



AGENDA

CITY OF UNION CITY/ SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY MEETING

GARY SINGH, Mayor
SCOTT SAKAKIHARA, Vice Mayor (District 4)
LANCE NISHIHARA, Councilmember (District 1)
JAIME PATIÑO Councilmember (District 2)
JEFF WANG, Councilmember (District 3)

Tuesday, March 25, 2025
7:00 PM

City Hall - Council Chamber
34009 Alvarado-Niles Road Union City, CA 94587

1. CALL TO ORDER

1.1. Pledge of Allegiance

1.2. Roll Call

2. UNFINISHED BUSINESS - None

3. PROCLAMATIONS AND PRESENTATIONS - None

4. ORAL COMMUNICATIONS

An individual speaker shall have three minutes to address the Council on non-agenda items under the Oral Communications section of the agenda. The Chair may, in their discretion, lower the time limit to less than three minutes based on the number of speakers and/or business to be conducted by the City Council. Members of the public who wish to speak to the Council under the first Oral Communications section are requested to complete a speaker card, giving their name and city of residence. If a speaker wants further notification from the City, the speaker may include a mailing address. Neither a speaker card or identification of name, city of residence or mailing address are required to provide public comment but are requested for record keeping purposes.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine in nature and will be enacted by one motion. If discussion is required on a specific item, it will be removed from the Consent Calendar and considered separately.

- 5.1. Approve the Action Minutes of March 4, 2025 City Council Special Closed Session
- 5.2. Approve the Action Minutes of March 11, 2025 City Council Regular Meeting
- 5.3. Adopt a Resolution of the City Council of the City of Union City Selecting the Fremont Argus as the City's Official Newspaper for Fiscal Year 2025-2026 and Delegating Authority to City Staff Until Amended By City Council to Annually Publish a Notice Inviting Bids and Contract for the Publication of Public Notices
- 5.4. Adopt a Resolution Approving the Mayor's Appointment of Paima Gupta Garg to the Planning Commission

- 5.5. **Adopt a Resolution Approving an Amendment to Update the Class Specification for the Classification of Community Service Aide**
- 5.6. **Adopt a Resolution Accepting Completion of the Union Landing Pylon Signs Renovation Project, City Project No. 22-17**
- 5.7. **Adopt a Resolution Authorizing the City Manager to Enter into a Consulting Services Agreement, in a Form Approved by the City Attorney, Between the City of Union City and David J. Powers for Preparation of Environmental Clearance Documentation for the Louie Ranch Project in an Amount Not to Exceed \$251,860**
- 5.8. **Second Reading and Adoption of an Ordinance for Zoning Text Amendment (AT-25-001) to Amend Title 18, Zoning, of the Union City Municipal Code to Support Implementation Program HE-2.D of the City's 2023-2031 Housing Element by Rescinding and Replacing Chapter 18.34, Accessory Dwelling Units, to Comply with Government Code § 66310 et seq.; and Amending Chapters 18.08, Definitions; 18.31, SB 9 Subdivisions and Development Projects; 18.32, Residential Districts; and 18.33, Affordable Housing, for Consistency with the Updates to Chapter 18.34; and Find that the Amendments Are Exempt from Environmental Review per the Requirements of the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines § 15282(h), as well as Public Resources Code § 21080.17**
6. **PUBLIC HEARINGS**
 - 6.1. **Hold a Public Hearing and Adopt a Resolution of the City Council of the City of Union City Accepting the 2024 General Plan Annual Progress Report and the 2024 Housing Element Annual Progress Report**
7. **CITY MANAGER REPORTS**
 - 7.1. **Provide Policy Direction Regarding Request to Amend the Policy Governing Expenses for the City Council**
8. **SUCCESSOR AGENCY TO REDEVELOPMENT AGENCY - None**
9. **AUTHORITIES AND AGENCIES - None**
10. **CITY COMMISSION / COMMITTEE REPORTS - None**
11. **ITEMS REFERRED BY COUNCIL**
12. **GOOD OF THE ORDER**
13. **CLOSED SESSION - None**
14. **ADJOURNMENT**

MEETING INFORMATION

Regular City Council meetings are held in person on the second and fourth Tuesday of each month at 7:00 p.m. in the Council Chambers, City Hall, 34009 Alvarado-Niles Road, Union City, CA 94587.

Meetings can also be observed via Zoom: <http://citycouncil-live.unioncity.org>

Meetings are broadcast live on UCTV Channel 15 and live-streamed on the City's website: <https://www.unioncity.org/199/City-Meetings-Video>.

Public Comment: Members of the public cannot provide comments via Zoom unless specifically permitted, as detailed below. Remote access is subject to technical availability. If the Zoom platform or other technology fails, the City Council will proceed with the meeting in person unless prohibited by law.

Public Records: Documents related to agenda items are available for review on the City's website (<https://www.unioncity.org>) or during business hours at the City Clerk's Office, 34009 Alvarado-Niles Road, Union City, CA 94587.

Accessibility: If you require special assistance to participate in the meeting, please contact the City Clerk's Office at (510) 675-5448 at least 72 hours before the meeting. Closed captioning is available for all regular City Council meetings.

ADDRESSING THE CITY COUNCIL

In-Person Public Comment:

Members of the public may address the Council on any agenda item or during the Public Input portion of the meeting. To speak, please fill out a speaker card with your name and city of residence. If you would like a follow-up from the City, you may also provide your mailing address. Completing a speaker card and providing your name, city, or mailing address are not required to make a public comment but are requested for record-keeping purposes.

Written Comment:

To submit written comments on an agenda item or during Public Comment, please email: publiccomment@unioncity.org. Include "public comment" in the subject line and reference the agenda item number. Written comments will be forwarded to the City Council and made publicly available.

Public Comment via Zoom:

As noted above, the public may not address the Council via Zoom unless required by AB 2449. If the City is required to provide this opportunity, the Mayor will announce it at the beginning of the meeting. If allowed, raise your virtual hand on Zoom to indicate that you would like to speak on a specific agenda item.

CITY COUNCIL NORMS AND GUIDELINES

(Resolution No. 6129-23; Adopted May 23, 2023)

The Union City Council abides by the following norms:

1. We conduct ourselves in a professional manner, treat everyone with respect, and act with high integrity, always putting the interests of the City of Union City ahead of self-interests in accordance with our code of ethics.
2. We respect the Council-Manager form of government, and do not interfere with the City Manager's role or any professional duties of City staff.
3. We recognize that matters of confidential nature are to be kept private and undisclosed.
4. We respect each other's opinions and are supportive of each other's work advocating for the City, and we ensure that all voices are heard. We do not criticize others for having a different point of view, and we agree to disagree respectfully.
5. We understand that the City Council acts as a body, all members are equal, and policy direction is only given by a majority vote of the City Council. Once a decision is made, all members of the City Council must respect the City Council's direction.
6. We will be prepared for City Council meetings and ask our questions of the City Manager in advance so we can avoid surprising City staff at meetings.
7. We do not criticize City staff publicly or to others and will refrain from directing them. Instead, we will take our concerns and questions privately to the City Manager.
8. We will govern on an at-large basis, although elected by districts. We will maintain a citywide perspective and consider the needs and interests of the entire community.
9. We will continue to allocate resources based on long-term strategic priorities and efforts, with consideration of citywide service levels and financial capacity.

10. We understand customer service is the priority and each member of the City Council will help constituents regardless of the district in which they reside or from which a Councilmember themselves is elected.
11. We recognize the significant importance of attendance and participation at City Council meetings in proceeding with City business. All members of the City Council should endeavor to miss no more than two regular meetings per calendar year absent extraordinary circumstances. Members of the City Council should, absent unforeseen circumstances, provide a minimum of sixty days' notice to the City Council of planned absences during the Good of the Order or Items Referred by Council portion of the City Council agenda, as appropriate.

May these Council Norms be administered and enforced in the following manner:

1. Councilmembers have the primary responsibility to assure that ethical standards are understood and met by the Council, and that the public can continue to have full confidence in the integrity of government.
2. The Mayor and the Council have the responsibility to intervene when action of its members are in violation of Council Norms.
3. The City Council can review and revise the Council Norms as needed.
4. During City Council discussions, deliberations, and proceedings, the Mayor is designated with the primary responsibility to ensure that Councilmembers adhere to the Council Norms.

CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

This notice and agenda were posted on the City's website and the City Hall bulletin board at least 72 hours prior to the meeting date, in compliance with the Ralph M. Brown Act.

/s/Thai Nam Pham, MMC, CPMC
City Clerk/Secretary to the City of Union City Successor Agency



Agenda Item

ATTACHMENTS:

Description		Type
	Action Minutes	Attachment



MINUTES

CITY OF UNION CITY CITY COUNCIL SPECIAL CLOSED SESSION

GARY SINGH, Mayor
SCOTT SAKAKIHARA, Vice Mayor (District 4)
LANCE NISHIHARA, Councilmember (District 1)
JAMIE PATIÑO, Councilmember (District 2)
JEFF WANG, Councilmember (District 3)

Tuesday, March 4, 2025 | 5:00 PM

City Hall - City Council Conference Room
34009 Alvarado-Niles Road
Union City, CA 94587

1. CALL TO ORDER

Mayor Singh called the meeting to order at 5:00 PM.

2. ROLL CALL

Attendee Name	Present
Councilmember Nishihira	Yes
Councilmember Patiño	Yes
Councilmember Wang	Yes
Vice Mayor Sakakihara	Yes
Mayor Singh	Yes

3. ORAL COMMUNICATIONS

Mayor Singh opened Public Comment. There being no speakers, Mayor Singh closed Public Comment.

4. CLOSED SESSION

4.1. Public Employee Appointment Pursuant to Government Code § 54957

Title: Community & Recreation Services Director

No reportable action.

5. REPORT OUT OF CLOSED SESSION

Mayor Singh reported on the above item.

6. ADJOURNMENT

Mayor Singh adjourned the meeting at 5:25 PM.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council of the City of Union City on March 25, 2025.

/s/Thai Nam Pham, MMC, CPMC
City Clerk



Agenda Item

ATTACHMENTS:

Description		Type
	Action Minutes	Attachment



MINUTES

CITY OF UNION CITY / SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY REGULAR MEETING

GARY SINGH, Mayor
SCOTT SAKAKIHARA, Vice Mayor (District 4)
LANCE NISHIHARA, Councilmember (District 1)
JAMIE PATIÑO, Councilmember (District 2)
JEFF WANG, Councilmember (District 3)

Tuesday, March 11, 2025 | 7:00 PM

City Hall - Council Chamber
34009 Alvarado-Niles Road
Union City, CA 94587

1. CALL TO ORDER

Mayor Singh called the meeting to order at 7:01 PM.

1.1. Pledge of Allegiance

Mayor Singh led the Pledge of Allegiance.

1.2. Roll Call

Attendee Name	Present
Councilmember Nishihira	Yes
Councilmember Patiño	No
Councilmember Wang	No
Vice Mayor Sakakihara	Yes
Mayor Singh	Yes

2. UNFINISHED BUSINESS

There was none.

3. PROCLAMATIONS AND PRESENTATIONS

3.1. Proclamation Honoring the Observance of Ramadan in Union City

Mayor Singh read aloud the proclamation and presented it to Shamsa Rafay, who later provided brief remarks afterward.

3.2. Proclamation Recognizing March 2025 as Red Cross Month

Mayor Singh read the proclamation and presented it to Ian Servin, who later provided brief remarks afterward.

3.3. Proclamation Recognizing March 2025 as Women's History Month

Mayor Singh read the proclamation and presented it to 2017 Alameda County Women's Hall of Fame Inductee Kathie Barkow, who later provided brief remarks afterward.

3.4. Proclamation Recognizing International Women's Day

Mayor Singh read the proclamation and presented it to Former Councilmember Pat Gacoscas, who later provided brief remarks afterward.

4. ORAL COMMUNICATIONS

Mayor Singh opened Oral Communications. The following individuals spoke during Oral Communications:

Musa Tariq
Drew Balthazar
Moina Shaiq
Jeffrey Kurohara

Diego Aldana
Shamsa Rafay
Fijat Yazar

There being no further speakers, Mayor Singh closed Oral Communications.

5. CONSENT CALENDAR

Mayor Singh opened Public Comment. Carl Carr spoke on Item 5.3. There being no further speakers, Mayor Singh closed Public Comment.

Motion: Approve the Consent Calendar.

RESULT: **Pass**

MOVER: Vice Mayor Sakakihara

SECONDER: Councilmember Nishihira

AYES: Councilmembers Nishihira, Vice Mayor Sakakihara, and Mayor Singh

NOES: None

ABSENT: Councilmembers Patiño and Wang

5.1. Approve the Action Minutes of February 25, 2025 City Council Special Closed Session

A motion was made to approve the minutes.

5.2. Approve the Action Minutes of February 25, 2025 City Council Regular Meeting

A motion was made to approve the minutes.

- 5.3. **Adopt a Resolution of the City Council of the City of Union City Recognizing Operating Engineers Local 3 (OE3) as the Sole and Exclusive Bargaining Representative for the Classifications Previously Represented by the Management Employees Group (MEG) and the Professional Employees Group (PEG)**

A motion was made to adopt the resolution.

Enactment No.: Resolution No. 2025-030

- 5.4. **Accept Completion of the Decoto Road Project, Phase 1, City Project No. 23-24**

A motion was made to adopt the resolution.

Enactment No.: Resolution No. 2025-031

- 5.5. **Adopt a Resolution Authorizing the City Manager to Execute the Fourth Amendment to the Consulting Services Agreement with Cumming Group, in the Amount of \$118,898, for a Total Contract Amount of \$456,898, for Construction Project Management Services for Various City-Owned Building Repairs and Renovations Projects**

A motion was made to adopt the resolution.

Enactment No.: Resolution No. 2025-032

- 5.6. **Adopt a Resolution Authorizing the City Manager to Execute the First Amendment to the Consulting Agreement with William R. Gray and Company, Inc. DBA Gray-Bowen- Scott, in the Amount of \$475,000, for a Total Contract Not-to-Exceed Amount of \$1,379,000, for Progress Reporting and Reimbursement Processing for Transportation Grant Funded Projects**

A motion was made to adopt the resolution.

Enactment No.: Resolution No. 2025-033

- 5.7. **Adopt a Resolution Authorizing the Purchase of One Main Distribution Switchboard from Greens Distribution, DBA Greens Electric, in the Amount of \$248,028, as Part of the Transit Corp Yard Bus Charging Stations (EVCI) Project, City Project No. 20-04, which is Included in the Corporation Yard Master Plan**

A motion was made to adopt the resolution.

Enactment No.: Resolution No. 2025-034

- 5.8. **Waive Further Reading And Adopt An Ordinance Of The City Council Of The City Of Union City Amending Section 2.20.040 "Commissioner Attendance Standards", Chapter 2.21 "Park And Recreation Commission" Sections 2.21.020 And 2.21.030 And Chapter 2.25 "Senior Citizens Commission" Sections 2.21.020 And 2.21.030 Of The Union City Municipal Code To Revise Attendance Standards And Decrease Commission Membership From Seven To Five**

A motion was made to adopt the ordinance.

Enactment No.: Ordinance No. 2025-001

6. PUBLIC HEARINGS

- 6.1. Hold a Public Hearing and Introduce an Ordinance for Zoning Text Amendment (AT- 25-001) to Amend Title 18, Zoning, of the Union City Municipal Code to Rescind and Replace Chapter 18.34, Accessory Dwelling Units, and Amend Chapters 18.08, Definitions; 18.31, SB 9 Subdivisions and Development Projects; 18.32, Residential Districts; and 18.33, Affordable Housing; and Find that the Proposed Amendments are Exempt from the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15282(h) and Public Resources Code Section 21080.17

Senior Planner Patel provided staff presentation and responded to questions from the Council.

Mayor Singh opened the Public Hearing at 8:04 PM. There being no speakers, Mayor Singh closed the Public Hearing at 8:04 PM.

Motion: Introduce an Ordinance for Zoning Text Amendment (AT-25-001) to Amend Title 18, Zoning, of the Union City Municipal Code to Rescind and Replace Chapter 18.34, Accessory Dwelling Units, and Amend Chapters 18.08, Definitions; 18.31, SB 9 Subdivisions and Development Projects; 18.32, Residential Districts; and 18.33, Affordable Housing; and Find that the Proposed Amendments are Exempt from the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15282(h) and Public Resources Code Section 21080.17.

RESULT:

Pass

MOVER:

Vice Mayor Sakakihara

SECONDER:

Councilmember Nishihira

AYES:

Councilmembers Nishihira, Vice Mayor Sakakihara, and Mayor Singh

NOES:

None

ABSENT:

Councilmembers Patiño and Wang

7. CITY MANAGER REPORTS

There were none.

8. SUCCESSOR AGENCY TO REDEVELOPMENT AGENCY

There were none.

9. AUTHORITIES AND AGENCIES

There were none.

10. CITY COMMISSION / COMMITTEE REPORTS

There were none.

11. ITEMS REFERRED BY COUNCIL

Vice Mayor Sakakihara reported on an Ava Community Energy discussion on February 28, 2025, and the Alameda County Transportation Commission Programs and Projects Committee and the Finance Committee mid-year budget update.

Councilmember Nishihira had nothing to report.

Mayor Singh reported on the ACTC Programs and Projects Committee meeting, including updates on funding for the H Street Gate and the I-880 express lane project, expected to be completed in 2026.

12. GOOD OF THE ORDER

Vice Mayor Sakakihara reported that the entire Council attended the Chamber of Commerce Spirit Awards on February 26, 2025, and that three Councilmembers attended the Cal Cities Legislative Update on February 27, 2025, which featured updates from State Senator Wahab and Assemblymember Ortega.

Councilmember Nishihira reported attending the Bay East Real Estate Summit, which covered housing updates and public safety infrastructure, including recommendations for testing hydro pressure.

Mayor Singh reiterated his appreciation for the Chamber of Commerce and its contributions to the community.

13. CLOSED SESSION

There were none.

14. ADJOURNMENT

Mayor Singh adjourned the meeting at 8:10 PM.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council/Successor Agency to the Redevelopment Agency of the City of Union City on March 25, 2025.

/s/Thai Nam Pham, MMC, CPMC

City Clerk/Secretary for the Successor Agency to the Redevelopment Agency



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY SELECTING THE FREMONT ARGUS AS THE CITY'S OFFICIAL NEWSPAPER FOR FISCAL YEAR 2025-2026 AND DELEGATING AUTHORITY TO CITY STAFF TO ANNUALLY PUBLISH A NOTICE INVITING BIDS AND CONTRACT FOR THE PUBLICATION OF PUBLIC NOTICES

EXECUTIVE SUMMARY

The California Government Code requires the City of Union City to publish legal notices in an adjudicated newspaper of general circulation. Currently, City Council approval is required annually to designate the City's newspaper for legal advertising.

To increase efficiency and reduce administrative burden, staff recommends that the City Council adopt a resolution selecting the Fremont Argus as the City's official newspaper for Fiscal Year 2025-2026 and delegating authority to City staff to annually publish a notice inviting bids and contract for legal advertising services.

This action will maintain compliance with Public Contract Code § 20169 while eliminating the need for City Council approval every fiscal year.

STRATEGIC PLAN ALIGNMENT

The selection of an official newspaper aligns with the following **Strategic Plan Goals**:

- **Goal A – Financial Stability and Sustainability:** The City's selection process ensures cost control and heightened efficiency by choosing a publication that provides competitive pricing and reliable service.
- **Goal B – Governance and Organization Effectiveness:** Ensuring **legal transparency and compliance** through proper publication of notices supports local government best practices.
- **Goal E – Communication and Outreach:** Selecting a reputable, widely circulated newspaper enhances the City's ability to communicate critical public information to residents in an accessible and timely manner.

BACKGROUND

Under Public Contract Code § 20169, cities with multiple adjudicated newspapers must publish a notice inviting bids and contract for legal advertising services annually. If only one newspaper qualifies, the City may contract directly without the bidding process.

The most recent Request for Quotes (RFQ) for legal advertising services was open from February 11, 2025, through March 13, 2025, at 5:00 PM. The Fremont Argus was the only responsive bidder.

Currently, the City Council must approve the selection of a newspaper every fiscal year, which creates an unnecessary administrative burden. This resolution seeks to eliminate that requirement by granting City staff permanent authority to publish an annual bid notice and select the newspaper.

DISCUSSION

The *Fremont Argus*, an adjudicated newspaper of general circulation within Alameda County, meets all legal requirements and offers:

- Established circulation within Union City, Fremont, and Newark.
- Competitive pricing, with a rate of \$1.26 per line per column.
- Reliable and timely publication schedules.

To increase efficiency while maintaining transparency, this resolution proposes:

- Selecting the Fremont Argus as the official newspaper for Fiscal Year 2025-2026.
- Granting City staff the authority to annually publish a notice inviting bids and select the newspaper without requiring City Council approval each year.

This approach ensures compliance with Public Contract Code § 20169 while maintaining municipal efficiency and accountability.

FISCAL IMPACT

The Fiscal Year 2025-2026 budget has not yet been adopted. However, funding for legal advertising services will be included in the proposed budget under the City Clerk’s Department. Staff will ensure that the cost of legal advertising remains within the approved allocation once the budget is finalized.

RECOMMENDATION

Staff recommends that the City Council adopt a resolution selecting the Fremont Argus as the City's official newspaper for Fiscal Year 2025-2026 and delegating authority to City staff to annually publish a notice inviting bids and contract for the publication of public notices.

Prepared by:

Thai Nam Pham, City Clerk

Submitted by:

Thai Nam Pham, City Clerk

ATTACHMENTS:

Description		Type
	Draft Resolution	Resolution

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY SELECTING THE FREMONT ARGUS AS THE CITY'S OFFICIAL NEWSPAPER FOR FISCAL YEAR 2025-2026 AND DELEGATING AUTHORITY TO CITY STAFF UNTIL AMENDED BY CITY COUNCIL TO ANNUALLY PUBLISH A NOTICE INVITING BIDS AND CONTRACT FOR THE PUBLICATION OF PUBLIC NOTICES

WHEREAS, Public Contract Code § 20169 requires cities to publish legal notices in an adjudicated newspaper of general circulation; and

WHEREAS, if multiple adjudicated newspapers exist, the City must publish a notice inviting bids and contract for legal advertising services; and

WHEREAS, the City issued a Request for Quotes (RFQ) for legal advertising services from February 11, 2025, through March 13, 2025, at 5:00 PM, and the Fremont Argus was the only responsive bidder; and

WHEREAS, the Fremont Argus is an adjudicated newspaper within Alameda County and meets all legal requirements for publication of public notices; and

WHEREAS, requiring annual City Council approval for legal advertising contracts creates an unnecessary administrative burden; and

WHEREAS, to increase efficiency while maintaining transparency, the City Council desires to select the Fremont Argus as the City's official newspaper for Fiscal Year 2025-2026 and delegate authority to City staff until amended by City Council to publish a notice inviting bids and select the newspaper annually.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Union City does hereby:

1. Select the Fremont Argus as the City's official newspaper for Fiscal Year 2025-2026;
2. Authorize City staff to annually publish a notice inviting bids for legal advertising services and select an adjudicated newspaper of general circulation in compliance with Public Contract Code § 20169; and
3. Authorize the City Clerk to execute any necessary agreements related to legal advertising services.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on this 25th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF PRAIRNA GUPTA GARG TO THE PLANNING COMMISSION

EXECUTIVE SUMMARY

Due to an unscheduled vacancy on the Planning Commission, the Mayor has selected Alternate Commissioner Prairna Gupta Garg for appointment to fill the vacant position. Commissioner Garg was previously appointed as an Alternate Commissioner on August 8, 2023, via Resolution No. 6192-23, and has demonstrated her readiness to serve in a full capacity.

Her appointment aligns with Resolution No. 2025-029, which standardizes the term structure for all new appointments. If approved, Commissioner Garg's new term will commence immediately and expire on December 31, 2029.

STRATEGIC PLAN ALIGNMENT

Goal E. Communication and Outreach: Build strong connections with community partners, residents, and employees.

BACKGROUND

On March 4, 2025, a vacancy was declared on the Planning Commission following the automatic termination of a commissioner, as required under § 2.20.100 of the Union City Municipal Code for non-compliance with AB 1234 Ethics Training requirements.

Per Government Code § 40605, "The Mayor, with the approval of the City Council, shall make all appointments to boards, commissions, and committees unless otherwise specifically provided by statute."

Additionally, per § 2.20.100(C) of the Union City Municipal Code, "Should an alternate member not be available to fill a vacancy created pursuant to this section, the Mayor shall appoint a replacement Commissioner in accordance with the board, commission, or committee's provisions for filling vacancies."

Per the standard practice of filling vacancies, Mayor Singh has nominated Alternate Planning Commissioner Prairna Gupta Garg to assume the vacated position, subject to City Council approval.

DISCUSSION

Board and commission members are appointed by the Mayor with City Council approval. As an Alternate Commissioner since August 8, 2023, Commissioner Garg has already been involved in Planning Commission matters and is prepared to transition into a full voting role.

Her appointment will support the City's goals of maintaining continuity within the Planning Commission while ensuring that its members remain engaged in key planning, zoning, and development matters.

FISCAL IMPACT

There is no fiscal impact associated with this appointment.

RECOMMENDATION

Staff recommends that the City Council consider the resolution appointing Praise Gupta Garg to the Planning Commission for a term expiring December 31, 2029.

Prepared by:

Thai Nam Pham, City Clerk

Submitted by:

Thai Nam Pham, City Clerk

ATTACHMENTS:

Description		Type
	Draft Resolution	Resolution

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY APPOINTING PRAIRNA GUPTA GARG TO SERVE AS A COMMISSIONER ON THE PLANNING COMMISSION

WHEREAS, the City of Union City has a vacancy on the Planning Commission due to the automatic termination of former Commissioner Amandeep Sandhu, as required under § 2.20.100 of the Union City Municipal Code; and

WHEREAS, Government Code § 40605 states that "The Mayor, with the approval of the City Council, shall make all appointments to boards, commissions, and committees unless otherwise specifically provided by statute;" and

WHEREAS, § 2.20.100(B) of the Union City Municipal Code states, "Upon failure of a Commissioner or alternate to complete the training requirements of this section, his/her seat shall be automatically vacated and an alternate member nominated by the Mayor shall be appointed to the vacated seat with the approval of the City Council"; and

WHEREAS, Prairna Gupta Garg was previously appointed as an Alternate Commissioner on the Planning Commission on August 8, 2023, via Resolution No. 6192-23 and has expressed her willingness to serve as a full Commissioner; and

WHEREAS, the City of Union City is committed to ensuring continuity and effective representation on the Planning Commission; and

WHEREAS, the Mayor has recommended the appointment of Prairna Gupta Garg as a full Commissioner on the Planning Commission, subject to City Council approval; and

WHEREAS, in accordance with Resolution No. 2025-029, all new commission appointments are standardized to align with the calendar year, with terms commencing on January 1st and expiring on December 31st of the final year of service; and

WHEREAS, Prairna Gupta Garg's appointment will be effective immediately and continue through December 31, 2029.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Union City hereby appoints **Prairna Gupta Garg** as a **Commissioner** on the **Planning Commission** for a term expiring **December 31, 2029**.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on the 25th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING AN AMENDMENT TO UPDATE THE CLASS SPECIFICATION FOR THE CLASSIFICATION OF COMMUNITY SERVICE AIDE

EXECUTIVE SUMMARY

Staff recommends that the City Council adopt a resolution to approve an update of the class specification for the classification of Community Service Aide.

STRATEGIC PLAN ALIGNMENT

This program supports Goal B. Governance and Organization Effectiveness of the strategic plan in aligning critical city services with current staffing levels.

BACKGROUND

As part of a review of the classification of Community Service Aide job duties and the needs of the City's Police Department, staff is recommending modifications to the classification specification/job description. These changes will align position functions with appropriate qualifications and experience expectations.

DISCUSSION

The proposed classification specification incorporates modifications to align the job duties, requirements, and expectations for the Community Service Aide position. The goal is to provide clarity on essential functions, to articulate the class characteristics, clarify licenses and certifications, and enhance the description of physical and other requirements.

The City has met and conferred with the Police Officer's Association (POA) regarding the proposed revisions to the class specification. No adjustment to the current salary range is recommended at this time. The Police Department worked with the Human Resources Department to ensure the class specification is updated.

FISCAL IMPACT

There is no fiscal impact for the position specification changes being proposed.

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution to approve an amendment to the City's Classification to update the class

specification/classification of Community Service Aide.

Prepared by:

Jason Castleberry, Human Resources Director

Submitted by:

Jason Castleberry, Human ResourcesDirector

ATTACHMENTS:

	Description	Type
📎	Draft Resolution	Resolution
📎	Exhibit A - Community Service Aide (Redlined)	Exhibit
📎	Exhibit B - Community Service Aide (Clean)	Attachment

RESOLUTION NO. 2025-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
UNION CITY APPROVING AN AMENDMENT TO UPDATE
THE CLASS SPECIFICATION FOR THE CLASSIFICATION
OF COMMUNITY SERVICE AIDE**

WHEREAS, the City has undertaken an inquiry and recommends that the City Council update the class specification for the classification of Community Service Aide; and

WHEREAS, City staff have undertaken an analysis of necessary updates to the classification to update the class specification for the classification of Community Service Aide; and

WHEREAS, the City Council has identified in the Strategic Plan Goal B, Governance and Organization Effectiveness, to align critical city services with current staffing levels by ensuring the accuracy and clarity for the classification of Community Service Aide; and

WHEREAS, the City Manager or her designee has met and conferred in good faith with the representatives of all bargaining units related to the above matters.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Union City hereby approves the updated classification of Community Service Aide, attached hereto and incorporated herein by reference, effective March 25, 2025.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager to take such further actions as may be necessary to implement the proposed revisions to the class specification for the Community Service Aide classification.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City
at a regular meeting held on the 25th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney

Attachments:

1. Exhibit A - Community Service Aide Classification (Redlined)
2. Exhibit B - Community Service Aide Classification (Clean)



COMMUNITY SERVICE AIDE

Bargaining Unit: POA ~~NON-SWORN~~
FLSA Status: Non-Exempt

DEFINITION

Under general supervision of a Police Sergeant, the non-sworn Community Service Aide provides technical police services in crime prevention, crime investigation, and crime response which do not require full police powers and assists police officers in the maintenance of law and order.

CLASS CHARACTERISTICS

~~This is a single position class located in the Police Department. The Community Service Aide is a journey-level position classification, fully competent to independently perform a variety of patrol and special assignment support duties. A Community Service Aide may be assigned to an organizational unit including Community Oriented Policing and Problem Solving (COPPS) and Investigations. This position classification has clear guidelines to help with independent decision-making, and supervision is available when unusual or complex situations arise. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties including the amount of typing, public contact, crime scene documentation, and use of investigative databases, will vary with the organizational unit to which assigned.~~

EXAMPLES OF DUTIES (illustrative only)

- Receive and transmit calls for service over the police radio.
- Issue vehicle parking and registration citations.
- Mark, arrange tow, and maintain files for abandoned vehicles; cite vehicle/owner for violation after a given period of time of being marked.
- Direct traffic at major injury collisions, chemical spills, malfunctioning traffic signals, and special events.
- Drive a marked police vehicle; transport children to foster care facilities, citizens including stranded motorists, and city staff; deliver messages, property, and evidence as dispatched to court, citizens, or other agencies.
- Interview witnesses or others involved search for, collect, and identify evidence; and write reports for crimes with no suspect, lost and found cases, and non-injury collisions.
- Engage in general patrol observation; report any suspicious activity to dispatch and patrol officers.

- Patrol and enforce animal regulation laws and ordinances, which include receiving and investigating complaints and reports regarding stray, dangerous, unwanted or improperly controlled dogs, livestock and other animals; answering emergency calls and investigating persons bitten and quarantining the animal; and impounding, transporting and giving first aid to animals.
- ~~Complete registration of habitual sex and narcotic offenders.~~
- Verify and certify mechanical violations receiving a citation have been corrected.
- Search files for information to aid in apprehending a criminal, returning lost property, determining the disposition of a vehicle and other problem resolution.
- ~~May a~~ Assist in the processing of evidence to include crime scene photography, sketching, video, evidence collection, and preservation as well as other duties associated with evidence processing.
- Assist in routine equipment/vehicle maintenance.
- Assist with clerical functions such as entering data and conducting file searches on the computer and typing filing, and form completion.
- Provide municipal code updates and additions for best practices and law changes.
- Coordinate training of both current employees (CPT) and new employees (FTO).
- Testify in court.
- Inspect and clean the holding facilities and radio-equipped vehicles in order to maintain health/safety standards.
- Search and/or obtain specimens from same-sex prisoners.
- Performs related work as required.

Community Oriented Policing and Problem Solving (COPPS):

- Perform cCommunity outreach.
- Assist, participate, and support community events (e.g., Shop with a Ceop, Ceoffee with Ceops, National Night Out, Summer Sandlot etc.).
- Assist with the neighborhood watch program/meetings.
- Assist COPPS Officers/Sergeant/Community Coordinator with COPPS unit projects.
- Liaison with Youth and Family Services (YFS).
- Performs related work in COPPS as required.

Investigations:

- Ensure registration of habitual sex and narcotic offenders are complete and organized.
- Attend a basic POST approved Crime Scene Investigation course and other applicable, advanced trainings.
- ~~Knowledge of crime scenes and crime scene investigations (CSI Duties)~~

- Assist with the collection and preservation of evidence to include taking crime scene photographs, searching and dusting for latent fingerprints, crime scene diagrams, laser scanning of crime scenes, and attending autopsies.
- Arrange for proper identification of evidence.
- Assist Detectives with basic investigative follow-up (e.g. no identified suspect fingerprint results, gather surveillance footage, etc.)
- Performs related work in Investigations as required.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education and Experience:

Equivalent to high school graduation, G.E.D., or California High School Proficiency and one (1) year of experience in clerical, police services, or related work.

