canyon Reservoir. A simple change to the treatment and flushing of the distribution system was usually enough to address the problem and resolve the complaints. That system seemed to work until around 2010 (potentially earlier) when complaints about water quality issues became more prevalent, persistent, and widespread. The issues are now common all year long and seem to be spread throughout the water service areas.

The Civil Grand Jury discovered gathering historical information regarding water quality issues problematic. Until recently, there was no formal process for recording complaints, and thus no system for analyzing the number of complaints received, when complaints were received, the frequency of complaints, the nature of the complaints, the locations of the complaints, and how the complaints were resolved. According to interviews with city staff, complaints were simply written on notes that were passed off to be addressed and then thrown away. With no data for the City Council or

city staff to analyze, it was nearly impossible for them to make informed decisions about how money and resources should be prioritized or allocated. St. Helena began using the Grapevine app in 2023 to capture customer complaints, providing a basic level of data gathering and analysis, however it is still lacking sufficient data to provide a holistic view of the city's targeted problem areas.

Water Rate Studies & Increases and the Capital Improvement Projects used as Justifications

The Civil Grand Jury analyzed St. Helena's 2011, 2016, and 2023 water rate studies and found that the financial and physical condition of the water system and its infrastructure remained in a state of distress despite all the water rate increases that were approved. Across all three water rate studies, the same reasons were used to justify significant rate increases: the same Capital Improvement Projects were cited repeatedly, yet most were never started let alone completed; substantial investments in infrastructure were needed to address decades of deferred maintenance and modernization; revenues needed to be raised to restore debt coverage ratios as required by debtholders; and additional revenues were required to establish healthy financial reserves. The water distribution system (referring to the mains, pipes, and underground infrastructure) was never mentioned specifically in any of the water rate studies even though the distribution system is now believed to be the main source of taste, odor, and color issues.

2011 Water Rate Study

Summary: The Water Rate Study found that the St. Helena Water Enterprise was in a precarious financial state. Its approximate $2,900,000 in annual revenues did not cover its approximate $3,800,000 in operating, maintenance, and debt service costs. The insufficient cash in the operating fund necessitated $1,000,000 to be transferred from the Capital Funds to maintain prudent reserves for the fiscal year 2010/11. The St. Helena Water Enterprise failed to meet its debt covenant, which required net revenues to be at least 1.2 times the annual debt service. There was a significant backlog of projects totaling approximately $11,500,000 that could not be funded without issuing new debt. Additional debt would most likely have to be issued to fund any projects beyond the 2011/12 fiscal year, although no specific project plans were included in the water rate study. In fact, the City Council made a conscious decision to defer capital improvements and approved a smaller rate increase than recommended, prioritizing debt covenants over long-term infrastructure and deferring maintenance yet again. A quote from the water rate study:

"because of the City's desire to keep the required water rate increase to the level needed to meet debt covenants, not all the planned capital improvement programs will be funded during the planning period, even with the planned debt issuance. As a result, approximately $1.1 million of the planned capital improvement program has been deferred beyond the planning period used for this study".

Rate Increases: Below is a list of the recommended water rate increases and what increases were approved by the City Council.

Recommended Rate Increases	Actual Rate Increases
Fiscal Year 2011/12 - 58%	Fiscal Year 2011/12 - 29%
Fiscal Year 2012/13 - 3%	Fiscal Year 2012/13 - 3.0%
Fiscal Year 2013/14 - 3%	Fiscal Year 2013/14 - 2.5%
Fiscal Year 2014/15 - 3%	Fiscal Year 2014/15 - 2.6%
Fiscal Year 2015/16 - 3%	Fiscal Year 2015/16 - 2.6%

Justifications for increases: The reasons for necessitating water rate increases include several items. Rate hikes were needed to cover the increased costs of treated water purchased from the City of Napa to supplement St. Helena's local supplies. Increases were needed to cover the debt service coverage requirements and to support the issuance of $7,500,000 in new debt acquired for projects, including the removal of the Upper Reservoir Dam costing $3,100,000. Additional monies were needed to raise the minimum operating reserve target from 15% to 25% to handle revenue volatility. Increases would also provide monies to support hiring new staff including a Water Conservation Specialist and a shared Assistant Engineer.

Capital Improvement Projects: Between the 2011/12 to 2015/16 fiscal years, 29 Capital Improvement Projects were completed (many requiring several years and 2 rate studies). Although minimal progress was made on the "priority" projects listed in the 2011 water rate study, some maintenance and repairs were made to the pumps and to the Bell Canyon Water

Treatment Plant. No Capital Improvement Projects were dedicated to the water distribution system.

Additional information is listed in the Appendix.

2016 Water Rate Study

Summary: The 2016 Water Rate Study found that once again, the St. Helena Water Enterprise was in a critical financial position. The operating fund's unrestricted net position was expected to drop from roughly $5,000,000 in the 2016/17 fiscal year to approximately $525,000 by the end of the 2017/18 fiscal year. Without water rate increases, the water fund was projected to have a negative balance of -$11,100,000 by the end of the 2022/23 fiscal year. St. Helena would fail to meet its bond requirement of a 1.2x minimum debt service coverage ratio, with only 0.72 coverage projected for the 2017/18 fiscal year. The St. Helena Water Enterprise pulled monies from reserves to cover operations and project costs because water rates at the time did not include funding for depreciation or system rehabilitation.

Rate Increases: Below is a list of the recommended water rate increases and what increases were approved by the City Council.

Recommended Rate Increases	Actual Rate Increases
Fiscal Year 2016/17 - 63%	Fiscal Year 2016/17 -25%
Fiscal Year 2017/18 - 15%	Fiscal Year 2017/18 - 3.7%
Fiscal Year 2018/19 - 4%	Fiscal Year 2018/19 - 3.7%
Fiscal Year 2019/20 - 4%	Fiscal Year 2019/20 - 3.7%
Fiscal Year 2020/21 - 4%	Fiscal Year 2020/21 - 3.7%

Justifications for increases: The reasons for water rate increases include several items. Rate hikes were needed to cover operational sufficiency in operating and maintaining water related expenses without relying on St. Helena's General Fund or other services. Additional monies were needed to fund Capital Improvement Projects such as the removal of the York Creek Dam, the removal of the Upper Reservoir Dam, and the Bell Canyon Intake Tower Replacement. Increases were also needed to establish a healthy cash reserve (targeting 6 to 12 months of operating expenses) to fund emergencies and unanticipated capital needs.

Capital Improvement Projects: Between the 2016/17 to 2021/22 fiscal years, 18 Capital Improvement Projects were completed (many requiring several years and 2 rate studies). About 30% progress was made on the "priority" projects listed in the 2016 water rate study, although no Capital Improvement Projects were dedicated to the distribution system.

Additional information is listed in the Appendix.

2023 Water Rate Study

Summary (additional information at https://www.cityofsthelena.gov/386/Water-Wastewater-Rate-Update): In August 2023, The City Manager declared a “State of Emergency” for St. Helena’s Water System. The St. Helena Water Enterprise required immediate revenue adjustment to remain viable. Without changes, the St. Helena Water Enterprise faced depleted reserves. With 2023 water rates, fund balances were projected to be in the negatives each year. The St. Helena Water Enterprise was also projected to fall below the minimum debt coverage requirements as well as the target reserve policies. Existing revenues were insufficient to cover the rising costs of operations, maintenance, and the significant increase in planned capital reinvestments.

Rate Increases: Below is a list of the recommended water rate increases and what increases were approved by the City Council.

Recommended Rate Increases	Actual Rate Increases
Fiscal Year 2023/24- 28%	Fiscal Year 2023/24- 28%
Fiscal Year 2024/25 - 8%	Fiscal Year 2024/25 - 8%
Fiscal Year 2025/26 - 8%	Fiscal Year 2025/26 - 8%
Fiscal Year 2026/27 - 8%	Fiscal Year 2026/27 - 8%
Fiscal Year 2027/28 - 8%	Fiscal Year 2027/28 - 8%

Justifications for increases: The additional revenues are designated to fund several critical areas of the St. Helena Water Enterprise’s operations.

Funding significantly expands the Capital Improvement Plan, which averages approximately $6,700,000 per year, a huge increase from the historical average of $1,000,000 annually. Several projects account for the bulk of the $35,800,000 in planned spending over the study's 5-year period (2023-2028) including:

- The Napa Intertie Pipeline & Pump Station project is needed to ensure water reliability. It involves the replacement of the intertie pipeline and the construction of a new pump station. The projected cost for the project is approximately $10,000,000.
- The Water Treatment Plant Transmission Main project involves the replacement of the main line carrying water from the treatment plant. The projected cost for the project is approximately $9,100,000.
- The Bell Canyon Intake Tower Replacement project involves replacing the intake infrastructure at the reservoir for the cost of approximately $3,700,000.
- The Spring Mountain Pressure Zone (the Holmes Tank) project includes a variety of upgrades needed to support the local pressure zone. The projected cost was approximately $3,600,000.
- The system-wide transition to Smart Water Meters, an advanced metering infrastructure to improve billing accuracy and leak detection, is projected to cost approximately $2,200,000. About 5% of the meters will be replaced annually over a 20-year period.

Capital Improvement Projects: It is unclear what if any Capital Improvement Projects have been completed since the implementation of the 2023 water rate study as it covers fiscal years 2023/24 to 2027/28.

However, once again, no Capital Improvement Projects were dedicated specifically to the distribution system.

Additional information is listed in the Appendix

Based on the Civil Grand Jury's overall analysis of the water rate studies and the approved Capital Improvement Projects, disturbing trends were revealed. The St. Helena Water Enterprise has been in a constant state of physical decline and financial distress, despite the large water rate increases between 2011-2025. The totality of costs related to the deferred and/or delayed improvement projects continue to rise significantly without any timeline of completion, creating a constant state of financial instability. The identified and approved infrastructure projects lack professional project plans and project management. The Public Works staff lack sufficient resources and project management expertise to perform all the needed work identified by each water rate study.

As a result, the Civil Grand Jury found that water rates in St. Helena have climbed steadily since 2011 with little to no progress made in addressing any of the water quality issues. In fact, water rates have increased approximately 183% in that time, resulting in St. Helena residents and St. Helena Water Enterprise customers paying exorbitantly higher rates for water than in neighboring communities.

Outside Water Agreements, Measure H, and Additional Costs

While investigating the water problems in St. Helena, the Civil Grand Jury also investigated where water is dispersed and how that might affect the overall financial picture for the St. Helena Water Enterprise.

In addition to providing water services to properties within the city limits, the St. Helena Water Enterprise provides water to many properties outside of the city limits. More than 30 Outside Service Area Agreements (OSAAs), dating back to 1991, exist between the St. Helena Water Enterprise and a variety of residential and commercial entities. The OSAA's outline several items: the user's yearly allocation and type of water, their use restrictions for the water provided, the water rate charged, as well as the penalties for surpassing their allocation levels. OSAA water user allocations total over 302.06 acre-feet per year or approximately 98,602,495 gallons (1 ac-ft = 325,850.943 gal). Based on the OSAA's, annual allocations equate to approximately 24% of St. Helena's total annual water consumption. The full listing of the OSAA's is available online at: Water Agreements | St Helena, CA

Although city staff actively monitors annual water consumption for compliance per the OSAAs, there is no monitoring for prohibited usage (using treated water for irrigation as an example).

In addition, Civil Grand Jury members toured the Holmes tank, a legacy concrete water tank that requires significant overhead and expense to maintain. The Holmes tank supports only 6 households; all located at high elevation. The Civil Grand Jury noted that the additional costs are not being recovered from the 6 households serviced by the Holmes tank simply because the fee structure is not in place to do so. Instead, the additional fees are absorbed by all water customers.

Currently, St. Helena only has one base rate for water regardless of the type of user or the location of the user, while other cities in Napa County differentiate between residential users and commercial users, inside city limits users and outside city limits users, or the elevation of the user. Prior to 2016, St. Helena water rates included additional surcharges to offset the costs of pumping water to OSAA users such as Meadowood Resort, a development outside of St. Helena's city limits. Following the 2016 water rate study, elected officials at the time decided to eliminate the surcharge(s), leaving all ratepayers (inside and outside the city limits) to absorb the entirety of those additional costs. Other jurisdictions in Napa County, such as the City of Napa, include a water rate surcharge for pumping water to elevated properties.

Another important item affecting the financial health of St. Helena's water services is Measure H, passed by the voters within the city limits of St. Helena on June 7, 2022. Measure H allowed up to $19,150,000 in bonds to be issued. The purpose of the bonds is to pay for the much-needed Capital Improvements for St. Helena's aging and/or failing water, stormwater and sewage systems. Repayment of the bonds equate to $14.82 per $100,000 of the assessed property value annually for every parcel within St. Helena's city limits. Measure H bond repayment property tax does not apply to those properties located outside of St. Helena's city limits. Therefore, customers represented by the OSAAs which are provided water, stormwater, or sewage services

directly benefit from Measure H without the financial responsibility for its repayment.

Additional information on Measure H can found at: Measure H | St Helena, CA

Additional information on Proposition 218 can be found at: Understanding Proposition 218

High Turnover, Retention and Recruitment Issues Across the Board

The Civil Grand Jury discovered that between 2011-2026, the 5-member City Council experienced a high level of turnover. During that time, 19 different individuals have served on St. Helena's City Council spanning the 8 election cycles. *Refer to Table 1 in the Appendix for a complete list of the Council Persons.* Many reasons contributed to the turnover, including ethics complaints made to the Fair Practices Commission (which were later dismissed), a mid-term resignation, a closely contested mayoral defeat, a near recall of a sitting mayor, and a shifted balance of power after the 2024 election. In fact, the most recent example saw a City Council member expelled due to lack of attendance in April 2026.

In a city of approximately 5,200 people, personal relationships, local business ties, and individual personalities matter enormously. Multiple council members have faced conflict-of-interest scrutiny tied to their personal and business interests. Ultimately, dysfunctional conflict has hindered if not totally impeded much-needed progress in St. Helena, especially for the St. Helena Water Enterprise.

City Council instability feeds city staff instability and vice versa. St. Helena has had 8 City Managers (3 of which have been interim) and 5 Public Works Directors during the same time frame. *Refer to Table 2 in the Appendix for a complete list.* Currently, approximately 60% of the Public Works employees have less than 5 years on the job, and 100% of the St. Helena Water Enterprise employees have less than a 3-year tenure. At the time of this report's publication, the city is in the process of hiring another City Manager.

Based on interviews with staff members, there are significant challenges with recruiting and retaining employees as well. While the high cost of living in the Napa Valley and the high commuting costs from outside the area are concerning to employees, there is also a lot of competition with other nearby municipalities that pay a more competitive salary and provide better career opportunities. All of which are problematic for St. Helena's financial bottom line.

High turnover and council dysfunction has contributed to the loss of institutional knowledge, the lack of long-term financial planning, and the lack of oversight, decision-making, and leadership required for the existing Capital Improvement Plan related to the St. Helena Water Enterprise.

The Civil Grand Jury recognizes that it is difficult to go from being a resident one day to a city's decision and policy maker the next day after being elected as a council member. The entire city bears responsibility for its decisions; residents for electing the council members, council members for hiring management staff, and so on. There are shared accountability and oversight needs across the board, and everyone should acknowledge that St. Helena's water issues have passed through many hands between

2011-2025; no one person, department, or entity is the sole culpable party. Dysfunctional conflict has prohibited much-needed progress.

Governance Challenges

One of the most important roles of the City Council and its advisory boards and committees is to ensure the long-term financial stability of the city and all its enterprises. To do this requires rigorous oversight and the active involvement of the city council.

The Civil Grand Jury's investigation revealed that St. Helena's City Council has failed to govern effectively for decades. Several examples of poor governance, poor decision-making, and poor oversight include the lack of long-term planning for and execution of water infrastructure maintenance, the lack of progress made on key water related Capital Improvement Projects, and using the same Capital Improvement Projects over and over in the 2011, 2016, and 2023 water rate studies without ensuring progress. The City Council's lack of governance and oversight has resulted in significantly higher costs to replace aging infrastructure. Additionally, The Blackberg Group found similar governance lapses in its recently released Efficiency and Business Transformation Study. More information about the study can be found on the City of St. Helena's website at https://www.cityofsthelena.gov/972/Efficiency-and-Business-Transformation-S.