~~or~~ OR

15 semester units of college level work in law enforcement/criminal justice.

~~or~~ OR

~~Successful~~ completion of a basic police academy.

Desirable qualification of six (6) months experience in caring for animals.

Licenses and Certificates:

Must possess a valid California Driver's License and currently have a good driving record of at least (2) two years duration according to the Department of Motor Vehicle's negligent operator guidelines. ~~Failure to possess or maintain a valid California Driver's License may result in discipline up to and including termination of employment.~~

Other Requirements:

- ~~• Must be eligible as an insurable risk as determined by automobile insurance underwriters.~~
- ~~• Must pass a background investigation which meets the P.O.S.T. mandated guidelines for Peace Officer Applicants.~~
- ~~• Must be 18 years of age by the time of appointment.~~
- ~~• Willingness to work rotating shifts and irregular duty assignments required.~~

- ~~Physical and other Requirements Physical strength and agility to ensure effective performance of prescribed functions; be in good physical condition.~~

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- State laws and local ordinances pertaining to the care, treatment, impounding of animals and provisions relating to collections from the sale of dog licenses.
- Various breeds of animals, their care and feeding.
- ~~The English language including Proper~~ spelling, punctuation, and grammar of the English language.
- Departmental policies and procedures; laws, ordinances, codes, rules, and regulations applicable to reporting, investigative, support, and other duties.
- Written and verbal communication techniques.
- Basic Arithmetic.
- General principles and practices used to establish effective police/community relations.
- Knowledge of crime scenes and crime scene investigations (CSI-Duties).

Ability To:

- Establish and maintain effective relations with the public and fellow employees.
- Read and follow established written or verbal instructions.
- Exercise tact and good judgement.
- Write accurate, concise reports.
- React with reasonable and effective courses of action, according to various situations including the issuance of court citations or other legal action.
- Learn the use and care of tranquilizer guns and other assigned equipment.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Other Requirements:

- Must be eligible as an insurable risk as determined by automobile insurance underwriters.
- Must pass a background investigation which meets the P.O.S.T. - mandated guidelines for Peace Officer Applicants.
- Must be 18 years of age by the time of appointment.
- Willingness to work rotating shifts and irregular duty assignments required.

Physical and other Requirements:

- ~~Physical strength and agility to ensure effective performance of prescribed functions; be in good physical condition.~~ Ability to work outdoors under various climatic and geographic conditions.
- Work in an environment, including but not limited to, exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, and gases, and biological matter.
- ~~Positions in this class typically require: walking, sitting, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, gasping, and repetitive motions.~~ standing, sitting, walking, pushing, reaching, lifting, pulling, stooping, grasping, crouching, repetitive motions, kneeling, and fingering
- Lift items weighing up to sixty 640 pounds (weight of a dog) occasionally.



COMMUNITY SERVICE AIDE

Bargaining Unit: POA (NON-SWORN)
FLSA Status: Non-Exempt

DEFINITION

Under general supervision of a Police Sergeant, the non-sworn Community Service Aide provides technical police services in crime prevention, crime investigation, and crime response which do not require full police powers and assists police officers in the maintenance of law and order.

CLASS CHARACTERISTICS

The Community Service Aide is a journey-level classification, fully competent to independently perform a variety of patrol and special assignment support duties. A Community Service Aide may be assigned to an organizational unit including Community Oriented Policing and Problem Solving (COPPS) and Investigations. This classification has clear guidelines to help with independent decision-making, and supervision is available when unusual or complex situations arise.

EXAMPLES OF DUTIES *(illustrative only)*

- Receive and transmit calls for service over the police radio.
- Issue vehicle parking and registration citations.
- Mark, arrange tow, and maintain files for abandoned vehicles; cite vehicle/owner for violation after a given period of time of being marked.
- Direct traffic at major injury collisions, chemical spills, malfunctioning traffic signals, and special events.
- Drive a marked police vehicle; transport children to foster care facilities, citizens including stranded motorists, and city staff; deliver messages, property, and evidence as dispatched to court, citizens, or other agencies.
- Interview witnesses or others involved search for, collect, and identify evidence; and write reports for crimes with no suspect, lost and found cases, and non-injury collisions.
- Engage in general patrol observation; report any suspicious activity to dispatch and patrol officers.
- Patrol and enforce animal regulation laws and ordinances, which include receiving and investigating complaints and reports regarding stray, dangerous, unwanted or improperly controlled dogs, livestock and other animals; answering emergency calls and investigating persons bitten and quarantining the animal; and impounding, transporting and giving first aid to animals.
- Verify and certify mechanical violations receiving a citation have been corrected.

- Search files for information to aid in apprehending a criminal, returning lost property, determining the disposition of a vehicle and other problem resolution.
- Assist in the processing of evidence to include crime scene photography, sketching, video, evidence collection, and preservation as well as other duties associated with evidence processing. Assist in routine equipment/vehicle maintenance.
- Assist with clerical functions such as entering data and conducting file searches on the computer and typing filing, and form completion.
- Provide municipal code updates and additions for best practices and law changes.
- Coordinate training of both current employees (CPT) and new employees (FTO).
- Testify in court.
- Inspect and clean the holding facilities and radio-equipped vehicles in order to maintain health/safety standards.
- Search and/or obtain specimens from same-sex prisoners.
- Performs related work as required.

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- Perform community outreach.
- Assist, participate, and support community events (e.g., Shop with a Cop Coffee with Cops, National Night Out, Summer Sandlot etc.).
- Assist with the neighborhood watch program/meetings.
- Assist with COPPS unit projects.
- Liaison with Youth and Family Services (YFS).
- Performs related work in COPPS as required.

Investigations:

- Ensure registration of habitual sex and narcotic offenders are complete and organized.
- Attend a basic POST approved Crime Scene Investigation course and other applicable, advanced trainings.
- Assist with the collection and preservation of evidence to include taking crime scene photographs, searching and dusting for latent fingerprints, crime scene diagrams, laser scanning of crime scenes, and attending autopsies. Arrange for proper identification of evidence.
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Equivalent to high school graduation, G.E.D., or California High School Proficiency and one (1) year of experience in clerical, police services, or related work.

OR

15 semester units of college level work in law enforcement/criminal justice.

OR

Successful completion of a basic police academy.

Desirable qualification of six (6) months experience in caring for animals.

Licenses and Certificates:

Must possess a valid California Driver's License and currently have a good driving record of at least (2) two years duration according to the Department of Motor Vehicle's negligent operator guidelines.

KNOWLEDGE AND ABILITIES

Knowledge Of:

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- Various breeds of animals, their care and feeding.
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- Written and verbal communication techniques.
- Basic arithmetic.
- General principles and practices used to establish effective police/community relations.
- Knowledge of crime scenes and crime scene investigations (CSI-Duties).

Ability To:

- Establish and maintain effective relations with the public and fellow employees.
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- Write accurate, concise reports.
- React with reasonable and effective courses of action, according to various situations including the issuance of court citations or other legal action.
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The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Other Requirements:

- Must be eligible as an insurable risk as determined by automobile insurance underwriters.
- Must pass a background investigation which meets the P.O.S.T. - mandated guidelines for Peace Officer Applicants.
- Must be 18 years of age by the time of appointment.
- Willingness to work rotating shifts and irregular duty assignments required.

Physical and other Requirements:

- Ability to work outdoors under various climatic and geographic conditions.
- Work in an environment, including but not limited to, exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, and biological matter.
- Positions in this class typically require: standing, sitting, walking, pushing, reaching, lifting, pulling, stooping, grasping, crouching, repetitive motions, kneeling, and fingering
- Lift items weighing up to 60 pounds (weight of a dog) occasionally.



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION ACCEPTING COMPLETION OF THE UNION LANDING PYLON SIGNS RENOVATION PROJECT, CITY PROJECT NO. 22-17

EXECUTIVE SUMMARY

Staff recommends that the City Council adopt a resolution accepting completion of the Union Landing Pylon Signs Renovation Project, City Project No. 22-17.

STRATEGIC PLAN ALIGNMENT

This agenda item is aligned with the following:

Goal C, Strategy 4: Working with the Union Landing Property Owners' Association to ensure Union Landing remains a destination for shoppers through property improvements, on-going property maintenance, and a continued focus on public safety.

BACKGROUND

On July 9, 2024, the City Council adopted Resolution No. 6326-24, awarding a construction contract to Arrow Sign Company, in the amount of \$341,306, and approving a construction budget, with contingency, in the amount of \$375,306, for the Union Landing Pylon Signs Renovation Project, City Project No. 22-17. The contractor has completed the project in accordance with the project plans and specifications.

DISCUSSION

The project scope included several modifications to the two pylon signs at the Union Landing Shopping Center, including the removal of the existing neon tubing signs at the top and the logos at the bottom, pressure washing and painting exterior surfaces, fabricating and installing stainless steel strips for the semi-circular side rings, and the installation of illuminated channel letter signs at the top and the non-illuminated pin-wheel logos at the bottom.

The project was substantially completed by the end of November 2024, ahead of the Thanksgiving/Holiday Shopping Season, with all final punch-list items resolved in February 2025. The final construction cost for the project is \$346,465.26, which includes three (3) change orders to address the unexpected substantial opening left in the pylon after the removal of the bottom logos and the bump-out bracket of the existing neon tubing sign on the top, as well as a credit adjustment due to the change in paint type.

Approved Construction Budget with Contingency	\$375,306.00
Original Construction Contract	\$341,306.00
Credit to project due to the change in paint type	(\$782.94)
Construction Contract Change Orders	\$ 5,942.20

Total Construction Cost	\$346,465.26
--------------------------------	---------------------

FISCAL IMPACT

The project came in under budget by \$28,840.74 and was accounted for in the Capital Projects Fund (Account No. 4100-3199-92217-54111).

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution accepting the completion of Union Landing Pylon Signs Renovation Project, City Project No. 22-17, and authorizing the release of the retention payment, in the amount of \$17,323.26, to Arrow Sign Company.

Prepared by:

Tommy Cho, Principal Civil Engineer

Submitted by:

Marilou Ayupan, Public Works Director

ATTACHMENTS:

	Description	Type
□	Resolution	Resolution
□	Exhibit A - Certificate of Completion	Exhibit
□	Exhibit B - Notice of Completion	Exhibit

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY ACCEPTING COMPLETION OF THE UNION LANDING PYLON SIGN RENOVATION PROJECT, CITY PROJECT NO. 22-17

WHEREAS, on July 9, 2024, the City Council adopted Resolution No. 6326-24, awarding a construction contract to Arrow Sign Company in the amount of \$341,306, and approving a construction budget, with contingency, in the amount of 375,306, for the Union Landing Pylon Sign Renovation Project, City Project No. 22-17; and

WHEREAS, the project scope included several modifications to the two pylon signs at the Union Landing Shopping Center, including the removal of the existing neon tubing signs at the top and the logos at the bottom, pressure washing and painting exterior surfaces, fabricating and installing stainless steel strips for the semi-circular side rings, and the installation of illuminated channel letter signs at the top and the non-illuminated pin-wheel logos at the bottom; and

WHEREAS, the project was substantially completed by the end of November 2024, ahead of the Thanksgiving/Holiday Shopping Season, with all final punch-list items resolved in February 2025; and

WHEREAS, the final construction cost for the project is \$346,465.26, which includes three (3) change orders to address the unexpected substantial opening left in the pylon after the removal of the bottom logos and the bump-out bracket of the existing neon tubing sign on the top, as well as a credit adjustment due to the change in paint type; and

WHEREAS, the project was accounted for in the Capital Projects Fund (Account No. 4100-3199-92217-54111) and has sufficient funds to cover all construction-related costs.; and

WHEREAS, the project came in under budget by \$28,840.74.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Union City does hereby accept as complete the improvements, in the final amount of \$346,465.26, for the Union Landing Pylon Sign Renovation Project, City Project No. 22-17, as described in the Certificate of Completion, attached as Exhibit A.

BE IT FURTHER RESOLVED that the City Clerk of the City of Union City be directed to record the Notice of Completion, attached as Exhibit B, with the Office of the County Recorder of Alameda County, California.

BE IT FURTHER RESOLVED that the City Council of the City of Union City does hereby authorize the City to make a final retention payment, in the amount of \$17,323.26, to Arrow Sign Company, for the completion of improvements for City Project No. 22-17, in accordance with the plans and specifications on file at the Office of the Public Works Director.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on the 25th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney

Attachments:

1. Exhibit A – Certificate of Completion
2. Exhibit B – Notice of Completion and Notice of Acceptance

**CERTIFICATE OF COMPLETION
(Sec. 4005 Government Code)**

**TITLE: UNION LANDING PYLON SIGN RENOVATION PROJECT, CITY PROJECT
 NO. 22-17**

I, MARILOU AYUPAN, Public Works Director of the City of Union City, County of Alameda, State of California, do hereby certify as follows:

That this project, consisting of several modifications to the two pylon signs at Union Landing Shopping Center, including the removal of the existing neon tubing signs at the top and the logos at the bottom, pressure washing and painting exterior surfaces, fabricating and installing stainless steel strips for the semi-circular side rings, and the installation of illuminated channel letter signs at the top and the non-illuminated pin-wheel logos at the bottom; and

- a. That contract agreement was approved by the City Council in the amount of \$341,306; and
- b. That the adopted and approved plans and specifications have been changed in the following respects:

CCO #	CONTRACT CHANGE DESCRIPTION	AMOUNT
	Original Contract	\$ 341,306
1	Fabricate and install metal cover panels	\$ 825.00
2	Remove A2 bump outs	\$ 5,117.20
3	Credit to project due to the change in paint type	\$ (782.94)
Total Construction Contract Cost to City		\$ 346,465.26

- c. That the work performed has been done in accordance with such plans and specifications.
- d. That Arrow Sign Company performed the work, at a total cost of **\$346,465.26**, including the above noted contract change description.
- e. That the final retention amount of **\$17,323.26** will be released after 35 days from the project's acceptance.

Dated: _____, 2025.

MARILOU AYUPAN, P.E.
PUBLIC WORKS DIRECTOR

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

The City of Union City
And is Exempt from Fee
Per Government Code
Sections 6103 and 27383

WHEN RECORDER MAIL TO:

The City Engineer
The City of Union City
34009 Alvarado Niles Road
Union City, CA 94587

(THIS SPACE FOR RECORDER'S USE ONLY)

**NOTICE OF COMPLETION
AND NOTICE OF ACCEPTANCE**

General Contract or Assessment Proceedings

**TITLE: UNION LANDING PYLON SIGN RENOVATION PROJECT, CITY
PROJECT NO. 22-17**

NOTICE IS HEREBY GIVEN that I, MARILOU AYUPAN, as Public Works Director of the City of Union City, County of Alameda, California, on the 25th day of March, 2025, did file with the Department of Public Works of said City, the Certificate of Completion of the following described work, the contract for which was heretofore awarded to Arrow Sign Company of Oakland, CA, and entered into on July 9, 2024, in accordance with the specifications for said work filed with said Department of Public Works and adopted by the Public Works Director of said City.

That said pylon sign rehabilitation work and improvements, located at Union Landing Shopping Center in Union City, were actually accepted by the Public Works Director of the City of Union City on the 25th day of March, 2025, and that the name of the surety on the Contractor's bond for labor and materials on said contract is the The Gray Casualty & Surety Company.

That the following work has been completed: Union Landing Pylon Sign Renovation Project, consisting of several modifications to the two pylon signs at Union Landing Shopping Center, including the removal of the existing neon tubing signs at the top and the logos at the bottom, pressure washing and painting exterior surfaces, fabricating and installing stainless steel strips for the semi-circular side rings, and the installation of illuminated channel letter signs at the top and the non-illuminated pin-wheel logos at the

bottom.

Dated: _____, 2025.

MARILOU AYUPAN
PUBLIC WORKS DIRECTOR

STATE OF CALIFORNIA)
)
COUNTY OF ALAMEDA)

MARILOU AYUPAN, being first duly sworn, deposes and says:

That she is the duly appointed Public Works Director of the City of Union City, California; that she has read the foregoing Notice of Completion and Notice of Acceptance and knows the contents thereof, and that the same is true of her own knowledge except as to the matters therein stated on her own information and belief, and as to those matters that she believes to be true.

MARILOU AYUPAN
PUBLIC WORKS DIRECTOR

Subscribed and sworn to before me
this _____ day of _____, 2025.

Notary Public in and for the City of Union City,
County of Alameda, State of California



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSULTING SERVICES AGREEMENT, IN A FORM APPROVED BY THE CITY ATTORNEY, BETWEEN THE CITY OF UNION CITY AND DAVID J POWERS FOR PREPARATION OF ENVIRONMENTAL CLEARANCE DOCUMENTATION FOR THE LOUIE RANCH PROJECT IN AN AMOUNT NOT TO EXCEED \$251,860

EXECUTIVE SUMMARY

Staff is requesting the City Council adopt the attached Resolution (Attachment 1) authorizing the City Manager to enter into a consulting services agreement with David J Powers and Associates (DJP) for preparation of environmental clearance documentation in conformance with the California Environmental Quality Act (CEQA) for the Louie Ranch (Project) in an amount not to exceed \$251,860. See Exhibit A for a detailed scope of work. The project is located at the end of Appian Way (APNs: 087-0031-006-02, 087-0034-001-03, 087-0034-001-04, 087-0034-002-08, 087-0034-003-01, 087-0034-003-02, 087-0038-055-00, 087-0039-057-00).

STRATEGIC PLAN ALIGNMENT

There is no alignment with the Strategic Plan.

BACKGROUND

An application for a Vesting Tentative Tract Map has been submitted by Calibr Ventures on behalf of Appian Way Land Holdings for the Louie Ranch Project, consisting of 80 residential units (68 single-family residential units and 12 deed-restricted affordable units including four single-family residential units and four duplexes) on approximately 97.83 acres located on an extension of Appian Way, east of the existing terminus. The project also proposes to construct an access road to connect Appian Way to O'Connell Lane to provide an alternative route in the event of an emergency. A portion of the project site is required to be annexed into the Alameda County Water District (ACWD) and Union Sanitary District (USD) municipal services boundary so it can be served by these utility providers.

The project scope of work (Exhibit A) includes the preparation of a CEQA Guidelines Section 15183 review process based on the analysis contained in the 2040 General Plan EIR. CEQA Guidelines Section 15183 allows a streamlined environmental review process for projects that are consistent with the development density established by existing zoning, community plan, or general plan policies for which an EIR was certified. The targeted environmental analysis focuses on project-specific significant effects that are peculiar to the proposed project or its site.

DISCUSSION

DJP is a qualified firm with extensive experience preparing CEQA documentation for a variety of project types. The budget for the environmental work is \$251,860 and the timeline for preparation of the environmental clearance document is 33 weeks. The attached scope of work includes items which need to be submitted by the applicant (some of which have already been submitted) in order for DJP to begin their CEQA analysis. The City is also completing its review of a recent submittal from the applicant team. Once the CEQA analysis is completed, the project will be brought to the decisionmakers for their review and consideration.

FISCAL IMPACT

There is no impact to the General Fund. The agreement with DJP will be paid for by Calibr Ventures. Consistent with the City’s Master Fee Schedule, Calibr Ventures will also be paying the required 64 percent overhead (\$161,190) associated with the administration of the consultant agreement and oversight of the preparation of the environmental documents by City staff.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution (Attachment 1) authorizing the City Manager to enter into a consulting services agreement, in a form approved by the City Attorney, with David J Powers and Associates for preparation of environmental clearance documentation for the Louie Ranch Project in an amount not to exceed \$251,860.



Prepared by:

Carmela Campbell, Economic and Community Development Director

Submitted by:

Carmela Campbell, Economic and Community Development Director

ATTACHMENTS:

Description		Type
	Attachment 1 - Resolution CSA David Powers Louie Rance Project	Resolution
	Exhibit A - David Powers Scope of Work	Exhibit

RESOLUTION NO. 2025-XXX

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSULTING SERVICES AGREEMENT, IN A FORM APPROVED BY THE CITY ATTORNEY, BETWEEN THE CITY OF UNION CITY AND DAVID J POWERS FOR PREPARATION OF ENVIRONMENTAL CLEARANCE DOCUMENTATION FOR THE LOUIE RANCH PROJECT IN AN AMOUNT NOT TO EXCEED \$251,860

WHEREAS, the applicant, Calibr Ventures, on behalf of Appian Way Land Holdings, has submitted a formal application for a Vesting Tentative Map (TTM-22-001) for the Louie Ranch Project consisting of up to 80 dwelling units located on 97.83 acres on the extension of Appian Way, east of the existing terminus (APNs: 087-0031-006-02, 087-0034-001-03, 087-0034-001-04, 087-0034-002-08, 087-0034-003-01, 087-0034-003-02, 087-0038-055-00, 087-0039-057-00); and

WHEREAS, staff is bringing on a consultant, David J Powers and Associates, to prepare a California Environmental Quality Act (CEQA) Guidelines Section 15183 Compliance Checklist for the project; and

WHEREAS, the scope of work, labeled **Exhibit A**, is attached hereto and made a part hereof; and

WHEREAS, the scope of work budget is not to exceed \$251,860 and will be paid for by Calibr Ventures; and

WHEREAS, Calibr Ventures is also required to pay 64 percent of the contract amount (\$161,190) to the City to cover overhead associated with administering the consultant contract and overseeing the preparation of the environmental documents, consistent with the City's Master Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council authorizes the City Manager to enter into a consulting services agreement, in a form approved by the City Attorney with David J Powers and Associates for preparation of environmental clearance documentation for the Louie Ranch Project in an amount not to exceed \$251,860.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on the 25th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney

Attachments:

1. Exhibit A – Scope of Work



February 19, 2025

Derek Farmer
Planning Manager
City of Union City
34009 Alvarado-Niles Road
Union City, CA 94587

Sent via email to: derekf@unioncity.org

RE: REVISED Scope of Work for Environmental Review Services for the Proposed 80-Lot Appian Way Subdivision

Dear Derek Farmer:

David J. Powers & Associates, Inc. (DJP&A) is pleased to provide you with this revised scope of work to complete environmental review consulting services in compliance with the California Environmental Quality Act (CEQA) for the proposed Appian Way Subdivision located in Union City. This scope is based upon a review of the information you have provided, as well as DJP&A's experience in Union City and with projects of similar size and characteristics.

Please do not hesitate to contact me or Natalie Noyes, Senior Project Manager, (direct: 510-902-5852, email: nnoyes@davidjpowers.com) if you have any questions regarding this proposed Scope of Work or if there is any additional information you may need. We appreciate your consideration of our firm for this work and look forward to working with you on this project.

Sincerely,

Akoni Daniels

Akoni Daniels
President
Direct: (408) 454-3406
Email: adanielsen@davidjpowers.com

Attachments: Scope of Work
Charge Rate Schedule

Environmental Consultants and Planners

1871 The Alameda • Suite 200 • San José, CA 95126 • Tel: 408-248-9641 • www.davidjpowers.com



80-Lot Appian Way Subdivision 15183 Compliance Checklist Scope of Work

February 19, 2025

Primary Contact

The primary David J. Powers & Associates, Inc. (DJP&A) contact information is provided below.

Name: Natalie Noyes

Direct: (510) 982-5852

Email: nnoyes@davidjpowers.com

Background

In the summer of 2020, the City of Union City received a development application from Calibr Ventures/Appian Way Land Holdings LLC, a property owner within the Hillside Area. The development proposal consisted of two components: 1) development on lands with an Agriculture designation (referred to as the Specific Plan Area [SPA]), and 2) development on lands with a Residential designation above Union City's existing Seven Hills neighborhood. The development application's inclusion of lands designated as "Agriculture" triggered the requirement to prepare a specific plan.

The City of Union City issued a Request for Proposals (RFP) in February 2021 and ultimately selected the Community Design + Architecture team, which included David J. Powers & Associates, Inc. (DJP&A), to prepare a Specific Plan and Environmental Impact Report (EIR) for the Hillside Area Specific Plan. The Hillside Area Specific EIR intended to cover both the development on Agriculture-designated lands and the project-level development of lands with residential designation (referred to as the Appian Way Subdivision). Subsequently, the applicant has requested that the City evaluate the two projects separately under the California Environmental Quality Act (CEQA). The CEQA Guidelines define a project as the "whole of an action." Piecemealing or segmenting means dividing a project into two or more pieces and evaluating each piece in a separate environmental document, rather than evaluating the whole of the project in one environmental document. However, environmental review is not piecemealed if the project has independent utility and a related

proposal is not necessary for the project to proceed.¹ If, at any point during the environmental review process, it becomes clear that the Hillside Area Specific Plan and Appian Way Subdivision projects do not have an independent utility, and that in approving one application, the City determined it was evident that it would be committing to certain actions related to the other application, DJP&A will halt work on both projects and determine how to proceed under one environmental document. This could have implications for both projects' budgets and the schedule for each.

Project Understanding

The Appian Way subdivision project is seeking approval for a Vesting Tentative Map to re-subdivide 97.83 acres into 80 residential lots. Twelve of the 80 lots (Lots 69-80) would require annexation into the Alameda County Water District (ACWD) and Union Sanitary District (USD); the forgoing lots are within the relevant spheres of influence of ACWD and USD.

The project involves two phases. Phase 1 would include Lots 1-68. The entire Appian Way Road extension and grading for all 80 lots would be constructed during Phase 1. The existing Appian Way would be extended and improved to provide access to the residential lots. The improvements to Appian Way would include realignment of the street and replacement of an existing water main running under the current street. In addition, the project would construct an emergency vehicle access (EVA) road at the upper end of the Appian Way extension that would connect to the existing O'Connell Lane. O'Connell Lane would be repaved and widened to 20 feet to allow for EVA.

Phase 2 would consist of Lots 69-80, and the Final Map for Lots 69 through 80 (Phase 2) would not be approved and recorded, and construction of homes on those lots would not occur, until Lots 69 through 80 are annexed by USD and ACWD.

Based on an initial review by the ACWD, it is assumed that no off-site water infrastructure upgrades (e.g., new or expanded facilities) would be required to provide adequate service to the proposed development. This scope assumes the applicant will pay a fair share contribution towards future improvements by ACWD, which would be located, designed, and evaluated separately by ACWD as an independent project under CEQA. No physical improvements by ACWD will be evaluated as part of this project.

Scope of Services

DJP&A will prepare a CEQA Compliance Checklist for the Appian Way Subdivision project in accordance with CEQA Guidelines Section 15168(c) and 15183, with the intent to tier from the 2040 Union City General Plan Update Final EIR (SCH #2018102057). The checklist will document whether the project would result in any new project – or parcel-specific significant effects that are peculiar

¹ Communities for a Better Env't v. City of Richmond [2010] 184 Cal.App.4th 70, 108; Planning & Conservation League, *supra*, 237.

to the proposed project or its site such that the prior General Plan EIR's analysis would be inadequate. The Checklist would rely on uniformly applicable development policies or standards in order to support an exemption under CEQA Guidelines Section 15183.

Specifically, CEQA Guidelines Section 15183 mandates that projects that are consistent with the development density established by existing zoning, community plan, or general plan policies for which a Final EIR was certified will not require additional environmental review, except as might be necessary to examine whether there are project-specific significant effects that are peculiar to the proposed project or its site.

In approving a project that is consistent under CEQA Guidelines Section 15183, lead agencies are required to limit their examination of environmental effects to those that:

- (1) are peculiar to the proposed project or the parcel on which the proposed project would be located,
- (2) were not analyzed as significant effects in a Prior EIR on the zoning action, general plan, or community plan, with which the proposed project is consistent,
- (3) are potentially significant off-site impacts and cumulative impacts which were not discussed in the Prior EIR prepared for the general plan, community plan or zoning action, or
- (4) are previously identified significant effects which, as a result of substantial new information which was not known at the time the EIR was certified, are determined to have a more severe adverse impact than discussed in the Prior EIR.

If the checklist concludes that the project would require additional review pursuant to the above-referenced criteria, it is assumed that a Focused EIR would be required. This scope does not include preparation of a Focused EIR, as the scope of that Focused EIR would be based on the outcome of the 15183 checklist. Upon completion of the 15183 checklist, if required, DJP&A can provide a scope for completing subsequent environmental review for resources that would result in new or more significant effects. The technical studies proposed in this scope would be the basis for both the 15183 checklist and any subsequent environmental review.

It is our understanding that the project has invoked state density bonus law to request a waiver from Hillside Area Plan Policies 7 and 35 which are intended to avoid or minimize aesthetics effects of new development, and the City has no discretion whether to grant the waiver. Therefore, the checklist will explain the City has no discretion under CEQA related to the project's aesthetics impacts.

Preparation of the Compliance Checklist

DJP&A will prepare a Compliance Checklist that will evaluate whether the criteria set forth in CEQA Guidelines section 15183 exist for the project and the environment in which it would be implemented relating to a peculiar project- or parcel-specific significant effect such that the prior

certified General Plan EIR's analysis would be inadequate, taking into account the application of uniformly applied development policies and standards, as well as the implementation of relevant mitigation measures identified in the General Plan EIR. The Compliance Checklist will include:

- A project description
- Discussion of consistency with applicable plans and policies, and
- A section that includes a description of existing conditions on site, the CEQA environmental checklist, and an evaluation of [project impacts, as well as applicable mitigations measures from the General Plan EIR and City standard conditions of approval to reduce impacts.

The Compliance Checklist will address the following environmental issues:

- | | |
|--|----------------------------------|
| • Aesthetics | • Hydrology and Water Quality |
| • Agriculture and Forestry Resources | • Land Use and Planning |
| • Air Quality | • Mineral Resources |
| • Biological Resources | • Noise |
| • Cultural and Tribal Cultural Resources | • Population and Housing |
| • Energy | • Public Services and Recreation |
| • Geology and Soils | • Transportation |
| • Greenhouse Gas Emissions | • Utilities and Services Systems |
| • Hazards and Hazardous Materials | • Wildfire |

The Compliance Checklist will rely on the following technical studies described below.

Aesthetics –Development of the hillside on which the site is located is governed by the Hillside Area Plan (adopted in 1995). The 2040 General Plan incorporates the Hillside Area Plan goals and policies (General Plan Policy LU-9.1). It is our understanding that the project seeks a waiver under state density bonus law from Hillside Area Plan Policies 7 and 35 (and other policies and zoning standards), which are intended to avoid or minimize the aesthetic effects of new development. As such, the City has no discretion over these effects, and CEQA requires a lead agency to have discretion to consider the impacts of a project. The Checklist will describe the existing visual character of the project area and the projected changes resulting from implementation of the project. Since the City has no discretion over the proposed development in the context of Hillside Area Plan Policies 7 and 35, this scope assumes no visual simulations are required.

- **Air Quality** – An Air Quality Assessment will be completed for the project in accordance with the BAAQMD CEQA Guidelines, consistent with the City's General Plan EIR policies and mitigation measures. The project meets screening threshold criteria for operational criteria pollutants; therefore, this scope does not propose to model operational criteria pollutant emissions. Illingworth & Rodkin, Inc., under contract to DJP&A, will evaluate construction air quality impacts by predicting construction period emissions (ROG, NOx, and PM). Emissions

obtained from the latest version of California Emissions Estimator Model (CalEEMod) would be used to develop construction period emission rates based on project-specific information. Since the project is near sensitive receptors, this scope includes a construction health risk assessment (consistent with General Plan EIR mitigation measure AQ-1). Emissions obtained from CalEEMod would be used to develop construction period emission rates based on project-specific information. Dispersion modeling would be conducted using EPA's AERMOD model and hourly meteorological data from the most representative monitoring station. The cancer risks associated with modeled construction-period diesel particulate matter concentrations would be computed following the BAAQMD risk management policy guidance. The risks would be compared against BAAQMD CEQA thresholds (i.e., cancer risk, non-cancer hazards, and PM_{2.5} concentration). Reasonable and feasible mitigation measures to reduce any significant air quality impacts would be identified and evaluated.

- **Biological Resources** – WRA, under contract to DJP&A, will complete a peer review of the applicant-provided Biological Resources Technical Report. This scope includes one site visit by WRA staff to confirm site conditions. The peer review will be supported by the existing mapped biological resources and existing conditions narrative from the *Hillside Area Biological Resources Technical Report of Existing Conditions*. This task includes WRA's attendance at up to two meetings with the project team. As an optional task, WRA can respond to the CEQA checklist questions in the event that the applicant's report does not meet the requirements of CEQA.
- **Cultural Resources** – Archaeological/Historical Consultants (A/HC), under contract to DJP&A, will prepare a Cultural Resources Study (consistent with General Plan EIR mitigation measure CR-1) for the project based on the previously completed records search results and sacred lands file search results conducted for the Hillside Specific Plan. The report will provide a summary of results of the record search and provide an archaeological sensitivity analysis of the project area. A project covered under Guideline Section 15183 is not subject to Assembly Bill (AB) 52 consultation.
- **Geology and Soils** – Cornerstone, under contract to DJP&A, will peer review the applicant-provided preliminary geotechnical report. As part of the peer review, Cornerstone would summarize the results of their review in a letter, including potential items of concern regarding geotechnical and geologic hazards or concerns that may impact the planned development. The need for additional geologic hazard review of any offsite water supply improvements would be determined once the location and design details were available, and subject to a scope amendment.
- **Greenhouse Gas Emissions** – The General Plan EIR concluded that buildout of the General Plan would result in GHG emissions above the service population threshold needed to meet statewide trajectories and disclosed a significant and unavoidable impact, which the City Council overrode in connection with adopting the General Plan Update. The Checklist will

discuss the project's consistency and conformance with applicable plans, policies, and/or regulations adopted for the purpose of reducing greenhouse gas emissions including Senate Bill 375, Association of Bay Area Governments and Metropolitan Transportation Commission 2013-2040 Regional Transportation Plan/Sustainable Communities Strategy, and the City's Climate Action Plan. The Checklist will describe how the proposed project is consistent with the development assumptions used for the site in the General Plan EIR's analysis of forecast GHG emissions, such that the project's emissions would be covered by the EIR.