In 2016, the City Council changed the water rate fee structures and cancelled water assessment and surcharges to OSAA customers and

customers in high elevation locations without having a plan in place to recoup the lost revenues.

Another theme the Civil Grand Jury uncovered during its investigation was the lack of project management expertise within St. Helena's Public Works Department and City Manager's Office. The lack of project management was evident to jurors when schedules and/or project plans for many key infrastructure jobs could not be found. Staff with no training or previous project management expertise were delegated responsibilities and oversight erroneously.

The Grand Jury also learned that other than required ethics and legal training (known as the Brown Act) there is no additional training offered to or required by City Council members or advisory board members.

In St. Helena, being a member of the City Council is considered a "part-time" job. The reality is that being a City Council member is a significant investment of time and energy, and the Civil Grand Jury believes that City Council members would be more effective and potentially feel more supported by their constituents if additional training was made available, such as League of California Cities Mayors and Council Members Academy.

Current State of the St. Helena Water Enterprise

Civil Grand Jury members conducted an extensive tour of all the St. Helena Water Enterprise facilities. Jurors found that significant investments have been made within the last few years at the Bell Canyon Treatment Plant to begin addressing the deferred maintenance. Monitors with automated alerts and notifications were installed. Filters and filter media were

replaced. A Supervisory Control and Data Acquisition (SCADA for short) system was installed with new upgrades. Remote operations capabilities were installed to enable staff to respond more effectively and faster to changing water conditions. Improved water sampling and data gathering methods were implemented to help identify and address water taste, odor, and color issues more efficiently. Overall, there has been an improvement in the water treatment process as a whole at the Bell Canyon Treatment Plant. As a result of all the recent improvements, jurors verified that treated water is currently leaving the plant clean and clear, with no obvious signs of taste, odor, or color issues.

It is important to note that no recent improvements have been made to either the Stonebridge Wells or the Rutherford pump station.

Over the past two-plus years, city staff and consultants have worked closely with the recently established water and wastewater advisory committee and the City Council to develop a strategy and approach for addressing the decades of deferred maintenance. Collectively, they believe that the dominant source of the water taste, odor, and color issues currently rest with the decades of debris, silt, and sediment that has accumulated in the water distribution system, meaning the mains and pipes that transport water to customers. If water is leaving the treatment plant clean but arrives to the customer with problems; their analysis seems reasonable to the Civil Grand Jury.

Beyond proposed testing, city staff and consultants have no clear plan on how to attack the debris and sediment located throughout the distribution system. They are exploring options that range from finding a way to remove the sediment from the mains and pipes to replacing them

altogether. To date, city staff has made no assessment to understand the scope and severity of the infrastructure issues, thus there is no understanding of what money, time, and resources are needed to address the issues with the water distribution system long-term.

Furthermore, the Civil Grand Jury analyzed the fiscal years 2026 – 2030 Capital Improvement Plans that were provided. According to the analysis, over $51,000,000 of Capital Improvement Projects are identified as “water priorities” for fiscal years 2026-2030, although none of them are dedicated to addressing the aged water distribution system, and nearly 39% of the funding has not yet been identified to pay for the planned projects. *Supporting information is located in the appendix.*

FINDINGS

F1: Despite the water rate increases of approximately 183% between 2011-2025, earmarked to address water quality and infrastructure issues, St. Helena’s water is still being delivered to customers with taste, odor, and color quality issues. After recent improvements and upgrades to the Bell Canyon Water Treatment Plant, water currently leaves it clear, clean, and healthy; therefore, city staff and consultants now blame decades of silt, debris, and sediment build-up in the water distribution system for the continued water quality troubles.

F2: The current Capital Improvement Plan approved and implemented by St. Helena’s City Council contains no projects dedicated specifically to the long-term rehabilitation of the aged water distribution system. To date, there is no plan in place to address the water distribution system problems. No formal assessment has been done to determine the scope and the

severity of the issues in total. Without it, the repair costs and the timeline for repairs remain unknown.

F3: St. Helena lacks a thorough and effective system for analyzing citizen water complaints. The Grapevine app implemented in 2023 provides only a basic level of data gathering and analysis. Therefore, City Council and city management staff do not have sufficient information to make informed decisions about how money and resources should be prioritized or allocated to resolve water issues.

F4: The water rate studies between 2011-2025 each cited the same core justifications for the need to raise water rates: declining infrastructure, deferred maintenance, depleted reserves, and debt covenant non-compliance. Even though additional revenues were raised, they were not utilized effectively by St. Helena's City Council. Therefore, most of the justifications for water rate increases have not been met.

F5: The St. Helena City Council changed the St. Helena Water Enterprise's fee structure in 2016 to implement a single water rate regardless of the location or type of customer. Prior to 2016, water rates included surcharges to offset the cost of pumping water to customers in elevated areas or customers outside the city limits. Therefore, the St. Helena Water Enterprise currently passes the additional costs on to all water ratepayers rather than those benefiting outside the city limits.

F6: St. Helena has more than 30 Outside Service Area Agreements (OSAAs), representing approximately 24% of St. Helena's total annual water consumption. The OSAA customers benefit from the Measure H

funded infrastructure improvements but bear no responsibility for the repayment of the bonds because they are not located within the city limits.

F7: St. Helena suffers from a lack of governance, poor oversight, ineffective management by the City Council and City Manager, and a lack of professional project management expertise. As a result, St. Helena's Water Enterprise remains in a similar state of physical decline and financial distress today as it was in 2011.

RECOMMENDATIONS

R1: The Napa County Civil Grand Jury recommends that the St. Helena City Manager should conduct a comprehensive assessment of the water distribution system's condition that includes the mains, the pipes, and the related infrastructure, and that the findings be reported to the St. Helena City Council by September 30, 2026.

R2: The Napa County Civil Grand Jury recommends that the St. Helena City Manager should develop a plan to address the failing water distribution system that includes the Capital Improvement Projects needed, the cost of said projects, the funding source(s) for said projects, and the timeline for completion of said projects; and that the plan be presented to the St. Helena City Council by December 31, 2026.

R3: The Napa County Civil Grand Jury recommends that the St. Helena City Manager should expand the use of the Grapevine app (or equivalent) complaint system to collect more in depth information and provide the St. Helena City Council and the Water and Wastewater Advisory Committee with quarterly data reports on water complaints to minimally include

complaint type, location, frequency, severity, and resolution status by September 30, 2026.

R4: The Napa County Civil Grand Jury recommends that St. Helena's City Council should implement a water rate fee structure with differentiated rates based on the customer's location (inside city limits vs. outside city limits) and the customer's type (residential vs. commercial), as well as assessing surcharges for customers in elevated locations and surcharges for the Outside Service Area Agreement customers benefiting from Measure H by September 30, 2026.

R5: The Napa County Civil Grand Jury recommends that the St. Helena City Council require its members and St. Helena City Senior Management Staff attend governance training (in addition to Brown Act training) within the first quarter of their tenure after election by December 31, 2026. Training opportunities such as Mayors and Council Members Academy. can be found at The League of California Cities.

REQUIRED RESPONSES

The following responses are required, pursuant to Penal Code sections 933 and 933.05:

- **St. Helena City Council –** all Findings and Recommendations within 90 days

INVITED RESPONSES

The following responses are invited from the following responsible parties:

- **St. Helena City Manager** – All Findings and Recommendations within 90 days
- **St. Helena Public Works Director** – Findings: F1, F2, F3; Recommendations R1, R2, R3 within 90 days

Reports issued by The Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of The Civil Grand Jury do not contain the name of any person or facts leading to the identity of any person who provides information to The Civil Grand Jury.

APPENDIX

Below is a summary of justifications cited for the water rate increases in the 2011, 2016, and 2023 water rate studies, followed by list of delivered Capital Improvement Projects funded from revenues raised by the water rate increases.

2011 WATER RATE STUDY

Justifications for water rate increases:

- City of Napa Water Purchases: Covering the increased costs of purchasing treated water to supplement local supplies (pp. 3, 5).
- Debt Obligations: Meeting existing 1.2 times the debt service coverage requirements and supporting the issuance of $7,500,000 in new debt for capital projects (pp. 4, 15).
- Infrastructure Projects: Funding critical capital improvements, most notably the removal of the Upper Reservoir Dam (estimated at $3.1 million) (pp. 4, 14).
- Operating Reserves: Increasing the minimum operating reserve target from 15% to 25% to handle revenue volatility (pp. 11, 21).
- New Staffing: Supporting new positions, including a Water Conservation Specialist and a shared Assistant Engineer (p. 14).

Capital Improvement Projects Delivered:

- W01 - Bale Slough
- W-02 - Tank 2 - PAX Mixer
- W-08 - Pratt Avenue Transmission Bridge
- W-12 - Community Drive

- W-13 - Howell Mountain Road
- W-28 - Rutherford
- W31 - Water Treatment Plant Upgrades
- W-37 - Corp Yard Improvements
- W-38 - Machinery & Equipment
- W-42 - Supervisory Control and Data Acquisition (SCADA)
- W-57 - WTP Worker Housing
- W-62 - Water Valve Replacement
- W-67 - Charter Oak Water Main Replacement
- W-69 - Stonebridge Wells Upgrades
- W-83 - Tank 1A Design/Construction
- W-84 - Bell Canyon Intake Mid-Valve Repair
- W-88 - Surge Protection at LSWTP & SBW
- W-89 - Fixed Gas Chlorine Analyzer
- W-98 - Toilet Retrofit Program
- W-99 - Radio Repeater/Infrastructure
- W76-01 - Distribution Vehicle Replacement Program
- W76-02 - Treatment Vehicle Replacement Program
- W-102 - Well Filter Rehab
- W-103 - Stonebridge Well Roof
- W-104 - 412 Crystal Springs Road Roof

2016 WATER RATE STUDY

Justifications for water rate increases:

The additional revenue generated by these increases is intended to fund four primary areas:

- Operational Sufficiency: Meeting all annual operating and maintenance expenses without relying on the City's General Fund or other services (like parks and libraries). (pp. 7, 16)
- Capital Improvement Projects: Funding a $13.8 million five-year capital plan (part of a larger $20.8 million ten-year plan), including projects like the York Creek dam removal and Bell Canyon Reservoir improvements. (pp. 16, 41)
- The following projects represent the most significant investments planned for the water system (p. 41):
    - York Creek Dam Removal & Creek Restoration: This project is partially funded by $1.78 million in grants and $2.7 million in existing bonds (p. 16).
    - Bell Canyon Intake Tower Replacement: A critical infrastructure project estimated at $2.1 million, assumed to be financed by new debt (pp. 16, 43).
    - Upper Reservoir Dam Removal & Mitigation: Identified as a key project for the system (p. 12).
    - Pump Station Upgrades: General upgrades to system pump stations, estimated at $212,514 and funded by new debt (pp. 16, 43).

- Tank Rehabilitation & Upgrades: Including the Meadowood Tank upgrades (partially grant-funded), Holmes Tank upgrades, and Tank 2 rehabilitation (p. 41).
- Operational Infrastructure: Replacing the Bell House valve and installing Bell Canyon Creek flow measurement devices (p. 41).
- Reservoir Improvements: General improvements and spill containment at Bell Canyon Reservoir and the Stonebridge Well (p. 12).
- Water Meter Replacement Program: A recurring program to replace approximately 5% of the system's meters annually (roughly 125 meters per year) (p. 44).
- Debt Service & Compliance: Restoring the required 1.20x debt service coverage ratio and supporting the issuance of $2.7 million in new debt for pump station upgrades and the Bell Canyon intake tower replacement. (pp. 16, 42)
- Reserve Building: Establishing a healthy cash reserve (targeting 6 to 12 months of operating expenses) to fund emergencies and unanticipated capital needs. (pp. 16, 44)
- Meter Replacement: Implementing a new routine program to replace roughly 5% of the system's meters annually over a 20-year cycle. (pp. 13, 43)

Capital Improvement Projects Delivered:

- W18-119 - Bell Canyon Spillway Stability Assessment
- 301-W-26 - Upper York Creek Ecosystem Restoration
- 302-W-27 - Meadowood Tank Upgrades

- 308-W-93 - Sludge Handling Program
- 0315-W18-112 - Spill Containment at Bell Creek
- 0317-W18-114 - Spill Containment at SB Wells
- 0319-W18-116 - Update GIs Maps of Water System
- 0320-W18-117 - Water Master Plan Update
- 03005-W-110 - Rutherford Pump Upgrade
- 03002-W-106 - Pump Station Upgrades
- 03018-W18-115 - Remove Restrictions - Rutherford Pump Station
- 03024-W20-01 - Bell Canyon Spillway Repairs
- 03025-W21-01 - Kearney and Andrea Water Main Replacement

2023 WATER RATE STUDY

Justifications for water rate increases:

The additional revenue is designated to fund several critical areas of the water utility's operations (p. 13):

- Major Capital Reinvestment: Funding a significantly expanded Capital Improvement Plan averaging $6.7 million per year—a massive jump from the historical average of $1 million annually (pp. 13, 28). The following projects account for the bulk of the $35.8 million in planned spending over the five-year rate period:
- Napa Intertie Pipeline & Pump Station: A critical project to ensure water reliability, involving the replacement of the intertie pipeline and the construction of a new pump station (approx. $10 million total). (pp. 42-43)

- Water Treatment Plant (WTP) Transmission Main: A major replacement of the main line carrying water from the treatment plant (approx. $9.1 million). (p. 43)
- Bell Canyon Intake Tower Replacement: Replacing the aging intake infrastructure at the reservoir (approx. $3.7 million). (pp. 42-43)
- Spring Mountain Pressure Zone (Holmes Tank): Significant improvements and upgrades to the Holmes Tank to support the local pressure zone (approx. $3.6 million). (p. 43)
- Smart Water Meters: A system-wide transition to advanced metering infrastructure to improve billing accuracy and leak detection (approx. $2.2 million). (p. 43)
- Tank 2 Rehabilitation: Repairs and upgrades to the existing storage tank at the Lower Reservoir (approx. $1 million). (p. 43)
- Operational Inflation: Offsetting rising costs for personnel (salaries/benefits), utilities, and supplies (pp. 13, 35).
- Debt Service: Meeting the 1.20x coverage ratio required to issue approximately $33.5 million in new revenue bonds for large-scale infrastructure projects (pp. 16, 44).
- Reserve Replenishment: Restoring cash reserves that have been used to mitigate previous drought impacts and unexpected operating costs (pp. 15, 28).

Capital Improvement Projects Delivered

- Installing monitors with automated alerts and notifications at Bell Canyon Treatment Plant
- Replacing filters and filter media at Bell Canyon

- Installing remote operation capabilities at Bell Canyon to enable staff to respond better and faster to changing water conditions.
- SCADA system installation and upgrades at Bell Canyon.
- Improved water sampling and data gathering to help identify and address water taste, odor, and color issues more efficiently.