Hazards and Hazardous Materials – The Checklist will evaluate the potential for hazardous materials contamination on and near the project site, which could be affected by future construction and development activities, based upon a Phase I Environmental Site Assessment to be provided by the City to DJP&A if available, or from available information from Geotracker and Envirostor.

- **Land Use and Planning** – The Checklist will describe the existing land uses on the project site and in the vicinity, and planned development in the project area. The Checklist will include a description of the project's compliance with applicable Hillside Area Plan development policies and application of density bonus standards.
- **Noise and Vibration** – The General Plan EIR states that implementation of Policy S-8.8 (Limit Construction Hours) and Policy S-8-9 (Construction Noise Control Measures) as standard permit conditions of approval would reduce construction noise impacts below the dBA standards in Section 9.40.053 of the Union City Municipal Code. However, the General Plan EIR notes that it is not guaranteed that implementation of Policies S-8.8 and S-8.9 would reduce construction noise impacts; therefore, analysis is required on a project-by-project basis. The Checklist will describe the existing noise and vibration conditions in the project area and address noise and vibration impacts from implementation of the project (including temporary construction noise and ongoing noise from project-generated traffic) based on a noise and vibration assessment to be completed by Illingworth & Rodkin, Inc., under contract to DJP&A.
- **Transportation** – The preliminary traffic assessment indicates the project is located in an area with high levels of vehicle miles traveled (VMT), and given the project location and nature, feasible mitigation is not known to exist. The General Plan EIR disclosed significant and unavoidable VMT impacts, and the Council, in approving the General Plan, adopted a statement of overriding considerations for VMT impacts at a citywide level resulting from planned residential and employment growth. Therefore, the Checklist will document that the project's VMT impacts have been accounted for in the City's General Plan EIR. Fehr & Peers, under contract to DJP&A, will prepare a Transportation Technical Report for the project that will include a detailed site plan review from a CEQA perspective, potential conflicts in terms of access, parking, circulation, and alternative mode accommodation. As

part of the non-CEQA review of traffic operations on nearby streets to show consistency with General Plan transportation policies, Fehr & Peers will complete the following tasks:

- Collect traffic counts for up to two intersections (SR 238/Mission Boulevard including at O'Connell Lane and at Appian Way)²
 - Existing conditions analysis
 - Trip generation, distribution, and assignment
 - Intersection volume forecasts for up to four scenarios³ (No Project, Existing Plus Project [Phase 1], Existing Plus Project [Phase 2], and 2040 Plus Project)
 - Level of service (LOS) analysis during weekday AM and PM peak hours
- **Utilities and Service Systems** – The Checklist will describe the existing sanitary sewer, storm drain, water, and solid waste services for the project area. The Checklist will address impacts to these services, specifically as they relate to infrastructure requirements, facilities, and capacity based on information provided by the City, USD, and ACWD.
 - **Wildfire** – The project site is located in a Local Responsibility Area. According to the latest California Department of Forestry and Fire Protection (CAL FIRE) maps, the project site is not classified as a Very High Fire Hazard Severity zone. The City has General Plan policies (S-2-1) that require that new development must demonstrate that emergency access can be provided in new construction areas. There is also Policy S-4-3 that requires new development in Hillside Areas to prepare studies that demonstrate fire safety can be ensured. The project site is situated within the wildland-urban interface (WUI) area designated by Alameda County and Contra Costa Resource Conservation Districts.⁴ Therefore, this scope includes preparation of an evacuation analysis pursuant to the State Attorney General's guidance on evacuation analyses for CEQA.⁵ As part of this task, Fehr & Peers will evaluate evacuation times for proposed land uses along the Appian Way corridor by building a SimTraffic model of Appian Way, O'Connell Lane, and the adjacent Hillside Area. The focus of the analysis will be the estimated time required to evacuate the project area land uses via Appian Way and the O'Connell Lane EVA route onto westbound and eastbound Mission Boulevard under the project buildout scenario.

² This would capture existing traffic heading into and out of the neighborhood, inclusive of the roadway segment on Appian Way from Mission Blvd to Monaco Avenue. New traffic would be assumed to affect that roadway portion, given Appian Way would provide exclusive access to the new development.

³ The "Existing Plus Project [Phase 1]" and "Existing Plus Project [Phase 2]" scenarios refer to project construction phasing as described in Project Understanding on page 3 of this proposal. "Existing Plus Project [Phase 2]" would represent project buildout.

⁴ Alameda County and Contra Costa Resource Conservation Districts. *Regional Priority Plan*. 2022. Available here: https://alameda-and-contra-costa-county-regional-priority-plan-ccrcd.hub.arcgis.com/datasets/2db743900a5c43fcb81c31f00baac010_0/explore?location=37.595004%2C-121.992132%2C16.80

⁵ State of California. Office of the Attorney General. *Best Practices for Analyzing and Mitigated Wildfire Impacts of Development Projects Under the California Environmental Quality Act*. October 2022.

Mitigation Monitoring and Reporting Program

The project would be subject to the applicable policies/standards and mitigation measures identified in the General Plan EIR. DJP&A will prepare a summary document identifying all the general plan policies and mitigation measures that are applicable to the project. This document will identify when measures will be implemented, who will be responsible for implementation, and who will provide oversight.

Notice of Exemption

If the checklist concludes that the project would not result in any new site-specific effects or more significant effects than what was analyzed in the City's General Plan EIR that could not be substantially mitigated through uniformly applicable development policies or standards, DJP&A will prepare a Notice of Exemption (NOE) documenting the project is covered under Section 15183, in accordance with CEQA and City of Union City requirements. DJP&A will submit an electronic copy of the draft NOE for the City's review. Based on comments received from the City, DJP&A will revise and finalize the NOE. An electronic copy of the finalized NOE will be submitted to the City and State Clearinghouse. This scope assumes the City will file the NOE with the County.

Meetings and Hearings

This scope of work includes DJP&A attendance at up to two project meetings with the City and/or applicant. This scope assumes DJP&A attendance at up to three public hearings, and no hearing participation by DJP&A subconsultants. Additional hearing attendance by DJP&A or subconsultants can be included on a time and materials basis, if needed.

Project Management and Contract Administration

DJP&A will provide general project management, contract administration, and coordination with the City and project team. The DJP&A Project Manager will coordinate with the City on a regular basis using email and telephone communications.

Estimated Schedule

DJP&A proposes the following optimum schedule for preparation of the Checklist. DJP&A can commit to maintain the schedule in the areas that are within our control. Completion of the Checklist, as outlined in the schedule below, is based upon receipt of project information listed on the following page in accordance with the schedule. Delays in receiving requested information or responses by others will result in at least day-for-day delays in the overall schedule.

Task	Duration of Task	Time Elapsed
1. DJP&A receives authorization to proceed	---	--
2. DJP&A participates in kickoff meeting with City and applicant.	1 days	1 week
3. DJP&A receives requested project information (refer to page 10)	1 week	2 weeks
4. DJP&A completes draft Project Description	2 weeks	4 weeks
5. City staff reviews draft Project Description	2 weeks	6 weeks
6. DJP&A finalizes Project Description	1 week	7 weeks
7. DJP&A receives technical studies (air quality assessment, biological resources peer review, cultural resources study, geotechnical and geological hazard peer review, noise assessment, and transportation technical report) (12 weeks from completion of project description)	12 weeks	19 weeks
8. DJP&A submits 1 st Administrative Draft Checklist to the City	4 weeks	23 weeks
9. City staff completes review of Checklist	4 weeks	27 weeks
10. DJP&A revises Checklist and submits Screencheck Draft Checklist and draft mitigation summary document	2 weeks	29 weeks
11. City staff completes review of Screencheck Draft Checklist, draft mitigation summary document	2 weeks	31 weeks
12. DJP&A finalizes Checklist and prepares NOE	1 week	33 weeks
Total		+/- 33 weeks

Project Information Required

Our scope (including schedule) is based on the assumption that we will receive the below project information concurrent with the authorization to proceed. This scope also assumes City/Calibr Ventures will provide DJP&A any and all revisions to the plan set/project description in a timely manner. If DJP&A completes work based upon an obsolete or inaccurate plan set/project description, or if the plan set/project description change over time, the environmental review schedule and potentially DJP&A's budget may increase, due to additional time required to revise the document and the need for possible updates to technical reports.

Project Plan Set (in PDF)

- ☐ Site Plan
- ☐ Landscaping Plan
- ☐ Stormwater Control Plan
- ☐ Utility Plan
- ☐ Grading plan
- ☐ Building elevations/cross-sections
- ☐ Renderings (if available)

Project Details

- ☐ Maximum development and building height assumptions
- ☐ Discretionary approvals
- ☐ Construction air quality and noise worksheet (DJP&A to provide)
- ☐ Construction duration, including any phasing information
- ☐ Maximum depth of excavation (feet)
- ☐ Total amount of cut and fill (cubic feet), plus breakout of cut and fill for hill above Riviera Drive
- ☐ List of any noise-generating mechanical equipment
- ☐ List of any diesel generators (kilowatt and horsepower)
- ☐ Description of any off-site (e.g., utility or right-of-way) improvements
- ☐ Green building measures, LEED, or Greenpoint certification details
- ☐ List of Best Management Practices to conform to Provisions C.3 of the NPDES permit

Technical Reports

- ☐ Phase I/II report
- ☐ Arborist report
- ☐ Biological Resources Technical Report
- ☐ Geotechnical Report

Cost Estimate

Based on our understanding of the project and technical reports required, the cost for preparation of the Checklist is estimated not to exceed \$215,010. In addition, this contract includes a 15 percent contingency of \$32,250 which brings the total to \$247,260 or \$251,860 with the optional tasks. The intent of the contingency is to cover unanticipated tasks that may arise during the environmental review process and avoid potential delays related to contract amendments. The contingency will not be used unless authorized by City of Union City in writing. A breakdown of the cost estimate is provided below. Costs will be charged on a time and materials basis, commensurate with work completed, in accordance with the attached charge rate schedule.

This scope and budget assumes the project will proceed in accordance with the schedule on the previous page. The budget is based on the anticipated amount of work that would occur during the estimated duration of the project. If the schedule extends beyond the anticipated timeframe due to factors outside of DJP&A's control, and/or if the project includes multiple stops and starts, the proposed budget would need to be increased to account for the additional time spent.

A. David J. Powers & Associates, Inc.	
• Preparation of 15183 Checklist, Attendance at Meetings/Hearings, and Project Management	\$61,074
• Reimbursables (travel, printing, etc.)*	\$150
B. Subconsultants*	
• A/HC (Cultural Resource Study)	\$3,945
• Cornerstone (Geotechnical and Geologic Hazard Review)	\$5,865
• Fehr & Peers (Transportation Technical Report)	\$81,139
• Fehr & Peers (Wildfire Evacuation Analysis)	\$21,448
• Illingworth & Rodkin (Air Quality Assessment)	\$10,868
• Illingworth & Rodkin (Noise Assessment)	\$10,626
• WRA (Biological Resources Technical Report Peer Review)	\$19,895
Subtotal (A+B)	\$215,010
C. 15 Percent Contingency	\$32,250
Total (A+B+C)	\$247,260

Optional Task(s)	
• WRA (Complete Appendix G CEQA Checklist Impact Analysis)	\$4,600
Total with Optional Task	\$251,860

* Subconsultant and reimbursable expenses include our standard 15 percent administrative fee.

Please note that the cost estimate shown is a not-to-exceed total amount for all tasks combined. DJP&A will complete the Checklist for the not-to-exceed total. Within this not-to-exceed total, actual amounts spent on individual tasks/items may be more or less than the estimates. If DJP&A does not need all the time that has been budgeted, we will only bill for the time actually spent completing the work. Our invoices will be submitted on a monthly basis and are payable upon receipt.

DJP&A provides regular, clear and accurate invoices as the work on this project proceeds, in accordance with normal company billing procedures. The cost estimate prepared for this project does not include special accounting or bookkeeping procedures, nor does it include preparation of extraordinary or unique statements or invoices. If a special invoice or accounting process is requested, the service can be provided on a time and materials basis. Any fees charged to DJP&A for Client's third-party services related to invoicing, insurance certificate maintenance, or other administrative functions will be billed as a reimbursable expense.

This scope is valid for 90 days and assumes that no issues arise that would require any additional technical analysis or documentation. In the event additional technical analysis is required, we can complete that work on a time and materials basis, upon your authorization. Project description or plan set changes after our notice to proceed is received may have schedule and budget implications.

Charge Rate Schedule⁶

Title	Hourly Rate
Senior Principal	\$340
Principal Project Manager	\$313
Senior Environmental Specialist	\$266
Senior Project Manager	\$244
Environmental Specialist	\$228
Project Manager	\$217
Associate Project Manager	\$191
Assistant Project Manager	\$160
Researcher	\$138
Graphic Artist	\$128

Notes: Materials, outside services and subconsultants include a 15% administration fee. Mileage will be charged per the current IRS standard mileage rate at the time costs occur. Subject to revision January 1, 2026.

⁶ David J. Powers & Associates, Inc. provides regular, clear and accurate invoices as the work on this project proceeds, in accordance with normal company billing procedures. The cost estimate prepared for this project does not include special accounting or bookkeeping procedures, nor does it include preparation of extraordinary or unique statements or invoices. If a special invoice or accounting process is requested, the service can be provided on a time and materials basis. Any fees charged to DJP&A for Client's third-party services related to invoicing, insurance certificate maintenance, or other administrative functions will be billed as a reimbursable expense.


Appian Way 15183 Scope (2-19-2025)

Final Audit Report

2025-02-19

Created:	2025-02-19
By:	Natalie Noyes (nnoyes@davidjpowers.com)
Status:	Signed
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"Appian Way 15183 Scope (2-19-2025)" History

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-  Document e-signed by Akoni Danielsen (adanielsen@davidjpowers.com)
Signature Date: 2025-02-19 - 9:37:42 PM GMT - Time Source: server
-  Agreement completed.
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Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: SECOND READING AND ADOPTION OF AN ORDINANCE FOR ZONING TEXT AMENDMENT (AT-25-001) TO AMEND TITLE 18, ZONING, OF THE UNION CITY MUNICIPAL CODE TO SUPPORT IMPLEMENTATION PROGRAM HE-2.D OF THE CITY'S 2023-2031 HOUSING ELEMENT BY RESCINDING AND REPLACING CHAPTER 18.34, ACCESSORY DWELLING UNITS, TO COMPLY WITH GOVERNMENT CODE § 66310 ET SEQ.; AND AMENDING CHAPTERS 18.08, DEFINITIONS; 18.31, SB 9 SUBDIVISIONS AND DEVELOPMENT PROJECTS; 18.32, RESIDENTIAL DISTRICTS; AND 18.33, AFFORDABLE HOUSING, FOR CONSISTENCY WITH THE UPDATES TO CHAPTER 18.34; AND FIND THAT THE AMENDMENTS ARE EXEMPT FROM ENVIRONMENTAL REVIEW PER THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES § 15282(H), AS WELL AS PUBLIC RESOURCES CODE § 21080.17.

EXECUTIVE SUMMARY

Staff recommends that the City Council waive the full reading of the proposed ordinance, conduct the second reading by title only, and formally adopt an ordinance (Attachment 1) approving Zoning Text Amendment AT-25-001. The proposed ordinance updates the City's regulations governing accessory dwelling units (ADUs) and junior accessory dwelling units (JADU) and includes other, related updates to ensure consistency.

The City Council held a public hearing and introduced the proposed ordinance at its March 11, 2025, meeting on a 3-0 vote. The proposed amendments are included in Exhibit A (Clean) and Exhibit B (Redlines) of Attachment 1.

STRATEGIC PLAN ALIGNMENT

This agenda item is in alignment with the following:

Goal C, Strategy 5. Promote housing development for all income levels in the community by implementing the Housing Element, updating the zoning ordinance to include objective standards for new multifamily residential development to streamline the review of applications for housing developments, and other measures. (Council Priority)

Goal C, Strategy 15. Continue to review development permitting processes to streamline service and improve efficiency and develop a communication plan to disseminate modifications to staff and customers.

BACKGROUND

At its March 11, 2025, meeting, the City Council introduced the proposed ordinance to approve Zoning Text Amendment AT-25-001. The proposed amendments aim to comply with recent changes in state law and support Implementation Program HE-2.D of the City's Housing Element. A second reading of the ordinance is required for the proposed zoning text amendments to be adopted.

For more information, see the March 11, 2025 City Council agenda item, which can be accessed on-line at

DISCUSSION

In every legislative session over the last eight years, the State Legislature has enacted numerous bills intended to facilitate the development of ADUs. The proposed amendments are designed to bring the City’s ADU regulations into compliance with the most recent changes in state ADU law. The comprehensive update includes rescinding and replacing UCMC Chapter 18.34, Accessory Dwelling Units, and making minor updates to related chapters to ensure internal consistency.

Key provisions of the proposed amendments support Housing Element Implementation Program HE-2.D by simplifying ADU regulations, particularly in areas such as size, setbacks, and design standards. The proposed amendments address potential barriers to ADU development, promote streamlined approval processes, incorporate best practices, and align the City’s regulations with the flexible guidelines permitted under state law. This approach ensures regulations do not hinder ADU development but instead encourage their construction as a key strategy for addressing the City’s housing needs and increasing affordable housing supply.

Furthermore, the proposed amendments are based on extensive research and analysis. Staff has thoroughly reviewed the HCD’s ADU Handbook (2025) and HCD’s ADU Ordinance Review letters, engaged in correspondence with HCD, and consulted closely with the City Attorney’s Office to ensure the proposed amendments are legally sound and in full compliance with state law.

Zoning code sections that are affected by the proposed amendments are listed below, along with a brief description of the change.

- 18.08.205 (ADU Definition): Updated definition to match state law.
- 18.08.206 (JADU Definition): Updated definition to match state law.
- 18.31.020 (SB 9 – Definitions): Removed the ADU and JADU definitions, as these definitions are proposed in §§ 18.08.205 and 18.08.206.
- 18.32.060 (Site Area Per Dwelling Unit): Amended to point to ADU chapter to capture future changes under state law.
- 18.33.020 (Affordable Housing – Definitions): Amended to remove terms defined elsewhere (i.e., Chapter 18.08).
- 18.34 (ADU Regulations): Rescinded and replaced.

FISCAL IMPACT

The adoption of the proposed zoning text amendments would have no fiscal impact on the General Fund.

RECOMMENDATION

Staff recommends that the City Council waive the reading of the full text of the proposed ordinance, conduct the second reading of the title of the proposed ordinance, and adopt the proposed ordinance approving Zoning Text Amendment AT-25-001; and find that the proposed amendments are exempt from environmental review per CEQA, pursuant to CEQA Guidelines § 15282(h), as well as Public Resources Code § 21080.17.

Prepared by:

Mayank Patel, Senior Planner

Submitted by:

Carmela Campbell, Economic and Community Development Director

ATTACHMENTS:

Description	Type
Attachment 1 - Proposed Ordinance	Ordinance
Exhibit B - Proposed Amendments (Redlines)	Exhibit
Public Comment - James Lloyd	Attachment

ORDINANCE NO. 2025-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNION CITY FOR ZONING TEXT AMENDMENT (AT-25-001) TO AMEND TITLE 18, ZONING, OF THE UNION CITY MUNICIPAL CODE (UCMC) TO SUPPORT IMPLEMENTATION PROGRAM HE-2.D OF THE CITY'S 2023-2031 HOUSING ELEMENT BY RESCINDING AND REPLACING UCMC CHAPTER 18.34, ACCESSORY DWELLING UNITS, TO COMPLY WITH GOVERNMENT CODE § 66310 ET SEQ.; AND AMENDING UCMC CHAPTERS 18.08, DEFINITIONS; 18.31, SB 9 SUBDIVISIONS AND DEVELOPMENT PROJECTS; 18.32, RESIDENTIAL DISTRICTS; AND 18.33, AFFORDABLE HOUSING, FOR CONSISTENCY WITH THE UPDATES TO CHAPTER 18.34.

WHEREAS, the Legislature of the State of California (Legislature) has found and declared that accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are a valuable form of housing in California, providing housing for diverse populations at below-market rates, benefiting homeowners with added income and security, increasing rental housing stock, and addressing the state's severe housing crisis by offering lower-cost housing options within existing neighborhoods, all of which are essential components of California's housing supply and contribute to the state's economic well-being, environmental sustainability, and the well-being of its citizens; and

WHEREAS, the Legislature has enacted laws establishing standards for ADUs and JADUs and circumscribed local authority to regulate such units; and

WHEREAS, the California Constitution, Article XI, Section 7, provides cities and counties with the authority to enact ordinances to protect the health, safety, welfare, and morals of their citizens; and

WHEREAS, the Planning and Zoning Law authorizes local agencies to act by ordinance to provide the creation and regulation of ADUs and JADUs; and

WHEREAS, on May 11, 2021, the City of Union City (City) adopted Ordinance No. 883-21 to amend Title 18, Zoning, of the Union City Municipal Code (UCMC) to add Chapter 18.34, Accessory Dwelling Units, and to make other miscellaneous changes (AT-21-001) in compliance with updates to state laws related to ADUs and JADUs; and

WHEREAS, since the adoption of Ordinance No. 883-21, the State Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, the City Council desires to amend the City's Zoning Ordinance provisions pertaining to ADUs and JADUs to comply with new state law; and

WHEREAS, the amendments would support Implementation Program HE-2.D of the City's 2023-2031 Housing Element by rescinding and replacing UCMC Chapter 18.34, Accessory Dwelling Units, and update provisions related to the objective standards and other requirements that do not unreasonably restrict the production of ADUs and JADUs in compliance with new state law; and

WHEREAS, the amendments also comprise minor updates to UCMC Chapters 18.08, Definitions; 18.31, SB 9 Subdivisions and Development Projects; 18.32, Residential Districts; and 18.33, Affordable Housing, for consistency with the proposed changes to Chapter 18.34, Accessory Dwelling Units; and

PLANNING COMMISSION REVIEW

WHEREAS, the UCMC authorizes the Planning Commission to review and make recommendations to the City Council on amendments to UCMC Title 18, Zoning; and

WHEREAS, on January 17, 2025, notice of the Planning Commission public hearing was published in *The Argus* newspaper in compliance with Government Code § 65854; and

WHEREAS, on February 6, 2025, the Planning Commission held a duly noticed public hearing to consider the amendments, receive a Staff Report and Presentation dated March 25, 2025, take public testimony, deliberate on the item, and adopted Resolution No. 2-25, recommending approval of the amendments with a vote of 3-1 and one abstention. The Staff Report and Resolution are incorporated herein by reference; and

CITY COUNCIL REVIEW

WHEREAS, on February 28, 2025, notice of the City Council public hearing was published in *The Argus* newspaper in compliance with California Government Code § 65090; and

WHEREAS, on March 11, 2025, the City Council held a duly noticed public hearing to consider the amendments, receive a Staff Report and Presentation dated March 11, 2025, and incorporated herein by reference, review the Planning Commission's recommendation, and take public testimony, and deliberate on the item before taking action on the amendments; and

WHEREAS, the amendment to UCMC Title 18 is shown in **Exhibit A**, which is attached hereto and incorporated by reference; and

WHEREAS, a red-lined version of the amendment to UCMC Title 18 is shown in **Exhibit B**, which is attached hereto and incorporated by reference.

THE CITY COUNCIL OF THE CITY OF UNION CITY DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals

The above recitals are true and correct and made a part of this Ordinance.

SECTION 2. CEQA

Approval of Zoning Text Amendment (AT-25-001) is exempt from environmental review per the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines § 15282(h), as well as Public Resources Code § 21080.17, which

provides a statutory exemption for ordinances regarding ADUs and JADUs in a single-family or multifamily residential zone to implement Government Code § 66310 *et seq.*

SECTION 3. Findings

The City Council makes the following findings in support of approving this Ordinance, based on the whole of the record before it.

1. The proposed amendments ensure that local regulations support, rather than restrict, ADU development, which helps to address the City's housing needs and expand affordable housing options.
2. The proposed amendments are consistent with the General Plan, mainly the Housing Element. Specifically, the proposed amendments implement Housing Element Program HE-2.D by simplifying ADU regulations to enhance clarity and ease of development, particularly regarding size, setbacks, and design standards. By addressing potential barriers, streamlining the approval process, and incorporating best practices, the proposed amendments align with state law and promote ADU development.
3. The proposed amendments are necessary and desirable to achieve the purposes of Title 18 because the amendments will ensure the City is in compliance with the recent updates to state housing laws and objectives.

SECTION 4. Approval

The City Council hereby approves the amendments to the UCMC, as described above and as shown in **Exhibit A**, which is attached hereto and incorporated herein by reference.

SECTION 5. Severability

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, the provisions of this Ordinance are severable. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

SECTION 6. Publication and Effective Date

Within fifteen (15) days from and after adoption, this Ordinance shall be published once in *The Argus*, a newspaper of general circulation printed and published in Alameda County and circulated in the City of Union City, in accordance with Government Code § 36933. This Ordinance shall take effect and be enforced thirty (30) days after its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on 25th day of March by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney

Attachments:

1. Exhibit A: Zoning Text Amendments (AT-25-001) [Clean Version]
2. Exhibit B: Zoning Text Amendments (AT-25-001) [Redlined Version]

EXHIBIT B

Zoning Text Amendments (AT-25-001) [Redlined Version]

I. CHAPTER 18.08. DEFINITIONS

Union City Municipal Code (UCMC) Chapter 18.08, Definitions, is amended to rescind and replace the sections below as follows:

§ 18.08.205 Dwelling, accessory.

~~“Accessory dwelling unit” means the additional dwelling unit(s) on a lot, that contains a proposed or existing permitted single family or multifamily dwelling meeting the criteria in Chapter 18.34, which has kitchen, sleeping and full bathroom facilities, and a separate external access.~~

“Accessory dwelling” (ADU) means an “accessory dwelling unit” as ascribed in Government Code Section 66313, as the same may be amended from time to time, and reprinted here for reference:

“Accessory dwelling unit” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

- (1) An efficiency unit.
- (2) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

§18.08.206 Dwelling, junior accessory

~~“Junior accessory dwelling units (JADUs)” are units, up to 500 square feet, that are created within the walls of a proposed or existing single family residence and contain a basic kitchen utilizing small plug-in appliances, JADUs share a bathroom with the primary dwelling.~~

“Junior accessory dwelling” (JADU) means a “junior accessory dwelling unit” as ascribed in Government Code Section 66313, as the same may be amended from time to time, and reprinted here for reference:

“Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling

unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

II. CHAPTER 18.31. SB 9 SUBDIVISIONS AND DEVELOPMENT PROJECTS

Chapter 18.31, SB 9 Subdivisions and Development Projects, is amended to modify the section below:

§18.31.020 Definitions.

For purposes of this chapter, the following definitions apply:

~~“Accessory dwelling unit” or “ADU”, means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons, is located on a lot with a proposed or existing primary residence, and is constructed pursuant to Chapter 18.34.~~

“Dwelling unit” means ~~any dwelling unit, including, but not limited to, a unit or units created pursuant to Section 65852.21,~~ a primary dwelling, an accessory dwelling unit or a junior accessory dwelling unit as defined in Chapter 18.3408.

~~“Junior accessory dwelling unit” or “JADU” means a dwelling unit that is up to 500 square feet in size and contained entirely within an existing or proposed primary dwelling unit that provides an efficiency kitchen and a separate exterior entrance, and may include separate sanitation facilities, or may share sanitation facilities with the existing structure, and which is constructed pursuant to Chapter 18.34.~~

“Primary dwelling unit” means the single-family residence on the property prior to the approval of an SB 9 unit or urban lot split.

“SB 9 housing development” means a project containing one or more SB 9 units and may include an urban lot split.

“SB 9 unit” means a dwelling unit that is developed pursuant to Government Code Section 65852.21 and/or constructed on a parcel created pursuant to Government Code Section 66411.7 and meeting all the criteria and standards set forth in this chapter.

“Urban lot split” means the subdivision of an existing parcel into two parcels pursuant to California Government Code Section 66411.7 and meeting all the criteria and standards set forth in this chapter.

III. CHAPTER 18.32. RESIDENTIAL DISTRICTS

Chapter 18.32, Residential Districts, is amended to modify the section below:

§ 18.32.060 Site area per dwelling unit.

- A. In the single-family residential districts, including the R, RS, RS(s), and 511 districts, no more than one principal dwelling unit and one accessory dwelling unit shall be located on each site unless otherwise permitted under Chapter 18.31, 18.34, or state law.

IV. CHAPTER 18.33. AFFORDABLE HOUSING

Chapter 18.33, Affordable Housing, is amended to modify the section below:

§18.33.020 Definitions.

For purposes of this chapter, each of the following terms is defined as follows:

~~“Accessory dwelling unit” means the additional dwelling unit(s) on a lot, that contains a proposed or existing permitted single family or multifamily dwelling meeting the criteria in Chapter 18.34, which has kitchen, sleeping and full bathroom facilities, and a separate external access.~~

“Additions” are increases in habitable space to an existing building or structure.

“Affordable housing program” means a method for providing the affordable housing units in the proposed project, a method for a payment in-lieu of providing affordable units, or a combination thereof, pursuant to Section 18.33.060(H).

“Affordable unit” means an ownership or rental housing unit, including senior housing, affordable by households with very low, low or moderate incomes as defined in this chapter. The unit shall be deemed affordable if it meets the requirements of Health and Safety Code Section 50052.5(b) for owner occupied housing and Section 50053(b) for rental housing.

“Developer” means the person(s) or legal entity(ies), who also may be the property owner, who is developing a particular project in the City.

~~“Dwelling unit” means a dwelling designed and intended for occupancy by one household.~~

“Habitable space” means floor area within a dwelling unit designed, used, or intended to be used exclusively for living and sleeping purposes.

“Housing costs” means the monthly mortgage principal and interest, property taxes, homeowners' insurance, utility allowance and condominium fees, where applicable, for ownership units; and the monthly rent and utility allowance for rental units.

“HUD” means the United States Department of Housing and Urban Development or its successor.

“Large project” means a residential development with seven units or more.

“Resale controls and/or rent restrictions” means legal restrictions, as set forth by the City of Union City, State and Federal law, by which the affordable units shall be restricted to ensure that the unit remains affordable to very low, low or moderate income households, as applicable, permanently or for the longest period allowed by law. Such resale controls and/or rental restrictions shall generally be consistent with the requirements of Health and Safety Code Section 33334.3(f), as amended from time to time, and as may be more particularly set forth in this chapter. With respect to rental units, such rent restrictions shall generally be in the form of a regulatory agreement recorded against the applicable property. With respect to owner occupied units, such resale controls shall generally be in the form of resale restrictions, deeds of trust and/or other similar documents recorded against the applicable property.

“Residential development” includes, without limitation, detached single-family dwellings, multiple dwelling structures, groups of dwellings, condominium or townhouse developments, condominium conversions, cooperative developments, mixed use developments that include housing units, and residential land subdivisions intended to be sold to the general public.

“Residential project” includes contiguous or non-contiguous parcels that have one or more applications filed within a 24 month period and which are under the same ownership.

“Small project” means a residential development with six units or less.

“Very low, low and moderate income levels” means those income and eligibility levels determined periodically by the United States Department of Housing and Urban Development based on the Oakland Standard Metropolitan Statistical Area (SMSA) median income levels by family size. Such levels shall be calculated on the basis of gross annual household income considering household size and number of dependents, income of all wage earners, elderly or disabled family members and all other sources of household income and will be recertified as set forth by local standards, State and Federal housing law.

1. "Very low income" means 50% or under of the SMSA median, adjusted for actual household size.
2. "Low income" means 51% to 80% of the SMSA median, adjusted for actual household size.
3. "Moderate income" means 81% to 120% of the SMSA median, adjusted for actual household size.