Fiscal Years 2026 - 2030 Capital Improvement Projects with funding sources (based on sources)

		FUNDING SOURCES			
PROJECT #	**PROJECT NAME**	**BONDS**	**OTHER**	**UNIDENTIFIED**	**TOTALS**
W18-113	Water System SCADA Improvements	$533,327			**$533,327**
W18-118	Replace Mains <6" in diameter	$1,014,902			**$1,014,902**
W24-01	Water Distribution Fire Flow Improvements	$156,000			**$156,000**
W24-02	Napa Intertie Pump Station Replacement	$1,287,571		$9,309,649	**$10,597,220**
W24-04	Retrofit/Deploy SMART water meters	$5,000			**$5,000**
W24-11	Bell Canyon Dam DSOD Analysis/Improvements	$2,867,684			**$2,867,684**
W24-12	Disinfection by products Project	$770,713			**$770,713**
W25-01	Napa Intertie Pipeline Replacement	$6,092,269			**$6,092,269**
W25-02	Water Treatment Plant Transmission Main Replacement	$7,400,084			**$7,400,084**
W26-01	Water Treatment Plant Microgrid/SCADA Upgrades		$867,000	$1,633,000	**$2,500,000**
W26-03	Water Treatment Plant Modular Homes		$150,000		**$150,000**
W29-01	Water Treatment Plant Rehabilitation			$8,400,000	**$8,400,000**

W29-02	PWRR-1 yr 6-10 Water Main Annual Replacement Program Allowance			$485,967	**$485,967**
W85	Bell Canyon Valve House Replacement	$937,955			**$937,955**
W86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	$3,615,968			**$3,615,968**
W-101	Tank 2 Rehabilitation	$534,775			**$534,775**
W-108	Lower Reservoir Rehab	$50,000			**$50,000**
W-109	Bell Canyon Intake Tower Replacement	$5,000,000			**$5,000,000**
		$30,266,248	**$1,017,000**	**$19,828,616**	**$51,111,864**

Table 1. City Council, City Manager, Public Works Director Turnover Background (2010-2026)

Year	City Manager	Public Works Director
2010	Mary Neilan	Unknown
2011	Mary Neilan → Gary Broad	Unknown
2012	Gary Broad	John Ferons
2013	Gary Broad	John Ferons (resigned Oct.)
2014	Gary Broad → Jennifer Phillips (Aug.)	Contract/interim (Jan.–Oct.) → Steve Palmer (Oct.)
2015	Jennifer Phillips	Steve Palmer

2016	Jennifer Phillips	Steve Palmer → Erica Ahmann Smithies (Sept., as Asst. Dir.)
2017	Phillips → Larry Pennell, interim (Jan.) → Mark Prestwich (July)	Steve Palmer (left Mar.) → Erica Ahmann Smithies, promoted (Apr.)
2018	Mark Prestwich	Erica Ahmann Smithies
2019	Mark Prestwich	Erica Ahmann Smithies
2020	Mark Prestwich	Erica Ahmann Smithies
2021	Prestwich → Jim McCann, interim (Apr.)	Smithies (left Mar.) → Joe Leach
2022	Jim McCann, interim → Anil Comelo (July)	Joe Leach
2023	Anil Comelo	Joe Leach
2024	Anil Comelo	Joe Leach
2025	Anil Comelo	Joe Leach
2026	Anil Comelo (left Apr.) → Jim McCann, acting	Joe Leach

Table 2. St. Helena City Council Turnover Analysis (2010–2026)

#	Member	Role/Tenure	How Departed
1	Del Britton	Mayor, through ~2013	Died in office
2	Caterina Sanchez	Council, ~2008–2012	End of term
3	Sharon Crull	Council, 2008–2016	Did not seek re-election
4	Ann Nevero	Appointed Mayor after Britton's death; lost 2014 race	Lost to Galbraith
5	Greg Pitts	Council, through at least 2014	Did not seek re-election
6	Mario Sculatti	Council, ~2010–2014	Lost or didn't run in 2014
7	Peter White	Council, ~2010–2014	Lost or didn't run in 2014
8	Alan Galbraith	Mayor, 2014–2018	Conceded after losing to Ellsworth by 41 votes
9	Paul Dohring	Council 2014–2022, Mayor 2022–present	Currently serving

10	Geoff Ellsworth	Council ~2016–2018, Mayor 2018–2022	Did not seek re-election
11	Lester Hardy	Council, elected 2018; served ~2 yrs	Departed mid-term
12	Eric Hall	Council, elected 2018; lost 2022 mayoral race; served to Jan 2023	End of term
13	Anna Chouteau	Council 2018–2022, re-elected 2022; resigned to join Rep. Mike Thompson's staff	Resigned Dec 2024
14	Patrick Kenealy	Council, ~2020–2024	Did not run in 2024
15	Billy Summers	Council, elected 2022–present	Removed from office for lack of attendance on April 27, 2026
16	Michelle Deasy	Council, elected Nov 2024–present	Currently serving
17	Aaron Barak	Council, elected Nov 2024–present	Currently serving
18	Kate Spadarotto	Appointed Jan 2025 to fill Chouteau's seat	Currently serving

19	Scott Diaz	Appointed May 2026 to fill Summers' seat	Currently serving

§ 933. Findings and Recommendations (Excerpt)

No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices...

As used in this section, "agency" includes a department.

§ 933.05. Responses to Findings (Excerpt)

(a) For purposes of subdivision (b) of Section 933, as to **each** grand jury **finding**, the responding person or entity shall indicate one of the following:
   (1) The respondent agrees with the finding.
   (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to **each** grand jury **recommendation**, the responding person or entity shall report one of the following actions:
   (1) The recommendation has been implemented, with a summary regarding the implemented action.
   (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
   (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
   (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

…

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report. (*Emphasis added.*)

FINAL COMMENT OF FORMER MAYOR ALAN GALBRAITH

ON THE

2015-2016 GRAND JURY'S FINAL ST. HELENA WATER REPORT

This Public Comment is divided into two sections. The first section addresses the failure of mandatory oversight of the Civil Grand Jury by the Napa County Superior Court. The second section supplements the concluding remarks in my revised public comments initially filed for the City Council's meeting of July 28 and revised and refiled for the City Council's meeting of August 11.

Section 1: Failure of Judicial Oversight by the Napa County Superior Court

I can speak authoritatively here. I was foreperson of the 2013-14 Napa County Civil Grand Jury. The Supervising Grand Jury Judge was the Honorable Mark Boessenecker, now retired. He followed appropriate process meticulously when approving the Final Reports of my Grand Jury before their release.

One word about the California Courts. It is among the best judicial systems in the United States. I know. I clerked for Justice Stanley Mosk on the California Supreme Court. Justice Mosk, a former State Attorney General and Superior Court judge, was among the most respected judges in the history of California. (The Los Angeles County Superior Court Courthouse bears his name. His statute is a notable monument in front of the Library & Courts Building in Sacramento near the State Capitol Building). The Napa County Superior Court judges are outstanding members of the legal profession, able factual and legal analysts, and skilled evaluators of credibility. By happenstance, many of the Napa County judges had prior careers in private practice with the Napa law firm, Coombs & Dunlap. That was the family law firm of my now deceased wife Sarah (born Sarah Coombs Dunlap).

The Napa County Superior Court, like all California county courts, is a State, not County, institution. The Civil Grand Jury is an arm of the Court, not the County. The Presiding Judge of the Napa County Superior Court assigns one its judge members to supervise the Civil Grand Jury. He is the Supervising Grand Jury Judge. A County Counsel is assigned to the Grand Jury. He is on assignment to the Court from the County Attorney's Office for consultation on legal matters.

The way a civil grand jury is supposed to work is sketched out on the website of the Napa County Superior Court. It is supported by extensive instructional materials for new grand jurors that elaborate on "best practices." The Court website singles out one especially pertinent "best practice" --"Submit to Fact Checking and Editorial Review -- *Most*

go through multiple drafts and revisions." Italics in original. In short, get the facts right, and make sure they are right. Nothing flows properly into a final report if the facts are not correct. And getting the facts right can require a significant investigation followed by meaningful editorial review by the Grand Jury.

The Supervising Grand Jury Judge *and* assigned County Counsel are required to review Final Reports approved by formal Grand Jury vote *before* they become public. The exact words on the Court website are: "Approved reports are reviewed by assigned County Counsel and Judge *before issuance*." Italics in original. The dictionary meaning of the word "review" means "an act or process of *carefully* looking at or examining the quality, etc., of something or someone." Italics added. Webster's Online Dictionary ("Simple Definition").

Let me be pellucidly clear: a review is *NOT* a rubberstamp. The Grand Jury Supervising Judge is *obligated* by the word "review" *to study* final grand jury reports and make sure that they are appropriate for release. *Civil Grand Jury targets count on careful judicial study to ensure no unfairness of treatment*. The final reports are also reviewed by assigned County Counsel for potential legal problems.

The Supervising Grand Jury Judge makes the decision on whether to allow *release* of a final grand jury report. The responsibility for release is squarely on the Supervising Judge's shoulders.

The process in this case broke down, and it broke down completely. Grand Jury failures stand out upon study of its Final Report. I am not going to say that a *reviewing* judge would spot each bullet point below, but a *reviewing* judge, giving the final report *careful* study, would spot enough of the problems to withhold approval and not allow public release of the Grand Jury's Report ("GJR").

- The Grand Jury's Final Report is entitled Lapsed *leadership: St. Helena's Problematic Pipes and Murky Waters*. "Lapsed leadership" is a provocative accusation. It is designed to raise eyebrows and attract attention. A *reviewing* judge would find the title disturbing.
- Lapsed leadership over a continuous fifteen-year period (2011-2025) is stunning (GJR p. 2 ("Summary") -- perhaps unprecedented in California. A red flag.
- The Grand Jury's recurrent theme is "overall lack of effective governance of and the failure of City Council leadership" in the period 2011-25. GJR, pp. 3, 3-4 ("City Governance Failures"), p. 7 (last sentence), pp. 21-22 ("Governance Challenges"), p. 28 (finding F7). Grand Jury final reports typically focus on current issues, such as the current condition of the Napa County Jail,

followed by findings and recommendations. A reviewing judge would question the capability of a grand jury to make a competence assessment over so many years. It would require review of volumes of documents (including consultant reports, staff reports, accounting documents, engineering plans and timelines, newspaper coverage and editorials, videos of Council meetings, review of Council minutes, newspaper stories, interviews of available Council members (going back to 2011), and senior City staff (also going back to 2011), in the case of potable water regulatory files, and so on. The Grand Jury does not provide a listing of the specific documents that it assembled. A *reviewing* judge, familiar with the demands of litigation discovery, would have serious doubts about the adequacy of the underpinnings for the Grand Jury's recurrent theme, culminating in formal Finding F7 (GJR, p. 26). (If it had engaged in a meaningful governance investigation, it would have learned that City Manager Jennifer Phillips in 2016 won a Career Excellence Award from Women Leading Government, an affiliate of the International City/County Management Association, the leading association dedicated to local government management. A grand jury could not credibly second-guess an ICMA Affiliate on management performance.)

- The chosen language in the Grand Jury Report raises concerns: "poor decision making, poor oversight, and poor governance by several terms of the City Council" (GJR, p. 3, repeated GJR, p. 26, finding F7)). Is it appropriate for a grand jury, *an arm of the Court*, to enmesh the Court in evaluating the past performance of an elected branch of government? A reviewing judge might think this unseemly.
- As he thought about the matter. a *reviewing* judge might ask himself: how could a city suffer such across-the-board leadership failures *continuously* over a fifteen-year period? GJR ,pp. 3 ("City Governance Failures"), 20-1), p. 26 (finding F7). Did no city leader take an interest in the Water Enterprise despite (according to the Grand Jury) serious water quality complaints going back to even before 2011?
- Next question: who were the mayors? Did they allow the city to ignore day after day their constituents' water quality complaints? Is there anything in the Grand Jury Report that suggests their reaction to the "poor decision-making, poor oversight, poor governance" trilogy"? Logical question: did the Grand Jury interview any of them?
- Next question: who were the city council members? Did the Grand Jury look at their resumes and accomplishments? There is no such indication in the

Grand Jury Report. (Council members during my mayorship included Sharon Crull, Paul Dohring, Mary Koberstein, Gregg Pitts, and Peter White, all with impressive resumes.)

- Did the Grand Jury (*see* GJR, p. 7 ("city leadership failures … since at least 2011")) check the archives of the *Napa Valley Register* or the *St. Helena Star* for editorial or other confirmation of "poor decision making" and "poor oversight" and "poor governance" during the fifteen-year period? Did these excellent papers somehow miss this standard grist for any newspaper?
- If the St. Helena Water System was continuously decaying (GJR, p. 2 ("Instead the water system as a whole has fallen further into decline")) with water quality problems going back "for more than a decade" (GJR, p. 8), how could the St. Helena water system not have been in serious trouble over the years with the Division of Drinking Water of the California State Water Resources Control Board, the agency with oversight of California water systems and with field offices in nearby Counties. (Note: the City of St. Helena operates its drinking water system under DDW permit CA2890006; the regulatory oversight of drinking water is formidable, as a *reviewing judge* would intuitively understand even if unaware of the specific agency charged with oversight responsibility. Further note: DDW in water circles is known for effective oversight.)
- The Grand Jury investigation (GJR, p. 7) was not instigated by the Grand Jury itself but by a complaining resident of St. Helena. This is a *brilliant* red flag to judges. They *know* to be cautious when dealing with informants because they may be using the grand jury for their own purposes. Was this the case here? Was the complaining informant using the Grand Jury process for a political goal -- namely, to discredit St. Helena leadership for his own and possibly political purposes. A reviewing court would be on high alert for any manifestation of this problem during his review. (Stay tuned to the next eight bullet points.)
- The Grand Jury faults the residents of St. Helena over the fifteen-year period for their election City Council members. GJR, p. 20 (residents bear responsibility "for electing the council members." So, the Grand Jury, *an arm of the Court,* takes it upon itself to condemn the residents of St. Helena for their election choices. A *reviewing* judge would be repelled at the idea that *an arm of the court* was thrusting itself so directly into the politics of St. Helena. The reddest of red flags.
- The Grand Jury (GJR, p. 19) states that "Multiple council members have faced conflict-ot-interest scrutiny tied to their personal and business interests?

How could that be? Is St. Helena a modern day Gommorah? Why has there not been repeated coverage of these juicy issues in the *Napa Valley Register*? This may be the tallest red flag yet. Is the Grand Jury succumbing to unsupported defamatory assertion from its complaining informant? A reviewing judge would be very concerned that the Grand Jury, *an arm of the court,* is out to stain the reputations of public officials in St. Helena. A very tall red flag.

- The Grand Jury (GJR, p. 19) highlights "the near recall of a sitting mayor." Near recalls are always a subject of substantial press attention at the local and often regional level (*San Francisco Chronicle*). And what does that have to do with "Murky Waters" anyway?
- Also, a recall effort by its nature is political; the process if completed ends up in an election. Isn't this pulling the Court into unseemly political matters, *not appropriate for an arm of the Court*?
- The Grand Jury (GJR, p. 19 & p. 38) recites a "closely contested mayoral defeat"? What is the relevance of a close mayoral election to "Murky Waters"? Is it possible that the mayor lost re-election by the narrowest of margins (59 votes) due to backlash from his leadership in leading the community to adopt a vast water rate increase in 2016? A *reviewing* judge might wonder.
- The Grand Jury (GJR, p. 19) recites: "In fact, the most recent example saw a City Council member *expelled* due to lack of attendance." Italics added. A council member *expulsion* in St. Helena would be big news not only in Napa County but would be picked up by the *Santa Rosa Press Democrat*, the *San Francisco Chronicle*, and possibly the *Sacramento Bee*. It is hard to see how a St. Helena Council member *expulsion* could evade the attention of a supervising judge engaged in a review of the Final Report. An extra brilliant red flag, especially as his departure under the State Government Code section 365513 was announced just last May -- and with no newspaper reporting of "expulsion."
- The Grand Jury (GJR, p. 19) recites "dysfunctional conflict." What was the manifestation at the City Council level? Did the Council members engage in unseemly name-calling when called upon to approve substantial rate increases in 2011, 2016, and 2023 totaling, according to the Grand Jury, 183%, an enormous increase? Were there outspoken dissenters on the Council, a possible sign of "dysfunction"? (City Councils typically approve rate increases at the end of the Proposition 218 process unanimously. The reason is simple: there is no fiduciary alternative.) It is improbable that a

Napa County Judge would not be aware, even if only generally, of such St. Helena Council dysfunction over rate increases because St. Helena receives its fair share of attention in the *Napa Valley Register* -- including from St. Helena's vociferus letter-writing community. A reviewing judge would search the Grand Jury Report for *facts* supporting Council "dysfunction" during the Proposition 218 process. He would find no documented examples in the Grand Jury report, just unsubstantiated assertions.

- The Grand Jury (GJR, p. 19) cites the mid-term resignation of a Council member, naming Lester Hardy (GJR, p. 39 ("departed mid-term"))? What is the relevance of that? Could it be that the resigning member was overwhelmed by the time he was putting into Council oversight? Mr. Hardy has a well-deserved reputation as historian of the Water Enterprise. How could he have not exercised effective oversight? Mr. Hardy is also well-known in the County, including to the judiciary, having practiced law his entire life in Napa County. A red flag.
- A *reviewing* judge, reading the pages on differential and special rates, including the Measure H benefit for out-of-city water customers (GJR, pp. 2-3), might ask how a Napa County Grand Jury could have treaded into these obscure weeds in the first place? Further, the Grand Jury recommends (GJR, p. 27) adopting differential and special rates with no discussion of countervailing concerns. Did the City of St. Helena simply ignore an easy revenue pickup for the Water Enterprise over the years? Unlikely. How did differential and special rates get into this issue in a report entitled "Murky Waters" in the first place? Was it being used (abused) by the informant? A big red flag.
- A supervising judge *reviewing the* Grand Jury Report might well ask the question: how did it come about that such large increases, totaling 183% (GJR pp. 2, 24 (formal finding)), could happen without public education and leadership. It makes no sense on the face of it. Massive rate increases require extensive public education and inevitably come at a significant political cost. Did St. Helena somehow adopt high rates with no political cost, with poor leadership?
- A supervising judge *reviewing* the Grand Jury Report would focus on the strange entry (GJR p. 36) "2010 Public Works Director *Unknown*" and "2011 Public Works Director *Unknown*." How could a city public works director be unknown? How could a grand jury "investigation" end up in the embarrassing position of not being able to identify a city public works director?