V. CHAPTER 18.34. ACCESSORY DWELLING UNITS

UCMC Chapter 18.34, Accessory Dwelling Units, is rescinded and replaced to read as follows:

~~§ 18.34.010 Purpose.~~

~~The purpose of this chapter is to implement Government Code Sections 65852.1, 65852.2, and 65852.22 et seq., by allowing the creation of accessory dwelling units (ADUs) and/or junior accessory dwelling units (JADUs) through ministerial review subject to meeting the criteria defined below.~~

~~§ 18.34.020. Applicability.~~

~~A. Accessory Dwelling Unit (ADU).~~

- ~~1. Within areas zoned to allow single-family that contain an existing or proposed single-family residence, or in areas where there is an existing legal non-conforming single-family.~~
- ~~2. Within areas zoned to allow multifamily or mixed-use developments, or in areas where there is an existing legal non-conforming multifamily development,~~

~~B. Junior Accessory Dwelling Unit (JADU).~~

- ~~1. Within areas zoned to allow single-family or multifamily residential uses that contain an existing or proposed single-family residence, or in areas where there is an existing legal non-conforming single-family residence.~~

~~C. In the event of a conflict between these standards and the underlying zoning district regulations, the provisions of this chapter shall apply.~~

~~§ 18.34.030. General requirements.~~

~~A. On lots with an existing, or proposed, single-family dwelling, one ADU shall be permitted subject to the following requirements:~~

- ~~1. Criteria. ADUs may be established through:~~
 - ~~a. Conversion of existing floor space in a single-family residence;~~
 - ~~b. A single-story addition to an existing single-family residence;~~
 - ~~c. Conversion of an existing, permitted detached accessory structure;~~

- ~~d. The construction of a new ADU as permitted in this section;~~
 - ~~e. Construction of a new primary residence with an ADU;~~
 - ~~f. The conversion of an existing garage; and~~
 - ~~g. ADUs may be prohibited on lots with SB 9 Housing Developments, subject to the requirements of Chapter 18.31.~~
- ~~2. Location. ADUs shall meet the setback requirements for the primary residence in the zoning district in which they are located, except as follows:~~
 - ~~a. No additional setback shall be required for an existing, legally constructed structure, that is converted to an ADU, or an ADU constructed in the same location and to the same dimensions as an existing structure.~~
 - ~~b. A setback of at least four feet from the interior side and rear lot lines shall be required for a new ADU.~~
 - ~~c. ADUs shall not occupy a required front yard if it is possible to build a unit that measures 800 square feet or less, elsewhere on the lot.~~
 - ~~d. Attached ADUs shall maintain a minimum five foot separation from detached structures on the lot.~~
 - ~~e. Detached ADUs shall maintain a minimum five foot separation from other structures on the lot.~~
 - ~~f. Additional setbacks may be required for attached or detached ADUs over 800 square feet in area when the unit is located on a corner lot or a through lot.~~
 - ~~g. ADUs constructed as a second story addition to an existing residential structure shall comply with all setbacks and design requirements established by the zoning district in which the ADU is located.~~
- ~~3. Size. ADUs shall be between 150 and 1,000 square feet in floor area.~~
 - ~~a. ADUs shall not exceed 850 square feet if they contain one bedroom or less and 1,000 square feet if they contain at least two bedrooms.~~
 - ~~b. ADUs over 800 square feet shall be subject to lot coverage, floor-area ratio, setbacks, and other applicable residential development standards for the primary residence.~~
 - ~~c. Enclosed patios or other enclosed non-conditioned space (as defined by the California Building Code) directly accessible from or solely attached to an ADU shall be included in the square footage of the unit.~~
- ~~4. Height.~~
 - ~~a. Attached ADUs shall be subject to the height limitations established by the zoning district in which the ADU is located.~~

- ~~b. Detached ADUs shall be limited to one story with a maximum height of 16 feet.~~
- ~~5. Facilities. ADUs shall, at minimum, include a full bathroom including shower and/or bathtub, a sleeping area, permanent cooking facilities, and a separate, exterior entrance.~~
- ~~6. Occupancy. ADUs may not be sold separately from the primary residence but may be rented separately. ADUs may not be used for short-term rentals (less than 30 days).~~
- ~~7. Parking. No additional parking shall be required through creation of an ADU. When an existing garage, carport or covered parking structure is demolished in conjunction with the construction of an ADU or converted into an ADU, the parking spaces shall not be required to be replaced.~~
- ~~8. Lot Coverage. The total lot coverage for all buildings shall not exceed the allowable lot coverage for the zoning district except that such ratio shall not prohibit an 800 square foot ADU meeting the maximum height and minimum setback requirements.~~
- ~~9. Utilities. Adequate water and sewer service shall be available to support the ADU; all new utility connections shall be undergrounded.~~
- ~~10. Addressing. Street addresses shall be assigned to all ADUs to assist in emergency response prior to building permit issuance. An address shall be placed at the front of the lot, visible from the public right-of-way, and at the main entrance to the ADU if not visible from the public right-of-way.~~
- ~~11. Subdivision. No subdivision of lands nor air rights shall be allowed.~~
- ~~12. Design Standards.~~
 - ~~a. Building façades and materials:~~
 - ~~i. No façade shall run in a continuous plane of more than 15 feet without incorporating one or more of the following:~~
 - ~~(A) A vertical wall shift of at least one foot in depth;~~
 - ~~(B) A change in material type;~~
 - ~~(C) Window or building entrance; or~~
 - ~~(D) A projection such as a stoop, bay or overhang.~~
 - ~~(E) Exceptions. Exceptions may be granted by the Director where the Director finds that adequate design features have been incorporated to create visual variety and avoid a bulky or monolithic appearance.~~
 - ~~ii. A minimum of three exterior colors or a combination of materials and colors shall be used on the building façade.~~
 - ~~(A) Stucco must be used in combination with a secondary material.~~
 - ~~iii. Second story façades shall incorporate the following:~~

- ~~(A) — A minimum of a six foot inset from the front wall plane.~~
- ~~(B) — A minimum of an 18 inch inset from the side and rear wall plane.~~
- ~~(C) — Exceptions. Exceptions may be granted by the Director to accommodate a complete architectural style or alternative detailing that complement the architectural character of the existing structure.~~
- b. ~~Windows and Glazing.~~
 - i. ~~All windows shall incorporate the following:~~
 - ~~(A) — Trim at least three inches in width must be provided around all windows, or window must be recessed at least two inches from the plane of the surrounding exterior wall.~~
 - ~~(B) — Exceptions may be granted by the Director to accommodate alternative window designs complementary to the architectural style of the structure.~~
 - ii. ~~Upper story windows located less than 10 feet from and facing rear or side yard of an adjacent property shall be located to maximize privacy for adjacent properties by using at least one of the following techniques:~~
 - ~~(A) — Attached ADUs with upper story windows located less than 10 feet from and facing the rear or side yard of an adjacent property shall be located to maximize privacy for adjacent properties by using at least one of the following techniques:~~
 - ~~(1) — Sill height located a minimum of 60 inches above the finished floor;~~
 - ~~(2) — Location of the window is such that the centerline of the glazing is offset greater than 15 lateral feet from the centerline of any glazing on an existing adjacent structure; or~~
 - ~~(3) — Any window located partially or entirely below 60 inches from the finished floor consists of frosted or obscured glazing.~~
- c. ~~Roof Form and Detailing.~~
 - i. ~~New structures shall provide a roof pitch no less than two and one-half (2.5) inches of vertical rise for each 12 inches of horizontal run.~~

- ~~ii. ADUs resulting from alterations or additions to an existing structure shall provide the same roof form, material, and color as the existing structure.~~
- ~~iii. New buildings shall provide a roofing material that is the same as the predominant roofing material throughout properties within 100 feet.~~
- ~~iv. Roof material and color shall be the same throughout the entirety of the roof.~~
- ~~v. Overhanging eaves shall extend a minimum of 12 inches beyond the supporting wall.~~
- ~~vi. Exceptions. Exceptions may be granted by the Director to the requirements listed above to accommodate a complete architectural style or alternative roof forms and detailing that complements the architectural character of the existing development.~~
- ~~d. Principal Entrance.~~
 - ~~i. A three foot covered entry above the primary entrance to the ADU shall be provided.~~
 - ~~ii. The covered entry requirement may be achieved by inseting the door into the ADU.~~
- ~~e. Exterior Stairways. Exterior stairways providing access to an upper story are prohibited~~
- ~~f. Balconies. Usable balconies and upper story decks are prohibited on ADU units.~~
- ~~g. Historic Properties. For properties located within the Landmark and Historic Preservation Overlay Zone, or included in the California Register of Historical Resources, the National Register of Historic Places, or considered a historic resource after completion of a historic resource evaluation, any new addition for an attached ADU shall be located along the rear wall of an existing single family dwelling, unless the ADU is fully enclosed within the existing building walls. The attached ADUs shall adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer.~~
- ~~13. Exemptions. A project may be exempted from one or more of the established standards if it is determined that the specific standard(s) would make it infeasible for an 800 square foot ADU to be constructed on~~

- ~~a property consistent with California Government Code, Section 65852.2, subdivision (e).~~
- ~~14. Impact Fees. ADUs over 750 square feet are subject to all applicable impact fees. Assessment of impact fees shall be proportional to the primary residence.~~
- ~~B. Either attached or detached ADUs shall be permitted within a multifamily development subject to the following criteria:~~
- ~~1. Attached Units. ADUs may be allowed within existing portions of a multifamily or mixed-use development that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, and/or garages, if each unit complies with state building standards for dwellings.~~
- ~~a. Number of Units. At least one attached ADU may be provided per lot.~~
- ~~b. Additional attached ADUs, may be permitted, up to a maximum of 25% of total number of all units within the multifamily or mixed-use development.~~
- ~~c. A fraction of one-half (0.5) or more is rounded up and a fraction that is less than one-half (0.5) is disregarded.~~
- ~~2. Detached Units. Up to two detached ADUs with a maximum height limit of 16 feet, a minimum rear and side setbacks of four feet, and a maximum area of 800 square feet shall be allowed in a multifamily development.~~
- ~~a. The two detached units can also be created through conversions of existing detached accessory structures.~~
- ~~C. On lots with an existing or proposed single-family dwelling, one junior accessory dwelling unit (JADU) shall be permitted subject to the following regulations, subject to the limitations for lots with SB 9 Housing Developments established by Chapter 18.31:~~
- ~~1. JADUs shall be constructed entirely within the walls of an existing primary residence. JADUs shall be created from existing habitable space and/or from existing garage space.~~
- ~~a. Size. JADUs shall not exceed 500 square feet in floor area.~~
- ~~b. Facilities. A private bathroom is not required for a JADU, provided that the unit has full access to a bathroom in the primary residence. If a bathroom is shared with the remainder of the primary residence, it shall not be included in the square footage calculation.~~
- ~~i. An efficiency kitchen, including a cooking facility with appliances and a food preparation counter that is a reasonable size in relation to the size of the JADU shall be provided;~~

- ~~ii. A separate exterior entrance.~~
- ~~c. Parking. No additional parking is required, however, if a covered and enclosed parking space is demolished in the construction of the JADU, then the parking space shall be replaced at a ratio of one to one.~~
- ~~d. Occupancy. JADUs may not be sold separately from the single-family residence but may be rented separately. JADUs may not be used as a short-term rental (less than 30 days). The primary residence must be owner-occupied, but the owner may reside in either the JADU or the primary residence. This owner-occupancy requirement does not apply to primary residences owned by a public agency, land trust, or non-profit housing organization.~~
- ~~e. An addition of up to 150 square feet that meets minimum four-foot side and rear setbacks may be allowed to accommodate ingress/egress to the JADU provided that the addition meets all Building and Fire safety requirements.~~
- ~~2. Restrictions. A deed restriction shall be recorded prior to the issuance of building permits to prohibit the subdivision or sale of the JADU separate from the primary residence and include the following provisions:~~
 - ~~a. The deed restriction shall be enforced against future purchasers;~~
 - ~~and~~
 - ~~b. Restricts the size and features of the JADU.~~

~~§ 18.34.040. General procedures.~~

~~Development of an ADU and/or JADU shall be subject to issuance of a building permit within 60 days of submission of an application that includes all items listed on the City's ADU/JADU submittal checklist and is consistent with applicable requirements. However, if an ADU is proposed as part of an application that requires discretionary review, a building permit shall not be issued for the ADU or JADU until the discretionary approval(s) have been granted and any appeal period(s) has/have passed.~~

§ 18.34.010 Purpose.

The purpose of this section is to implement Government Code Sections 66310 – 66342 by allowing the creation of accessory dwelling units (ADUs) and/or junior accessory dwelling units (JADUs) through ministerial review. In the event of any conflict or discrepancy between the ADU and/or JADU standards in this Chapter and any other provisions of this Title, the standards contained in this Chapter shall take precedence.

§18.34.020 General Requirements.

- A. **Building Permit Required.** All ADUs and/or JADUs, including those that are internal to an existing structure and converted from existing floor area, shall be subject to a building permit.
- B. **Permitting Procedure.**
 - 1. **Ministerial Review.** A permit application for an ADU and/or JADU shall be processed ministerially, without discretionary review or a hearing.
 - 2. **Review Period.**
 - a. **Developed Lot.** If there is an existing single-family or multifamily dwelling on a lot, a permit application for an ADU and/or JADU shall either be denied or approved within 60 days of receipt of a complete application.
 - b. **Undeveloped Lot.** If a permit application to create or serve an ADU and/or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on a lot, the City may delay approving or denying the permit application for the ADU and/or JADU until the City approves or denies the permit application to create the new single-family or multifamily dwelling; however, the application to create or serve the ADU and/or JADU shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.
 - 3. **Deemed Approved.** If a complete application is not approved or denied within 60 days of receipt of a complete application, the application shall be deemed approved.
 - 4. **Denied Applications.** If an application for an ADU and/or JADU is denied within 60 days of receipt of a complete application, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied.

- 5. **Nonconforming Conditions.** No application for a permit to create an ADU and/or JADU shall be denied due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that:
 - a. Do not present a threat to public health and safety; and
 - b. Are not affected by the construction of the ADU and/or JADU.
- C. **Separate Entrance.** ADUs and/or JADUs shall provide at least one exterior entrance that is separate from the main entrance of the primary dwelling.
- D. **Separate Address.** ADUs and/or JADUs shall provide a separate address from the primary dwelling.

§18.34.030 ADU Regulations.

- A. **General Plan and Zoning.**
 - 1. **Residential Use.** ADUs approved in compliance with this chapter shall be considered a residential use that is consistent with the existing general plan and zoning designation for the lot.
 - 2. **Permitted Locations.** ADUs are permitted on lots with an existing or proposed single-family or multifamily dwelling in areas zoned to allow single-family or multifamily residential use.
 - 3. **Density.** ADUs shall not count toward the maximum density permitted on the lot.
- B. **ADU Typology.** ADUs shall be either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling, including detached garages.
- C. **Objective Standards.**
 - 1. **Number of ADUs.**
 - a. **Single-Family ADUs.**
 - i. In addition to a JADU, no more than two ADUs shall be permitted on the same lot that has an existing or proposed single-family dwelling as follows:
 - (A) One attached or detached, new construction ADU, or
 - (B) One detached, new construction ADU that does not exceed 800 square feet and one ADU that is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the

existing accessory structure shall be limited to
accommodating ingress and egress.

- b. **Multifamily ADUs.**
 - i. **Conversion ADUs.** A minimum of one ADU and a maximum of 25-percent of the total number of existing multifamily dwelling units shall be permitted to be converted from existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with the State building standards for dwellings.
 - ii. **Detached ADUs.**
 - (A) **Existing Multifamily Dwelling.** On a lot with an existing multifamily dwelling, not more than eight detached ADUs shall be permitted. The number of ADUs shall not exceed the number of existing multifamily units on the lot.
 - (B) **Proposed Multifamily Dwelling.** On a lot with a proposed multifamily dwelling, not more than two detached ADUs shall be permitted.
- 2. **Size.** The maximum allowable square footage for ADUs shall not exceed the area limitations specified below. For the purposes of this section, the calculation of ADU square footage shall not comprise garages, carports, covered porches/patios, breezeways, and/or other accessory structures.
 - a. **Existing Floor Area.** ADUs converted from existing floor area shall not be subject to any size limitations.
 - b. **New Floor Area.**
 - i. **Attached ADUs.** Attached ADUs created from new floor area shall not exceed 1,000 square feet.
 - ii. **Detached ADUs.** Detached ADUs created from new floor area shall not exceed 1,200 square feet.
- 3. **Height.**
 - a. **Existing Floor Area.** ADUs converted from existing floor area shall not be subject to height limitations.
 - b. **New Floor Area.**
 - i. **Attached ADUs.** Attached ADUs created from new floor shall not exceed a height of 30 feet or the maximum height permitted in the underlying zoning district. In all cases, ADUs shall not exceed two stories.

- ii. **Detached ADUs.** Detached ADUs created from new floor area, on a lot with an existing or proposed single family or multifamily dwelling unit, shall not exceed a height of 16 feet, or a height of 18 feet if either of the following conditions are met:
 - (A) **Transit Proximity.** The lot on which the ADU will be created is within one-half mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Public Resources Code Section 21155. An additional height of two feet, for a maximum height of 20 feet, shall be allowed to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.
 - (B) **Multifamily, Multistory Structure.** The lot on which the ADU will be created consists of an existing or proposed multifamily, multistory dwelling.
- 4. **Setbacks.**
 - a. **Existing Floor Area.** ADUs located within an existing living area or an existing accessory structure, or ADUs that replace an existing structure and are in the same location and to the same dimensions as the structure being replaced, shall not be subject to setbacks.
 - b. **New Floor Area.** ADUs created from new floor area are subject to the following setbacks:
 - i. **Front Yard.** Same as the underlying district, unless the ADU is no greater than 800 square feet in size, in which case, no front-yard setback applies.
 - ii. **Side Yard.** A minimum of four feet.
 - iii. **Rear Yard.** A minimum of four feet.
- 5. **Parking.** ADUs shall not be subject to the City's minimum parking requirements. Additionally, replacement parking shall not be required when a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU. A demolition permit for a detached garage to be replaced with an ADU shall be reviewed and issued concurrently with the ADU permit application.
- 6. **Historic Resources.** An ADU that involves exterior modifications to structures listed in the California Register of Historical Resources shall be designed and constructed in conformance with the objective standards for preservation provided in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

- D. **Building Code Requirements.** ADUs must comply with the City's building code requirements for detached dwellings. However, constructing an ADU does not constitute a Group R occupancy change under Section 310 of the California Building Code (Title 24), unless the Building Official issues a written finding, supported by substantial evidence, that the construction poses a specific, adverse impact on public health and safety. This provision shall not prevent the City from changing the occupancy code for space converted from uninhabitable or non-residential use to residential use.
- E. **Fire Sprinklers.** ADUs shall not be required to provide fire sprinklers if fire sprinklers are not required for the primary residence. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.
- F. **Impact Fees.** ADUs that are 750 square feet or larger shall be subject to all applicable impact fees. Impact fees shall be charged proportionally in relation to the square footage of the primary dwelling unit. As ascribed in Government Code Section 66324, as the same may be amended from time to time, and reprinted here for reference, "impact fee" means:
A "fee" as defined in subdivision (b) of [Government Code] Section 66000, except that it also includes fees specified in [Government Code] Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.
- G. **Passageway.** No passageway shall be required in conjunction with the construction of an ADU. As ascribed in Government Code Section 66313, as the same may be amended from time to time, and reprinted here for reference, "passageway" means:
A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU.
- H. **Separate Sale.** Except as permitted by Government Code Section 66341, as the same may be amended from time to time, ADUs shall not be sold or conveyed separately from the primary dwelling.
- I. **Sewage.** ADUs using a private sewage disposal system shall obtain approval by the local health officer.
- J. **Short-Term Rental Limitation.** ADUs shall not be rented for a term of less than 30 days.
- K. **Utility Connection.** ADUs constructed within the proposed space of a primary dwelling or existing space of a primary dwelling unit or accessory structure shall not be required to install a new or separate utility connection directly between the ADU and the utility or impose a related connection fee or capacity charge, unless the ADU was constructed with a new single-family dwelling, or upon separate conveyance of the ADU pursuant to Government Code Section 66341.

§18.34.040 JADU Regulations.

- A. **Permitted Locations.** JADUs shall be permitted in single-family residential zones.
- B. **Number of JADUs.** In addition to any ADUs, no more than one JADU shall be permitted per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.
- C. **Size.** JADUs shall be limited to a maximum size of 500 square feet in floor area.
- D. **Owner Occupancy.** JADUs shall be subject to owner-occupancy either in the remaining portion of the single-family residence or the newly created JADU. Owner occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.
- E. **Deed Restriction.** A recordation of a deed restriction, which shall run with the land, shall be filed with the City. The deed restriction shall include:
 - 1. A prohibition of the sale of the JADU separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers; and
 - 2. A restriction on the size and attributes of the JADU that conforms with Government Code Sections 66333 – 66339.
- F. **Interior Entry.** In addition to a separate exterior entrance, JADUs that do not comprise a bathroom shall include an interior entry to the main living area of the single-family residence.
- G. **Efficiency Kitchen.** JADUs shall provide an efficiency kitchen that includes all of the following:
 - 1. A cooking facility with appliances.
 - 2. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
- H. **Parking.** No parking spaces (additional or replacement) shall be required as a condition of permitting a JADU, even when the JADU is converted from an attached garage.
- I. **New or Separate Unit.** JADUs shall not be considered a separate or new dwelling unit for the purposes of:
 - 1. Any fire and life protection ordinance or regulation.
 - 2. Providing service for water, sewer, or power, including a connection fee.

VI. STATUTORY REFERENCES FOR CALIFORNIA CITIES

Title SR, Statutory References for California Cities, is amended to modify the section below:

§SR.010 General Provisions.

Subject	Reference
Accessory dwelling units	Gov't Code § 65852.150 <u>66310</u> et seq.
Administrative fines and penalties	Gov't Code § 53069.4
Alternative forms of government	Gov't Code § 34851 et seq.
Authority to adopt, amend, revise or repeal city charters	Cal. Const. Art. XI, § 3 et seq.
Citations for infractions and misdemeanors	Penal Code §§ 853.5 – 853.85
Classifications of cities	Gov't Code §§ 34100 – 34102
Code adoption	Gov't Code §§ 50022.1 – 50022.10
Conflict of interest code	Gov't Code § 87100 et seq.
Elections	Gov't Code §§ 34050 and 36503 and Elec. Code §§ 1301, 9200 et seq., and 10100 et seq.
Expedited judicial review of First Amendment cases	Civ. Proc. Code § 1094.8
False petitions	Gov't Code § 34093
General powers	Gov't Code § 37100 et seq. and Cal. Const. Art. XI, § 7
Imprisonment	Gov't Code §§ 36901, 36903 – 36904
Initiative and referendum	Cal. Const. Art. XI, § 7.5 and Elec. Code §§ 9200 et seq., and 9235 et seq.
Judicial review of city decisions	Civ. Proc. Code § 1094.6
Ordinances	Gov't Code § 36900 et seq.
Penalties for ordinance violations	Gov't Code § 36900 et seq.
Police power	Cal. Const. Art. XI, § 7
Procedure for enactment or revision of city charters	Gov't Code § 34450 et seq.

Subject	Reference
Administrative fines and penalties	Gov't Code § 53069.4
Alternative forms of government	Gov't Code § 34851 et seq.
Authority to adopt, amend, revise or repeal city charters	Cal. Const. Art. XI, § 3 et seq.
Citations for infractions and misdemeanors	Penal Code §§ 853.5 – 853.85



Mar 25, 2025

City of Union City
8353 Sierra Avenue
Fontana, CA 92335

By Email: MayorandCouncilMembers@unioncity.org; GaryS@UnionCity.org;
LanceN@UnionCity.org; JaimeP@UnionCity.org; jeffwang@UnionCity.org;
ScottS@unioncity.org

CC: joanm@unioncity.org; thaip@unioncity.org; planning@unioncity.org;
kristopher.kokotaylo@redwoodpubliclaw.com

Re: Proposed Amendments to the City's Accessory Dwelling Unit and Junior Accessory Dwelling Unit Regulations

Dear Union City City Council,

The California Housing Defense Fund ("CalHDF") submits this letter as a public comment concerning item 5.8 on the agenda for the Council meeting scheduled for March 25, 2025, an amendment to the City's regulations for ADUs and JADUs. The City should be commended for its thorough overhaul of its ADU ordinance and its attention to detail.

However, the proposed ordinance fails to comply with state law on two issues, and the City should address these problems before approving the ordinance.

Background

The law gives local governments authority to enact zoning ordinances that implement a variety of development standards on ADUs. (Gov. Code, § 66314.) The standards in these local ordinances are limited by state law so as not to overly restrict ADU development. (See *id.*) Separately from local ADU ordinances, Government Code section 66323 establishes a narrower set of ADU types that local governments have a ministerial duty to approve. "Notwithstanding Sections 66314 to 66322 ... a local agency shall ministerially approve" these types of ADUs. (*Id.* at subd. (a).) This means that ADUs that satisfy the minimal requirements of section 66323 must be approved regardless of any contrary provisions of the local ADU ordinance. (*Ibid.*) Local governments may not impose their own standards on such ADUs. (Gov. Code, § 66323, subd. (b)) ["A local agency shall not impose any objective development or

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design standard that is not authorized by this section upon any accessory dwelling unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision (a).”].)

In addition, ADUs that qualify for the protections of Government Code section 66323, like other ADUs, must be processed by local governments within 60 days of a complete permit application submittal. (Gov. Code, § 66317, subd. (a).)

State law also prohibits creating regulations on ADU development not explicitly allowed by state law. Government Code Section 66315 states, “No additional standards, other than those provided in Section 66314, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require that the property may be used for rentals of terms 30 days or longer.”

Impermissible Restriction on ADU Size

Code section 18.34.030(C)(2)(b)(ii) imposes a size limitation of 1,200 square feet for new construction, detached ADUs. While the City may impose such a size limitation on ADUs constructed in conjunction with single-family homes, it may not impose such a size limitation on ADUs that qualify for the protections of Government Code section 66323, subdivision (a)(4). This section of law allows for up to eight new construction, detached ADUs on properties with existing multifamily buildings, and up to two new construction, detached ADUs in conjunction with proposed multifamily buildings. Importantly, this section of law does not limit the size of the ADUs that can be developed.

Government Code section 66323, subdivision (b) forbids the imposition of any development design standard not authorized by that section on ADUs that meet the requirements of subdivision (a) of section 66323. The City’s 1,200 square foot size limit is therefore not allowed for new construction ADUs on multifamily properties, provided they meet the criteria of subdivision (a)(4) of section 66323.

For more information on section 66323 ADUs, please see pages 18-20 of the January 2025 HCD ADU [Handbook](#).

Impermissible Health Official Approval Requirement

Code section 18.34.030(I) requires approval by the “local health officer” for any ADUs using a private sewage system. However, state ADU law does not permit the City to require such an approval as a condition of ADU permit issuance. As discussed supra, Government Code 66314 allows the City to regulate certain aspects of ADU development, and section 66315 restricts what it can regulate to aspects specifically discussed in section 66315. And Government Code section 66323, subdivision (a) establishes a separate class of ADUs subject only to height/setback requirements specified in that section of law but not subject to any

other local standards. These sections of law do not permit the City to allow disapproval by a local health official.

Rather, Government Code section 66323, subdivision (f) allows the following:

(f) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite wastewater treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

The City may therefore impose such a percolation test requirement.



CalHDF appreciates the City's thorough effort to implement state law governing ADU construction. However, the City should amend its ordinance to ensure that it complies with state law.

CalHDF is a 501(c)(3) non-profit corporation whose mission includes advocating for increased access to housing for Californians at all income levels, including low-income households. You may learn more about CalHDF at www.calhdf.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dylan Casey', with a long horizontal flourish extending to the right.

Dylan Casey
CalHDF Executive Director

A handwritten signature in black ink, appearing to read 'James M. Lloyd', with a long horizontal flourish extending to the right.

James M. Lloyd
CalHDF Director of Planning and Investigations



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: HOLD A PUBLIC HEARING AND ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT AND 2024 HOUSING ELEMENT ANNUAL PROGRESS REPORT

EXECUTIVE SUMMARY

Staff recommends that the City Council hold a public hearing and adopt the attached resolution (Attachment 1) accepting a report on the attached General Plan Annual Progress Report ("GP APR") (Exhibit A) and the Housing Element Annual Progress Report ("HE APR") (Exhibit B).

STRATEGIC PLAN ALIGNMENT

While this agenda item does not have alignment with a specific Strategic Plan goal, acceptance of the reports implements the Citywide vision included in the Strategic Plan, which is to "communicate progress on a regular basis to the City Council, employees, and community through updates and reports."

BACKGROUND

California Government Code Section 65300 requires each city and county to adopt a general plan for the physical development of the jurisdiction. On December 10, 2019, the City Council adopted the Union City 2040 General Plan. The Housing Element, a plan to meet the existing and projected housing needs, is one of several mandated elements of a general plan. The City's Housing Element for the 6th cycle, which covers the period from 2023 to 2031, was adopted on May 23, 2023.

Consistent with California Government Code Section 65400(a)(2), the City is required to submit the reports to the Governor's Office of Land Use and Climate Innovation, and to the California Department of Housing and Community Development by the April 1st deadline. The State requires the reports be presented for review and acceptance by the City's legislative body, which is the City Council. Similarly, Implementation Program HE-1.K of the Housing Element includes a requirement that the City prepare an annual progress report to review the progress of meeting housing needs and implementing objectives of the Housing Element and to present the report to the City Council at a public hearing. Although not required by State law, staff intends on bringing the Annual Reports to the Planning Commission in April as an informational item.

The GP APR (Exhibit A) addresses several components including the City's compliance with General Plan implementation programs, notable General Plan amendments and Zoning amendments, and an overview of any required tribal consultation as required by State law when a General Plan amendment is proposed.

The HE APR (Exhibit B) includes the progress in meeting its share of regional housing needs and the City's consistency with implementation programs included in 6th Cycle 2023-2031 Housing Element. The HE APR is prepared using standards, forms, and definitions adopted by the Department of Housing and Community Development.

DISCUSSION

Attached to this staff report is the City's 2024 GP APR, labeled Exhibit A, and the HE APR, labeled Exhibit B. The contents of the reports are summarized in sections A and B below.

A. General Plan Annual Progress Report **Consistency with State General Plan Guidelines**

The Background section of the GP APR describes the process of shaping the 2040 General Plan and the implementation programs to guide the p goals.

Status of the General Plan Implementation Progress

The GP APR provides the status of the 2040 General Plan's implementation programs. The status is provided in the GP APR Summary Table, Attachm to Exhibit A, which provides a list of programs that implement each element. There are a total of 116 implementation programs, which implement the Ge Plan's nine (9) elements. Several of the implementation programs have been completed. A description of the notable progress implementing the Ge Plan in 2024 is highlighted below for each element.

Economic Development

ED - 1. A - Economic Development Strategic Plan. An update to the Economic Development Strategic Plan is in progress. The revised pla encompass updated demographic data, business sector trends, employment patterns, non-residential land supply, and stakeholder outreach, culminati the development of new economic goals, strategies, a comprehensive outcomes measurement matrix, and an actionable work plan. Completion o Economic Development Strategic Plan is anticipated for Fall 2025.

ED - 5. A - Warehouse Transformation Strategy. One aspect of the City's "Warehouse Transformation Strategy" was an update to the City's Bus License Tax rates, which the voters approved in 2024, to ensure that warehouse uses paid their fair share. The updated business license tax rate become effective on April 1, 2025.

ED - 4. A - High-Speed Internet Program. The IT Department has incorporated the High-Speed Internet Program into their work plan and Public V staff are incorporating upgrades into City projects, where appropriate. The Union City Boulevard Bike Lane Project includes an upgrade to an ex interconnect cable with fiber optic cables from Smith Street to Lowry Road, with a central hub located inside Mark Green Sports Center. A secondary speed wireless connection to the central hubs is in progress. Economic Development staff will continue to identify business needs for enhanced fiber and/or wireless 5G options.

ED - 7. A - Business Outreach Program. Staff worked with several businesses and property owners in 2024 on business retention and attraction support on a variety of issues including homelessness. Economic Development staff provided support to businesses through coordination with other departments and outside agencies such as Union Pacific Railroad to address encampments and related impacts. Economic Development staff participates in the City's Homelessness Task Force and functions as a liaison to Union City businesses in this role.

Health & Quality of Life

HQL-2.A - Parks and Recreation Master Plan. Staff from Community and Recreation Services Department and the Public Works Department issu Request for Proposals (RFP) to hire a consultant to update the City's Park and Recreation Master Plan. In late 2024, CRS and Public Works staff revie proposals from four qualified applicants. Interviews with the candidates will be held to inform selection of a consultant in Spring 2025

HQL-4.C - Public Service Needs Assessment and Funding Strategy. An update to the Needs Assessment was prepared and approved by the City Cour 2023. The Needs Assessment was utilized to establish priorities as part of the FY 24-25 CDBG Annual Action Plan. The document can be accessed on-l <https://www.unioncity.org/DocumentCenter/View/11907/AAP-2024-2025---UC-Final>

Community Design

CD-6.B - Mural Program. In 2024, five utility boxes in Union City were painted with murals. The locations of the utility boxes are as follows: 1) intersec of Perry Road and Decoto Road, 2) Mission Boulevard and Decoto Road, 3) Mission Boulevard and Whipple Road, 4) Western Avenue and Alvarado- Road, and 5) Alvarado-Niles Road and Dowe Avenue.

Mobility

M-1.A - Complete Street Design Standards. The City incorporates Complete Streets design standards into street resurfacing projects, when feasible. Recent projects include Dyer Street and Decoto Road. Upcoming projects, such as bike lanes on Union City Boulevard and Quarry Lakes Parkway, will expand the adoption of these standards, and will include features for bike signals, Class I bike paths (off-road pathways for cyclists and pedestrians), and Class IV separated bikeways (dedicated lanes for cyclists, protected from vehicular traffic by barriers such as flexible posts, planters, parked vehicles, or curbs).

M-3.B - Bus Service to Connect Employment Centers to Intermodal. Union City Transit updated its schedules and services in August 2024 acco to plan. Schedule adjustments now coincide with the new August BART schedules. Two changes to the Union City Transit service include publishing Route 8, New Haven Unified District (NHUSD) sponsored service in the public schedule, and expanding the Flea (Flexible, Local, Easy, Access) r transit service to almost all parts of Union City east of I-880.

M-2.B - ADA Transition Plan-related Improvements . In 2024, all wheelchair ramps were updated to meet current ADA requirements as part o Decoto Road Pavement Overlay Project, from the Alameda Creek Bridge to just past the Oakland Subdivision Railroad Tracks at the BART Over bridge. In addition, the City conditions all private projects to meet ADA requirements and has a recurring sidewalk replacement project to remove trip hazards in the public right of way.

Safety

S-2.B - Local Hazard Mitigation Plan & S-6 A – External Adaptation Coordination . The City, in partnership with the City of Newark, City of Frem and Special Districts Alameda County Water District (ACWD) and Union Sanitary District (USD), prepared a multi-jurisdictional Local Hazard Mitig Plan and submitted the plan to Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES) for review approval. The Local Hazard Mitigation Plan was completed and approved by FEMA and Cal OES on August 23, 2024.

S-2.G Emergency Shelter Guidelines & S-2.H - Implementation of Assembly Bill (AB) 747 and Senate Bill (SB) 99. In 2024, the City Release RFP to update the Comprehensive Emergency Management Plan (CEMP) and selected contractor Howell Consulting. The City is currently in the pro of updating the CEMP plan including updates focused on compliance with Assembly Bill (AB) 747 and Senate Bill (SB) 99. The updates also include A for sheltering that will address planning around the needs of those with disabilities and others with access or functional needs and pets. The City anticip presenting the updated CEMP plan to City Council for adoption by the end of the calendar year.

Public Facilities

PF-9.D - Assess Police Department Facilities and Equipment Needs. Aligning with Goal C, Strategy 13, Goal C. Economic, Community Development Public Safety of the City of Union City's Strategic Plan, the Police Department has purchased essential equipment which enhances community needs. These include the Peregrine analysis program and Flock ALPR system. UCPD continues to integrate the Peregrine analysis program and the Flock ALPR system int strategic policing model. UCPD continues to assess and propose additional enhancements.

Resource Conservation

RC-7.A - Update the Climate Action Plan . In 2024, the City began progressing its efforts to update the Climate Action Plan (CAP). Staff are evalu proposals for the CAP update and anticipates having a consultant on board by Spring 2025. The City will ensure the CAP Update not only meets climate objectives but also aligns with broader regional and state policies.

Special Areas

SA-1.B - Funding for Station District Public Improvements. In 2024, Union Pacific (UP) and the California Public Utilities Commission (CPUC) approved the City's request to phase the Station District Public Improvements project. This allows the At-Grade Pedestrian Crossing at BART component to go to bid in early 2025, while the Decoto Road Oakland Subdivision work undergoes agency approval. Additionally, the City plans to replace concrete pipes at the Oakland Subdivision as a stand-alone project in Summer 2025. Funding for the project includes \$3 million from the Safe Routes to BART (SRB) grant, \$3 million from Regional Measure 3 (RM 3), and \$1.17 million from Local Funds (Measure BB & RDA Bonds).

General Plan and Zoning Amendments

2024 General Plan Amendments

In 2024, the City processed the following general plan amendments:
City-initiated amendments were made to the General Plan Land Use Diagram for multiple sites throughout the City. The purpose of the General Plan amendments were to align designations with current and historic property uses as well as property lines.
The City approved the demolition of an existing fuel dispensing station and construction of a Chevron/Power Market. The site, initially within the Union Landing Commercial (CUL) Zoning District where service stations are not permitted, was rezoned to Community Commercial (CC), which allows service stations as a conditionally permitted use to facilitate the project. To ensure consistency, General Plan amendments were also approved to update the Land Use Diagram, re-designating the site from Regional Retail Commercial to Retail Commercial, a land use designation that accommodates smaller-scale commercial uses.

2024 Zoning Map Amendments

In 2024, the City processed the following zoning map amendments:
In compliance with State law, several parcels were rezoned for consistency with the 2040 GP and to also align designations with current and historic property uses as well as property lines.
The City approved a Zoning Map amendment to rezone a site from Union Landing Commercial (CUL) to Community Commercial (CC), where service stations are conditionally permitted, to facilitate the renovation of an existing service station and convenience store.

Consultation with California Native American Tribes

Chapter 905 of the Statutes of 2004 requires that when preparing or amending a general plan or adopting a specific plan, opportunities for involvement of citizens of the California Native American tribes must be provided by cities and counties. For updates to the City-initiated Zoning and General Plan amendments, the City sent out notices to Native American tribes but did not receive any requests for consultation. For the Chevron/Power Market project, letters were sent to 11 tribal representatives notifying them of the proposed amendments. Corrina Gould, Tribal Chair of the Confederated Villages of Lillooet (Ohlone) Nation, responded requesting documents related to the project and to be notified if a discovery is made that may be of Native American origin. The City complied with these requests.

B. Housing Element Annual Progress Report

The HE APR provides progress on housing development and housing-related programs for 2024. The State requires detailed and specific reporting on the City's progress in meeting its share of the regional housing need allocation (RHNA).
In addition to the progress in meeting its share of regional housing needs, the reporting requirements address information related to discretionary housing applications for new housing development, compliance with various state requirements including identification of the City's surplus lands and projects. All applications were processed consistent with SB 35, and status on State grants that the City received. Please note that there were several of these items that the City did not have anything to report on. Only the reportable items are attached to this staff report.
The HE APR tracks housing progress by reporting on the number of discretionary housing applications submitted and building permits issued and received their final inspection. For housing projects completed or building permits issued/finaled, the reporting requires the units to be broken into affordable categories based on Area Median Income (AMI) for households. The categories include: Very Low-Income (0-50% AMI), Low Income (50%-80% AMI), Moderate Income (80%-120% AMI), and Above Moderate (Above 120% AMI). AMI for 2024 for a family of four is broken down as follows:

- Very Low Income was between \$23,350–\$77,850;
- Low Income was between \$77,850- \$120,800;
- Moderate Income was between \$120,800 - \$186,850; and
- Above Moderate Income was \$186,850 or more.

For 2024, the City issued building permits for 49 units including 10 Very Low-Income units, 10 Low-Income units, ten Moderate-Income units, and 19 Above Moderate-Income units. All of the Very Low-Income, Low-Income, and Moderate-Income units were accessory dwelling units (ADUs). The breakdown of affordable units for ADUs was based on feedback from the State Housing and Community Development Department. The Above-moderate units were associated with permits issued for 19 single family residences including several permits associated with the Turk Island project located in the 511 neighborhood.

The Planning Division also approved 75 residential units within the Station East Mixed Use Residential Development, including 47 rental apartments and townhomes, which are categorized as moderate-income and above-moderate-income. Additionally, a project for 80 units including 12 deed-restricted affordable townhomes at the end of Appian Way was deemed complete and is entering the environmental review phase. The State now requires the City to report out on Housing projects which are going through the entitlement process.

As part of the HE APR, a Housing Programs Progress Report is also included that summarizes implementation of the Housing Element programs.

A description of the notable progress implementing the Housing Element is highlighted below.

HE-1.J - Facilitate Site Consolidation. Initial outreach to property owners who had parcels that could be consolidated in the Housing Element inventory was completed as part of the 6th Cycle Housing Element process (i.e., FY 23/24). The property owner for one of these sites, located at 35124 35136 Alvarado-Niles Road (site LM-3), submitted a preliminary application for a 100-percent affordable housing development project comprising 103 units. The City is awaiting the submittal of a formal application.

HE-5.B - Code Enforcement. The City continues to utilize code enforcement to facilitate the rehabilitation of substandard residential properties. In 2024, a total of 279 code enforcement cases were successfully closed.

HE-7.B - Partnerships to Address Homeless Needs. The City partnered with Hayward and Bay Area Community Services (BACS), to acquire and rehabilitate a single-family home for supportive housing. The City applied for the State Homekey program and received a conditional award of Homekey funds in November 2023. In November 2024, the City worked with the State and its partners to finalize a Standard Agreement and Restrictive Covenant. Homekey funds supported the acquisition and rehabilitation of the project, and the City explored additional funding sources, including federal HOME dollars to subsidize supportive services. Additionally, the City participates in the bi-annual, county-wide homeless count, with the most recent Point-in-Time count completed in January 2024. The most recent PIT report was released in May 2024.

C. Next Steps

After acceptance by the City Council, staff will submit the GP APR to the Governor's Office of Land Use and Climate Innovation and California Department of Housing and Community Development, and the HE APR to the California Department of Housing and Community Development by the April 1st deadline.

Staff will also be presenting the reports to the Planning Commission in April as an informational item.

FISCAL IMPACT

Acceptance of the General Plan and Housing Element Annual Progress Reports will not impact the General Fund.

RECOMMENDATION

Staff recommends that the City Council hold a public hearing and adopt the attached Resolution (Attachment 1) accepting the 2024 General Plan Annual Progress Report and the 2024 Housing Element Annual Progress Report.

Prepared by:

Natalie Dean, Associate Planner

Submitted by:

Carmela Campbell, Economic and Community Development Director

ATTACHMENTS:

Description		Type
	Draft Resolution	Resolution
	Exhibit A General Plan Annual Progress Report	Exhibit
	Exhibit B Housing Element Annual Progress Report	Exhibit
	Presentation	Attachment

RESOLUTION No. 2025-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
UNION CITY ACCEPTING THE 2024 GENERAL PLAN
ANNUAL PROGRESS REPORT AND THE 2024 HOUSING
ELEMENT ANNUAL PROGRESS REPORT**

WHEREAS, a General Plan Annual Progress Report (“GP APR”) and a Housing Element Annual Progress Report (“HE APR”) were prepared for calendar year 2024, labeled **Exhibit A** and **Exhibit B**, respectively, attached hereto and made a part hereof; and

WHEREAS, consistent with California Government Code Section 65400(a)(2), the City is required to prepare and submit the reports to the Governor's Office of Land Use and Climate Innovation and to the California Department of Housing and Community Development by the April 1, 2024, deadline; and

WHEREAS, Implementation Program HE-1.K of the Housing Element also requires an annual progress report be prepared to review the progress of meeting housing needs and implementation objectives of the Housing Element as well as a public hearing be held by the City Council; and

WHEREAS, a duly advertised public hearing was held before the City Council of the City of Union City on March 25, 2025, to consider the GP APR and HE APR and at which time all interested parties had the opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Union City hereby accepts the 2024 General Plan Annual Progress Report and the 2024 Housing Annual Progress Report.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on the 25th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

GARY SINGH
Mayor

ATTESTED:

APPROVED AS TO FORM:

THAI NAM N. PHAM
City Clerk

KRISTOPHER J. KOKOTAYLO
City Attorney

Attachments:

1. Exhibit A – 2024 General Plan Annual Progress Report (“GP APR”)
2. Exhibit B – 2024 Housing Element Annual Progress Report (“HE APR”)

City of Union City

General Plan Annual Progress Report

2024

Reviewed by:

City of Union City, City Council on March 25, 2025

Submitted by:

Carmela Campbell, Economic &
Community Development Director

Introduction and Purpose

California Government Code Section 65400 mandates local planning agencies to: *“Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or element of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open- space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan.”* An annual report must be prepared and accepted by the City of Union City (“City”) Council and submitted to the State of California Office of Planning and Research and Department of Housing and Community Development (HCD), by April 1st of each year.

The purpose of this report is to meet the requirements of State law, as well as to inform the Planning Commission, City Council, and the community of the status of the implementation of the General Plan. Since many of the factors and issues that the General Plan addresses change from year to year, an annual review and reporting of implementation will help ensure the City is moving forward to achieve the Plan’s vision.

This report covers the reporting period from January 1, 2024 – December 31, 2024.

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General Plan Background

Consistency with State General Plan Guidelines

The General Plan was prepared using the State's General Plan Guidelines (Government Code 65040.2). The last comprehensive update was approved by the City Council on December 10, 2019. The document contains goals and policies upon which the City Council, Planning Commission, and City staff will base their decisions. The general plan lays out a plan "for the physical development of the city and any land outside its boundaries that bears relation to its planning" (California Government Code Section 65300). The horizon year for Union City's General Plan is 2040.

The 2040 General Plan was shaped over a four-year period by an extensive public outreach process that included over 65 meetings with residents, business owners, commissions, committees, and decision-makers. The 2040 General Plan describes the community's vision, and contains the goals, policies, and implementation programs to achieve that vision. California State Law requires every city and county to adopt a general plan that serves as the jurisdiction's "constitution" or "blueprint" for development. All specific plans, subdivisions, public works projects, and zoning decisions must be consistent with a local jurisdiction's general plan. It also provides guidance on how other City ordinances, plans, and programs should be updated to implement the City's General Plan policies.

Government Code section 65302 requires general plans to include seven elements which are listed below along with the corresponding Union City General Plan element in parenthesis:

- Land Use Element (Chapter 3 – Land Use Element);
- Circulation Element (Chapter 5 – Mobility Element);
- Conservation Element (Chapter 8 – Resource Conservation);
- Open Space Element (Chapter 8 – Resource Conservation);
- Noise Element (Chapter 6 – Safety Element);
- Safety Element (Chapter 6 – Safety Element);
- Environmental justice (Chapter 2 – Health and Quality of Life); and
- Housing Element (under a separate cover from the General Plan).

The General Plan also includes five optional elements: Economic Development (Chapter 1), Health and Quality of Life (Chapter 2), Community Design (Chapter 4), Public Facilities and Services (Chapter 7), and Special Areas (Chapter 11).

Specific implementation programs are contained in each element and summarized in Chapter 10, "Implementation Programs" for ease of review. The General Plan APR Summary Table (Attachment 1) provides the progress toward implementing the various programs.

Status of the General Plan Implementation Progress

The City made progress on various General Plan Implementation programs in 2024. For ease of reference, the implementation programs are listed by element in the General Plan APR Summary Table (Attachment 1). The table summarizes the implementation progress of the various elements of the General Plan during calendar year 2024.

To move forward on policies that support the goals of the General Plan, a focus on the Implementation Programs was imperative. Progress was made toward the goals in all General Plan elements.

Station District Specific Plan – SA-1.C

In 2024, the City approved modifications to previously approved major development applications, which was Planning Area 2 of the Station East Subarea of the Station District Specific Plan (SDSP) area. The 2021 approval for the included 136 condominium units on PA 2 in two five-story mixed use buildings; in 2023, an amendment to the Station East Project included 159 rental units on PA 2 in a mixed-use building. The currently approved project will include 75 units comprised of 28 condominium units, 47 rental units, and 9,466 square feet of retail in a 5-story mixed use building. Despite a reduction in units, the reduction in the number of units in Station East is consistent with the City's adopted general plan, including the Housing Element. The sites identified in the Housing Element, including the reduction in the number of units in Station East, are adequate to accommodate the Regional Housing Need Allocation (RHNA) for the 2023-2031 planning period Projects in Station East. The project will also be subject to the General Plan's implementation programs including but not limited to M-5.A, *Station District Transportation Demand Management Strategies*, SA-1.E, *Station District Streetscape Master Plan*, and LU.3.A, *Update Mixed Use Regulations in Municipal Code* for streamlined permitting.

Design Criteria for Shopping Centers – CD-1.A

In Fall of 2024, Planning Division staff began an update to Chapter 18.36, Commercial Districts. The update will include new design criteria and performance standards to ensure future commercial developments are well-designed and accommodate a variety of uses.

Update the Climate Action Plan - RC-7.A

In 2024, the City of Union City commenced a focused effort to update its Climate Action Plan (CAP). At present, City staff are actively evaluating the proposals submitted for the CAP update and anticipate selecting a consultant by Spring 2025.

The City will ensure the revised CAP not only aligns with local climate goals but also supports broader regional and state initiatives. The City is closely tracking the development of the Bay Area Regional Climate Action Plan (BARCAP) to identify opportunities for enhanced integration between local actions and regional priorities. Additionally, staff are closely monitoring state-level requirements, including those set forth by SB 272, and enhancing their understanding of the Regional Shoreline Adaptation Plan (RSAP) to assess its potential impact on the CAP update.

The primary objective of this effort is to identify tailored strategies that both advance regional and state climate goals and ensure the City's CAP remains a practical and impactful tool for reducing greenhouse gas emissions, integrating climate adaptation measures, and refining implementation programs.

General Plan and Development Code Amendments

The City made several amendments to the General Plan and to the Zoning Ordinance in 2024. Below is a list of the amendments approved/adopted in 2024, which provides a high-level discussion of the purpose of each amendment.

Zoning Map and General Plan Land Use Diagram Consistency (AG-24-001 and A-24-001). The City of Union City amended the General Plan Land Use Diagram for multiple sites throughout the City. The purpose of the General Plan amendments was to do the following:

- Align with current and historic property uses
- Ensure a designation does not split a building
- Ensure a designation follows property lines
- Align designation boundary with adjacent property

The amendments were primarily focused on properties designated with Special Industrial and Light Industrial land use classifications. These amendments were made to ensure that such designations do not divide existing buildings and that they align with property boundaries. Specifically, two sites previously designated as Residential (10-17

du/ac) were redesignated to Private Institutional to reflect the current and historic use of the properties. Additionally, one site was redesignated from Residential (10-17 du/ac) to Open Space (OS) to align with its use as a drainage canal.

Furthermore, two sites with Special Industrial and Light Industrial designations were redesignated to Civic Facility to better reflect the current and historic use of these properties. These changes were also intended to facilitate business expansion and encourage the redevelopment of certain sites, supporting the City's broader economic and planning objectives and facilitate business expansion and redevelopment of certain sites.

The General Plan and the Zoning Map were amended as follows:

- **General Plan Amendment (AG-24-001).** The City amended the land Use Diagram 2040 to align zoning and general plan boundaries with existing property lines, existing building locations, and/or with historic and current uses of the property. Examples of sites requiring amendments included:
 - **Masjid Al-Huda, 3880 Smith Street.** A portion of the site had a general plan and zoning designation of RM 2500, permitting multi-family residential development; the remainder of the site had a general plan and zoning designation of Private Institutional (PI). The City updated the designation from RM 2500 to PI to align the existing use with zoning/general plan designations for the remainder of the site. The amendments were prompted by upgrades to the existing faith-based facility.
 - **Dowe Business Park, Central Plaza, Provender Business Park, and Tarlton Properties, Alvarado-Niles Road.** Along portions of Alvarado-Niles Road generally between Western Avenue and Hop Ranch Road, the first 90 feet of frontage on the easterly side of Alvarado-Niles Road has a general plan and zoning designation of Special Industrial (MS) and the remaining portion of the property has a general plan and zoning designation of Light Industrial (ML). The split configuration resulted in a boundary between two designations going through sites and /or buildings, which required staff to make an interpretation on which designations to apply. The General Plan and Zoning Map Amendments relocated the

boundary lines of the two designations to align with property lines and reflect the designations historically applied to the properties.

- **US Post Office, 33168-31170 Alvarado-Niles Road.** The Post Office site was redesignated from MS/ML to City Facility (CF) consistent with all public buildings/sites within Union City.
- **Zoning Map Amendment (A-24-001).** Parcels were rezoned for consistency with the 2040 GP adopted December 10, 2019. State law requires that the Official Zoning Map be consistent with the adopted General Plan Land Use Diagram. Several sites were rezoned from Community Commercial (CC) to Corridor Mixed Use Commercial (CMU) to align with the 2040 General Plan; many sites were also rezoned from Multifamily Residential (1500) – Housing Element (RM 1500-HE) to Multifamily Residential (1500) to align with 2040 GP and Housing Element.

Chevron/Power Market (AG-24-002 and A-24-002). An application was received to demolish an existing fuel dispensing station and convenience store/auto repair bays and to construct a new 2,875 square foot solar canopy over four (4) fuel dispensing islands and a 2,375 square foot convenience store, and related improvements. The project included a General Plan and Zoning Map amendment, as well as an environmental review that resulted in adoption of a Mitigated Negative Declaration.

- **General Plan Amendment to Land Use Diagram and Special Areas Diagrams.** A General Plan amendment related to the Zoning Map amendment was adopted to update the City's General Plan Land Use Diagram included in Chapter 3, Figure LU-1, to re-designate the site from Regional Retail Commercial to Retail Commercial. The Regional Retail Commercial designation allows for commercial uses serving citywide or regional market, with large floor areas. The Retail Commercial designation allows for smaller scale uses such as retail, personal services, etc., with smaller floor area ratios, making the designation more appropriate for the retail sales of gasoline and the on-site convenience store. The General Plan amendment also included updates to several Union Landing figures included in Chapter 9, Special Areas Element. These include Figure SA-1: Special Areas, Figure SA-12.1: Union Landing General Plan Land Use, and Figure SA-12.2: Union Landing Commercial Development Type Sub-Areas.

- **Zoning Map Amendment to Rezone from CUL to CC (A-24-002).** The City of Union City amended the Zoning Map. The Union Landing Commercial (CUL) Zoning District does not permit service stations; therefore, the current use, a gas station, is legal nonconforming. To facilitate the reconstruction of the service station, the General Plan and Zoning Map were amended. The applicant is requesting to rezone the lot from CUL to Community Commercial (CC), where service stations and gas station marketeers are a conditionally permitted use.

Consultation with California Native American Tribes

When amending the General Plan or adopting a specific plan, the City complies with Chapter 905 of the Statutes of 2004. See below for a detailed overview of compliance.

Amendments to Land Use Diagram and Zoning Map

The City of Union City amended the General Plan Land Use Diagram for multiple sites throughout the City. Consistent with SB 18, the City notified the list of California Native American tribes, provided by the State Native American Heritage Commission, who have the potential to be impacted by the proposed general plan amendments, an opportunity to consult with the City. Consistent with SB 18, the City provided 90 days for the tribal representative to reach out. This period concluded on February 28 and the City did not receive any requests for consultation.

Chevron/Power Market

As detailed above, a General Plan amendment was granted to re-designate a site from Regional Retail Commercial to Retail Commercial to accommodate a renovated service station and convenience market. For consistency with SB18 (Chapter 905 of the Statutes of 2004) and AB 52, on March 14, 2023, the City sent letters to 11 tribal representatives notifying them of the proposed amendments. On April 4, 2023, Tribal Chair of the Confederated Villages of Lisjan (Ohlone) Nation responded requesting a copy of technical reports and records searches related to the project. A response was provided on August 23, 2024, and included all documentation requested. The tribal Chair reached out again on October 2, 2024, requesting to be notified if a discovery is made that may be of Native American origin. Through her comment was outside of the 30-day public comment period, the City was able to comply with this request. No other responses were received.

Applicable General Plan Policies

The Resource Conservation Element of the 2040 General Plan lists policies for ensuring the identification and protection of significant archaeological resources, pursuant to Policies RC-4.5 and RC-4.7.

General Plan Summary Table

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
ECONOMIC DEVELOPMENT						
ED - 1. A	Economic Development Strategic Plan The City shall review and update the Economic Development Strategic Plan every five years or as market conditions change. The Plan shall identify short- and mid-term goals and strategies to diversify and expand Union City’s economy. The Economic Development Strategic Plan shall be the City’s primary tool for implementing economic development-related policies of the General Plan.	EDSP: All Policies	Economic and Community Development Department, Economic Development Advisory Team (EDAT)	FY 19/20 and every five years or as market conditions change	An update to the Economic Development Strategic Plan will begin in Spring/Summer 2024. The project was delayed due to other Department priorities and lack of staffing. Economic Development staff is currently working with a consultant to refine the scope of work for the update. In February 2024, the newly created Economic Development Coordinator position was filled and will be assisting on the project.	An update to the Economic Development Strategic Plan is currently in progress. The City has engaged Strategic Economics as a consultant to collaborate with staff on this update. The revised plan will encompass an analysis of updated demographic data, business sector trends, employment patterns, non-residential land supply, and stakeholder outreach. These efforts will culminate in the development of new economic goals, strategies, a comprehensive outcomes measurement matrix, and an actionable work plan. The updated Economic Development Strategic Plan is anticipated to be completed by Fall 2025.
ED - 1. B	Industrial Land Conversion Decision Matrix The City shall develop a decision matrix to evaluate any proposed rezoning of industrial or commercial lands to alternate uses. The matrix shall include scoring criteria to help decision makers evaluate the potential impacts of the proposed conversion. The evaluation shall not apply to sites identified as part of the Housing Element.	ED-1.3, 1.4	Economic and Community Development Department, Economic Development Advisory Team (EDAT)	FY 23/24	Due to other Department priorities and low staffing levels, a formal decision matrix has not been completed. Until the matrix is completed, any applications which come in that propose to re-designate non-residential lands for residential uses will be evaluated to determine any potential impacts on a case by case basis.	A formal decision matrix has not been completed. Applications which come in that propose to re-designate non-residential lands for residential uses will be evaluated to determine any potential impacts on a case by case basis.
ED - 2. A	Targeted Business Attraction Strategy The City shall review and update the list of targeted industries at least every five years, based on market research and analysis, and develop marketing strategies that target investors and businesses with a focus in the targeted industries.	ED-2.1, 2.2	City Manager’s Office, Economic and Community Development Department, Economic Development Advisory Team (EDAT)	Ongoing	In 2023, the city’s three Industrial Districts were mapped identifying business sectors and businesses by NACIS codes to identify shrinkage and growth of various sectors. In addition, building types, vacancy rates, ownership profiles, land, building, and business acquisitions noted to create the basis for retention and attraction efforts. Updating this data is an on-going effort and will be used to support the 2024 Economic Development Strategic Plan update.	See related response ED1.A. The updated Economic Development Strategic Plan will result in updated business retention and attraction strategies based upon available real estate inventory, opportunities for business growth, and market conditions.
ED - 2. B	Website and Marketing Materials The City shall actively maintain and improve the City’s Economic Development webpages and marketing materials to provide investors and businesses with information needed to encourage them to locate in Union City.	ED-2.1, 2.2, 2.4, 2.8, 7.6	City Manager’s Office, Economic and Community Development Department	Ongoing	Economic Development staff periodically reviews the City’s website to ensure information is accurate. Effort to revamp the Economic Development webpage will occur in 2024.	Updates to the Economic Development webpage occurred in 2024. Major updates will occur as a follow up to the completion of the Economic Development Strategic Plan in late 2025.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
ED - 2. C	Commercial/Industrial Sector and Real Estate Indicators Program The City shall develop and maintain a commercial/industrial sector database by industry type, and match business prospects with real estate vacancies or key development opportunities.	ED-2.8	City Manager's Office, Economic and Community Development Department, Administrative Services Department (Management Information Systems)	Ongoing	In addition to efforts identified in ED-2.A, Economic Development has implemented an industrial business communication database by sector. Staff also tracks new businesses in collaboration with the Building and Planning Divisions. Staff also have industry software to track industrial inventories and marketplace data, along with quarterly industrial market reports.	Economic Development has implemented an industrial business communication database by sector. Economic Development staff also tracks new businesses in collaboration with the Building and Planning Divisions and the Finance Department through the Business License process. Staff also utilizes industry software to track industrial inventories and marketplace data, along with quarterly industrial market reports.
ED - 4. A	High-Speed Internet Program The City shall strive to implement Wi-Fi and/or access to high speed internet with other city facilities.	ED-4.1	Economic and Community Development Department, Public Works Department	Ongoing (implementation underway in Station District)	Advanced Mobility Group evaluated available city conduit connecting intersections in the City and concluded that replacing the copper cables inside the existing signal interconnect conduit with fiber optic cables along Union City Blvd, Dyer Street, Alvarado-Niles Road, Decoto Road, Central Avenue, Alvarado Blvd, and Whipple Road, along with the wireless communication on Mission Hill, would establish a comprehensive traffic signal and communication network, extending to various city facilities. As part of the Union City Blvd Bike Lanes Improvement Project, existing interconnect cable will be replaced with fiber optic cables from Smith Street to Lowry Road, with a central hub located inside Mark Green Sport Center. Construction is expected to commence in Spring 2024 and be completed by Winter 2025.	The IT Department has incorporated the High-Speed Internet Program as part of their work plan and Public Works staff is incorporating upgrades into City projects where appropriate. The Union City Blvd Bike Lane Project includes an upgrade to an existing interconnect cable with fiber optic cables from Smith Street to Lowry Road, with a central hub located inside Mark Green Sports Center. A secondary high-speed wireless connection to the central hubs is in progress and two of the three hubs has been moved over to the new connections. Economic Development Staff will continue to identify business needs for enhanced fiber optic and/or wireless 5G options to ensure business needs are met.
ED - 5. A	Warehouse Transformation Strategy The City shall develop strategies to support the conversion of warehouse uses to flex space for manufacturing and research and development, Class A office space, and generally a more diverse mix of commercial and industrial uses.	ED-1.1, 2.7, 5.1, 5.2, 5.3	City Manager's Office, Economic and Community Development Department, Economic Development Advisory Team (EDAT)	FY 20/21	The City Council adopted Ordinance 918-23 approving an amendment to Chapter 18.40, Industrial Districts to support implementation of Strategic Plan Goal C.1, "Analyze the feasibility of transforming warehouses to attract high-value industrial and commercial uses for the benefit of the community." The amendment includes the addition of design criteria and performance standards to ensure that future industrial developments are well-designed and accommodate flex-industrial uses such as office, research and development, and employee amenities, and also strategies to ensure warehouse, wholesale, and distribution activities in newer buildings generate City revenue. As older warehouse buildings are redeveloped, these standards ensure our business parks adapt to vibrant and attractive employment centers. Also, the City Council provided direction to explore an update to the City's Business License Tax to ensure warehouse uses pay their fair share compared to other industrial and commercial uses.	One aspect of the City's "Warehouse Transformation Strategy" was an update to the City's Business License Tax rates, which the voters approved in 2024, to ensure that warehouse uses paid their fair share. The updated business license tax rates will begin to be applied in Spring 2025.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
ED - 6. A	Retail Performance Monitoring The City shall periodically evaluate the performance of the city's shopping centers. The City shall support property owners and brokers leasing efforts by matching business prospects with real estate vacancies or development opportunities. The City shall conduct outreach efforts with owners and brokers of underperforming retail centers to discuss options for rehabilitation, modernization, or intensification of the centers; possible changes in retail mix; or conversion to non-retail uses.	ED-6.3, 6.4, 6.6, 6.7	City Manager's Office, Economic and Community Development Department	Monitor sales tax performance on a quarterly basis	Union Landing maintains its position as a successful regional shopping center. The shopping center contributes significant sales tax revenue to the city's General Fund. In addition, the Property Business Improvement District (managed by the Union Landing Property Owners Association (ULPOA) supports the funding of three dedicated police officers assigned to the shopping center. With successful rezoning regulations and collaboration with the ULPOA, the shopping center experienced low vacancy rates in 2023. An accomplishment in 2023 included renovation of the center's Gateway areas at Alvarado-Niles Road / Dyer Street (privately owned) and Courthouse Drive / Dyer Street (City-owned). Improvements included an update to the monument signage and repainting and repair of low landscape walls that the signage is affixed to reflect the center's new branding as well as installation of new landscaping. Staff also worked with a landscape architect on plans to renovate the medians along Union Landing Boulevard and Courthouse Drive.	Union Landing continues to maintain its position as a successful regional shopping center. The shopping center contributes significant sales tax revenue to the city's General Fund. The Union Landing Property Owners (ULPOA) approved annual funding for FY 24/25. The funding included a budget for three dedicated officers, related administrative costs, marketing and promotions. Funds dedicated for marketing contributed to the renovation of the center's north and south freeway pylons. Work included repainting and updating the signs with the Shopping Center's new branding. Also, in November 2024, the median landscape on Courthouse Drive and Union Landing Boulevard were completed along with wayfinding signs on city-medians directing drivers to the center. Work is underway to renew the term of the Property Business Improvement District (PBID) to ensure on-going funding for security and marketing services.
ED - 7. A	Business Outreach Program The City shall continue to reach out to Union City businesses to learn about new industries and technologies, discuss specific needs of local businesses, identify business expansion opportunities, and determine if City policies and regulations are reflective of changing and emerging business needs.	ED-7.1	City Manager's Office, Economic and Community Development Department	Ongoing	Post pandemic, businesses located in the industrial sectors have been impacted by illegal dumping, camping on inactive railroad spurs, business vandalism and theft to vehicles and property. Staff launched a "Public Private Strategies to a Clean and Safe Industrial Sector" initiative. Two industrial roundtables were held to engage business leaders on ways to improve the safety of their businesses, employees, and property and how the city can support their efforts.	Economic Development staff worked with several business and property owners in 2024 on business retention / attraction, and support on a variety of issues including homelessness. Economic Development staff provided support to businesses through coordination with other City departments and outside agencies such as Union Pacific Railroad to address encampments and related impacts. Economic Development staff also participates on the City's Homeless Task force and functions as a liaison to Union City businesses in this role. The City has formed a Homeless Task Force headed by the City Manager Office with participation of Homeless Coordinator staff, Public Works, Economic Development, and the Police Department. Economic Development staff will continue to support the efforts of the Task Force to serve as a resource to businesses.
ED - 9. A	Green Business Support The City shall encourage participation in the Alameda County Green Business Program by including program information in business license applications, hosting outreach events, and coordinating with the Chamber of Commerce. The City shall recognize green businesses in the community through actions such as listing green businesses on the City website, hosting recognition ceremonies for businesses that achieve certified green business status, and providing award certificates.	ED-9.1, 9.2	Economic and Community Development Department	Ongoing	Union City continues as an active participant in the Alameda County Green Business Program. As of March 1, 2024, there are eight businesses in the city with Green Business certification. The businesses are listed at https://greenbusinessca.org/AlamedaCounty . The Union City webpage for the program is: https://www.unioncity.org/331/Green-Business-Program .	Union City continues as an active participant in the Alameda County Green Business Program. In 2024, there were five businesses in the city with a Green Business certification. The Union City webpage for the program is located at https://www.unioncity.org/331/Green-Business-Program
HEALTH AND QUALITY OF LIFE						