- This raises the immediate question: The Grand Jury Report (GJR, p. 36) identifies John Ferons as the St. Helena Public Works Director in 2012 and into 2013. Any investigator would think that Mr. Fersons knew the name(s) of his immediate predecessors. Next question: could Mr. Ferons be found today to be interviewed? (That too is not hard: he is the Public Works Director at Yountville.) Why was he not interviewed? (If asked, he could name without difficulty his 2011 and 2010 predecessors -- it was himself!)
- The same goes for Erica Smithies, for a total of four years first Assistant and then Public Works Director (GJR, p. 37). Was she interviewed? (She too is not hard to locate; she is the Public Works Director at American Canyon.)
- The Mayor of St. Helena, the Hon. Paul Dohring, now in his fourteenth year on the St. Helena City Council and his fourth year as Mayor, is well known in Napa County. As a Council member and as Mayor, he has served on numerous County-level Boards of Directors (*e.g.*, Local Area Formation Commission, Napa Valley Transportation Authority, Flood Control & Water Conservation District.) He is a lawyer with substantial trial experience. How could it be that through all these years with his Board and legal expertise that he exercised "poor oversight" over the St. Helena Water Enterprise, an essential operation of municipal government? Another brilliant red flag.
- Former Mayor Alan Galbraith (GJR p. 38 (close mayoral defeat), p. 19 (same)), though he left office ten years ago, is not unknown to the judges of the Napa County Superior Court: (1) he was Mayor of St. Helena for four years with significant press exposure; (2) he was the Foreperson of the 2013-14 Civil Grand Jury, an appointee of the Grand Jury Supervising Judge; (2) In the 2020 election he publicly urged the election of Napa County Superior Court Judge Monica Langhorn. His January 2020 commentary in strong support of Judge Langhorn, with significant inconvenient detail about her opponent, appeared in both the *Napa Valley Register* and the *St. Helena Star and* did not escape the attention of the Superior Court judges; (3) His deceased wife, born Sarah Coombs Dunlap, was both a Coombs and a Dunlap. The Combs in the Napa law firm of Coombs & Dunlap was her great uncle Nathan Coombs, and the Dunlap was her uncle Frank Dunlap. Many judges of the Napa County Superior Court worked t Coombs & Dunlap before becoming judges. They were not unaware of Sarah's husband; (4) He also stepped forward for substantial public service at the County level following his mayorship, serving as public member and vice-chair of the Groundwater Sustainability Plan Advisory Committee ("GSPAC"). So, one way or another, a Napa County Superior Court Grand Jury Supervising Judge who *reviewed*

the Report, and upon seeing his name (GJR, p. 38), and knowing or finding out about his reputation for immersion in public issues, would question how Mayor Galbraith dropped the oversight ball over the Water Enterprise during his years of service as Mayor of St. Helena (2014-18)

- A *reviewing* judge, with background or even slight knowledge of ratemaking would question how a city, working with a rate consultant, could avoid a full review of needed and potential capital improvements for the Water Enterprise at the time of each rate study (2011, 2016, 2023) over the rate study period. This would include the pipeline distribution system, of course. How could a grand jury recommendation urging a "comprehensive assessment of the water system's distribution system" (GJR, p. 26 (recommendation R1)) add to what must be periodically done in the ordinary course of business?
- A *reviewing* judge might question the Grand Jury's definition (GJR p. 9) of the water distribution system, confining it to "the mains, pipes, and underground infrastructure." A water distribution system includes all water system infrastructure downstream of a water treatment plant. This includes pumping stations and water storage tanks, as well as piping. These can be the source of significant water quality issues if not properly maintained. A *reviewing* judge, even with no background in water systems, might wonder why it was that the Grand Jury was excluding tanks and pumping stations. Note: they show up as included in capital improvement programs in the rate studies and in the Grand Jury's listings of projects delivered. See GJR pp. 29-33. Could it be that St. Helena was prioritizing some of these projects because they might present pressing water quality problems if left unaddressed? (Note: this was exactly the case with badly deteriorated Tank 1, a 1.5-million-gallon capacity tank in continuous service at Bell Canyon since 1979 ("Operational challenge to achieve chlorine contact-time"), and the reason for constructing Tank 1A about ($1.5 million next to it.) See GJR, p. 30 ("W-83 -Tank 1A Design/Construction on Grand Jury's delivered project listing following the 2011 water rate increase).
- The Grand Jury states (GJR p. 22) that it "also learned that other than required ethics and legal training there is no additional training offered or required by City Council members or advisory board members." A *reviewing* judge might ask how it come about that the Grand Jury "learned" this stated fact. Was it from the instigating complainant? What might have the Grand Jury learned if, for example, it had interviewed Planning Commissioner (2009-13) and Mayor (2014-18) Alan Galbraith? (Answer: he attended at city expense multiple

conferences with multiple breakout sessions sponsored by The League of California Cities during his time as Planning Commissioner and Mayor, in Sacramento (several), Monterey, Long Beach, and near the Ontario Airport (likely Pomona).)

Again, I am not suggesting that a *reviewing* judge studying the Grand Jury Report would see all foregoing bullet points, but he would see enough of them to ask County Counsel to take a close look. Believe me, Napa County Counsel, when asked to perform a task by a Napa County Superior Court Judge, is going to do his or her professional best -- and in Napa County "best" is very good -- in critiquing the Grand Jury Report.

County Counsel would no doubt spot bullet points above that the Supervising Judge had not immediately seen, but in addition, would also come up with more, listing them on his legal pad as he spotted them:

- County Council would immediately focus on the Grand Jury's statement (GJR p. 20) criticizing "council members for hiring management staff." It would be immediately apparent to County Council that the Grand Jury did not understand of the Council/Manager form of local government which precludes Council member involvement in the hiring of staff under the City Manager -- and the Grand Jury in consequence was in no position to comment on Council decision-making, oversight, or governance. Being diligent, County Counsel would continue his study, though recognizing this bullet point alone was a showstopper.
- County Counsel would take an interest in how the Grand Jury arrived at the 183% total rate increases. GJR, pp. 2 (lower middle page) & 24 (finding F1)). County Counsel, eyeballing "Actual Rate Increases" in 2011, 2016, and 2023 (GJR, pp. 11, 13, 14 (shaded boxes)) would immediately realize that they do not add up close to 183%. He would admit to himself, after searching the Grand Jury Report, that he had "no idea" how the Grand Jury arrived at the183%, and the Report itself provided no explanation. Doing his own addition, he would find that "Actual Rate Increases" in the shaded boxes total 139.5%.
- Taking the next step, County Counsel would add up "Recommended Rate Increases," finding that they total 210%, and very close (186%) if FY2025/26, FY2026-22027, and FY 2027/2028 are subtracted from the total. County Counsel would wonder how it could be that the City of St. Helena was not proceeding apace with a strong capital improvement program for the Water Enterprise given that the increases in the Grand Jury's Recommended

columns closely match the 183% *found* by the Grand Jury to be the total increases. GJR, p. 24 (finding F1). He would appreciate that approval of very large initial increases by the City Council (58%, 63%, 28%) could only come about through strong governance at by a unified City Council.

- County Counsel would recognize that the St. Helena City Council in 2011, 2016, and 2023 was indeed adopting the recommended increases despite the political heat. County Council would appreciate the good leadership that had to be involved.
- County Counsel, reading the Grand Jury Report with care, would be perplexed by the Grand Jury's apparent belief (GJR, p. 10) that the City Council prioritized bond covenant compliance over capital improvements. How could a city not prioritize debt covenants? He would understand that the Council had no contractual or fiduciary choice but to come into compliance with financial bond covenants.
- County Counsel, studying the Grand Jury Report, would pause on the Grand Jury's statement GJR p. 23), without elaboration, that it is "important to note that no recent improvements have been made to . . . the Stonebridge Wells." This might perk the interest of County Counsel because he would know that the County through its Environmental Health Division is the permitting agency for all water wells in Napa County. In one to three phone calls he would learn that St. Helena's two production wells at its Stonebridge Well Complex were initially equipped for agricultural use, that the City of St. Helena long ago converted them to municipal use thereby greatly increasing daily production (up to and over 500AF/yr, and, not surprisingly, they needed to be re-equipped to handle such heavy water volumes. Upon learning these facts, he would recognize the bullet point "W-69 Stonebridge Wells Upgrade" in the listing on page 30 of the Grand Jury Report. He would fault the Grand Jury for not clarifying its mention of these completed capital improvements, and no doubt attribute the omission as further confirmation (perhaps the "nail on the head") of the Grand Jury's failure to investigate.
- County Counsel, reading the Grand Jury Report with care would notice delivered project "W-08 - Pratt Avenue Transmission Bridge" on page 29 of the Grand Jury Report. He would wonder: what bridge has been known to "transmit" and how could it be related to a water system? Could it be a transmission pipeline? If so, it would undermine the Grand Jury's statement on page 12 that "No Capital Improvement Projects were dedicated to the water distribution system" in the 2011 rate study. Being an investigator (most lawyers are at some level), he would obtain the 2011 Rate Study from the

Grand Jury (see GJR, p. 6 (Grand Jury possessed 2011 rate study), review Rate Study Exhibit II-2 (included in the body of the study) and see that a scheduled capital item was "Pratt Avenue Transmission Main." He would also notice that the same Exhibit II-2 shows annual water distribution expense averaging over $550,000 annually for "Water Distribution" starting July 2011, when the 2011 rate increases were scheduled in the Rate Study to first take effect. He would wonder what a grand jury could be thinking in writing up a report that conveyed that the City of St. Helena was not paying attention to its water distribution system when the contrary evidence was plain on the face of the rate study the Grand Jury acknowledges that it "analyzed." GJR, p. 9.

- County Counsel would also notice (it cannot be missed) that Schedule II-2 shows that a rate increase of 58% would begin in July 2011. He would therefore know that the city in fact adopted the "Recommended Rate Increases" and not the "Actual Rate Increases" in the shaded boxes on pages 11, 13, and 14 of the Grand Jury Report.
- County Counsel, as a test of the quality of the Grand Jury's investigation (GJR p. 38 (Table 2), might check on 2016 election results that are compiled by the County Election Division and available on the County website with three clicks of a computer, finding that Mayor Galbraith did not lose by 44 votes and that Council Members Crull and Pitts did seek re-election and were defeated. Mystified, he would ask around and further find that Peter White's term did not end in 2014 because he "lost or didn't run" (GJR, p. 38) but to the contrary he ran, won, and served a second full term as the City's Vice-Mayor. The foregoing election *facts* would be stunning further confirmation that the Grand Jury did no fact-checking but bought into the informant's documents without question.
- As he thought about it, County Counsel might wonder whether the Grand Jury sought to contact St. Helena Mayors and Council members (see GJ Report p. 38-39 listing them). Elementary fairness would seem to require that they be given an opportunity to defend themselves against charges of "poor decision making, poor oversight, and poor governance." GJR, p. 3. He would find no indication in the Grand Jury Report that it had done so.
- County Counsel might even wonder if the Grand Jury had thought to ask its instigating informant to identify Council members who have been outspoken on water issues. The informant could not have failed to mention Mayor Galbraith given his very public involvement from 2010-2018, including many stories by him or about him on water issues in the *St. Helena Star*. (Indeed, it is 99 44/100% certain (the Ivory Soap purity standard) that the informant

could have provided the former Mayor's personal email address.) The Grand Jury could not have rationalized not to contact him because in the years since 2018 he has participated in the affairs of St. Helena through public comments and letters in the *St. Helena Star*.

Having studied the Grand Jury Report, and with his own shortcomings list in hand, the County Counsel would report back to the Grand Jury Supervising Judge. He would say: "Your Honor, as you indicated, this Grand Jury Final Report is a shocking mess. Let us remember that the Civil Grand Jury is an arm of the Napa County Superior Court, as the Court says on its website. You would not want its reputation to be badly stained by the release of this report. You have no choice but not to release it."

Section Two: Concluding Remarks, Including Suggested City Council Rebuke

I presented my assessment of the Grand Jury Report in "Concluding Comments "in my revised public comments on the Grand Jury Report (published with the agenda for the City Council meeting of July 28, 2026 and republished with revision with the Council agenda for its meeting of August 11, 2026).

I have received gracious emails from those who worked with me on water matters for combatting the unfair stain to their reputations in the Grand Jury's Final Report. That is satisfaction enough.

I also especially want to call out Mayor Del Britton. Once he understood from me the vast needs of the Water Enterprise, he never wavered in his backing of the huge 58% rate increase in 2011. This is the essence of political leadership. I will never forget it. I did my best to follow his example upon becoming Mayor of St. Helena.

I am proud of what I was able to do for the Water Enterprise. I salute the city employees who always provided me what I needed in what to them must have seen as a never-ending search for the last detail. There was no failure of governance during my four years as Mayor. We had a unified Council on the needs of the Water Enterprise. The Grand Jury would have gotten an earful, with overwhelming substantiation, if it had reached out to me. It chose not to do so.

One contemporary note: a St. Helena Council member who served as a member of the Water and Sewer Infrastructure Subcommittee of the General Plan Update Steering Committee was Bonnie Schoch. She is today a candidate for Mayor of St. Helena. Grand Jury finding 7 includes her as among the "lapsed leaders" who failed at governance, failed at oversight, and failed at management (overlooking that Council members are not managers). Ms. Schoch was highly qualified to become a Council member with eight prior years on the St. Helena School Board. Her Council service included early years identified

in the Grand Jury Report. I can attest that she followed the work of the Water and Wastewater Infrastructure Subcommittee closely and fully supported its work. So, think about it: the Napa County Grand Jury, *an arm of the Napa County Superior Court*, with no foundation, has excoriated a dynamic community leader and now candidate for St. Helena Mayor. This egregious personal attack would not have happened if the Napa County Superior Court had *reviewed* the Grand Jury Report and *exercised* its authority not to release the Grand Jury Report. So, St. Helena City Council: *this is no time to be shy*. *Stand up for your Council predecessors, for the City you love, and incidentally for Yourselves too*. **The City Council should respond with a forceful rebuke of the Napa County Superior Court in its formal response to the Grand Jury Report.**

One word for St. Helena resident Mr. Tom Belt. In a social media post shortly after the release of the Grand Jury Report he wrote: "For those in St. Helena who have not yet read the Civil Grand Jury's Report entitled 'Lapsed Leadership' the following are two parts of the summary that *hit the nail on the head*: City Government Failures: The Civil Grand Jury found that poor-decision making, poor oversight, and poor governance by several terms of the City Council . . . ." Italics added. Let me repeat: Mr. Belt wrote that the Report ***"hit the nail on the head."*** He showed his lack of understanding and concern for the stream of misstatements, omissions, and reputational stains in the Final Report -- including the Grand Jury's incompetence at grade school addition. I want to be charitable toward Mr. Belt, a former constituent: I wish him well so long as he withdraws completely and forever from public comment on the Water Enterprise of the City of St. Helena.

St. Helena received a big black stain from the Grand Jury Report. I can hear the comments from inside the city echoed around the County: "St. Helena dropped the ball there." But the black stain must be redirected. The **black stain** falls squarely on the Napa County Superior Court for rubberstamping the Grand Jury's Final Water Report and allowing its release with no "review" within its *simple* dictionary meaning.