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
HQL-1.A	Amend Zoning Ordinance for Health Foods The City shall review and amend its Zoning Ordinance, as appropriate, to increase opportunities for healthy foods, including healthy food retail outlets, community gardens, farmers markets, backyard gardens. The City shall also consider adopting limitations on fast food outlets near schools.	HQL-1.1, 1.2	Economic and Community Development Department	FY 20/21	Community gardens are permitted by right in the Civic Facilities (CF) zoning district. Through Ordinance 903-22, adopted November 2022, the City added farmer's markets as a conditional use in the new Marketplace Mixed Use, and Village Mixed Use zoning districts. Farmers' markets are also conditionally permitted in the Station Mixed Use Commercial and Neighborhood Commercial zoning districts.	Completed in 2022. Since adoption of the 2040 General Plan in 2019, the City has not received any new applications for fast food outlets near schools.
HQL-2.A	Parks and Recreation Master Plan The City shall periodically update the Parks and Recreation Master Plan to address a variety of issues related to the City's parks and recreational facilities, including but not limited to: an inventory of potential sites for future parks or recreational opportunities, which includes a high-level feasibility assessment that takes into consideration a variety of factors including, but not limited to, configuration, location, access, current use, availability, and ownership. The assessment shall also provide feedback on the types of parks or recreational facilities most appropriate for the site. The inventory of potential sites shall include, but is not limited to, the Turk Island landfill site, lands owned by Masonic Homes located east of Mission Boulevard, a portion of the Gateway Site identified in the Land Use Element for new residential housing and a park, and open space lands west of Union City Boulevard. • An assessment of existing parks and recreational facilities to determine what improvements or renovations are needed to address the diverse needs of existing and future users. This shall include developing guidelines that recognize the life span of various park components and a time line for replacement.	HQL-2.1, 2.4, 2.7, 2.8, 2.13	Community and Recreation Services, Economic and Community Development Department, Public Works Department	FY 20/21, and periodically thereafter, dependent upon budget availability	Staff from Community and Recreation Services (CRS) and the Public Works Department are working on a Request for Proposals to bring on a consultant to prepare an update to the City's Park and Recreation Master Plan.	Staff from Community and Recreation Services (CRS) and the Public Works Department issued a Request for Proposals (RFP) to hire a consultant for updating the City's Park and Recreation Master Plan. In late 2024, CRS and Public Works staff reviewed proposals from four qualified applicants. Interviews with the candidates will be held to inform selection of a consultant in Spring 2025.
HQL-2.B	Update Park Facilities Fee The City shall update the Park Facilities Fee to better reflect current costs and needs. Any future nexus study conducted to justify a revised park impact fee should also consider the feasibility of expanding it to apply to commercial and industrial development. Adoption of a nonresidential fee should be contingent upon a market study indicating the amount of the fee that would be feasible without affecting the City's economic development goals.	HQL-2.3, 2.4	Finance Department, Community and Recreation Services, Economic and Community Development Department	FY 20/21	An impact fee study is underway to update all City development impact fees, including the Park Facilities Fee.	An impact fee study is underway to update all City development impact fees, including the Park Facilities Fee.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
HQL-2.C	Joint Use Agreements with NHUSD The City shall work collaboratively to update joint use agreements with the New Haven Unified School District to maximize public access to school recreational facilities and grounds during non-school hours. The City shall emphasize agreements that: (a) provide access to facilities which are currently lacking in existing City parks; and (b) benefit areas that currently lack neighborhood or community parks.	HQL-2.9	Community and Recreation Services, Economic and Community Development Department	Ongoing	On December 6, 2022, the City Council approved (Resolution No. 6048-22) a land exchange agreement, a master joint use agreement and joint use agreements for Pioneer Park, Shorty Garcia Park, James Logan Tennis Center, Dan Oden Swim Complex with New Haven Unified School District. Staff is working on obtaining the final signatures on the land exchange and joint use agreements.	On December 6, 2022, the City Council approved (Resolution No. 6048-22) a land exchange agreement, a master joint use agreement and joint use agreements for Pioneer Park, Shorty Garcia Park, James Logan Tennis Center, and Dan Oden Swim Complex with New Haven Unified School District. Staff obtained the final signatures on the land exchange and joint use agreements in late 2024.
HQL-2.D	Landscape and Lighting District Parcel Tax Evaluate updating the Landscape and Lighting District parcel tax, and focus on park maintenance.	HQL-2.12	Public Works Department	FY 22-23	Updates to the Landscape and Lighting District (LLAD) Parcel Tax require voter approval. To date, there has not been support to update this tax.	The evaluation of a need for an updated Landscape and Lighting District parcel tax will be brought to the attention of the City Council with the approval of the Landscape and Lighting District (LLAD) for the upcoming year is brought up for approval. The LLAD amount of \$96 per year per residence has not increased in 26 years whereas the costs have increased due to inflation.
HQL-3.A	Community and Recreation Services Activity Guide The City shall prepare and distribute an Activity Guide of Community and Recreation Services.	HQL-3.6	Community and Recreation Services, Economic and Community Development Department, City Manager's Office	Three times per year	Community and Recreation Services (CRS) is continuing the same process of producing three activity guides annually, with the summer guide getting mailed out to the residential homes in Union City. We also created supplemental guides as needed. a small amount of each guide is printed to be distributed at each of our four (4) community centers. We also create a supplemental ONLINE ONLY guide for our summer programs that goes out to the public in late winter. as deemed necessary. All information is available in digital versions on the City's website.	Community and Recreation Services (CRS) continues to create three activity guides each year, but no longer mails them to residents in Union City. CRS does inform residents of their availability through email and social media posts. CRS prints 2,000 copies of each guide and distributes them equally to each of our four community centers. We also create an online-only version of the guide that highlights our summer programs and this is presented to the public in mid to late February.
HQL-4.A	Maintain List of Social and Community Services The City shall periodically update the City's website to maintain a current list of local social and community services.	HQL-4.1, 4.2, 4.3, 4.4, 4.5, 4.6	Community and Recreation Services, Economic and Community Development Department.	Ongoing	CRS staff is working on a handout of social service resources for distribution to the community.	Community and Recreation Services (CRS) staff is no longer working on a handout for social services resources. But CRS did create a Senior / Active Adults 50 + resource card to be distributed at the Ruggieri Senior Center. CRS staff continues to maintain and update a list of social services resources in its Activity Guide, which can be found on-line at: https://www.unioncity.org/192/Community-Recreation-Services .

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
HQL-4.B	Public Service Grants The City shall continually apply for grant funding and distribute these funds on a bi-annual basis as part of the City’s budgeting process.	HQL-4.9	Economic and Community Development Department, City Council	FY 19/20, and biennial thereafter	The City allocates the maximum 15 percent of its federal Community Development Block Grant (CDBG) funding to public service providers and also contributes General Fund dollars to support public service providers The City has a bi-annual Public Service grant application process, to coincide with the City’s bi-annual budget. In 2023, the City allocated \$80,000 in CDBG funding and \$245,000 in General Fund monies to support public service providers. For more information, see the City's FY 23 Annual Action Plan on-line at https://www.unioncity.org/DocumentCenter/View/10348/UC-AAP-2023-Draft-6823-update .	In Program Year 2024 (PY24), the City received a CDBG entitlement grant of \$493,771 and receipted \$180 of program income. Union City used CDBG funds for various activities that helped benefit low-moderate income people throughout the City. Some of those activities included funding social service programs including a Senior Nutrition Program, support for survivors of domestic violence with, support fair housing and tenant/landlord counseling programs, assistance to in-home child care providers, repair and rehabilitation grants to low-income homeowners. The City also receives a HOME allocation each year. For PY24, the City received an allocation of \$117,839 in HOME funds. The City allocated \$78,801 to the Bay Area Community Services (BACS) reclamation project as a scattered site model for providing housing that would be for the purchase of a single-family home in order to rehabilitate it into supportive housing for individuals experiencing homelessness. \$32,187 was also allocated to the City of Fremont's Tenant Based Rental Assistance (TBRA) program to provide rental assistance to low income residents.
HQL-4.C	Public Service Needs Assessment and Funding Strategy The City shall periodically update the Public Services Needs Assessment and Funding Strategy Report to establish funding priorities for the Public Service Grants Program.	HQL-4.9	Economic and Community Development Department, City Council	FY 20/21, and every five years thereafter	An update to the Needs Assessment was prepared and approved by the City Council in Spring 2023.You can access the document on-line at https://www.unioncity.org/DocumentCenter/View/10486/2023-Needs-Assessment-City-of-Union-City---FINAL-6523 .	An update to the Needs Assessment was prepared and approved by the City Council in 2023.The document was then utilized to establish priorities as part of the FY 24-25 CDBG Annual Action Plan. The document can be accessed on-line at https://www.unioncity.org/DocumentCenter/View/11907/AAP-2024-2025---UC-Final .
HQL-6. A	Guide to Senior Services The City shall prepare and distribute a Union City Resource Guide for Seniors.	HQL-6.1, 6.2, 6.6	Community and Recreation Services	FY 20/21 and annually thereafter	In addition to the three activity guides, the City has a monthly newsletter for seniors and senior resource information included on the City website.	The newsletters continue to be produced and made available at the Senior Center. The newsletter is also sent to members of the Senior Center (currently over a thousand) electronically each month. CRS staff also created a postcard resource for seniors identifying social services.
LAND USE						
LU-1.A	Update Infill Regulations in Municipal Code The City shall evaluate and update, as appropriate, the Municipal Code regulations and procedures for infill development to ensure compatibility with the City’s infill development goals, as articulated in the General Plan.	LU-1.1, 1.2, 1.3, 1.6	Economic and Community Development Department	FY 20/21	The City Council adopted Ordinance No. 917-23 which added objective design standards for mixed use developments to facilitate infill development. The majority of the City's vacant opportunity sites allow for mixed-use developments. The standards provide certainty to developers regarding the City's expectations for infill development and streamlines the development review process.	Completed in 2023.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
LU-3.A	Update Mixed Use Regulations in Municipal Code The City shall evaluate and update, as appropriate, the Municipal Code regulations and procedures to ensure compatibility with the City’s mixed-use development goals, as contained in the General Plan.	LU-3.1, 3.2, 3.3	Economic and Community Development Department	FY 21/22	The City Council adopted Ordinance No. 916-23 to amend Chapter 18.41 to add a new zoning district, referred to as “Corridor Mixed Use Employment (CMUE) District,” consistent with the Union City 2040 General Plan designation of Mixed-Use Employment (EMU). Chapter 18.41 was renamed “Mixed Use Employment." The City amended the official Zoning Map to rezone properties along the Union City Blvd. to CMUE for consistency with the General Plan. The amendment also updated the SEE District to modify and standardize uses and update standards for consistency with the CMUE District. The City Council also approved Ordinance No. 917-23 which added objective design standards for mixed use developments.	Completed in 2023.
LU-5.A	Update Residential Impact Fees The City shall review and update its residential impact fees to ensure that they adequately address the costs to the City of providing services now and in the future.	LU-5.8	Economic and Community Development Department, Administrative Services	FY 20/21	An impact fee study is underway to update to all City development impact fees, including fees for residential development.	An impact fee study is underway to update to all City development impact fees, including fees for residential development.
LU-6.A	Maintenance Standards for Shopping Districts The City shall develop maintenance standards for its shopping districts to improve their appearance.	LU-6.2	Economic and Community Development	FY 21/22	In 2022, the City Council adopted Ordinance 930-22, which added maintenance standards for commercial uses in the Station District area.	Completed in 2022.
LU-6.B	Update Zoning Ordinance to Encourage Intensification in Commercial Zones The City shall review the Zoning Ordinance to ensure that standards for commercial zones encourage higher-intensity, infill development, and experience-oriented uses within shopping districts.	LU-6.1, 6.3, 6.4, 6.5, 6.7	Economic and Community Development Department	FY 20/21	In 2023, the City Council adopted Ordinance No. 917-23, which added objective design standards for mixed-use developments to facilitate infill development.	Completed in 2023.
LU-7.A	Reviewing Zoning Ordinance to Respond to Market Trends The City shall review and update the Zoning Ordinance periodically to facilitate the conversion of the City’s business and industrial parks to more job-intensive uses. The City shall regularly review the Zoning Ordinance thereafter to respond to real estate market and development trends, as well as changes in technology, including a review of the lists of permitted and conditionally permitted uses in industrial areas to ensure that desired and potentially compatible uses are not excluded.	LU-7.2, 7.3	Economic and Community Development Department, Planning Commission	FY 21/22; and ongoing thereafter	In 2023, the City Council adopted Ordinance No. 918-23, which amended Chapter 18.40, Industrial Districts, to update the list of permitted and conditional uses, among other things. These updates modified the existing use categories by clarifying language, combining similar uses, updating/removing antiquated use classifications, and adding new uses, which better reflect the current market conditions.	Completed in 2023. Staff reviewed the Zoning Ordinance with respect to this policy and did not recommend any additional updates in 2024.
COMMUNITY DESIGN						

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
CD-1.A	Amending Zoning Ordinance to Include Design Criteria for Shopping Centers The City shall amend the Zoning Ordinance to include design criteria and maintenance standards for new and substantially renovated shopping centers.	CD-1.2, 1.3, 1.4	Economic and Community Development Department	FY 20/21	Planning Division staff anticipates starting this project in FY 24/25.	Planning Division staff is currently working on an update to Chapter 18.36, Commercial Districts.
CD-1.B	Update Zoning Ordinance to Ensure Compatible Single Family Infill Development The City shall review and update the Zoning Ordinance to incorporate appropriate regulations to ensure the scale, massing, and design of new homes and additions to existing homes in single-family residential neighborhoods is compatible with surrounding single-family development.	CD-1.14	Economic and Community Development Department	FY 19/20	In 2022, the City Council approved Ordinance No. 900-22 to add objective design standards for single-family residences, SB 9 residential projects, and accessory dwelling units.	Completed in 2022.
CD-3.A	Prepare Streetscape Master Plans for Major Corridors The City shall prepare streetscape master plans for the major arterial corridors that have not yet had plans prepared, such as Alvarado-Niles Road, Decoto Road, Union City Boulevard, and Whipple Road. Streetscape master plans that have already been prepared shall be updated as appropriate.	CD-3.1	Public Works Department	As funding becomes available	As part of the Station District Specific Plan update completed in 2022, standards related to streetscape design were developed for a portion of Decoto Road.	Some standards were established in 2022. No additional funding has been identified for preparation of streetscape master plans.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
CD-3.B	Masonry Wall Master Plan The City shall prepare a master plan to identify the replacement of wooden residential fences on major arterials with well-designed masonry walls, and develop a program to identify methods of funding the replacements.	CD-3.6	Public Works Department, Economic and Community Development Department, City Manager's Office	As funding becomes available	As part of the Development Review process, the City works with property owners to replace wooden residential fences on major arterials on a project-by-project basis.	As part of the Development Review process, the City works with property owners to replace wooden residential fences on major arterials on a project-by-project basis. No additional funding has been identified for preparation of a masonry wall master plan.
CD-4.A	Gateway Sign Program The City shall create a consistent wayfinding sign program for gateway signs along major corridors to help distinguish Union City from Fremont and Hayward.	CD-4.2	Public Works Department	FY 22/23	Due to other City priorities and low staffing levels, this project has not started.	Due to other City priorities, this project has not started.
CD-6.A	Public Art Master Plan The City shall work through the Arts & Culture Commission to prepare a citywide Public Art Master Plan that identifies opportunities for public art throughout Union City.	CD-6.1	Economic and Community Development Department / Community and Recreation Services.	FY 23/24	Pursuant to Union City Municipal Code, Chapter 12.40, The Art in Public Places Program, promotes the visual arts in Union City by requiring the inclusion of a public artwork component in new development projects. The chapter requires certain City-sponsored and private developments to install publicly accessible works of art or pay an equivalent in-lieu fee into the Public Art Fund. Final public art designs are reviewed by the Union City Arts and Culture Commission, which is supported by the Arts and Culture Commission. To date, a citywide Public Art Master Plan has not been developed.	The Arts and Culture Commission has discussed the preparation of a citywide Public Art Master Plan to identify opportunities for public art throughout Union City; however, implementation has not yet occurred.
CD-6.B	Mural Program The City shall implement a mural program, in which the City contracts with local artists to paint murals on utility boxes, buildings, and structures throughout the city.	CD-6.2	Economic and Community Development Department / Community and Recreation Services.	ongoing	The City has an on-going Request for Proposals for artists to apply to its Utility Box Mural Program.	In 2024, five utility boxes in Union City were painted with murals. The locations of the utility boxes are at the intersections of Perry Road & Decoto Road, Mission Boulevard & Decoto Road, Mission Boulevard & Whipple Road, Western Avenue & Alvarado-Niles Road, and Alvarado-Niles Road & Dowe Avenue.
CD-6.C	Public Art Inventory The City shall conduct and maintain an inventory of existing public art throughout the city and make the inventory available online.	CD-6.4	Economic and Community Development Department / Community and Recreation Services.	FY 21/22	This project has not started but has been designated as a priority for the Arts & Culture Commission starting in 2024.	The Arts and Culture Commission has discussed conducting an inventory of existing public art throughout the city, but implementation has not yet occurred.
MOBILITY						