Alan Galbraith

Mayor, City of St. Helena, 2014-18

FORMER MAYOR ALAN GALBRAITH'S REVISED COMMENTS ON

2025-2026 NAPA COUNTY CIVIL GRAND JURY FINAL REPORT ENTITLED

"LAPSED LEADERSHIP: St. HELENA'S PROBLEMATIC PIPES AND MURKY WATERS"

PRELIMINARY NOTE

This public comment is a revision of my public comment filed with the City Council's agenda on July 28, 2026. It contains minor corrections and adds a few details that round out my involvement in city water matters. This is the "institutional knowledge" that I would have gladly provided to the Napa County Civil Grand Jury if it had given me a chance before sullying the reputations of those of us who put our hearts into rebuilding a water system managed by 2010 to capital depletion. I say without reservation that those of us who worked on the Water Enterprise, both city employees and fellow residents, made a singular contribution to the rebuilding of the St. Helena Water Enterprise.

A. BACKGROUND: MY INVOLVEMENT WITH THE WATER ENTERPRISE

The Grand Jury states in its report (p. 7) that "it focuses on the city's leadership failures and how they have affected the St. Helena Water Enterprise negatively since at least 2011." Since I was involved with water issues as a city leader in the period 2009 to 2018, I begin with a recap of my involvement in those years.

The starting point for me was an editorial in the *St. Helena Star,* April 2, 2009, *Community deserves full truth about water supply.* The editorial stated: "The board believes that enough confusion over the city water situation exists to warrant a complete, factual and non-political evaluation." It concluded: "But before turning off the spigot, we deserve the full and unbiased truth about the city's water supply." (No mention was made of water a quality issue.)

In April 2009, I had lived in St. Helena about nine months, having retired from forty years of law practice. I said to myself, I have the right combination of credentials to take this on: skilled investigator ("Uncommon Hero of Watergate" from Common Cause for my investigative work), experienced writer (a family disease), highly educated in pipeline systems and operations, well-versed in rate matters, accustomed to new legal issues, and, of all the coincidences thanks to a patent case, having essentially a reservoir engineer's knowledge of open flow water measurement, right down to the monitoring equipment on the market. I knew I would have no difficulty in understanding the issues, whatever they were, involving Bell Canyon Reservoir and the water system generally. I set out to find a way that I could contribute my combination of skills to the service of St. Helena's Water Enterprise. I first focused on the draft water sections of the General Plan Update which was then inviting public comment. It was clear to me that the draft needed to be updated and rewritten essentially from scratch, which I would do.

Very soon, in June 2009, the City Council appointed me to the Planning Commission. After I joined the Commission the City Council instructed the Planning Commission to nominate two of its members to the General Plan Update Steering Committee ("GPUSC"). The Planning Commission chose Peter McCrea and me. In December 2010 the City Council appointed a subcommittee of ten (notably Vice Mayor Eric Sklar, Council Member Bonnie Schoch, Planning Commission Chair Peter McRea, and GPUSC co-chair John Sales) to comprise a GPUSC subcommittee to investigate the City's water and wastewater issues. The Subcommittee's title was a mouthful: The Water and Wastewater Infrastructure Subcommittee of the General Plan Update Steering Committee.

As the needs of the Wastewater Enterprise related largely to a single facility (the Wastewater Treatment Plant), while the Water Enterprise involved numerous facilities, large and small, that required attention, the work of the Infrastructure Subcommittee, including briefing sessions and document gathering, focused largely on the Water Enterprise.

I was the author of the Subcommittee's report: *Baseline Report of the Water and Wastewater Infrastructure Subcommittee*. I worked closely with Public Works Director John Ferons, who joined the city as Associate Engineer in 2005 and became Public Works Director in 2008. Mr. Ferons was informed, cooperative, and, importantly, ensured that I timely received all requested water and wastewater information from the Public Works Department. I also obtained and reviewed pertinent documents from many other sources, listed in the report's bibliography. Subcommittee members Tim Nieman and John Sales contributed significantly to the work of the Subcommittee.

The Infrastructure Subcommittee approved and released its report on June 24, 2010. It was 38 single-space pages long. We said (p. 3): "[A] true understanding of St. Helena's water situation is not possible without diligent review of the extensive baseline information, organized topic by topic, presented in section 6 (Baseline Findings of the Subcommittee)." There were 16 topics in total: Sources of Water, Bell Canyon, Napa Water, City Well Water, Lower Reservoir, Recycled Water Potential, Operational Issues, Water Usage by Category, Unaccounted for Water, Current City Water Usage Restrictions, Water Rates, including in Nearby Communities, Capital Needs, Current Population Inside and Outside the City, Current Per Person Per Day Water Usage, Climate Change, Water Conservation, Wastewater Treatment Plant and Sewer Lines.

Each topic was developed in multiple subparts. For example, under Capital Needs (pp. 18-20) the Committee began: "The St. Helena water system has significant capital needs. *The fact that the system has had unmet needs in the past is irrelevant to what is now required, and the Subcommittee so finds.*" Italics added. The Committee then listed out 13 separate needs, each being discussed as necessary for an understanding, starting with the Upper York Creek Dam Reservoir and the city's agreement, following a lawsuit, to remove the dam by November 1,1993. The Committee noted that the dam and spillway constituted "take" structures under the Endangered Species Act, and the city was liable for their removal. In section 7, the Committee identified its sources (pp. 26-35), with description, often detailed, as to the content of each source. For example, the Committee

described the Bell Canyon Permits 9157 and 14180, including detailing each order issued by the State Water Board and its predecessors back to 1952, the date of the first Bell Canyon Permit.

The next day, a Friday, was Farmers' Market Day in St. Helena. I guessed that Mayor Britton would be at the city booth and handed him a copy of the Subcommittee Report. He began to thumb through it. A few days later, Mayor Britton invited me to his home for an afternoon discussion. As I arrived, he came out with wine, cheese, and crackers. We sat down at a small table on the patio in front of his home (which was set back from Madrona Avenue and private) and went over the report for an hour or so. He was especially focused on the capital needs of the Water Enterprise. Mayor Britton would become a solid supporter of a large rate increase. The political fallout did not move him. There were now three Council supporters behind a large rate increase (Mayor Britton, and Subcommittee members `Vice Mayor Sklar, and Council Member Bonnie Schoch).

On July 8, 2010, the *St. Helena Star* ran an editorial, *Report answers water questions*. The editorial stated: "These answers [to supply questions] are based on a comprehensive document, the 'Baseline Report of the Water & Sewer Subcommittee,' the just released, six-month study by St. Helena's Infrastructure Subcommittee. The report was drafted by Alan Galbraith, and the subcommittee *unanimously* approved it. The council appointed the group in December, and its purpose is to investigate the city's water and sewer issues and recommend policies. The subcommittee is off to a good start and Galbraith did a herculean job digging out the facts from a large number of sources." Italics added. *The editorial made no mention of water quality; there was nothing to report*.

The Subcommittee presented its report with an extensive PowerPoint presentation to the City Council on July 13, 2010 (81 Slides). The report received widespread local attention. The city posted the Subcommittee Report on its website. The *St. Helena Star* ran a story on July 15, 2010, *Strict new water policies considered*. Again, no mention of a water quality issue.

I followed up with a letter (August 12, 2010) to the *St. Helena Star*. In my letter, *St. Helena water demand can't be allowed to grow*, I noted that since coming into compliance with its Bell Canyon bypass requirement in 2007, the city had lost 25% of average annual yield from the reservoir. I noted that Napa water had come into the system in quantity to offset some of the loss, and that the city had turned to the Stonebridge wells for significant additional supply. This was a "true concern" because Subcommittee trend charts showed that the elevation level in spring 2010 was seventeen feet below the 2007 spring level. The letter noted that the city could count on just 400AF from Napa in a drought year (the conditional 200AF above the 400AF was questionable). The letter put a spotlight on the Napa contract and the supply weakness of the take-or-pay provision cutting off at 400AF. Once again, there was no mention of water quality.

I was now a "vocal advocate" for rate increases, as City Manager Neilan described me in an email on October 15, 2010. The previous day the *St. Helena Star* published my commentary: "Now, as I see it, the unmet capital needs of the system are so large because

of decades of failure to face up to and fund necessitous capital projects." I singled out the removal of Upper York Creek Dam, noting that the city had promised to remove the dam in 1993 but had not done so. I also noted (as had been pointedly noted in the Subcommittee Report (p. 26)) that the State Water Board in 1973 had ordered the city to install monitoring equipment at Bell Canyon to verify that the city was meeting its water bypass requirement, but the city had not done so. I also noted that decline in potable water usage was a concern. "But the unhappy result, from a rate perspective, is that more cost must be loaded onto fewer units of water." I concluded: "In short, an exceptionally large water rate increase is inescapable."

The city had hired The Reed Group, Inc. to perform an updated rate study. It had done the study in support of the prior 2008 rate increase, but that study was just a two-year study, with the last projected rate increase (10%) set for January 2011. The city received the draft study on October 20, just days after my October 15 commentary. It recommended (p. 3) a 65% rate increase beginning January 2011. Significant community opposition developed to such a large rate increase. I spoke out strongly in favor.

In January 2011, Mr. Ferons went before the City Council with a PowerPoint presentation. He entitled his presentation "*Water & Sewer Rate Increases, Anatomy of a Water System*." His subtitles were: (1) Water Source and Treatment, (2) Water Distribution, (3) Water Users, (4) Wastewater Collection, (5) Wastewater Treatment. I have seen many PowerPoint presentations. Mr. Ferons' PowerPoint was well done in organization, coverage, and clarity. He made note of the Subcommittee's work.

In his PowerPoint Mr. Ferons listed many potable water infrastructure needs. I understood, and it was obvious, that only some could be fully addressed in the 5-year rate study time. Many were significant projects that required analysis, design, and cost estimating that would stretch them into subsequent 5-year rate periods before ready for inclusion in a capital improvement program. Mr. Ferons impressed on me that the city had managed the Water Enterprise to "capital depletion". Like Rome, the water system was not going to be rebuilt to modern requirements in a day but over many years.

In January 2021 the Office of the Director of Public Works (Mr. Ferons) released a four-page brochure, *Why? Water & Wastewater Rate Increase*. The colorful brochure went over a long list of needed capital improvements with dollar cost guestimate. The brochure (p. 4) contained a separate box, *Upper York Creek Timeline*, devoted to removal of Upper York Creek Dam. The brochure stated that the City's share of the removal cost was four million dollars.

In February 2011 the City Manager asked me for my thoughts on differential rates and charges potentially allocable to specific groups of customers. She provided me with a letter that The Reed Group had sent the city years earlier (February 3, 2005) on outside-the-city rate issues. In a several paragraph email (February 7, 2011) I communicated my lack of enthusiasm on practical and discrimination grounds. "My general view is that we operate a system serving customers both inside and outside City limits, that Capital costs are system costs, and they should be shared equally." I underscored that the city would

need good records to justify discriminatory rates. My discussion expressly excluded the Meadowood Napa Valley ("Meadowood") surcharge.

The Final Report of The Reed Group is dated March 18, 2011. Table 1 ("Water Rates and Charges") showed an initial rate increase of 58% beginning July 1, 2011, with no increase in January 2012 and 3% increases in January 2013, 2014, 2015, and 2016. I suggested technical wording changes to the Report relating to the Napa Water Purchase Contract. with which I was intimately familiar. The Reed Group made them, as reflected in an email from the City Manager dated April 2.

In spring 2011 (my copy is undated), as required by Proposition 218, the City Clerk issued *City of St. Helena Public Hearing Notice*. The notice noticed a Council Meeting to be held on April 26, 2011, on "**proposals to adopt increases in water and wastewater rates** (bolding in original). It stated (p. 1) that "water rates are proposed to increase an overall 58% in July 2011." It set forth the current and proposed water rates inside-the-city and outside-the-city, as well as the current and proposed Meadowood Surcharges. There were no surcharges proposed for other customers behind elevated water tanks ("lift charges") whether inside or outside city limits. City of St. Helena, Water and Wastewater Study, Final Report, March 18, 2011, pp. 23-24, Exhibit II-6 & Exhibit II-7 (The Reed Group).

In my role as a planner I spoke in favor of the rate increases before the City Council on April 26, 2011, as it was considering adopting the recommended rates. I reviewed supportive wording in the 1993 General Plan (p. 9-5) and the 2010 Update. I noted that the Update (at p. 2-27) "specifically directs the City to work with the City of Napa to increase the available water supply and extend the contract beyond 2035." I commented on "the unpleasant truth" that "legacy issues" had resulted in "very large" capital needs, citing the June 2010 Baseline Report and Baseline Slide 18 because they "meticulously documented the long-standing capital needs of the water system." I noted that the city had not met its 1993 commitment to remove Upper York Creek Dam and that would cost the city "about $3,000,000."

I concluded: "The rate increases are necessitous. This is demonstrated by The Reed Report. Further, they arise because the City is carrying out policy mandates in the 1993 General Plan and in the Update. They therefore reflect our community values as plainly stated in our critical planning guidance documents. The City Council should approve the proposed rate increases."

The Staff Report for the April 26, 2021, Council meeting contained the following statement: "In a change from the water rate proposal, it is recommended that the City adopt water rates for outside of City customers at the same level as the rates proposed for inside of City customers." The Staff stated "recent court decisions " as its reasons for recommending the change.

I do not recall whether the Council acted on the Staff recommendation but assume that it did so. In consequence, the new rates starting June 1 imposed the same inside and outside rates, a separate Meadowood rate schedule, but no other lift charges either inside

or outside the city. The city had gone along with my thinking as set forth in my email letter to the City Manager of February 7, 2011.

During my Subcommittee work, I reviewed the water chapter in the 1993 General Plan. I noticed that that the 1993 Plan recommended that the city undertake an analysis of the "safe yield" of the water system. I could not determine if the 1993 recommendation had been carried out. I knew that even if done, seventeen years had passed, the supply and supply mix were quite different, and there was an urgent need for a new safe yield estimate. Update finding PF 1.1 stated: "Require that the approval of new development be contingent upon the ability of the City to provide water without exceeding the safe annual yield of the water system."

Why the urgency? When preparing the Infrastructure Subcommittee Report, I had come across these two sentences in page A-12 in Attachment A to *Draft West Yost Technical Memorandum No. 2 (*May 12, 2010): "The average required bypass for the years 1990 through 2009, based on weekly actual reservoir operations, was estimated to be 900 acre-feet per year. The estimated actual bypass for 1989 through 2009 was approximately 380 acre-feet per year." I was stunned. West Yost confirmed my understanding of the plain words: the city had overdrawn the Bell Canyon Reservoir, despite the two September 7,1989 State Water Board's bypass orders (one for each permit), by on average 525AF per year over a twenty-year period. In short, the city had operated the reservoir for 20 years in clear and substantial violation of its State Water Boar permits. The city going forward was now faced with an immediate overall annual supply reduction of 25%. (West Yost Associates was (and is) a water resource and management consulting firm; during my Subcommittee work I learned that West Yost had performed studies for the city in 2005 and 2010, requested them, and received them. The studies filled a four-inch notebook binder; I read them all with little difficulty due to my background in reservoir engineering.)

In the fall of 2010, with the Baseline Report behind me, I requested that the City Council appoint a Safe Yield Committee, composed of Tim Nieman, John Sales, and myself. The Council approved our mission, our unique definition of safe yield, and appointed the three of us on December 14, 2010. We wasted no time. The work fell mostly on Mr. Nieman, our computer modeler. I wrote the report. We issued the report on March 17, 2011, and presented it to the City Council on March 22. We supported our work with 26 Slides. Mr. Sales put many of them together.

Our City Council presentation included an overview of Mr. Nieman's innovative computer modelling of Bell Canyon Reservoir to determine its yield under various scenarios from extensive data pulled together by the Infrastructure Subcommittee and further refined by the Safe Yield Committee. We provided our annual safe yield number: 1950AF. We fixed the *net* safe yield which adjusted for "unavailable" water (largely unaccounted water lost in the distribution system). The net safe yield was 1658AF. We showed annual and average metered usage (1833AF) over the past five years which, after adjusting upward for "unavailable water," resulted in an average five-year usage of 2156AF. In consequence, average total usage exceeded safe yield by 206AF. We made four recommendations, including seeking an amendment in the Napa contract to remove a

summertime operational restriction that significantly reduced the water system's safe yield.

At this time the City of Napa was in the process of revising its rate structure. Its rate structure was a single inside-the-city rate and a single outside-the city-rate. Subcommittee Report, p. 17 (§12(f)(iii)). St. Helena was paying the same outside rate as all outside customers. The City of Napa was moving to a cost-of-service rate design structure. When the City of Napa released its consultant's study, I went right away to the Napa Water Division's downtown office in Napa to review the study. I wanted to see the rate recommendation for St. Helena. The Napa consultant had classified St. Helena with all outside Napa City residential customers. The consultant had not proposed a separate cost-based rate for St. Helena, its largest wholesale customer, as I thought should have been done.

The Napa consultant recommended an initial increase followed by significant annual increases during the rate study period for outside-the-city customers. I relayed what I learned to the City of St. Helena with three concerns: (1) the City of St. Helena was a wholesale customer, not a retail customer, and therefore the rate classification did not fit; (2) the new initial rate seemed too high, (3) the annual increases thereafter were significant.

The City of Napa noticed its new proposed rates in August 2011 and adopted them on September 20, 2011. They were in place when the City of St. Helena opened negotiations with the City of Napa on an amendment to St. Helena's water supply contract.

I was not involved (nor should I have been) in the negotiations leading to the December 15, 2011 Amendment No. 3 to the Napa contract but, when it came before the City Council for approval on November 8, 2011l, I recognized (1) Amendment No. 3 removed the summertime operational constraint that lowered systemwide safe yield, (2) increased the take-or-pay from 400AF to 600AF, and (3) while the initial price was the same as for outside residential customers, the price in subsequent years would escalate well under that rate. Napa Water Supply Agreement, Amendment No. 3 (effective December 15, 2011).

After alerting the city to my concerns about the proposed new pricing for St. Helena by the Napa rate consultant, I followed water issues from my position on the Planning Commission, where I was now its chair. I was especially interested in unaccounted water loss, what went into it, how it was calculated, and how the loss could be minimized. Mr. Ferons shared with me a full-page diagram that he had prepared to show the many factors that went into the calculation. By then he had learned that treated water at the Water Treatment Plant, used in treating raw water, had not been considered in the calculation. He corrected that (which reduced the unaccounted-for loss percentage).

I followed closely developments at the Water and Wastewater Enterprises during my four years as Mayor (2014-2018). I have continued to follow the progress of the Enterprises

from city published sources since that time, especially the end of the water year monthly Water Reports

About myself: I served on the St. Helena Planning Commission from 2009-13 and then as Mayor from 2014-18. I was the Foreperson of the 2013-014 Napa County Civil Grand Jury. I also served on two Napa County water committees as an appointee of the Board of Supervisors: The Groundwater Resources Advisory Committee (2011-13) and the Groundwater Sustainability Plan Advisory Committee (2019-2021), of which I was the Vice-Chair. I served on the Board of Directors of the Napa County Flood Control and Water Conservation District (2014-18).

My background: following law school, I became a member of the Massachusetts, California, District of Columbia, and Maryland Bars. Professional career: instructor (UC Berkeley Law School), staff attorney, California Rural Legal Assistance (Santa Rosa Office (Indian law issues)), research attorney, California Supreme Court (Justice Stanley Mosk), and 40-year career with Williams & Connolly LLP (Washington, D.C.), a national trial law practice firm. I accumulated expertise in regulatory law (including ratemaking), pipeline systems and operations (natural gas), and open channel flow measurement (wastewater systems, open channels, and reservoirs). I became familiar with take-or-pay contracts (oil and gas industry).

B: COMMENTS ON GRAND JURY MAJOR THEMES

1. Grand Jury Qualifications

As I know from being a Napa County Civil Grand Jury Foreperson, Napa County civil grand juries can issue constructive reports but at times they do not. I have read many over the years. I am familiar with the California Penal Code provisions governing civil grand juries as well as the instructional materials for incoming grand jurors. This Grand Jury in this case did not do its job.

The report is replete with factual error, inconsistencies, misuse of documents, unsupported opinion, and extraneous matter (often wrong).

I select one consequential error for starters (much more in subsequent pages). On page 20 the Grand Jury, assessing City Council responsibility, blames "council members for hiring management staff." The Grand Jurors in these words display their collective lack of understanding of the council/manager form of government.

A quick primer, from the International City/County Management Association ("ICMA"), the leading organization on local government "best practices":

1. "The elected officials hire a professional city, town, or county manager based on that person's skills and abilities and NOT their political allegiances. The elected officials supervise the manager's performance, and if that person is not responsive or effective in their role, the elected officials have the authority to remove him or her at any time."

2. *"The manager is an at will-employee [who] recruits, hires, supervises, and terminates government staff."* Italics added.

This is basic stuff. A city council, acting as a body, hires and fires the city manager. The city manager is the chief administrator. The council has NO role in the hiring or firing of city staff.

Because the Grand Jury (with no foundation) asserts (p. 27) that council members and senior management need "governance training," I add, in my case, that I was familiar with the ICMA, read much of its literature, and had read with special care the ICMA's Code of Ethics for City Managers.

During my mayorship I played NO role in the hiring and firing of management staff *under* the City Manager. If I had done so, I would have provoked the City Manager's speaking resignation. I received no complaint from any of the three (one interim) City Managers during my time as Mayor that a Council colleague asserted himself or herself into management staff hiring or firing. I met privately with the City Manager (with Vice Mayor Peter White) for an hour or so every two weeks during my mayorship without fail. I interacted with the City Manager regularly during other times.

Conclusion: a report purporting to pass judgment on Council and city staff leadership has NO credibility when it displays *no* grasp of the council/manager form of government.

2. Water Quality

I focus on water quality through 2018, when I left city government. I am not personally knowledgeable after 2018. I have not experienced a water quality problem at my Allyn Avenue home in St. Helena.

No customer-driven water quality complaints were brought to the attention of the Infrastructure Subcommittee in 2010. Its June 24,2011 report is silent on the subject. I recall no significant water quality issues being reported city-wide in the period 2011-14 before coming Mayor. I also recall no customer-driven water quality complaints coming directly to my attention during my mayorship (2014-18). As to other customer-driven complaints, they were not systemic, but local and sporadic, and handled by the St. Helena Public Works Department in the ordinary course of business. I perceived nothing unusual about that.

I do recall learning of one interesting water quality issue from the city, though I cannot place it in time. Water purchased from the City of Napa comes from two sources: treated water from its Jameson Canyon Water Treatment Plant and treated water from its Hennessey Water Treatment Plant. Napa water from both sources is comingled in Napa's system and is delivered through a single water main to St. Helena at its Rutherford Pump Station. There was a short period when the City of Napa was not timely advising the City of St. Helena when it was switching from one source to the other. This affected water

treatment at the Rutherford Pump Station -- and customer taste. The issue was promptly addressed through better coordination between the two cities.

3. Water Quantity

The Grand Jury (p. 7) provides the City's total water production (from its three sources of potable water (Bell Canyon Reservoir, City of Napa, City Stonebridge Production Wells) for fiscal year ending June 30, 2024. The total produced was 1,159AF.

The city today publishes monthly water reports. They were once weekly. They provide the data that enables the tracking of city water production by source by water year. For trend analysis the key reports are those ending on June 30; they show total production for the full water year, as well as the year before.

The Grand Jury should have provided a trend analysis over several years, readily assembled from the monthly Water Reports on the city's website. The Infrastructure Subcommittee did so in Baseline Slide Two, prepared by Mr. Sales. It showed that the city produced on average 2037AF per water year in the period 2000-2009, with a high of 2290AF (2002) and a low of 1814AF (2009).

So, what is *remarkable* is the extraordinary decline in water production over the period 2011 through 2024, from 2156AF to 1,159AF, a drop of 1,000AF in that timeframe.

The decline in water production translates directly into a large loss in water sales revenue. Further, the revenue loss especially hurts because it is incremental: in standard cost accounting the cost of producing the last unit is less, and typically much less, than the cost of producing the first unit. This principle affects rate design: more of the cost must be placed on the fixed charge (connection fee) than on customer usage, which both increases revenue stability and reduces the customers' ability to lower their water bills -- and it hurts at the customer level. In St. Helena, Napa water is both baseline water (take-or-pay) and expensive, has become a much greater percentage of total production, and has strongly pushed up water rates.

Knowing that production has drastically declined, the Grand Jury might have explored the underlying reasons to understand better the revenue implications for the Water Enterprise with a secondary impact being the effect on the timing of capital improvements.

Without doubt, rising water bills have dramatically driven down usage; that is apparent from landscape conversions in St. Helena and probably lower household usage as well. The second reason is population loss: Based on Census data, the Grand Jury notes (p. 6) the City's population dropped nearly 10% between 2010 and 2020. Permanent population loss is somewhat offset by second homeowners (not counted in the Census); the "somewhat" is because second homeowners use significantly less water than full-time households. The third is greater efficiency in water use, perhaps more of a factor on the commercial side than the residential side. A fourth reason is general water conservation.

None of this is discussed in the Grand Jury Report. It is not possible to make a responsible assessment of the city's management of the Water Enterprise, including its scheduling of capital improvements, without coming to grips with the quantitative impact on revenue of the nearly 50% reduction in water demand over the years under review by the Grand Jury.

4. Grand Jury Math and Council Leadership

The Grand Jury states (pp. 2 (Summary), 16) that in its study period (2011-2023+) that water rates have increased "approximately 183%." The Grand Jury (pp. 12, 12, 14) provides box tables showing "Recommended Rate Increases" and "Actual Rate Increases." Its math does not hold up.

The rate increases (FY 2011/12 through FY 2027/28), when added, total 220% for "Recommended Rate Increases" and, when added, total 139.5% for "Actual Rate Increases." The Grand Jury's fault with the City, leading to its many derogatory descriptors (*e.g.*, pp. 3: "dysfunction," "poor-decision-making," "poor oversight," "poor governance"), is that actual rate increases were much less than recommended rate increases, leading to poor performance on capital improvements over many years

Problem: this did not happen.

The only way to reach the Grand Jury's183% increase is if the City Council in fact approved the recommended rate increases. The recommended rate increases total188% if the four 8% increases following the rate initial FY 2023/24 28% rate increase are *subtracted out*, close to the Grand Jury's 183%.

Now, as shown in Background Section A, the City Council in fact adopted the 2011 recommended rate increase of 58%. The Grand Jury Report shows that the 2023 Council adopted the Recommended 28% Increase. The 2016 increase was during my mayorship. I do not have at my personal disposal the city records pertaining to the 2016 rate increase. I recall that it was substantial. I am confident that the Council adopted the consultant-recommended rate increase. If the Grand Jury report correctly states (p. 13) that the recommended increase was 63%, then that was the increase that the Council adopted. (The city could not have proceeded to a lesser-than-recommended increase (still an increase over prior rates) without going again through the Proposition 218 process. I am confident that did not happen.)

Bottom-line: the Grand Jury Report (pp. 11, 13 (boxed numbers), with its many derogatory comments on city governance, is based on the faulty premise that the City Council in 2011 and 2016 slashed in half (2011) and more than half (2016) recommended rates. Its house of cards collapses because this is wrong.

I would add that it is difficult to be in a governance position when called upon to approve large rate increases. I recall the deeply felt resentment of residents opposing the 2016 increase. Council leadership is at its best when, as happened in St. Helena, the

Council approved huge initial rate increases over vocal opposition. The Grand Jury did not live it -- and its allegation of "poor governance" is hurtful and wrong.

5. Differential Rates and Special Surcharges

a. Terminology

"Differential rates" are general rates that differ for the same class of customer between inside-the-city customers and outside-the city-customers. Outside customers pay more. "Lift" rates are rates charged to customers behind elevated tanks; they consider pumping and related costs; they are typically localized to a specific service area. These customers can be inside-the-city or outside-the-city.

b. Background to Discussion

St. Helena discontinued differential rates (which had come into rates by 1958) in 2011. It does not appear that St. Helena charged lift rates at any time except for the Meadowood surcharge. Letter from The Reed Group to City of St. Helena, February 3, 2005. The Meadowood surcharge was a separately stated rate on the city's water rate schedules. The city discontinued the Meadowood surcharge in 2016.

The Grand Jury writes (pp. 21-22): "In 2016, the City Council changed the water rate fee structures and cancelled water assessment and surcharges to OSSA customers [outside-the-city customers with water service agreements] and customers in high elevations without having a plan in place to replace the lost revenues." This statement is overbroad. There were no customers inside or outside the city (since 2008 and perhaps at no time) in high elevations paying lift charges other than Meadowood. All outside customers (not just those with service contacts) paid a (higher) differential rate prior to the new rates in 2016.

The Grand Jury assumes (p. 18) that because the City of Napa can charge differential rates, so can the City of St. Helena. The Infrastructure Subcommittee documented that the City of Napa had one inside-the-city rate and one outside-the city rate in 2010. Baseline Report, p. 17 (§12(f)(iii). Napa switched to cost-of-service based rate in 2011 based on the work of its consultant. Napa thus had cost-based justification for differential and lift rates. St. Helena had no such justifying study. The history is stated in Section A of this Comment. (I retained the Napa rate records so I write here not just with a strong memory but with contemporaneous documentary substantiation.)

The Saint Helena City Council, following the recommendation of an *ad hoc* resident committee, decided to forego all differential rates, including the Meadowood surcharge. I supported that decision as Mayor. The highly knowledgeable Vice Mayor Peter White supported this decision. I recall no Council dissent.

The city could not legally, practically, or as matter of sound policy adopt differential pricing in 2016.

c. The legal landscape

In April 2015, the California Court of Appeal decided *Capistrano Taxpayers Ass'n v. City of San Juan Capistrano*, 235 Cal.App.4th 1493 (2015). It resolved the question of applicability of Proposition 218 to water rates. The Court of Appeal held that under Proposition 218 public agencies for property-related services could not charge more than the proportional cost of providing the service to that specific parcel. The *Capistrano* case was a landmark case; it reshaped the way in which California water agencies charged for water. It was immediately clear that the St. Helena, lacking a study, could not legally adopt differential and lift rates.

I knew that an informed consideration of differential and elevated rates would require the city to accumulate supportive documentation as Napa had done in 2011, and that would require significant time and effort to accumulate. Having read the Napa 2011 rate consultant study, I knew that a rate study would take significant time at significant expense once the field data was in the hands of the rate consultant. I knew at that Council consideration of differential and elevated rates was an impossibility if new 2016 rates were soon to be adopted, as was financially imperative.

I did not view the legal issue as a close call. I do not today recall the city's public legal advice. Interim City Manager Jim MCann writes (*St. Helena Star* (July 2-8, 2026)) that the City's outside legal counsel advised that the City could not justify differential rates under Proposition 218. Importantly, there is nothing in the Grand Jury Report that signifies that it understood the significance of developing law that matured in the *Capistrano* case in taking issue with past Council decisions not to impose differential and lift rates.

d. Practical Considerations

I knew that not reviving differential rates would be controversial. The Council formed an *ad hoc* committee to evaluate the issue. The committee, led by city resident Jack Stuart, recommended against differential rates. I do not recall today the specifics of the ad hoc committee's recommendation. I do recall my own thinking.

The city's water service area is small, geographically compact, and city water employees in the ordinary course of business service Water Enterprise facilities outside city limits, such as the Rutherford Pump Station, near water customers outside city limits on the south side of the city. The city has customers east of the Napa River inside city limits not far from other east side customers outside city limits. (As an aside, and though generally not understood, the city's Bell Canyon property is within city limits (an island surrounded by the County)). It seemed apparent that the ongoing operation and maintenance costs of providing service to customers outside city limits was not significantly different than for inside the city customers. I foresaw a bookkeeping nightmare as, for example, in untangling chargeable travel time from nonchargeable time or sorting out chargeable lift expenses if lift charges were imposed by elevated tank zone. I also doubted that pumping expense was truly significant. The larger point is that the Grand

Jury did not investigate these practical issues in castigating the city for discontinuing differential rates in 2011 and not reviving them in 2016, and not outside imposing zone-based lift rates (cost-of-service would vary by tank zone).

Turning to Meadowood: It is a party to one of twenty-five service agreements with the city. The Grand Jury states (pp. 17, 25) that there are "more than 30." A spreadsheet (initially prepared by me in 2011) listing the customers with service agreements is posted on the City's website; the potable water agreements number is 25. The one that matters most is the Meadowood Service Agreement. Its agreement provides for the most treated water (27,405 HCF/yr) among all treated water service agreements. It is the only one mentioned by name in the Grand Jury Report (p. 18). The Grand Jury missed the main point of the Meadowood Agreement. Its key clause is Clause 5.