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
M-1.A	Complete Street Design Standards The City shall review and update its Standard Specifications and Design Criteria for streets to include complete streets standards as well as green street standards, with an overall goal of making the transportation system that is less auto-centric. Standards should accommodate multiple transportation modes within rights-of-way and achieve mutually supportive land use, transportation, and urban design objectives.	M-1.1, 1.2, 1.3, 1.4	Public Works Department	FY 23/24	The City is reviewing its current Standard Specifications and Design Criteria for streets and may need to update these to ensure they are consistent with the City's Complete Streets policy. The current policy was adopted in 2012 to align with best practices in active transportation planning and engineering. The Alameda County Transportation Commission's (Alameda CTC) 2014 Transportation Expenditure Plan (TEP) identified funding for major transportation projects within Union City, which includes Quarry Lakes Parkway and Decoto Complete Streets, and this will fund the updated Complete Streets Design Standards.	The City of Union City incorporates Complete Streets design standards into street resurfacing projects, when feasible. Recent improvements can be observed on Dyer Street and Decoto Road. Upcoming projects, such as bike lanes on Union City Boulevard and Quarry Lakes Parkway, will expand the adoption of these standards, including features like bike signals, Class I bike paths (off-road pathways for cyclists and pedestrians), and Class IV separated bikeways (dedicated lanes for cyclists, protected from vehicular traffic by barriers such as flexible posts, planters, parked vehicles, or curbs).
M-1.B	Evaluate Performance of Transportation Network for All Users The City shall perform periodic evaluations of how well the streets and transportation network of the City are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.	M-1.1, 1.4, 1.6	Public Works Department	FY 21/22, and at least every five years thereafter	The City continues to monitor its transportation network on a periodic and continuous basis to ensure that all updated requirements are being incorporated in its infrastructure as new technology and standards are adopted. For example, the City recently updated all its traffic signal controllers to 2070 Intelight Maxtime which is a more advanced system that is able to adapt to real-time traffic flow demand. In addition, the City is gradually replacing traffic signal detector loops with cameras, which are more accurate and cost-effective and don't require replacement of loops following a paving project. The City is also adding buffered bike lanes following a paving project. This requires narrowing travel lanes which also helps manage traffic speeding issues. Approximately, 97% of the street corners in the City are already fitted with some type of wheelchair ramp. However, the City continues to update the ramps which no longer meet current standards. In addition, the City has a sidewalk shaving and replacement project to minimize trapping hazards.	The City continues to enhance bicycle infrastructure by adding buffered bike lanes and improving intersection safety, guided by the Local Roadway Safety Plan for all travel modes. The 2070 Intelight Maxtime controller and adaptive system optimize traffic flow at all signalized intersections and major corridors. As part of the PG&E gas main replacement project, the City has upgraded traffic signal loops to a camera detection system along the southbound direction of Central Ave and Dowe Ave. The City remains committed to expanding bike lanes and upgrading ramps through ongoing paving resurfacing and sidewalk repair projects.
M-1.C	Vision Zero Action Plan The City shall prepare and adopt a Vision Zero Action Plan that uses historic crash data to pinpoint the factors contributing to traffic deaths and serious injuries and identifies safety countermeasures to address those factors.	M-1.10	Public Works Department	FY 22/23	The City Council adopted Resolution No. 5923-22 accepting a grant from the California Department of Transportation for the preparation of the Local Roadway Safety Plan (LRSP) (City Project No. 21-25). Public outreach meetings with stakeholders and the community were held in 2022 for the LRSP. Program objectives include enhancing safety for all users of the City's roadway system such as reducing incidents and the severity of incidents, identifying high need areas, etc. An existing conditions assessment was also conducted. The information obtained from the LRSP program will inform the development of a Vision Zero Action Plan.	The City developed the Local Roadway Safety Plan (LRSP), which identifies the High Injury Network and outlines effective countermeasures to reduce collisions. While the LRSP does not replace a Vision Zero Plan, it aligns with similar principles by identifying issues and establishing strategies to improve safety for all roadway users. Similarly, the Union City Bicycle & Pedestrian Master Plan, adopted in 2021, includes collision analyses for cyclists and pedestrians to better understand accident patterns, guiding network improvements aimed at reducing injuries and enhancing safety.
M-2.A	Bicycle & Pedestrian Master Plan Update The City shall review and update the Pedestrian and Bicycle Master Plan every 5 -10 years. The Plan shall identify a cohesive bikeway and pedestrian network and maintain a list of priority bicycle and pedestrian improvement projects. The Plan update shall include an analysis to determine existing challenges, opportunities, and priority investments.	M-2.1, 2.3	Public Works Department, Economic and Community Development Department	FY 19/20, and every 5-10 years thereafter	The updated Bicycle & Pedestrian Master Plan (Plan) was adopted by the City Council in 2021 (Resolution No. 5859-21). The Plan updates the existing Master Plan (approved in 2011) and provides a framework for a bicycle and pedestrian network for all ages and abilities. Staff remains vigilant with regards to the opportunities to implement any of the projects included in the adopted Plan as part of their standard projects, such as roadway paving projects. In addition, staff is always looking for grant opportunities to implement the various bike & pedestrian projects.	Completed in 2021.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
M-2.B	ADA Transition Plan-related Improvements The City shall examine sidewalk conditions and pedestrian crossings and prioritize locations for implementing and maintaining pedestrian friendly improvements, including replacement of damaged or uplifted sidewalks that present tripping hazard to pedestrians, crosswalk striping, pedestrian actuation, pedestrian countdown signals, signal re timing, audible pedestrian signals, and ADA improvements (e.g., curb ramps, sidewalk gaps, and sidewalk obstructions).	M-2.9	Public Works Department	FY 22/23, and every 5 years thereafter	In addition to the ADA access issues in the public right of way, the ADA Transition Plan also identifies deficiencies in public buildings, restroom and parks. Staff is working on the third update to the ADA Transition Plan which will reflect the improvements that have been made since the last plan was adopted. The ADA Transition Plans helps monitor and guide the City's progress as it gradually transitions to a fully ADA compliant City.	In 2023, the Old Alvarado Park was renovated to enhance accessibility, with improvements made to ensure compliance with the Americans with Disabilities Act (ADA). All walkways, park entrances, and park amenities were redesigned for ADA accessibility. In 2024, all wheelchair ramps were updated to meet current ADA requirements as part of the Decoto Road Pavement Overlay Project, from the Alameda Creek Bridge to just past the Oakland Subdivision Railroad Tracks at the BART Overhead bridge. In addition, the City conditions all private projects to meet ADA requirements and has a recurring sidewalk replacement project to remove tripping hazards in the Public right of way. .
M-2.C	Outreach Materials on Biking and Walking The City shall develop outreach materials, such as route maps for new bicycle and pedestrian facilities to encourage their use, as well as bicycle and pedestrian safety information for bicyclists, pedestrian, and drivers. The City shall develop these materials in multiple languages, and distribute via the City’s website, printed materials, and through other media.	M-2.14	Public Works Department	Ongoing	Updated Bicycle and Pedestrian Network Maps have been added to the City's website.	No additional work was completed on this task in 2024.
M-3.A	Short-Range Transit Plan The City shall continue to prepare and implement the Union City Transit Short-Range Transit Plan to plan for transit system and route adjustments, capital improvements, equipment (i.e., buses), administrative and operational changes, maintenance and other recommendations presented in the Short-Range Transit Plan to the extent feasible to provide better and more efficient transit service.	M-3.15	Union City Transit	FY 19/20, and update as required by MTC	The Public Works Department has set aside funds for an update to the Short Range Transportation Plan (SRTP) but Transit Department staffing shortages have not allowed the project to move forward. The Bay Area transit landscape has been rapidly changing in 2023 with new requirements, regulations, and potential new funding sources. Once the Transit Department is partially or fully staffed, it will pursue a consultant to address the SRTP ensuring its conformance with the Transit Transformational Action Plan, Regional Network Management, highlighting potential operating and capital fund shortfalls, and upcoming State legislation for a possible new funding source on the ballot in 2026.	The City of Union City's Union City Transit was supposed to complete the Short-Range Transit Plan (SRTP) using the formula template provided by MTC by December 31, 2022. The City was unable to complete the plan as Union City Transit was in the RFP process for a new operations and maintenance contract. New pricing for the SRTP exceeded available funding resulting in the SRTP being delayed. The SRTP is anticipated to be completed sometime in FY 25-26 using the latest guidelines and available funds from MTC.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
M-3.B	Bus Service to Connect Employment Centers to Intermodal Station Union City Transit shall review the need for route modifications, based on demand, to connect employment centers with the Intermodal Station.	M-3.3, 3.4, 3.16	Public Works Department, Union City Transit, Economic and Community Development Department	Ongoing	Union City Transit is now coordinating all bus service changes with BART service changes. As of September 2023, BART has revamped their schedules and are no longer catering a commute direction. Union City Transit is now providing 20-minute weekday AM and PM service for Routes 1, 2, and 5 along with an expanded service area and hours for the FLEA until the next BART service change in August 2024. Unfortunately, 30-minute service for Routes 1 and 5 on weekends is no longer feasible.	Union City Transit updated its schedules and services in August 2024 according to plan. Schedule adjustments were made to coincide with the new August BART schedules, but frequencies remained the same as 2023. Two changes to the Union City Transit service include publishing the Route 8 New Haven Unified District (NHUSD) sponsored service in the public schedule, and expanding the Flea (Flexible, Local, Easy, Access) micro transit service to almost all parts of Union City east of I-880 with node stops at Union Landing Transit Center and Calaveras Landing bus stop. Flea service is expected to expand in August 2025.
M-3.C	Convert Bus Fleet The City shall convert the bus fleet to a zero-emission fleet as vehicle replacement funds become available through MTC and the Federal Transit Administration (FTA).	M-3.21	Public Works Department, Union City Transit	FY 20/21, FY 22/23, FY 24/25, and ongoing	Union City Transit is still in the process of procuring electric buses for fixed-route service along with related charging infrastructure. Getting the charging infrastructure has proved to be a challenge due to coordination with PG&E and Ava Community Energy (formerly EBCE). In addition, the Public Works Department is evaluating an update to its Maintenance Facility located on 7th Street in order to accommodate the Quarry Lakes Parkway project. Lastly, pursuing additional electric vehicles has proven challenging with several vehicle manufacturers and battery suppliers abruptly leaving the industry resulting in Union City Transit reconsidering gasoline vehicles until suppliers and vehicle manufacturers have some stability.	Union City Transit's fourteen battery-electric buses are currently scheduled to enter production in October 2025 to replace buses that have exceeded their twelve (12) year useful lives. The anticipated cost of Charging as a Service (CaaS) with Ava Community Energy was going to exceed Union City Transit's current fuel budget and would provide no cost savings. As a result, the electric vehicle charging infrastructure has been rolled into the Corporation Yard Master Plan, which is part of the Quarry Lakes Parkway (QLP) project. The project may potentially receive rebates from PG&E for the chargers. Due to the uncertainty of funding at the Federal level, Union City Transit may need to request a waiver from the California Air Resources Board for Compressed Natural Gas buses, which can be purchased using funds that won't be rescinded.
M-4.A	Identify Transportation Projects in the CIP Update The City shall identify infrastructure projects every two years as part of the Capital Investment Plan (CIP) to provide for the roadway facility improvements necessary to implement the Circulation Diagram and roadway improvements called for in the General Plan.	M-4.2, 4.7, 4.13, 4.14, 4.15, 4.16, 4.17	Public Works Department	FY 19/20 and every two years thereafter	The AC Transit Dumarton Express Corridor Improvement Project was completed in late 2023, which consisted of installing pre-emption devices on traffic signals to give priority to AC Transit Vehicles. Union City Transit also has a similar system in place. The Decoto Road Street Rehabilitation project, from the Alameda Creek bridge to Station Way, is planned to go to bid in the first half of 2024 with expected completion in the next several months. The Union City Blvd. Bike Lanes Project was awarded on 2/27/2024 and will begin construction in mid 2024 and be completed in approximately 18 months.	No projects have been added because the latest CIP has not been updated.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
M-4.B	Establish VMT Threshold The City shall adopt a vehicle miles travelled threshold to be used for CEQA analysis in place of level of service standards.	M-4.4	Economic and Community Development Department, Public Works Department	FY 19/20	In 2023, the City received some technical assistance through an ABAG/MTC program to develop a VMT threshold for Union City. The project was put on hold when the staff person working on the project left Union City for another position.	The City plans to establish a threshold for VMT once the Alameda Countywide Travel Demand Model ("Model) is updated to be consistent with Plan Bay Area 2050. The model is periodically updated to be consistent with the most recent land use and socio-economic data from of Association of Bay Area Governments (ABAG) and assumptions of the Metropolitan Transportation Commission (MTC)'s regional travel demand model. The most recent Model was completed in May 2019 and includes land use data and transportation assumptions that were updated for consistency with Plan Bay Area 2040. A more recent update to the Model that is consistent with Plan Bay Area 2050 is underway by the Alameda County Transpiration Commission.
M-4.C	Establish Impact Fee to Include Other Modes The City shall conduct an AB1600 nexus study to establish a transportation impact fee to ensure fair share contributions to transportation improvements that may include, but are not limited to streets, public transit, bicycles and pedestrian improvements.	M-4.6	Public Works Department	FY 21/22	An impact fee study is underway to update to all City development impact fees, including impact fees related to transportation impacts, which could be used for bicycle and pedestrian infrastructure.	An impact fee study is underway to update to all City development impact fees, including impact fees related to transportation impacts, which could be used for bicycle and pedestrian infrastructure.
M-4.D	Pavement Management Program The City shall review and update the Pavement Management Program every two years to ensure the ability to apply for grant funding through the Metropolitan Transportation Commission (MTC) to rehabilitate and provide the necessary ongoing maintenance of the roadway network.	M-4.9	Public Works Department	FY 19/20, and every two years thereafter	The City's Engineering Division plans to apply for the next grant cycle when offered by MTC in 2025.	The City's Engineering Division plans to apply for the next grant cycle when offered by MTC in 2025.
M-5.A	Station District Transportation Demand Management Strategies The City shall incorporate transportation demand management (TDM) strategies into the Decoto Industrial Park Study Area (DIPSA) Specific Plan Update to discourage the use of single-occupancy vehicles over time and encourage the use of public transit, bicycling and walking within the Station District.	M-5.1	Economic and Community Development Department	FY 20/21	The DIPSA Specific Plan was comprehensively updated and rebranded as the Station District Specific Plan (SDSP) in 2022 (Resolution No. 6026-22). The SDSP incorporates transportation demand management (TDM) policies for the Station District to address congestion, VMT, and parking demand by reducing automobile reliance. In addition, new projects within the Station District area are conditioned to incorporated TDM strategies into their projects.	Completed in 2022.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
M-6.A	Revise Parking Regulations The City shall review and revise, as appropriate, the parking requirements in the City Zoning Ordinance to identify opportunities for parking reductions, shared parking, unbundling, and other strategies that would reduce the land area dedicated to parking in the city while still meeting the community’s parking needs.	M-6.1, 6.2, 6.4, 6.5	Public Works Department and Economic and Community Development	FY 20/21	Parking regulations in the Zoning Ordinance were updated for consistency with the Station District Specific Plan update in 2022. The Specific Plan and Ordinance updates facilitate parking reductions in the Station District by creating a "maximum" parking standard in Mixed Use Marketplace (MMU), Station East- Residential (SEMU-R), and Station East Employment (SEE) Zoning Districts.	Completed in 2022.
M-6.B	Station District Paid Parking Program The City shall continue to implement and enforce a paid parking program in the Station District, monitor the parking, and make changes as necessary. The City shall designate preferential parking spaces for car share vehicles at the Intermodal Station.	M-6.7	Public Works Department City Manager's Office	Ongoing	The Station District Paid Parking Program was launched to direct BART commuter parking to City-owned lots and to make short-term on-street parking available in and around the Station District. Due to the COVID pandemic, demand for BART parking was substantially decreased and, to date, has not returned to pre-pandemic levels. The paid parking program will expand to the Station East area when the recently approved Station East Residential Mixed-Use development is constructed as well as other areas where new multi-family development has been approved subject to the City having adequate staffing to support the program.	The Station District Paid Parking Program was launched to direct BART commuter parking to City-owned lots and to make short-term on-street parking available in and around the Station District. Due to the COVID pandemic, demand for BART parking was substantially decreased and, to date, has not returned to pre-pandemic levels. The paid parking program will expand to the Station East area when the recently approved Station East Residential Mixed-Use development is constructed as well as other areas where new multi-family development has been approved subject to the City having adequate staffing to support the program.
M-6.C	Address Parking Issues in Business Parks The City shall study and recommend solutions for parking problems caused by warehouse conversion to more employment-intensive uses. Allowance for off-site parking, shared parking, and innovative transportation solutions shall be considered.	M-6.11	Economic and Community Development Department, Economic Development Coordinator	Ongoing	The City Council adopted Ordinance No. 915-23, which updated parking standards in the City's industrial areas.	Completed in 2023.
M-7.A	Maintain Truck Routes The City shall maintain designated truck routes that will minimize noise and other impacts on the community. The City shall periodically evaluate the established truck routes in response to changes in traffic patterns, traffic volumes, new land uses, level of usage, and adequacy of routes to serve local truck needs.	M-7.1, 7.2	Public Works Department	FY 22/23, and ongoing	No changes are proposed to the truck routes identified in the 2040 General Plan. There have been no changes in traffic patterns, traffic volumes, new land uses, level of usage, and adequacy of routes significant enough to require an update.	No changes are proposed to the truck routes identified in the 2040 General Plan. There have been no changes in traffic patterns, traffic volumes, new land uses, level of usage, and adequacy of routes significant enough to require an update.
SAFETY						
S-1.A	Maintain Codes and Regulations to Ensure Safety The City shall periodically review and revise building codes and regulations to incorporate the latest information and technology related to natural hazards, such as earthquakes and flooding.	S-1.1, 1.2	Economic and Community Development Department	November 2019 adoption for January 2020 implementation, minimum every three	The City Council adopted an update to the Building Code in November 2022 (Ordinance No. 910-22), which went into effect January 1, 2023 for consistency with the 2022 California Building Standards Code.	Completed in 2022. The Building Code will be updated again in 2025 for the next Building Code cycle, which goes into effect January 1, 2026.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
S-2.A	Comprehensive Emergency Management Plan The City shall work with the Alameda County Fire Department to regularly review and update the Comprehensive Emergency Management Plan.	S-2.2	City Manager's Office, as assigned	FY 19/20; every five years thereafter	Update on hold while working on updating Local Hazard Mitigation Plan will begin process to update CEMP upon completion of the LHMP project	In 2024, the City's Office of Emergency Services (OES) began an update to the City's CEMP, which includes an Annex for sheltering that will address planning around the needs of those with AFN and pets. We will address this item in the update of the CEMP plan which will begin in Spring 2025 and is projected to be completed by the end of the year.
S-2.B	Local Hazard Mitigation Plan The City shall prepare and update every five years a FEMA- and State approved Local Hazard Mitigation Plan.	S-2.3	City Manager's Office, as assigned	FY 22/23, and every 5 years thereafter	The City in partnership with the City of Newark, City of Fremont, and Special Districts ACWD & USD has started work on a multi-jurisdictional Local Hazard Mitigation Plan.	Completed in 2024. Union City, in partnership with the City of Newark, City of Fremont, and Special Districts Alameda County Water District (ACWD) and Union Sanitary District (USD), prepared a multi-jurisdictional Local Hazard Mitigation Plan and submitted the plan to Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES) for review and approval. The LHMP was completed and approved by FEMA and Cal OES in August 23, 2024. The next update is due by August 23, 2029.
S-2.C	Expand Multicultural Participation in CERT Program The City shall provide multicultural training presentations and handouts in multiple languages to expand participation in the Community Emergency Response Team (CERT) programs.	S-2.10	City Manager's Office, as assigned	FY 20/21	The CERT Program, in partnership with the Alameda County Fire Department, held an in-person CERT Academy in October 2023, which produced new active CERT members.	The CERT Program received funding to help with outreach and an intern was added to help with community outreach, marketing and updating the City's internal documentation. Union City staff are working with City of Newark CERT program to roll out monthly trainings in multiple languages. Union City staff will work with ACFD to look at offering CERT Academy in multiple languages in 2025.
S-2.D	Feasibility Study for Emergency Operations Center The City shall seek funding to prepare a feasibility study for modernization and/or relocation of the existing Emergency Operations Center to Fire Station 3 or other appropriate site.	S-2.4	City Manager's Office, as assigned	FY 20/21	The City is currently seeking grant funding to complete the Feasibility Study for an updated/new Emergency Operations Center.	Preparation of a feasibility study for modernization/relocation of the existing EOC will be part of the citywide Facilities Master Plan. There is no established timeline to begin this work. This project is currently pending, based upon staff's workload and funding.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
S-2.E	Adopt an Ordinance to Address Post-Disaster Recovery The City shall prepare and adopt an ordinance to address post disaster conditions regarding land use, sheltering, and rebuilding.	S-2.14	City Manager's Office, Economic and Community Development Department	FY 20/21	The City has not adopted an ordinance to address post-disaster recovery. However, the City will continue to support the CERT Program and community engagement for disaster preparedness.	The City has not adopted an ordinance to address post-disaster recovery. However, the City will continue to support the Community Emergency Response Team (CERT) Program and community engagement for disaster preparedness.
S-2.F	Establish Redundant Data The City shall establish redundant, offsite copies of crucial information and all City data to be able to maintain basic network functions during a disaster.	S-2.13	Administrative Services Department	Ongoing	The IT Department works with a third-party vendor to store the majority of the City's crucial information in a cloud-based storage system.	The IT Department works with a third-party vendor to store the majority of the City's crucial information in a cloud-based storage system and is an ongoing process.
S-2.G	Emergency Shelter Guidelines The City shall prepare guidelines for establishment of emergency shelters including the accommodation for those persons with Access and Functional Needs (AFN), and pets.	S-2.11, S-2.12	City Manager's Office, Economic and Community Development Department	FY 20/21	In April 2024, the City's OES will begin an update to the City's CEMP, which includes an Annex for sheltering that will address planning around the needs of those with AFN and pets. We will address this item in our update of the CEMP project which will begin in February 2025 and projected to be completed in November 2025.	In 2024, the City's Office of Emergency Services Released an RFP to update the Comprehensive Emergency Management Plan (CEMP) and selected contractor Howell Consulting. The City is currently in the process of updating the CEMP plan, which includes an Annex for sheltering that will address planning around the needs of those with disabilities and others with access or functional needs and pets.
S-2.H	Implementation of Assembly Bill (AB) 747 and Senate Bill (SB) 99 The City currently contracts with Alameda County Fire Department (ACFD) to provide fire and emergency response services. In partnership with the City, ACFD provides input into the City's Comprehensive Emergency Management Plan (CEMP) that describes how the City will effectively prepare for, respond to, recover from, and mitigate against all hazards. As part of the CEMP, the City shall include capacity-based analysis of its evacuation network, consistent with the statutory requirements of AB 747. At a minimum, this analysis shall identify evacuation routes and their capacity, safety, and viability under a range of emergency scenarios. Finally, as part of subsequent updates to the CEMP, the City shall address evacuation of existing residential developments within hazard areas with limited accessibility (i.e., less than two points of access) consistent with SB 99.		City Manager's Office, Public Works, Economic and Community Development	Upon each subsequent CEMP update	In April 2024, the City's OES will begin an update to the City's CEMP and will work with Police Department and Fire and contractor to address the AB 747 and SB 99 requirements. The CEMP update project will begin in February 2025 and projected to be completed by November 2025.	In 2024, the City's Office of Emergency Services Released an RFP to update the Comprehensive Emergency Management Plan (CEMP) and selected contractor Howell Consulting. The City is currently in the process of updating the CEMP plan including updates focused on compliance with Assembly Bill (AB) 747 and Senate Bill (SB) 99. The City anticipates presenting the updated CEMP plan to City Council for adoption by the end of the calendar year.
S-3.A	Maintain Records of Geologic and Soils Reports The City shall file and maintain geologic and soils reports and information by parcel Number or street address, in accordance with the City's approved Records and Information Management Program Policy.	S-3.1, 3.2	Public Works Department; Building Department	Ongoing	The Engineering Division maintains an electronic map that shows each location for which a soils report is available. The map also links to the soils reports, which are indexed by parcel.	The Engineering Division maintains an electronic map that shows each location for which a soils report is available. The map also links to the soils reports, which are indexed by parcel.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
S-3.B	Work with ACWD to Install Resilient Water Infrastructure The City shall support efforts by the Alameda County\ Water District (ACWD) to design and install seismically-resilient backbone water pipelines in Union City and ensure the availability of potable water supply during an emergency.	S-3.3	Public Works Department	Ongoing	Phase 2 of the ACWD's Seismic Retrofit project is being finalized and is expected to start construction in mid to late 2024. The limits of the project extend from Central Avenue to Decoto Road. A portion of this project consists of making improvements at the water main as it crosses underneath the railroad tracks on Smith Street.	Phase 2 of the ACWD's Seismic Retrofit project is being finalized and is expected to start construction in mid to late 2024. The limits of the project extend from Central Avenue to Decoto Road. A portion of this project consists of making improvements at the water main as it crosses underneath the railroad tracks on Smith Street.
S-6.A	External Adaptation Coordination The City shall coordinate with other neighboring jurisdictions, regional agencies (e.g., Alameda County Flood Control and Water Conservation District, Alameda County Water District, Union Sanitary District), and community-based organizations, to identify, plan for, and implement adaptation strategies to address the potential impacts of climate hazards (e.g., sea level rise, flooding).	S-6.2	City Manager's Office, Economic and Community Development	Ongoing	The City partnered with Newark, Fremont, ACWD and USD to develop a Local Hazard Mitigation Plan (LHMP) that identifies, plans and develops action plans that address potential impacts of climate hazards from sea level rise and flooding.	The City, in partnership with the City of Newark, City of Fremont, and Special Districts Alameda County Water District (ACWD) and Union Sanitary District (USD), prepared a multi-jurisdictional LHMP, which was submitted to Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES) for review and approval. The LHMP was completed and approved by FEMA and Cal OES in August 23, 2024. The next update is due by August 23, 2029.
S-6.B	Public Climate Hazard Education and Awareness The City shall develop a multi-pronged outreach and awareness strategy, partnering with regional and local jurisdictions and organizations to educate residents on their level of risk to climate hazards and actions they could take to become more climate resilient, including the promotion of existing incentive programs.	S-6.3	City Manager's Office, Economic and Community Development	Ongoing	This program is identified as an action item in the current version of the Local Hazard Mitigation Plan (LHMP) currently under review by FEMA and Cal OES. In addition, outreach to the community regarding climate hazards and resiliency will also be part of the Climate Action Plan update.	The Tri-City Local Hazard Mitigation Plan (LHMP) implemented a comprehensive public outreach strategy, utilizing a range of communication methods, including direct outreach (phone calls, emails, meetings) and broader channels (e-newsletters, website postings, newspaper articles), to engage a wide audience. The LHMP Planning Committee, consisting of city officials, stakeholders, and community members, ensured diverse perspectives were incorporated. Meetings were publicly noticed, and existing community events were leveraged to maximize participation.
S-7.A	Ensure Compliance with Hazardous Materials Regulations The City shall routinely review the following for compliance with Federal, State, and local laws, regulations, and ordinances: • Hazardous Materials Release Response Plans and Inventories, • Underground Storage Tanks, • Above Ground Petroleum Storage Tanks, • Hazardous Waste Generators • Onsite Treatment of Hazardous Waste, • California Accidental Release Prevention Program, and • California Fire Code Hazardous Materials Requirements Facilities shall be inspected in accordance with the required minimum frequency as defined in State law, with a goal of conducting more frequent inspections at higher hazard facilities.	S-7.1, 7.2	Environmenta l Programs Division; Economic and Community Development Department; Public Works Department	Ongoing	Implementation of updates to hazardous materials management regulations has not progressed due to other Division priorities and low staffing levels. The Division was recently audited by the State of California Environmental Protection Department and received an overall rating of "Satisfactory with Improvement Needed." The two existing staff are working diligently on significant program improvements based on the audit, such as a completely new CUPA Inspection and Enforcement Plan drafted in February 2024, and a new structure of quarterly enforcement action. CUPA inspection frequency was exceeded in 2022 due to outstanding effort by the Environmental Programs Inspector, but lagged in 2023. Inspection numbers in 2024 exceeded minimum inspection frequencies.	In 2024, Environmental Programs staff successfully implemented a hazardous materials management program through thorough inspections and enforcement. Due to these efforts, the review of hazmat permit submittals is current. Most facilities have been inspected within the required frequency, and the Environmental/CUPA (Certified Unified Program Agency) Division plans to complete inspections for all facilities by June 30, 2025, including enforcement actions for overdue facilities. A high-priority, high-hazard facility, as classified under the California Accidental Release Prevention (CalARP) program, is overdue for inspection, with completion expected between March and July 2025. Annual reviews of policies and procedures remain compliant.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
S-7.B	Hazardous Materials Area Plan The City shall conduct a complete review of its Hazardous Materials Area Plan every three years and submit certification to the California Office of Emergency Services (Cal OES) in a manner consistent with State law.	S-7.1	Environmental Programs Division, with review by: City Manager's Office; Economic and Community Development Department; Police Department; Fire	FY 20/21	The Hazardous Materials Area Plan was not reviewed annually as required in 2023 due to higher Division priorities and low staffing levels in the Environmental Programs Division. This deficiency was identified in the 2023 CUPA Evaluation Summary of Findings by the CalEPA. The Area Plan was reviewed and revised in February 2024. It is current with changes and improvements expected throughout the year as the Environmental Programs Division significantly revised its plans, policies and procedures as a response to the state CUPA audit. The Area Plan will be reviewed and updated in 2025.	The Hazardous Materials Area Plan was reviewed and revised in February 2024. It is current with changes and improvements expected throughout the year as the Environmental Programs Division significantly revised its plans, policies and procedures as a response to the state audit by the Certified Unified Program Agency (CUPA). The Area Plan will be reviewed and updated in 2025.
S-8.A	Review Community Noise Ordinance The City shall review and update the Community Noise Ordinance, as necessary.	S-8.13	Economic and Community Development Department; Public Works Department	FY 21/22	No changes to the Noise Ordinance have been required. City staff addresses individual noise concerns on a case by case basis.	No changes to the Noise Ordinance have been required. City staff addresses individual noise concerns on a case by case basis.
PUBLIC FACILITIES AND SERVICES						
PF-1.A	Capital Improvement Program The City shall continue to update its Capital Improvement Program every five years to address the city's existing and projected public facility needs.	PF-1.6, 1.14	Finance Department, All City departments, City Council	FY 22/23 and every five years thereafter	The City's 5-Year Capital Improvement Plan (CIP) was adopted June 20, 2023 (Resolution No. 6146-23) for FY 2023-2024 through FY 2027-2028 .	The City's 5-Year Capital Improvement Plan (CIP) was adopted June 20, 2023 (Resolution No. 6146-23) for FY 2023-2024 through FY 2027-2028. No updates were completed in 2024.
PF-1.B	Fee Schedules Update The City shall annually review and update its development fees to ensure adequate funding to deliver and maintain the service levels set out in this General Plan.	PF-1.8, 1.9	Finance Department, All City departments, City Council	Annually	The City annually reviews and updates its fees through the Master Fee Schedule update process.	The City annually reviews and updates its fees through the Master Fee Schedule update process.
PF-2.A	Customer Service Improvements The City shall routinely assess how to improve customer service, including identification of strategies for enhancing customer service at City Hall and other City facilities. Strategies may include access to additional City services online and providing a “one-stop shop” or “concierge” service at City Hall.	PF-2.1, 2.2	City Manager's Office	Ongoing	Goal B. Governance and Organization Effectiveness, of the City's Strategic Plan, work is planned to Increase staff efficiency and responsiveness by improving the design of and access to self-service options for the public and employees (e.g., human resources portals, permit system, customer service portals); work is planned for FY 23-24 and FY 24-25.	The City regularly provides customer service training for all front counter and public facing staff. Further, the City continues to migrate information to the City's website for easy public access. Work is ongoing to automate permitting systems making it easier for applicants to apply and obtain Planning, Building and Public Works permits.
PF-2.B	Comprehensive Operational Audit The City shall complete a comprehensive operational audit on city policies, procedures, service provision and productivity.	PF-2.4, 2.5	City Manager's Office	2020, every 5 years thereafter	The City Manager's Office continually audits City policies, procedures, service provisions, and productivity in response to both internal and external factors.	The City Manager's Office continually audits City policies, procedures, service provisions, and productivity in response to both internal and external factors.
PF-2.C	Develop Renewable Energy Sources at Municipal Facilities The City shall continually seek out opportunities and grant funding for the development of renewable energy sources, such as the installation of photovoltaic systems, at municipal facilities.	PF-2.14, 2.15	Public Works Department	Ongoing	City staff continually seeks out grants for upgrades to City facilities including opportunities for renewable energy sources.	City staff continually seeks out grants for upgrades to City facilities including opportunities for renewable energy sources.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
PF-3.A	Update City Website to Promote Bay-Friendly Landscaping The City shall update the City website to provide information regarding bay-friendly landscaping, including examples of bay-friendly gardens.	PF-3.8	Economic and Community Development Department	FY 20/21	City staff regularly posts the most up-to-date Landscape guidance on the City's website; including the "Landscape Standards Policy Statement." The Policy Statement features the Bay-Friendly Basics Landscape Checklist, which includes required practices that address established principles for protecting the environment. Also, the City's Clean Water Program website was reviewed and updated in 2023. It contains current links for rain gardens, rain barrels, storm water requirement forms, and links to the Alameda County Clean Water Program website.	Completed in 2022.
PF-6.A	Public Education Program on Waste Reduction, Recycling, Composting, and Green Purchasing The City shall establish a public education campaign to encourage residents, schools, institutions and businesses to reduce, reuse, recycle, and compost appropriately, and purchase recycled and nontoxic products.	PF-6.5	City Manager's Office – Recycling and Solid Waste Division	Ongoing	Effective July 1, 2021, the City commenced collecting a fee to assist with funding regulatory obligations pursuant to SB 1383. This act requires public education and outreach to encourage the diversion of organics (compostable materials) from landfill disposal. In October 2021, the City added Chapter 7.24 - Organics Reduction and Recycling Ordinance, to the Union City Municipal Code adopting the countywide Organics Reduction and Recycling Ordinance which mandates various provisions of SB 1383. The City accepted FY 2022-2023 SB 1383 grant funds from CalRecycle in March 2024. The City's Franchise Agreements for landfill, compost, and recycle collection services include public education and outreach obligations which the City manages in concert with its efforts to support the State's landfill regulations such as AB 939, AB 341, AB 1826 and SB 1383. Outreach includes issuing residents and businesses newsletters; annual comprehensive Services Guides; periodic postcards and more and are available for customers to download from: www.UnionCityRecycles.org . Other direct outreach activities include providing technical assistance to multi-family properties and commercial businesses and conducting lid flipping campaigns which include leaving notices on landfill, compost, and compost collection carts and bins.	The City continues to promote its waste reduction and recycling programs provided to residents and businesses primarily through the two collection services Franchise Agreements. Marketing and promotional efforts conducted include distribution of sector specific (i.e., single-family, multi-family and commercial) quarterly newsletters, postcards, advertisements, newspaper articles, and bill inserts (commercial sector). In addition, the City opened its community compost hub in 2024, which provides all residents and businesses the opportunity to acquire free compost seven days a week. The City's programs and services are promoted through signs at the compost hub and QR codes to the City's website pages which are kept up to date.
PF-8.A	Expand High-Speed Internet The City shall pursue opportunities to expand high speed internet in Union City, including implementing the installation of dark fiber in the Station District, studying the feasibility of expanding dark fiber citywide, and pursuing the ability to connect to BART's lit fiber network.	PF-8.1, 8.3	City Manager's Office, Economic and Community Development Department	Ongoing	Upgrade data connections between City facilities as necessary is in progress. IT and Public Works staff are working to evaluate the cities available conduit and deploy citywide fiber to City intersections and facilities.	Construction for the high-speed Internet program has commenced along Union City Blvd, with the replacement of an existing interconnect cable with fiber optic cables from Smith Street to Lowry Road. A central hub has been established at the Mark Green Sports Center. Progress is ongoing for a secondary high-speed wireless connection to the hubs, with two of the three hubs now connected. There are no updates regarding dark fiber for the Station District, and no further action will be pursued regarding BART's fiber connection.
PF-8.B	Standards for Broadband Infrastructure The City shall develop and adopt standards for broadband infrastructure installation, including the development of: <ul style="list-style-type: none">• A dig once, open trench and shadow conduit standard;• A preferred business model for management and use of city owned telecommunication assets, which may include a master lease agreement;• Standards for new construction or major remodels;• Standard specifications for conduit and broadband facilities, permitting procedures and master plans.	PF-8.6	City Manager's Office, Public Works Department, Economic, Information Technology, and Community Development Department	2020	New City policies for broadband infrastructure installation are being evaluated for future standards.	New City policies for broadband infrastructure installation are being evaluated for future standards.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
PF-8.C	Standards for Small Cell Sites The City shall establish design standards and a legal framework for accommodating small cell technology in the public rights-of-way.	PF-8.8	City Manager's Office, Public Works Department	2020	In July 2021, "Small Cell" design guidelines were prepared and presented to cellular providers. To date, the City has entered into Master License Agreements with three providers.	Completed in 2021.
PF-8.D	Broadband Asset Management The City shall develop a detailed geodatabase of City owned traffic signal and street light conduits and existing fiber optic networks and information regarding ownership.	PF-8.5	City Manager's Office, Public Works Department	2020	The City has added the location of all streetlights to the City's GIS system. The new system allows pole details to be documented and small cell installation information to be tracked.	Dark fiber updated in goal ED – 4. A
PF-8.E	Explore Creation of Internet Connectivity Fee The City shall explore the creation of an internet connectivity fee to help fund the expansion of broadband access throughout the city.	PF-8.3	City Manager's Office, Finance Department	2021	Due to the other Department priorities, this project has not begun.	Due to the other Department priorities, this project has not begun.
PF-8.F	Cybersecurity Plan The City shall develop a cybersecurity plan to protect City infrastructure and government data against cyberattacks.	PF-8.10	City Manager's Office, as assigned	FY 20/21	Cybersecurity Manager position has been filled on July 3, 2023: Dwayne Thaele is Union City's Cybersecurity Manager. Tasks completed included: -Cybersecurity Awareness Training program and policy for all Union City employees -Cybersecurity Roadmap created -Cybersecurity Assessments and Maturity Model completed -Cybersecurity Risk Register Created -Migration to new Advanced Fortinet Networking Infrastructure underway -Disaster Response & Business Continuity Planning policy underway -AI Usage Policy is created and under review	Union City has made significant progress in advancing and implementing our Cybersecurity Plan in 2024, including the following key achievements: • A formal Cybersecurity Awareness Training program and policy were established for all employees, with 60 minutes of annual instruction delivered. • A new Generative AI Usage policy was introduced. • The Cybersecurity Roadmap was updated to reflect changing priorities and resource availability. • ITS completed its Annual Cybersecurity Assessment and Maturity Model, now aligned with NIST CSF 2.0. The Cybersecurity Risk Register has been updated to reflect current risks. • The transition to the new Advanced Security Fortinet Networking Infrastructure is nearly complete. • ITS implemented new Endpoint and Identity Managed Detection and Response services.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
PF-9.A	Police Department Strategic Plan The City shall maintain and implement a comprehensive Police Department Strategic Plan, based on incremental time periods of three to five years, unless designated otherwise, and shall update the plan periodically as plan items are accomplished or achieved.	PF-9.1-9.8	Police Department	2021, and updated every three to five years, as appropriate	The Police Department completed the second year of it's 5-Year Strategic Plan, which emphasized transparency, accountability, and increased communication. Highlights include the 2023 inauguration of a District Policing Model, a pivotal step in fostering community engagement, identifying emerging crime trends, and optimizing resource deployment.	The Police Department completed the third year of it's 5-Year Strategic Plan, which emphasizes transparency, accountability, and increased communication. Highlights include the 2023 inauguration of a District Policing Model, a pivotal step in fostering community engagement, identifying emerging crime trends, and optimizing resource deployment. District Policing breaks the city into smaller areas, known as Districts, to improve the City's ability to interact with and understand the needs of the community.
PF-9.B	CALEA Certification The City Police Department shall seek, earn, and maintain national accreditation by the Commission on Accreditation of Law Enforcement Agencies (CALEA). Being an accredited agency ensures formalization of essential management procedures, fair and nondiscriminatory personnel practices, enhanced crime prevention, increased efficiency of police service delivery to the community, solidified interagency cooperation and coordination, and increased community and staff confidence in the agency.	PF-9.1-9.8	Police Department	2019, and ongoing	The Police Department continues to pursue other priorities. The Police Department's updated Strategic Plan does not include the pursuit of CALEA Certification as a goal.	The Police Department did not pursue CALEA Certification as a priority in 2024. Further, the Police Department's updated Strategic Plan does not include the pursuit of CALEA Certification as a plan goal.
PF-9.C	Periodic Staffing Studies The City Police Department shall conduct periodic staffing studies to determine staffing needs to meet best-practice obligations. These studies, beyond baseline personnel-per-one-thousand staffing ratio formula, shall focus on actual workload demands and community priorities to determine staffing needs to meet those obligations.	PF-9.1	Police Department	2019, and ongoing	The Police Department continues to complete regular staffing studies, per our 2022-2026 Strategic Plan. These studies have proven beneficial as UCPD boasted the lowest vacancy rate in the county among comparable organizations.	The Police Department continues to complete regular staffing studies, per our 2022-2026 Strategic Plan. These studies have proven beneficial as UCPD boasted the lowest vacancy rate in the county among comparable organizations.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
PF-9.D	Assess Police Department Facilities and Equipment Needs Biannually with the preparation of the City budget, the City shall assess local police facilities and equipment needs and develop strategies that strive to maintain the service standards established in Policy PF-9.1.	PF-9.2	Police Department, City Council	2019, and ongoing	Aligning with Goal C, Strategy 13, the Police Department has purchased essential equipment which enhances community needs. These items include the Peregrine analysis program and Flock ALPR system. UCPD continues to assess and propose additional enhancements.	Aligning with Goal C, Strategy 13, Goal C. Economic, Community Development and Public Safety of the City of Union City's Strategic Plan, the Police Department has purchased essential equipment which enhances community needs. These items include the Peregrine analysis program and Flock ALPR system. UCPD continues to integrate the Peregrine analysis program and the Flock ALPR system into our strategic policing model. UCPD continues to assess and propose additional enhancements.
PF-12.A	Evaluate Feasibility of Building a New Library The City shall evaluate the feasibility of funding the construction of a new, state-of-the-art library to implement the Alameda County Library Facilities Master Plan.	PF-12.1	City Manager's Office, Public Works Department	2022	The first step in the process is preparation of a Facilities Master Plan. There is no established timeline to begin this work. This project is currently pending.	The first step in the process is preparation of a Facilities Master Plan. There is no established timeline to begin this work. This project is currently pending, based upon staff's workload and funding.
PF-12.B	Fund Extended Library Hours The City shall fund extended hours of operation at the library, subject to budgetary constraints.	PF-12.2	City Manager's Office	2020, and every two year budget cycle thereafter	Based on current budgetary constraints, extension of library hours is not recommended.	Based on current budgetary constraints, extension of library hours is not recommended.
RESOURCE CONSERVATION						
RC-3.A	Green Infrastructure Plan The City shall prepare, adopt, and implement a Green Infrastructure Plan in compliance with NPDES Stormwater Municipal Regional Permit (MRP 2.0) requirements.	RC-3.4, 3.5	Public Works Department	2019	The City's Green Infrastructure Plan was prepared in compliance with NPDES Stormwater Municipal Regional Permit (MRP 2.0) requirements and was adopted in September 2019.	The City's Green Infrastructure (GI) Plan was prepared in compliance with NPDES Stormwater Municipal Regional Permit (MRP 2.0) requirements and was adopted in September 2019. The GI Plan must be updated every five years. The City needs to secure funding and hire a consultant, which may require an RFP process.
RC-4.A	Maintain Inventory of Historical Resources The City shall maintain an inventory of historical resources.	RC-4.2, 4.4	Economic and Community Development Department	Ongoing	An Historical Resource Inventory is maintained by the City (i.e., Union City Cultural Resources Survey) and is updated on a project-by-project basis. The City's Landmark and Historic Preservation Ordinance, updated through Ordinance No. 670-06 § 3, in 2006, provides guidance to designate and preserve historic resources.	An Historical Resource Inventory is maintained by the City (i.e., Union City Cultural Resources Survey) and is updated on a project-by-project basis. The City's Landmark and Historic Preservation Ordinance, updated through Ordinance No. 670-06 § 3, in 2006, provides guidance to designate and preserve historic resources.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
RC-4.B	Cultural Resources Study Requirement If a project requires activities that have the potential to impact cultural resources, the City shall require the applicant to retain a qualified archaeologist meeting the Secretary of the Interior’s (SOI) Professional Qualification Standards (PQS) in archaeology and/or an architectural historian meeting the SOI PQS standards in architectural history to complete a Phase 1 cultural resources inventory of the project site (NPS 1983). A Phase 1 cultural resources inventory should include a pedestrian survey of the project site and sufficient background archival research and field sampling to determine whether subsurface prehistoric or historic remains may be present. Archival research should include a records search conducted at the Northwest Information Center (NWIC) and a Sacred Lands File (SLF) search conducted with the Native American Heritage Commission (NAHC). The technical report documenting the Phase 1 cultural resources inventory shall include recommendations to avoid or reduce impacts to cultural resources. These recommendations shall be implemented and incorporated in the project.	RC-4.6, 4.7, 4.8	Economic and Community Development Department	Ongoing	Projects that have the potential to impact cultural resources are addressed on a case by case basis through the City's development review process as part of the California Environmental Quality Act (CEQA) review.	Projects that have the potential to impact cultural resources are addressed on a case by case basis through the City's development review process as part of the California Environmental Quality Act (CEQA) review.
RC-6.A	High-Efficiency or Alternatively-Powered Water Heater Replacement Program The City shall provide educational material and information on the City website and through the Building Division on high-efficiency and alternatively-powered water heater replacement options available to current homeowners considering water heater replacement. The City shall streamline the permitting process for high efficiency and alternatively-powered water heat replacement, and develop appropriate financial incentives by working with energy utilities or other partners. Replacement water heaters could include high efficiency natural gas (i.e., tankless) or other alternatively-powered water heating systems that reduce or eliminate natural gas usage such as solar water heating systems, tankless or storage electric water heaters, and electric heat pump systems.	RC-6.9	Economic and Community Development Department	FY 22/23	A handout was prepared that addressed alternatively powered water heater replacements, which is available from the Building Division or on-line.	Completed in 2023.
RC-7.A	Update the Climate Action Plan The City shall periodically update the Climate Action Plan to address municipal operations, maintain compliance with GHG reduction targets set forth by the California Air Resources Board, integrate climate adaptation, and assess and modify existing CAP implementation programs.	RC-7.1, 7.2	Economic and Community Development Department	2020 and every five years thereafter	An update the to City's Climate Action Plan is planned to begin in Fall 2024. The update has been delayed due to several vacancies in the Planning Division.	In late 2024, ECD staff issued an RFP to bring on a consultant to assist staff in preparing the CAP. The City also hired a Civic Spark Fellow to assist on the update. The City is taking a diligent and strategic approach, ensuring that the CAP Update not only meets local climate objectives but also aligns with broader regional and state policies. As part of this effort, the City is closely monitoring the development of the Bay Area Regional Climate Action Plan (BARCAP) to identify opportunities for better integration between local actions and regional priorities. Additionally, staff is staying attuned to state-level requirements, including those introduced by SB 272, and is working to enhance their understanding of the Regional Shoreline Adaptation Plan (RSAP) to determine how it may inform or influence the CAP update.
SPECIAL AREAS						

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
SA-1.A	Expand Priority Development Area The City shall work with the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) to expand the Intermodal Station District Priority Development Area (PDA) boundary to encompass the entire Station District.	SA-1.1, 1.3	Economic and Community Development Department	FY 20/21	The 2040 General Plan modified the boundaries of the former Decoto Industrial Park Study Area (DIPSA) Specific Plan area, which was the precursor to the Station District Specific Plan. In 2020, Union City's PDA was expanded for consistency with this expanded boundary and was also incorporated into the Station District Specific Plan.	Completed in 2020.
SA-1.B	Funding for Station District Public Improvements The City shall identify and aggressively seek grant funding and other external sources of public funding to finance infrastructure and circulation improvements within the Station District, including: <ul style="list-style-type: none">• Construction of an east entrance to the BART station, including a pedestrian crossing of the Oakland Subdivision railroad tracks;• Construction of a pedestrian crossing of the Niles Subdivision railroad tracks to link the Core Station District with Station East;• Improved lighting, sidewalks and pedestrian amenities throughout the Station District, especially along Decoto Road and 7th Street, and within any new developments;• Construction of new streets within the Station East area;• Replace public parking within the Station District that may be removed as a result of redevelopment;• Construction of Quarry Lakes Parkway; and• Construction of a passenger rail station at Union City BART.	SA-1.3, 1.7, 1.9	City Manager's Office, Economic and Community Development Department, Administrative Services Division, and Public Works Department	Ongoing	In Summer 2022, the City secured the permits to construct the at-grade crossing from the California Public Utilities Commission and Union Pacific Railroad. The funding sources for design and construction of the at-grade crossing are a grant from the Alameda CTC and 2011 Redevelopment Bonds. Since 2022, City and Union Pacific (UP) staff have met monthly to discuss design submittals, preemption calculations, and the anticipated project schedule. No work has begun on the pedestrian crossing over the Niles Subdivision. The Station East Mixed Use Residential project was approved in 2021 in the Station East area. The project proposes new streets and related street improvements and improvements along Decoto Road and 7th Street. The project is in the process of obtaining approvals from the Public Works Department and other entities for this work. No parking was removed as a result of the new development. Design work for Quarry Lakes Parkway is underway. Phase 1 of the Southern Alameda County Integrated Rail Analysis (SoCo Rail) Study, completed by the Metropolitan Transportation Commission (MTC), identified the Union City Intermodal Station as the preferred location for a "rail to rail" connection between the Altamont Commuter Express (ACE) and BART. Phase 2 of the project is currently underway and entails project development. Union City staff is coordinating with ACE and MTC staff on the project design.	Union Pacific (UP) and the California Public Utilities Commission (CPUC) approved the City's request to phase the Station District Public Improvements project. This allows the At-Grade Pedestrian Crossing at BART component to go to bid in early 2025, while the Decoto Road Oakland Subdivision work undergoes agency approval. Additionally, the City plans to replace concrete panels at the Oakland Subdivision as a stand-alone project in Summer 2025. Funding for the project includes \$3 million from the Safe Routes to BART (SR2B) grant, \$3 million from Regional Measure 3 (RM 3), and \$1.17 million from Local Funds (Measure BB & RDA Bonds). The developer of the Station East Mixed Use Residential Project has completed remedial and rough grading, and is collaborating with Public Works to phase the installation of the storm and sewer systems ahead of future roadwork.
SA-1.C	Update DIPSA Specific Plan The City shall review and update the Decoto Industrial Park Study Area (DIPSA) Specific Plan for consistency with the General Plan.	SA-1.1, 1.14	City Council, City Manager's Office, Economic and Community Development Department	FY 21/22	The Station District Specific Plan was adopted by City Council in October 2022 (6026-22). The DIPSA Specific Plan was comprehensively updated and rebranded as the Station District Specific Plan.	Completed in 2022.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
SA-1.D	Evaluate Impact Fees in the Station District The City shall re-evaluate impact fees that could be a source of funding for capital improvements in the Station District and assess the need for new fees to address the infrastructure and service impacts of high-density development in the Station District. Alternative sources of funds should be considered, such as infrastructure bonds, if appropriate.	SA-1.7	City Council, City Manager's Office, Finance Department, Economic and Community Development Department, Public Works Department	Ongoing	An impact fee study is underway to update to all City development impact fees, including fees that apply to the Station District such as the DIPSA Infrastructure Fee.	An impact fee study is underway to update to all City development impact fees, including fees that apply to the Station District.
SA-1.E	Station District Streetscape Master Plan The City shall develop a streetscape master plan for the Station District that outlines a unified design theme consisting of landscaping, sidewalks, pedestrian street crossings, and lighting.		Economic and Community Development Department, Public Works Department	FY 19/20 through 20/21	The Station District Specific Plan, which was adopted in October 2022, provides details and guidance on streetscape design.	Completed in 2022.
SA-2.A	Issue RFPs for Station District Development When appropriate, the City shall issue developer requests for proposals to implement General Plan objectives for the Core Station District.	SA-2.9	City Manager's Office	As needed	In June 2021, the City issued a Notice of Availability (NOA), as required by the Surplus Lands Act, for sale of the Gateway site located within the Station District Specific Plan area. In December 2021, the City entered into an Exclusive Negotiating Agreement (ENA) with City Ventures for development of the site, which is still valid.	No RFPs were issued for Station District development in 2024. The City is still in an Exclusive Negotiating Agreement with City Ventures for the Gateway site.
SA-3.A	Evaluate Development of Restoration Site The City shall evaluate the development potential of and constraints on the Restoration Site and identify steps for redevelopment and reuse of the property.	SA-3.1	City Council, City Manager's Office, Economic and Community Development Department, Public Works Department	FY 22/23	As part of the Draft 2023-2031 Housing Element update, Policy HE-1.C was added to support the City's goal of developing the Restoration Site, which states "The City shall facilitate development of a mix of high-density residential and office uses on the City-owned Restoration Site by issuing a developer request for proposals and partnering with developers on site remediation to maximize development potential of the site. The City is working on next steps regarding a "Request for Proposals" to bring on an environmental consultant to prepare CEQA documentation to remove the contaminated soil as part of another project.	In 2024, the City entered into a Memorandum of Understanding with San Joaquin Regional Rail Commission (SJRRRC) regarding the Union City Intermodal Station, Phase 3/Intercity Rail Station Project. The project proposes a new Altamont Commuter Express (ACE) stop at the Intermodal Station and includes removal of a portion of the Restoration site to facilitate a layover yard for the trains. City staff worked with SJRRRC to engage an environmental consultant to prepare CEQA documentation for the project .