Clause 5 states: "While water is furnished to Meadowood pursuant to this Agreement, Meadowood shall be bound by and subject to all lawful resolutions, rules, regulations and orders of the City pertaining to water service as may be enacted from time to time for *all* other applicable users of City water, including, without limitation, provisions relating to *rate charges* and water shortage emergencies." Italics added. Clause 5 was a legal showstopper: it precluded the city from attempting to impose a special surcharge. With rates greatly rising, I foresaw that Meadowood would press not just a Proposition 218 argument but also a sound contract argument.

There is no mention of Clause 5 in the Grand Jury Report. It is not justifiable to criticize the Council for discontinuing the Meadowood surcharge in the face of Section 5 of the Meadowood Service Agreement, wholly apart from the Proposition 218 roadblock for want of adequate cost records.

e. Policy Considerations

There are also strong public policy arguments against imposing differential and lift rates.

As to lift rates: the higher storage tanks provide fire flow water. This is an important public benefit. It is added justification for spreading out the cost and not loading it onto the customers in each tank zone. The 2017 and 2018 fires make the point.

There is also a strong logical argument against differential rates. I made this argument in my email to the city on February 7, 2011 (discussed in Background Section A). I quote from the argument I made in a July 29, 2019, letter. The letter was written in the context of the Meadowood surcharge, but its logic also extends to differential rates and lift rates. "As for the city-owned-Meadowood tanks, . . . assume that not a physical drop of Napa water reaches the Meadowood tanks (my understanding is that the water flow in the water main hung on the Pratt Avenue Bridge -- the only pipeline from Bell Canyon into the City -- is solely east to west. Now, if customers behind the Meadowood tanks should bear the significant cost of their replacement, why isn't it also the case that their rates should be calculated not to include the cost of Napa water (by far our most expensive water source), the likely huge cost of replacing the pipeline up from Rutherford (carrying Napa sourced

water), the substantial Tank 2 rehabilitation cost, and so on? Also, the administrative cost of sorting all of this out would no doubt require significant sums spent on a consultant, plus meeting Prop. 218 requirements. I can also envision significant litigation if the city were to go down this road."

The Grand Jury notes (p. 15) that the Holmes Tank requires replacement, that the estimated cost is approximately $3.6 million, and that (p. 17) there are six households behind the Holmes tank. The cost per household, then, is $600,000. I would hope that the St. Helena community, as represented by the Council, would reject a $600,000 surcharge on each of six households. The Holmes Tank is situated in a local of high wildfire risk (unmentioned in the Grand Jury Report).

I thought that a uniform rate structure was a fair community value that should be championed and not questioned. A grand jury has no business second-guessing the well-considered decision of an informed city council.

6. Asserted Inability to Manage Major Projects

The Grand Jury asserts (p. 3) that the city lacks "adequate project management expertise" and an "inability to problem solve effectively." These sweeping statements are belied by accomplishment. Three examples from my time as Mayor:

a. Comprehensive Flood Protection Project

The official project start date was about June 7, 2006, and the project end date was January 1, 2016. The project was in response to repeated flooding on the east side of the city near the Napa River. The city was the lead agency on the project. It managed the project to completion. The total project cost exceeded $30 million. With completion, the project protected numerous homes from a 200-year flood event with additional freeboard margin.

This was no simple construction project. It presented many significant project issues and, therefore, involved numerous reviewing agencies: California Department of Parks and Recreation; California Highway Patrol; Regional Water Quality Control Board, Central Valley Sacramento Region 5 and San Francisco Region 4; California Department of Water Resources; California Office of Emergency Services; Office of Historic Preservation; State Water Resources Control Board, Division of Water Quality; California Department of Transportation; California Department of Fish and Wildlife, Division 4, Bay Delta Region 3. Then, at the Federal level, there was the U.S. Army Corps of Engineers.

The one project issue that I recall during my mayorship related to the recovery of Indian artifacts at the construction near the confluence Sulphur Creek and the Napa River. It interested me because of my background in California Indian legal issues. It was addressed with no Council controversy.

b. Upper York Creek Dam Removal

The dam was built around 1900. The Water Enterprise removed the reservoir behind the dam from treated water service in 1989. Public Works Brochure, January 2011, p. 4. The goal of the Dam Removal Project was to restore access for steelhead to more than 1.5 miles of stream above the 50-foot earthen dam. The City of St. Helena was the Non-Federal Sponsor.

Based on its "investigation" the Grand Jury states (p. 11) that "the removal of Upper Reservoir Dam [cost] $3,100,000." The final cost, as stated by Public Works Director Erica Smithies, was $9.5 million. Upper York Creek Dam Removal Video (available on city website; a "must-see" for anyone interested in the project). She states that roughly half the final cost was in upfront engineering and design. The final modifications followed the heavy rains in 2017. They took advantage of lessons learned from then recent removal of the San Clemente Dam on the Carmel River.

The Public Works Department on the city website provides a listing of those involved in the project, in addition to the City of Helena. The listing lists twelve project consultants, eight cooperating agencies, two contractors, two local cooperators, and three elected representatives.

Here we go: Project Consultants: EKI Environmental & Water, Inc.; Green Valley Consulting Engineers; Kubik EHS Solutions, Inc.; Middletown Rancheria; Rincon Consultants, Inc.; Stillwater Sciences; Terra Firma Surveys, Inc.; Traffic Control Pros, Inc.; WRA, Inc.; WRECO; Yarborough Architectural Resources. Cooperating Agencies: California Department of Fish and Wildlife; Napa County Flood Control and Conservation District; National Oceanographic and Atmospheric Administration -- Fisheries; Regional Water Quality Control Board -- SF Bay; U.S. Army Corps of Engineers -- SF Region; U.S. Fish and Wildlife Service. Contractors: Britton Tree Service; McCullough Construction, Inc. Local Cooperators: Spring Mountain Vineyard; Upper Valley Disposal & Recycling Landfill. Elected representatives: State Assembly Member Cecillia Agar-Curry; State Senator Bill Dodd; U.S. Congressman Mike Thompson.

The funding came from three sources: the California Department of Water Resources, the City of St. Helena Water Enterprise and General Fund, and the U.S. Environmental Protection Agency.

My point: St. Helena showed the project management expertise, as Project Sponsor, to bring this long and complex project to a conclusion. Interim City Manager Jim Mcann summed up well in his letter in the St. Helena Star (July 2-8, 2026): the dam removal "stands as one of the city's most significant environmental achievements that is now a model for other projects in our region and beyond."

c. Wastewater Treatment Upgrades

In his January 2011 City Council Presentation Public Works Director John Ferons identified the need to rehabilitate Pond 1A, in continuous operation since the Wastewater Treatment Plant opened in 1966.

The Pond 1A project suffered a severe mishap. With renovation complete, city employees filled the pond with raw sewage which, over a few days, sank into the ground due to inadvertent removal of the pond's impermeable clay bottom. The city reported the event to the Regional Water Quality Control Board ("RWQCB"). It responded with a proposed $2.8 million fine. The City Manager, working with the Public Works Director and a consultant, eventually persuaded the RWQCB to settle for a $280,000 fine.

The mishap then started a long process that led to a cease-and-desist order requiring the city to make specified upgrades and to do so within a fixed schedule. The city would complete an $18.8 million wastewater treatment upgrade, a major accomplishment.

So, what started from an unfortunate mishap resulted in a modern wastewater treatment facility at an $18.8 million cost, and in the end a success for the Public Works Department and the city.

6. Rate Study Expectations

I discuss the 2011 and 2016 water rate studies. I was significantly involved in each of them: the 2011 rate study due to my authorship of the2Infrastructure Subcommittee Report and follow-on involvement in the of spring 2011and the 2016 rate study as Mayor.

a. The 2011 Rate Study

As already discussed in Comment Section A and, the approved rate increase was 58%, not 29%. I here focus on page 10 of the Grand Jury Report to deal with incorrect textual points.

First Text Point: the Grand Jury quotes six lines that are found on page 12 the Reed Group's 2011 Final Study in a section devoted to the "Capital Improvement Program." When read in context, the Reed Group makes the point that the recommended increase (58%) is not sufficient to provide for funding for all 36 projects totaling about $11.5 million in the city's $11.5 million 6-year capital improvement plan. "As a result, approximately $1.1 million of the planned capital improvement has been deferred beyond the planning period used for this study."

The statement in fact substantiates my memory (*see* Section A), that the 2011 rates were not designed to fund all projects, and that it was contemplated that projects would need to be extended beyond the six-year study period (and five-year rate period). When read in the context in which it was written, the statement undercuts the Grand Jury's assessment that the City Council was slow-walking progress on capital improvements by approving substantially less than recommended rates in 2011 and 2016. It substantiates

the obvious: not all projects were going to be completed within the five-year rate period or the six-year study period. The Grand Jury did not understand that.

Second Text Point: the Grand Jury (p. 10) writes that the 2011 City Council "made a conscious *decision* to defer capital improvements and approved a smaller rate increase, than recommended, *prioritizing* debt covenants over long-term infrastructure and deferring maintenance again." Italics added.

I focus on the words "prioritizing" and "conscious decision. By using the word "prioritizing," the Grand Jury seems to be suggesting that the 2011 Council should have preferred and authorized greater capital spending over spending money to satisfy financial debt covenants. Its use of "conscious decision (when decisions in their nature are "conscious") seems to be underscoring the Grand Jury's belief that, faced a "conscious" choice, the City Council should have chosen a larger capital budget over covenant compliance.

If this is what the grand jury is messaging, then my response is emphatic: II would *never* have voted in favor of a rate increase that did not cure non-compliance with a bond covenant. I can envision Mr. Jesse Duarte's bolded frontpage headline in the *St. Helena Star*: "Mayor and Council snub bond holders; St. Helena's credit-rating plunges; City becomes laughingstock." No thanks.

The Grand Jury (p. 11) complains that funds from the 2011 rate increase were not dedicated to the distribution system. This is incorrect on two counts. First, Exhibit E-II of the 2011 Reed Report, under "Capiral Program Expenses, lists "Pratt Avenue Transmission Main," the 14" pipeline hung on the south side of the Pratt Street Bridge. The Grand Jury missed it. Second, the same exhibit under It appears that the Grand Jury does not deem pumping stations to be part of the distribution under "Operation & Maint. Expenses" averaging $525,000+ annually over the has an entry for "Water Distribution" over the six-year study period. The Grand Jury confines distribution system to pipelines (not including pumping stations and tanks, which in my book are an integral part of a distribution system). The Grand Jury did not ask itself: how can a city operate a water distribution system without significant dollars budgeted annually for the water pipelines? It takes your breath away.

As a footnote, care of the water distribution system is a basic task of the Water Enterprise. City water employees patrol the distribution system daily. Prompt attention t leaks is a priority. Public Works Slide Presentation, January 2011, Operations & Maintenance Slide. (The leaks I most remember were automobiles on three occasions (outside Vineyard Valley, near the Safeway, near the Elm Tunnel) crashing into and disabling into fire hydrants. The Vineyard Valley crash was no minor weekend challenge. The water spills (then shows up as unaccounted-for water loss).

b. The 2016 Rate Study

The Grand Jury Report states (p. 13) that the initial recommended rate increase was 63% and that the approved initial rate increase was 25%.

During my mayorship I did not keep a personal file of official city documents or records. I do not have immediately available materials generated by the city during my time as mayor (2014-18).

I can say with certainty that the city did not go through the Proposition 218 process as would have been required if it had rejected the recommended rate increase. That did not happen.

I discussed differential, lift, and the Meadowood surcharge issues in Section B (5).

C. COMMENTS ON SELECTED STATEMENTS IN THE GRAND JURY REPORT

1. Page 2: The Grand Jury asserts that in the period 2011-2025 "the water system as whole has fallen into further decline." As of 2018, when I left the mayorship, that was not my assessment; a completely depleted system was being revived. As for the full period assessed by the Grand Jury, Interim City Manager Jim McCann summed up well (*St. Helena Star*, July 2-8, 2026): "According to city documentation, approximately 73% of planned capital improvement between 2011 and 2021 was invested, resulting in 62 completed projects. More investment is needed, but suggesting ratepayer dollars produced little or no benefit is simply incorrect."

2. Page 3: The Grand jury alleges "poor-decision-making, poor oversight by several terms of the City Council." It specifically so finds -- finding F7 on page 26.

I categorically reject this claim. It is inconsistent on its face with the Grand Jury's finding that City Councils in the years under Grand Jury reviewed raised water rates by an astonishing 183%, an amount that far exceeds the rise in the Consumer Price Indes in that time (about 35%).

I did not fail to keep myself informed about the state of the Water and Wastewater Enterprises, and the rate issues needed to support them. The Council did not have the luxury of adequate revenue to recapitalize immediately all needed water (and wastewater projects). Beyond Council meetings, as previously noted, Vice Mayor Peter White (with whom I had an excellent collegial relationship) and I met every two weeks with the City Manager for a review of City matters, including the Enterprises if needed. I reviewed the many documents generated in the ordinary course of business concerning the Water Enterprise (budget, capital improvement plan) as well as periodic updates (with questions) at bi-weekly City Council meetings.

Beyond that, the Grand Jury broadly condemns as incompetent Council members all those who served on the Council beginning in 2011, if not earlier. The includes in my time in city government (2009-18) Sharon Crull, Paul Dohring, Mary Koberstein, Greg Pitts, Bonnie Schoch, Ann Nevero, and Peter White. These are accomplished people with serious resumes. Bonnie Schoch is a 2026 candidate for

Mayor. She has no business doing so based on the Grand Jury's finding of Council incompetence going back to 2011. Finding F7, p. 26. (City Council "lack of governance, poor oversight, and ineffective management" 2011). **The finding is repellant in every respect. The current City Council should loudly condemn it in its response to the Grand Jury Report..**

3. Page 3: The Grand Jury references an increase in taxes to support the Water Enterprise. The reference is to Measure H, adopted by the voters in June 2022, to enable the City to incur bonded indebtedness. Measure H proceeds fund both Enterprise and non-Enterprise municipal projects, with project costs totaling $18,318,295. The Water Enterprise is receiving 31%; the Wastewater Enterprise about 61%. A good link: https://sthelenaca.portal.civicclerk.com/event/1588/files/attachment/170.

4. Page 5: The Grand Jury states "St. Helena's City Council should require its members and Senior Management Staff to attend governance training in addition to training on the Brown Act. Grand Jury recommends (p. 27) "training opportunities" as are sponsored by the Mayors and Council Members Academy and The League of California Cities. I attended meetings and seminars sponsored by The California League of Cities during my four years as a Planning Commissioner and my four years as Mayor. They were in Sacramento (several), Monterey, Long Beach, and near the Ontario Airport (likely Pomona). The city paid expenses. During my mayorship, City Manager Jennifer Phillips encouraged staff to participate in professional organizations and attend training and conferences. I also recall that the City Council approved Ms. Philips' request that she attend a course at Harvard's Kennedy School in Cambridge MA.

5. Page 16: The Grand Jury asserts that Water Enterprise customers pay "exorbitantly higher rates for water than in neighboring communities." The Grand Jury provides no comparative information to support this statement, nor any definition of its scope of "exorbitantly." A professional grand jury report would contain this information so that the reader can assess the matter. The 2011 Infrastructure Baseline Report (p. 16) did precisely that with a detailed recitation of rates in each nearby city (City of Calistoga, Town of Yountville, City of Napa).

6. Page 17: The Grand Jury, in addressing outside-the-city customers, states "there is no monitoring for prohibited usage (using treated water for irrigation for example)." I am not sure of its point. In general, allegations of a water violation are complaint-driven. The Grand Jury does not explain what it thinks the city should do, and at what municipal expense. Cities generally do not proceed based on guilty unless proven innocent. St. Helena is not an outlier.

7. Page 18: The Grand Jury asserts that outside-the-city customers with outside service area agreements unfairly benefit from Measure H projects for water, stormwater, and sewage services when they are not taxed for their share of these services. I admit that I am not well informed here. My memory is that the city does not provide sewage services outside city limits. As to stormwater: I am skeptical that the city provides stormwater service outside the city unless under an arrangement with the county and therefore decline

to accept the Grand Jury's assertion without substantiation. As to water service, there is some benefit, though most Measure H spending is on wastewater projects, and the number of outside-the-city customers is small (my memory is around 17%) is a small percentage of total customers. See Comment Section B (5).

8: Page 19: The Grand Jury discusses City Council turnover. It asserts that turnover was "high" (though not providing comparative data with comparable small cities) with a loss of institutional knowledge (p. 20). The Grand Jury does not provide any detail that would suggest the loss of "institutional knowledge" negatively affects Water Enterprise operations. For example, Water Treatment Plant managers are certified; they can surely assess the state of facilities for themselves. The Grand Jury omits that Mayor Paul Dohring has served on the Council continuously since 2014; few cities enjoy a mayor with longer "institutional knowledge." The Grand Jury refers to a "near recall" (me) but there was no "near recall." The signatures necessary to force a recall election were not gathered. The Grand Jury states: "In fact, the most recent example saw a City Council member *expelled* due to lack of attendance in April 2026." Italics added. The Council member was not "expelled" by the City Council. This is harsh -- and, it must be said mean too. He lost his Council seat by operation of California Government Code section 365513 due to consecutively missed regular City Council meetings. Reporting by the city and press was careful to explain that his departure was by operation of law and *not* by Council action.

9. Pages 19-20: The Grand Jury writes (p. 19) "Multiple council members have faced conflict-of-interest scrutiny tied to their personal and financial interests. Ultimately, dysfunctional conflict has hindered if not totally impeded much needed progress in St. Helena, especially for the St. Helena Water Enterprise." The same theme appears on page 20 ("High turnover and council disfunction"). Also, on page 21, "Dysfunctional conflict has prohibited much-needed progress," presumably with respect to the Water Enterprise. This is a baseless allegation. It is basically stating that progress on the Water Enterprise has been impeded by council members with a personal or financial interest in their vote, in violation of the Brown Act.

10. Pages 19-20: As to the turnover of Public Works Directors, Debby Hight became Acting Public Works Director when Mr. Ferons left in late 2013, leaving before Ms. Smithies' arrival in September 2016. Mr. Palmer become Director in 2014, leaving in March 2017. Erica Smithies became Assistant Public Works Director in September 2016, becoming Public Works Director in April 2017 when Mr. Palmer left. Ms. Smithies was Public Works Director through the end of my term as Mayor, and, according to the Grand Jury (p. 37), left in March 2021.

I did not then view the turnover of Public Works Directors as out of the ordinary. Also, in each case there was a smooth hand-off: Ms. Hight overlapped between Mr. Ferons and Mr. Palmer and Ms. Smithies was Assistant Public Works Director under Mr. Palmer before she became Public Works Director.

11. Page 23: The Grand Jury writes: "It is important to note that no recent improvements have been made to the Stonebridge Wells or the Rutherford pump station."

The Grand Jury does not elaborate on the importance of "important." On page 30, a "Capital Improvement Projects Delivered" listing in the period 2011-16, the listing lists Project W-69 - Stonebridge Wells Upgrade." On page 33, a similar 2016-2023 project delivered listing, the listing lists "Project 03005-W-1 10 -Rutherford Pump Upgrade." If these are the projects that the Grand Jury deems "important to note," then the Grand Jury listing shows they are noted and completed.

12. Page 29: The Grand Jury states that a delivered project, included in the 2011capital improvement program was "Pratt Avenue Transmission Bridge." Here, the Grand Jury changed the description in Exhibit II-2 of The Reed Group's 2011 Rate Study's *Final Report* from "Pratt Avenue Transmission Main to "Pratt Avenue Transmission Bridge." There is no Pratt Avenue *Transmission* Bridge. The Pratt Avenue Transmission Main is the 14" welded steel line hung on the outside of the Pratt Avenue Bridge. If the Grand Jury had not made the change, then it could not have stated on page 12 that "No capital improvement Projects [in the 2011 rate study] were dedicated to the water distribution system." (Mr. Ferons worried that the Pratt Bridge Transmission Main was at significant risk from harm to the old bridge from flooding on the Napa River and earthquake. This transmission main is the sole pipeline bringing water into St. Helena from Bell Canyon Reservoir. Mr. Ferons noted its vulnerability in his January 2011 City Council slide presentation.)

D. MY CONCLUDING COMMENTS

The Napa County Court, in advertising for grand jurors, promises that they will conduct "rigorous" investigations. Indeed, as I know from being a Napa County Civil Grand Jury Foreperson, there is written guidance and significant instructional training on the proper conduct of a grand jury investigation. The Grand Jury's Final Report in this case is *not* the product of a meaningful investigation, much less one in accordance with training materials. A sure sign: The Grand Jury in Table 1states that the St. Helena Public Works Director in 2010 and 2011 is "Unknown." It did not have the energy or interest to find out. Sad.

So let us be clear as to what happened. The Grand Jury relied on the assessment of a confidential informant with a strong bias against the St. Helena city leadership and management. The Grand Jury instructional materials, as I remember them, warned against such reliance. The result is a *brutal* report with no evidentiary foundation.

I look back on my service to St. Helena with pride. I look back with respect and appreciation for the City Managers and their Public Directors during my time as Mayor. I knew many city employees. I admired their skills, dedication, helpfulness, and friendliness. And just how good: my first City Manager, Jennifer Phillips, in 2016 received a *Career Excellence Award* from Women Leading Government ("WLG"). WLG is an affiliate of the International/County Management Association ("IMCA"), the national leader in promoting "best practices" in local government.

I especially look back on the work my colleagues and I did on St. Helena water issues with pride. the Slide Shows that Mr. Nieman, Mr. Sales, and I put together for the City Council on our Infrastructure Committee and Safe Yield Committee reflected work of the highest caliber. I regret that the Grand Jury was not made aware of our work.

Contrary to the Grand Jury, I paid especially close attention to the Water and Wastewater Enterprises during my mayorship. I knew exactly what was going on. I studied the stream of staff reports, studies, budgets, and capital plans that the city generated in the ordinary course of business, along with staff briefings and Council meetings. I made it a point to visit the major Public Works facilities from time-to-time: the Corporate Yard, the Wastewater Treatment Plant, and the Water Treatment Plant at Bell Canyon.

I had great respect for the Public Works Directors (Mr. Ferons, Mr. Palmer, and Ms. Smithies) and Public Works staff, talking with field staff at every opportunity (and there were many as I regularly walked the full town) -- with open ears. I recall that one Christmas Holiday my wife (now gone), who prided herself on her chocolate chip cookies, decided to make a cookie basket for each of the major Public Works' facilities. I delivered her holiday cheer.

But beyond that, it is inherent, when addressing facilities in service for years after their useful life, that disasters happen, that priorities shift, that engineering is more time-consuming, that initial cost guesstimates are too low, that regulators have insightful, challenging, and changing requirements, that nongovernmental parties enter the fray with their demands, and so on. These things happen under the best of leadership. My wife lived for 45 years in an Edina MN home next to an old bridge over Minnehaha Creek (which descends through Minnehaha Falls, a well-known attraction in Minneapolis) into the Mississippi River). The City of Edina advised for at least the last fifteen years that it will soon replace the bridge. Edina is well-run and, unlike St. Helena, has real scale which greatly facilitates running a full-service city. The old bridge lives on, pushed aside by more pressing projects.

The Grand Jury might have reflected on its finding that rates in its study period increased by 183%, far above the cost of living. An increase of that magnitude does not come about through magically. It requires public education, strong leadership, and acceptance of the political blows.

The past ended in 2009-2010, with the 1993 General Plan Update, a logical time for examining anew the status of the Water and Wastewater Enterprises. The Infrastructure Subcommittee (with two City Councilpersons among its ten members) so stated on page 2 of its report: "The fact that the system has unmet needs in the past is irrelevant to what is now required, and the Subcommittee so finds." No uninformed grand jury report can overshadow the impressive progress that has been made and continues to be made since 2010 in rehabilitating the Water Enterprise -- a business that had been managed to "capital depletion" by 2010.

I provide these comments because:

(1) I want a public record on file in the annals of the City Council of my service to the Water Enterprise in a leadership role with factual detail showing that there is no merit in the Grand Jury's condemnatory Report.

(2) Though now eight years have gone by since my mayorship, I want city employees (then and now) to understand my deep appreciation and respect for their skilled dedication to the betterment of the Water and Wastewater Enterprises. They did not deserve this lousy Grand Jury Report.

Respectfully submitted,

J. Alan Galbraith

Mayor, City of St. Helena, 2014-18

Emailed to City Clerk: August 6, 2026

Public Comment (City Council Next Step)

The professional staff's draft response to the Grand Jury Report is excellent. A city council would normally approve it and move on. The difficulty here is that the Napa County Grand Jury repeatedly disparages the City Council over 15 years. These disparagements can *only* be addressed by the City Council, not the professional staff. The issue then is how to address it. Here is my suggestion:

ADDITIONAL RESPONSE OF THE ST. HELENA CITY COUNCIL

The City Council of the City of St. Helena approves the Staff Response to the Grand Jury Report. The City Council of the City of St. Helena adds this additional Response to the Staff Response on its own behalf:

The City of St. Helena follows the City Council/City Manager form of government. The City Council, acting as a body and not individually, oversees the affairs of the City of St. Helena; it does not manage them. The City Council appoints the City Manager; the City Manager in turn oversees the management of all municipal operations, Including City staff. The City Council rejects all allegations of poor or lack of decision-making, poor or lack of oversight, poor governance, dysfunctional conflict, multiple conflicts of interest of Council members, and all other disparagements In the Grand Jury Report. GJR, pp. 3, 19, 20, 26. The City Council specifically rejects Grand Jury Finding F9. GJR, p. 9. Based on its institutional knowledge, the facts set forth in the Staff Report, and the facts stated in public comment, the City Council finds that that City Councils going back to the 2011 followed proper process, including in the approval of consultant-recommended rate increases in 2011, 2016, and 2023, thereby discharging their fiduciary duty to oversee the Water Enterprise.

* * * * * * * * * *

I strongly urge the City Council to direct Staff to include the foregoing additional response in the City's response to the Grand Jury Report.

Alan Galbraith

Mayor, City of St. Helena 2014-18

Outlook

Public comment re: 13.3 - 8/11/26 Draft Response to NCC Grand Jury Report

From Michelle Covell <michelle@covellarchitects.com>
Date Tue 8/11/2026 3:12 PM
To Public Comment <publiccomment@cityofsthelena.gov>
Cc Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Scott Diaz <sdiaz@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>

Dear Mayor Dohring, Vice Mayor Deasy, and Councilmembers Diaz, Spadoratto, and Barak:

Public Comment Regarding the City's Draft Response to the Grand Jury Report

The opinions expressed herein are mine individually and are not intended to represent the official position of the City of St. Helena or the St. Helena Planning Commission.

I read the Grand Jury report. I read the City's draft response. And I read the public comments submitted thus far.

What's troubling to me is that, for whatever reason, the conversation around water in this town continues to be clouded by political and reputational concerns.
"Reputational stains" seem to be more important than actually addressing the issue and finding a transparent way forward.

It's clear that there are "groups"; the *"We aren't the problem"* group, the *"There's an effing problem"* group, the *"I can't drink my water"* group, and the *"I'm not getting brown water"* group.
But that's not what most of us are looking for.

We're looking for real answers.
Not attempts to discredit the people asking questions.

One comment that really stood out to me was the suggestion that the Grand Jury report appeared to be a "rubberstamp." Really?

Because if we are going to talk about rubberstamping, perhaps we should look a little closer to home. How about the zoning code rewrite? How about the ADU ordinance? How about the CIP budget review?

If we're talking about definitions, how about the one for Gaslighting? From the interwebs – what Gaslighting looks like in city government.

Gaslighting in city government is a systemic pattern of manipulation where local officials or municipal bodies distort facts, deny documented events, or reframe public concerns.
This behavior causes residents, community groups, or local staff to doubt their own memories, perceptions of reality, and judgment.
How It Appears in Local Government

- ***Denying public record:*** *Officials claim that community promises, prior votes, or documented statements never happened despite clear proof.*
- ***Minimizing citizen concerns:*** *Leaders dismiss residents' complaints about local issues—like zoning changes, budgets, or infrastructure failures—as hysteria, overreactions, or misunderstandings.*
- ***Inverting accountability:*** *Blaming the public or neighborhood advocates for questioning decisions, framing them as uncooperative or misinformed rather than addressing the core problem.*
- ***False transparency:*** *Holding public meetings or feedback sessions that perform the illusion of community input while pre-determined outcomes remain unchanged behind closed doors.*

The Impact on the Community

- ***Erosion of trust:*** *Residents lose faith in local institutions, public meetings, and official municipal data.*

- ***Civic discouragement:*** *Citizens feel disoriented or exhausted, leading them to stop participating in local governance.*
- ***Power imbalance:*** *Officials solidify control by making the public dependent on the government's singular, official version of events.*

It is pretty ironic to criticize the Grand Jury for supposedly rubberstamping something when residents have watched major City policies and decisions move through this City with very little meaningful scrutiny.

Instead of asking, *"Is there something uncomfortable in this report that we need to take a hard look at?"* we seem to be spending a lot of energy asking, *"How do we defend ourselves from what this report says?"*

When I read the City's response, I see a lot of discussion about what the City has accomplished **recently**.
And yes, there has been progress.
But let's talk about **why** there has been progress recently.
My understanding, based on speaking with people from the Water/Wastewater Committee, my observation over the years, and listening to the City's hired water expert at the Water Table, is that there was very little meaningful data being collected until relatively recently, when a process of actually collecting and understanding the data began.

If that isn't accurate, then show us the data. What was collected? When? What did the City know, and when did it know it?

Residents spent approximately four years meeting, studying the water issues, trying to understand what was happening, and trying to get the City Council to recognize the seriousness of the problem on their **own volunteer time**.
Once the Water/Wastewater Committee was formally recognized and began doing this work, significant progress followed.

The city fought this group from forming for years, and now wants to take the credit of their progress in recent years? Wow. Seriously.

Now the City gets to point to all of this "recent" progress as evidence that things are being handled.
Okay, I don't know if the city recognizes that residents are paying attention. And we're not dummies.

Please give us a timeline of the last 15 years, list the major progress bullet points and show when the W/WW committee was formed?
Is there perhaps a concentration of progress in the last couple of years after it was formed?

We can acknowledge the situation is complex, and time has exacerbated its complexity.
With proper management, turnover should not be an excuse.

Looking at the last 10 or 15 years, what capital projects were prioritized?
What was deferred? What data was collected? What wasn't? When did the City begin understanding the extent of the problem?
Those are legitimate questions.

The problem we are trying to address isn't simply **brown water**.
The bigger problem is trust.
It is transparency.
It is whether residents can ask legitimate questions without being made to feel like **they are the problem for asking them.**

If mistakes were made, let's understand them.
If priorities were wrong, let's admit it.
If data wasn't collected, let's say that.
And if things are finally moving in the right direction, let's acknowledge that too.
All of those things can be true at the same time.
We need the facts. We need the data. We need transparency. We need accountability.

The Grand Jury report gives the City an opportunity to take an honest look at what happened and learn from it.
I hope we don't waste that opportunity by spending our energy defending ourselves from the report.
Because that is how we stay stuck.
And that's how we still have brown water.

There should be no more gaslighting.

That's what I think the residents of St. Helena are asking for.

With all due respect, let's talk about the Code of Conduct and Ethics, or even perhaps the First Amendment of the US Constitution.

(c) **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees and Commissions, the Staff or public.

(d) **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.

Screencapped from a public comment posted from a former mayor regarding a resident.

misstatements, omissions, and reputational stains in the Final Report -- including the Grand Jury's incompetence at grade school addition. I want to be charitable toward Mr. Belt, a former constituent: I wish him well so long as he withdraws completely and forever from public comment on the Water Enterprise of the City of St. Helena.

This in a public comment about a resident exercising his freedom of speech… I find this very troubling.
Anyone else find this troubling? Perhaps this is an item for the DA to review.
Seriously read those words there. Charitable? I'm starting to understand the recall.
This current behavior is abhorrent. Whatever happened in the past, happened. But this, right here, is unconstitutional.

The opinions expressed herein are mine individually and are not intended to represent the official position of the City of St. Helena or the St. Helena Planning Commission.

Ps – If I'm reading that third comment submitted correctly, it sounds like you should just rubberstamp it, no need to fact check. It's ironic.

Sincerely,

MLC

8/10/26