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
SA-3.B	Issue RFPs for Station District Development When appropriate, the City shall issue developer requests for proposals to implement General Plan objectives for the Restoration Site.	SA-3.1, 3.2, 3.3	City Manager's Office	As needed	See discussion under SA-3. A.	To date, the City has not issued any RFPs for development of the Restoration site.
SA-4.A	Capital Improvements in the Station East Area The City shall strive to provide capital improvements in the Station East area identified in the DIPSA Specific Plan, General Plan, and other planning documents.	SA-4.21, 4.22	City Council, Economic and Community Development Department, Public Works Department	Ongoing	Improvements for the At-Grade Pedestrian Crossing To East Plaza project are included in the Capital Improvement Plan for fiscal years 2023/2024, 2024/2025, and 2025/2026.	Union Pacific (UP) and the California Public Utilities Commission (CPUC) approved the City's request to phase the Station District Public Improvements project. This allows the At-Grade Pedestrian Crossing at BART component to go to bid in early 2025, while the Decoto Road Oakland Subdivision work undergoes agency approval. Additionally, the City plans to replace concrete panels at the Oakland Subdivision as a stand-alone project in Summer 2025. Funding for the project includes \$3 million from the Safe Routes to BART (SR2B) grant, \$3 million from Regional Measure 3 (RM 3), and \$1.17 million from Local Funds (Measure BB & RDA Bonds). The developer of the Station East Mixed Use Residential Project has completed remedial and rough grading, and is collaborating with Public Works to phase the installation of the storm and sewer systems ahead of future roadwork.
SA-8.A	Cooperate to Address Flood Control The City shall cooperate with the Alameda County Flood Control and Water Conservation District on any infrastructure improvements to remove the Horner/Veasay Area from the flood plain.	SA-8.1	Public Works Department, Economic and Community Development Department	Ongoing	The City works cooperatively with the Alameda County Flood Control and Water Conservation District on projects that impact their facilities. Additionally, the City works with applicants on new development located in flood zones to ensure compliance with applicable requirements to minimize flood risk.	No infrastructure projects are planned for the Horner/Veasay Area. New construction in the area is required to meet the requirements in the City's Flood Plain Ordinance, as well as meeting all requirements of the Federal Emergency Management Agency (FEMA) .
SA-8.B	Ensure Compliance with Amortization The City shall ensure compliance with the terms of the amortization to cease operation for the following properties that have nonconforming uses in conformance with the dates listed below: • APN 482-0020-007 (Williams) - September 3, 2023 • APN 482-0027-007-19 (Goncalves) - September 3, 2023 • APN 482-0022-001-02, 482-0022-007, and 482-0022-009-01 (Bertelson) - September 3, 2023 • APNs 482-0020-008-02 and 482-0020-002-03 (Kirby) - January 28, 2024	SA-8.4	City Manager's Office and Economic and Community Development Department	2023 and 2024	The Planning Division will begin outreach in 2024 to impacted property owners letting them know that the Amortization agreements that they entered into 10 years ago will be expiring and they will need to cease activities related to truck parking and outdoor storage.	Due to other Planning Division priorities, outreach to property owners has not occurred.
SA-10.A	Evaluate Lighting Levels in the Decoto Neighborhood The City shall conduct an evaluation of existing lighting levels in the Decoto Neighborhood and shall identify opportunities for enhanced lighting.	SA-10.6	Public Works Department	FY 20/21	The conversion of LED streetlights was initially planned to be carried out by the city's streetlight maintenance contractor. However, a decision was later made to engage a consultant to assess the lighting levels along the high-injury network, as identified in the Local Roadway Safety Plan (LRSP), with a focus on the Decoto neighborhood. In FY 24/25, the city will prepare a RFP to solicit contractors for the project.	A request for proposal to retain the services of a consultant to assess the lighting levels in the Decoto Neighborhood is underway and being spearheaded by the Principal Civil Engineer.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
SA-11.A	Update Old Alvarado Design Guidelines The City shall review and update the Old Alvarado Design Guidelines to reflect the development that has occurred since the Guidelines were developed and to provide guidance for areas outside of the Smith Street commercial core including UCB between the Mark Green Sports Center and Bettencourt Way, the Horner Street corridor, and the residential neighborhoods located to the west of Union City Boulevard generally between Marsten Avenue and Cambridge Way, including the Diamond Mines site, and to the east of Union City Boulevard north of Smith Street between Vallejo Street and Watkins Street.	SA-11.1, 11.2, 11.3, 11.5	Economic and Community Development Department	FY 21/22	Amendments were made to Title 18 of the Union City Municipal Code (Ordinance 917-23) to establish objective design and development standards for zoning districts that allow multi-family and/or mixed-use residential development as a permitted or conditional use. The purpose of the amendments is to ensure high-quality design, provide property owners and developers with certainty, streamline the development review process, and comply with recent state housing laws. The objective development standards were incorporated as a new section (Section 18.24.050: Building and site design standards) of Chapter 18.24. The new standards apply to the Village Mixed Use (VMU) zoning district, which encompasses the Historic Alvarado District.	Completed in 2023.
SA-11.B	Signage and Branding Program for Historic Alvarado District City shall work with property owners and businesses in the Historic Alvarado District on developing and implementing a signage and branding program for the area.	SA-11.7	Economic and Community Development Department	Ongoing	In 2022, the Public Works Department was moving forward with finalizing the agreement with a vendor to manufacture and install the approved Historic Alvarado wayfinding signage. Due to changes in State law, the City was no longer able to enter into a “Design/Build” agreement with the vendor due to the cost of the work and the Public Works Department was required to rebid the project. Due to other infrastructure projects moving forward and a lack of staffing, this project has not been rebid.	Project needs to be re-assessed among other City priorities and funding demands.
SA-11.C	Review Permitted Uses in the Zoning Ordinance The City shall review the Zoning Ordinance to determine if new types of commercial uses should be permitted to strengthen the Smith Street Commercial Core (e.g., wine bars, entertainment uses).	SA-11.8, 11.9	Economic and Community Development Department	FY 19/20	A new zoning district called “Village Mixed Use (VMU)” was developed and applied to the Historic Alvarado District. This work was done as part of the Housing Element Zoning updates (Ordinance 903-22). The VMU Zoning District was based on other mixed use zoning districts and added additional commercial uses beyond what was previously allowed.	Completed in 2022.
SA-12.A	Union Landing Retail Analysis The City shall prepare a retail analysis to evaluate the changing retail environment and develop strategies to address how Union Landing can adapt. The analysis should consider, among other topics: • Union Landing’s position in the Interstate 880 corridor; • The changing retail environment for big-box-anchored tenants in centers such as Union Landing; • Maintaining Union Landing as a sales tax generator and a regional destination; • Adjusting the permitted and conditionally permitted uses and development standards to be competitive in the changing retail marketplace; and • Strategies to target a supportive mix of tenants when working with 16 different property owners.	SA-12.1, 12.3, 12.7, 12.8, 12.9, 12.10	Economic and Community Development Department	FY 19/20	In 2021, the City hired Kosmont Companies to prepare a Retail Study for Union Landing to analyze local and subregional retail sector trends as well as the City’s existing zoning regulations to ensure that the center was well-positioned. The study informed amendments to Union Landing Commercial (CUL) Zoning District. Some notable trends referenced in the study include: • Entertainment uses, fitness centers and open space have become new anchor tenants for large shopping centers. • Service businesses such as restaurants / drinking places expanded most in 15 years and now surpassed retail establishments in U.S. Union Landing has less than 5% of space devoted to service businesses and about 15% for restaurants. • Consumers are more interested in seeking experiences during shopping trips. .□	Completed in 2021.

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
SA-12.B	Update CUL Zoning Provisions The City shall review and consider updating the standards, allowed uses, and sub-area designations in the Union Landing Commercial (CUL) Zoning District to reflect current conditions and changing markets.	SA-12.1, 12.4, 12.8, 12.9	Economic and Community Development Department	FY 20/21	In summer 2021, the Union Landing Commercial (CUL) Zoning District was amended. The amendments modified the list of permitted and conditionally permitted uses to provide more consistency within subareas, to better reflect current market trends, and to re-designate uses so they are permitted and do not require discretionary review. The amendments updated development type descriptions to provide experience-oriented uses and the addition of breweries and wineries with on-site tasting and food service measuring up to 5,000 sq. ft. were added as a permitted use. The update also included provisions related to trash and recycling facilities, property maintenance, and outdoor dining.	Completed in 2021.
SA-12.C	Guide for Intensification of Union Landing The City shall work with property owners and tenants to prepare a plan to guide intensification efforts at Union Landing, including a plan for additional development, parking, urban design, plazas and gathering spaces, and pedestrian and automobile circulation improvements to ensure that Union Landing changes over time in order to remain competitive.	SA-12.1, 12.11, 12.13, 12.14	Community Development Department, Public Works Department	FY 24/25	When this ambitious goal was identified, market conditions supported intensification of the center. However, in the current retail climate including shrinkage of retail square footage, high interest rates, high materials and labor cost, and the decline of retail centers along the I-880, these conditions have made intensification opportunities challenging. As the retail marketplace continues to transform, investor interest in intensifying the center could gain traction. However, until market conditions improve to support intensification, this goal is on hold.	In 2024, staff spoke with some of the larger property owners in the Union Landing shopping center regarding any expansion/intensification plans. The feedback we received was there was not interest to expand/intensify at this time.
SA-12.D	Union Landing Sign, Wayfinding, and Branding Program The City shall prepare a comprehensive sign, wayfinding, and branding program for Union Landing.	SA-12.16, 12.18	City Manager's Office, Economic and Community Development Department, Public Works Department	FY 19/20	A new branding/logo and color pallet was implemented in 2022 and was incorporated into the Gateway Area refresh project described above. Banners reflecting the updated branding were also installed in 2022.	Completed in 2022.
SA-13.A	Rezone Calaveras Landing The City shall rezone Calaveras Landing consistent with the Regional Retail Commercial land use designation.	SA-13.1, 13.4	Economic and Community Development Department	FY 20/21	The proposed rezoning of the Calaveras Landing Shopping Center from Special Industrial (MS) to Community Commercial (CC) is currently underway.	Completed in 2024. The site was rezoned from MS to CC to better align with the existing land uses and the site's General Plan designation of Regional Retail Commercial (CRR).

Identifier	Program	Implements Policy	Responsible Department/ Division	Time Frame	Updated Status for 2023	Updated Status for 2024
SA-13.B	Calaveras Landing Sign, Wayfinding, and Branding Program The City shall prepare a comprehensive sign, wayfinding, and branding program for Calaveras Landing.	SA-13.3, 13.3	City Manager's Office, Economic and Community Development Department, Public Works Department	FY 20/21	City staff will continue to work with the Union Landing Property Owners Association, to identify “place-making” opportunities to make the center a place that shoppers and visitors will enjoy as a clean and a desirable destination.	No work has been completed on this project. Unlike Union Landing which has a Property Business Improvement District (PBID), Calaveras Landing is privately owned. Signage improvements and branding updates to Union Landing were paid for by the PBID. In 2025, staff plans to reach out to the property owner(s) regarding this policy.
SA-13.C	Calaveras Landing Retail Analysis Building off the study conducted for Union Landing (see Program SA-12.A), the City shall prepare a retail analysis to evaluate the changing retail environment and develop strategies to address how Calaveras Landing can adapt. The analysis should consider, among other topics: <ul style="list-style-type: none">• Calaveras Landing’s position in the Interstate 880 corridor;• The changing retail environment for big-box-anchored tenants;• Enhancing Calaveras Landing as a sales tax generator and a regional destination; and• Adjusting the permitted and conditionally permitted uses and development standards to be competitive in the changing retail marketplace.	SA-13.1	Economic and Community Development Department	FY 21/22	Due to other City priorities, it is anticipated that work on this program will begin in FY 24/25.	Due to other City priorities, it is anticipated that work on this program will begin in FY 25/26.
SA-14.A	Seek Grant Funding for Access Improvements at the Four Corners The City shall continue to seek grant funding to address issues such as transit access, traffic circulation, and pedestrian access between the Four Corners shopping centers.	SA-14.1, 14.2	Economic and Community Development Department, Public Works Department	Ongoing	The City is always seeking grant funding for public improvements including the development of bicycle, pedestrian, and transit facilities.	The City is always seeking grant funding for public improvements including the development of bicycle, pedestrian, and transit facilities.
SA-14.B	Four Corners Signage and Branding Program The City shall develop a signage and branding program for the Four Corners shopping area.	SA-14.1	Economic and Community Development Department	FY 22/23	Due to other Department priorities, it is anticipated that work on this program will begin in FY 24/25.	Due to other City priorities, this project has not begun.

Please Start Here

General Information	
Jurisdiction Name	Union City
Reporting Calendar Year	2024
Contact Information	
First Name	Francisco
Last Name	Gomez Jr.
Title	Housing and Community Development Manager
Email	franciscog@unioncity.org
Phone	5106755322
Mailing Address	
Street Address	34009 Alvarado-Niles Road
City	Union City
Zipcode	94587

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

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Jurisdiction	Union City	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	10
Low	Deed Restricted	0
	Non-Deed Restricted	10
Moderate	Deed Restricted	0
	Non-Deed Restricted	10
Above Moderate		19
Total Units		49

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	15	0
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	0	34	4
Mobile/Manufactured Home	0	0	0
Total	0	49	4

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	0	0
Not Indicated as Infill	49	49

Housing Applications Summary	
Total Housing Applications Submitted:	3
Number of Proposed Units in All Applications Received:	155
Total Housing Units Approved:	75
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	3	155

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	80
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	50
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Union City	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability															
		1	Projection Period	2									3	4	
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022- 01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted	862	-	-	-	-	-	-	-	-	-	-	-	17	845
	Non-Deed Restricted		1	6	10	-	-	-	-	-	-	-	-		
Low	Deed Restricted	496	-	-	-	-	-	-	-	-	-	-	-	17	479
	Non-Deed Restricted		2	5	10	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	382	-	-	-	-	-	-	-	-	-	-	-	34	348
	Non-Deed Restricted		17	7	10	-	-	-	-	-	-	-	-		
Above Moderate		988	-	3	19	-	-	-	-	-	-	-	-	22	966
Total RHNA		2,728													
Total Units			20	21	49	-	-	-	-	-	-	-	-	90	2,638
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).															
		5										6	7		
		Extremely low- Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		431		-	-	-	-	-	-	-	-	-	-	431	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

- VLI Deed Restricted
- VLI Non Deed Restricted
- LI Deed Restricted
- LI Non Deed Restricted
- MI Deed Restricted
- MI Non Deed Restricted
- Above Mod Income

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		Union City	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
<div><div>Housing Programs Progress Report</div><div>Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</div></div>			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
HE-1.A Maintain Vacant land Inventory (6th Cycle Housing Element)	Update vacant land inventory upon development of any site inventory Property.	Ongoing	The City maintains an inventory of vacant Housing Element sites, which can be accessed on the City’s website The City continues to update the inventory as projects are approved and sites are rezoned.
HE-1.B No Net Loss Procedure (6th Cycle Housing Element)	Comply with State law.	Ongoing, as development projects are approved	<div>Consistent with Government Code Section 65683, the City Council makes findings related to the potential impact on the City’s ability to meet its unmet regional housing needs allocation when approving applications to rezone sites included in the lower- and moderate-income sites inventory or develop a lower- or moderate-income housing element site with fewer units or at a higher income than what is assumed for the site in the Housing Element sites inventory.</div> <div>The City made no-net-loss findings associated with a reduction in units for the Station East Residential/Mixed-Use Development. Specifically, on July 23, 2024, the City Council adopted Resolutions 6337-24 (EIR Addendum), 6638-24 (TTM), and 6339-24 (SDR), and on August 13, 2024, the City Council adopted Ordinance 924-22. The City found that there is adequate capacity to meet its RHNA at all income levels.</div>

HE-A.e Monitor Publicly-Owned Land (5th Cycle Housing Element)/HE-2.C - Monitor Publicly Owned Land (6th Cycle Housing Element)	The City shall continue to monitor the status of available land owned by Caltrans and other public agencies and actively work with developers that may wish to develop such properties for housing. The City shall regularly review the inventory of City-owned surplus, vacant, or underused land, no longer needed for current or foreseeable future public operations, that should be considered for sale or lease for development of affordable housing and/or shelters. City shall issue a Notice of Availability or other competitive application processes to solicit affordable development proposals that incorporate innovative designs and housing options. If the publicly owned sites included in the Housing Element sites inventory are not developed with the anticipated number of lower-or moderate-income units within two years of the specified timeframe (see Programs HE-1.C and HE-1.E), the City shall make not net loss fundings or find replacement sites consistent with Government Code Section 65863.	Ongoing; Monitor at least annually	The City monitors publicly-owned land on an annual basis and will continue to do so in order to identify surplus property to help with the development of housing where at least 25% of the units will be affordable to lower income households. Goal is to provide 435 lower-income, 570 moderate-income, and 200 above-moderate income housing units on City-owned land.
HE-A.f Secondary Dwelling Unit Information Program (5th Cycle Housing Element)	The City shall promote the development of secondary dwellings units by continuing to provide informational handouts at the Planning Division public counter and posting information on the City's website.	Ongoing	An informational handout on Accessory Dwelling Units (ADU) is posted on the City's website and is available at the Planning Division Counter. The City routinely updates its accessory dwelling unit ordinance (and related handouts) in response to changes in State law.

HE-1.C Restoration Site (6th Cycle Housing Element)	300 lower-income units and 370 moderate-income units, as feasible.	Ongoing, Secure remediation funding and begin remediation of the site in 2023, obtain agency permits and conduct environmental review in 2024-25, complete remediation of the site in 2026-2028, issue Request for Proposals (RFP) in 2028, complete site entitlements in 2028-29, and begin site grading and construction in 2029	The City worked on a "Request for Proposals" to bring on an environmental consultant to prepare CEQA documentation to remove the contaminated soil as part of another project.
HE-1.D Marketplace Mixed Use Property Owner Coordination (6th Cycle Housing Element)	Accelerate housing activity in the Marketplace Mixed Use subarea during the timeframe of the Housing Element.	Annually	Staff is finalizing an annual schedule for outreach to property owners for the redevelopment of shopping centers within the Marketplace subarea of the Station District. The intent of this program is to accelerate housing activity in the Marketplace Mixed Use subarea during the timeframe of the Housing Element. The goal is to complete outreach by the end of 2025 with the property owners of the Marketplace subarea and the Station District.
HE-1.E Gateway Site (6th Cycle Housing Element)	135 Lower-Income Units and 200 Moderate-Income and 200 Above Moderate-Income Units, as feasible.	Ongoing	The City is in an Exclusive Negotiating Agreement with the developer for the Gateway site and has begun work on a Purchase and Sale Agreement. The City continues to meet with the developer and provide support so that the project can continue to move forward.
HE-1.F Objective Design Standards (6th Cycle Housing Elements)	To streamline and increase predictability in the development review process.	FY23/24	<p>On September 27, 2022, the City Council adopted Ordinance 900-22, approving zoning text amendments (AT-22-001 & AT-22-002) to Title 18, Zoning, of the Union City Municipal Code (UCMC) to add objective design standards for single-family residences, accessory dwelling units (ADUs), and SB 9 projects.</p> <p>On September 26, 2023, the City Council adopted Ordinance 917-23, approving zoning text amendments (AT-23-004) to UCMC Title 18 to establish objective design for zoning districts that allow multi-family and/or mixed-use residential development as a permitted or conditional use.</p>

HE-1.G SB 35 Procedure (6th Cycle Housing Elements)	To establish procedures that accelerate housing production consistent with State law.	FY22/23	ECD staff has established written procedures to implement streamlined ministerial approval for SB 35 projects.
HE-1.H Development Standarads for Missing Middle Housing Types (6th Cycle Housing Element)	To establish development standards that facilitate 45 units of “missing middle housing” that is affordable by design to middle-income households in higher opportunity and higher income single-family neighborhoods.	FY24/25	On September 26, 2023, the City Council adopted Ordinance 917-23, approving zoning text amendments (AT-23-004) to UCMC Title 18 to facilitate the development of missing middle housing .
HE-1.I Modify Development Standards to Remove Constraints (6th Cycle Housing Element)	The City shall review and amend the Zoning Code to ensure the height, lot coverage, setback, open space, parking for studio units, and other development standards in the RM zones facilitate and do not constrain the development of multifamily housing.	FY23/24	On September 26, 2023, the City Council adopted Ordinance 917-23, approving zoning text amendments (AT-23-004) to UCMC Title 18 to update standards that apply to RM Zoning Districts to facilitate the development of multifamily housing .
HE-1.J Facilitate Site Consolidation (6th Cycle Housing Element)	400 lower-income units.	FY23/24	<p>Initial outreach to property owners who had parcels that could be consolidated in the Housing Element Sites inventory was completed as part of the 6th Cycle Housing Element process (i.e., FY 23/24).</p> <p>On July 26, 2024, the City of Union City (City) received a Preliminary Review application for the construction of a 100-percent affordable housing development project comprising 103 units on parcels located at 35124 & 35136 Alvarado Niles Road (site LM-3). The City completed a multidisciplinary review on the preliminary application materials and provided its comment to the applicant on September 10, 2024. The City is awaiting the submittal of a formal application.</p> <p>Staff will continue to be available to any property owners/development interests that seek parcel consolidation of any of the other identified sites (i.e., LM-6, LM-9, LM-13, and LM-15).</p>

HE-1.K Annual Review and Monitoring (6th Cycle Housing Element)	One public hearing per year to evaluate housing production and successful implementation of housing programs.	Ongoing	The City continues to prepare APRs regarding the City's Housing Element. On March 11, 2025 , the City Council received an informational report on the City's 2024 APR. The City will submit its second APR for the current (sixth cycle) Housing Element Planning Period to HCD and OPR by the April 1st deadline. In addition, the Community Development Department continues to refine the City's permit tracking system to assist with addressing the new data reporting requirements under state law.
HE-B.a Affordable Housing Ordinance (5th Housing Element Cycle)/(HE-2.A 6th Cycle Housing Element)	The City shall continue to implement the Affordable Housing Ordinance. 375 lower-income housing units and 125 moderate-income housing units to expand housing mobility opportunities for lower- and moderate-income households	Ongoing	The City shall continue to implement the Affordable Housing Ordinance and shall ensure, through conditions of approval, that residential units that are required to sell or rent at below-market-rates and are included within a housing development are produced simultaneously with market-rate housing. The Planning Division will monitor the effectiveness of the City's AHO and look for any opportunities to create lower-income housing units and moderate-income housing units to expand housing mobility opportunities for lower-and moderate-income households.
HE-B.b Support Affordable Housing Development (5th Cycle Housing Element)/ (HE-2.B 6th Cycle Housing Element)	The City shall continue to provide financial and/or technical support to local non-profit organizations and the Alameda County Housing Authority to assist in the acquisition of properties, pursue grant funding, and leverage City funds for the development of affordable housing, including extremely low-income housing. 250 very low and 175 low-income housing units.	Ongoing	The City researches funding opportunities annually and pursues funding opportunities for affordable housing development as it is available. As projects arise, annual funding allocations are pursued as available through the coordination with non-profit partners and affordable housing developers. Currently, the City is working with the affordable housing developer MidPen Housing Corporation to begin construction of the Lazuli Landing Project. The Project is currently funded by Alameda County Measure A1 Base City and Regional Pool funding, Housing In-Lieu Funds generated by the City, Former Redevelopment Agency (RDA) Bond funding, land sale proceeds, Capital Improvement Program (CIP) funds, and was awarded an Affordable Housing and Sustainable Communities (AHSC) award in 2022. City staff is working with the developer to apply for Tax Credits that will help fully fund the Project so that construction can begin by the end of 2025.

HE-2.C Monitor Publicly Owned Land (6th Cycle Housing Element)	435 lower-income, 570 moderate-income, and 200 above moderate income housing units on City-owned land.	Annually	The City monitors publicly owned land on an annual basis and will continue to do so to identify surplus property to help with the development of housing where at least 25-percent of the units will be affordable to lower income households. The goal is to provide 435 lower-income, 570 moderate-income, and 200 above-moderate income housing units on City-owned land.
HE-B.d Preserve Affordable Units (5th Cycle Housing Element)	The City shall continue to implement existing City guidelines for the preservation of affordable units in City-bond and other publicly financed projects. The City shall monitor assisted projects that are eligible to terminate affordability controls and respond to any Notice of Intent or Plan of Action that may be filed on local projects, which are required at least 12 months prior to the proposed termination date. This period of time allows the opportunity for the City or a non-profit affordable housing organization to consider options to continue the affordability of the project. The City shall continue to cooperate with the owners of housing developments with units that have been set aside for lower-income households in accordance with the requirements of Federal subsidy programs and ensure that the owner has met the tenant noticing requirements as set forth by California State Government code Sections 65863.10 , 65863.11 and 65863.13. Within three years prior to the expiration of the owners' Federal set-side obligations, the City shall initiate negotiations to extend below-market-rate controls by offering City-provided incentives. The City shall restructure existing regulatory agreements, whenever possible, to allow the City or its designee the opportunity to purchase the property at the conclusion of the rent restrictions. Where permanent preservation of existing or new subsidized units is not possible, the City shall minimize displacement of current tenants by negotiating anti-displacement policy or relocation mitigation with the owner, whenever possible.	Ongoing	The City continues to conduct onsite monitoring visit and inspection of Wisteria Place Apartments, a 40 unit affordable, senior housing project that received Federal HOME funds. The City found Wisteria Place Apartments to be in compliance with the HOME regulations. The City completed another onsite monitoring visit to Wisteria Place in November 2023. The City continues to conduct desk audits of affordable units. No affordable units were converted to market rate during the planning period. The City will be planning to conduct another onsite monitoring visit at the beginning of 2026.

HE-2.D Accessory Dwelling Unit (ADU) Promotion (6th Cycle Housing Element)	120 ADUs, with approximately 25 percent in high resource areas to improve housing mobility.	Ongoing	<p>On May 11, 2021, the City Council adopted Ordinance 883-21, approving zoning text amendments (AT-21-005) to UCMC Title 18 to establish a stand-alone chapter for ADUs. The 2021 amendments made key modifications to the City’s ADU regulations, including, but not limited to, elimination of parking requirements; reduction of side- and rear-yard setbacks; clarification on the maximum ADU size limitations based on number of bedrooms; and permitting ADUs in multifamily developments.</p> <p>In response to legislative changes since 2021, Planning Division staff has proposed amendments to the City’s ADU ordinance, which is codified in UCMC Chapter 18.34. On February 6, 2025, the Planning Commission recommended approval of Zoning Text Amendment (AT-25-001) to the City Council. On March 11, 2025, the City Council will hold a public hearing and introduce an ordinance to rescind and replace Chapter 18.34. The proposed amendments are designed to bring the City’s ADU regulations into compliance with the most recent changes in state ADU law and support the subject implementation program by simplifying ADU regulations, address potential barriers to ADU development, promote streamlined approval processes, incorporate best practices, and align the City’s regulations with the flexible guidelines permitted under state law.</p>
HE-B.e Promote Affordable Housing (5th Cycle Housing Element)	The City shall place general information regarding affordable housing programs as well as promoting specific projects on the City website, in the City newsletter, at City Hall, in the local newspaper, and on local cable access. The City shall also continue to participate in annual housing fairs and other presentation and workshops to promote the City’s housing programs in the community.	Ongoing	<p>Information on affordable housing opportunities is regularly updated and posted on the City's website and is made available at City Hall and community centers. The City maintains an affordable housing interest list and sends notifications to the list when new affordable housing opportunities arise. The City also continues to participate in presentations/meetings to promote the City's Housing programs. The City also hosts the Alameda County Housing portal on its website to ensure that residents are able to access new affordable housing developments throughout Alameda County. The City also posts multilingual documents provided by our partners on the website for different housing programs and affordable housing developments.</p>
HE-2.E Religious Facility Housing Overlay (6th Cycle Housing Element)	50 units of affordable or transitional housing.	FY25/26	<p>The City is working on the development of an overlay or other zoning mechanism to provide incentives for development on religious facility properties and will have that in place by FY 25/26. Staff is working on the best methods for outreach and how to provide technical assistance to these organizations once these incentives are implemented.</p>

HE-2.F Housing Authority-owned Site in Decoto (6th Cycle Housing Element)	10 units of affordable housing.	Annually	City staff has met with HACA staff to start to look at ideas on how to develop the HACA-owned site. HACA had staff turnover but City staff is still engaged and will continue to work with HACA to start identifying opportunities on how the site can be developed. City staff meets quarterly with HACA to discuss the project. Currently, the project is on hold due to lack of funding and federal funding cuts to HACA. This impacts the viability of the project. City staff will continue to engage with HACA to address these challenges and explore opportunities for initiating an outreach process to identify potential project partners. Additionally, staff will maintain regular meetings throughout 2025 to advance the project.
HE-3.A Monitor and Preserve Affordable Units (6th Cycle Housing Element)	Preservation of 206 at-risk affordable units.	Ongoing	The City is in the process of establishing a formal review process for affordability units across the community. Staff is finalizing a comprehensive inventory to support outreach efforts and will initiate the outreach process by the end of 2025.
HE-C.a First Time Homebuyer Program (5th Cycle Housing Element) / HE-4.A (6th Cycle Housing Element)	Connect 15 Union City households with first-time homebuyer resources to increase awareness of housing mobility opportunities.	Ongoing	The City actively seeks new funding opportunities and promotes external homeownership programs, including CalHFA, Alameda County BOOST, and the Alameda County Downpayment Assistance Loan Program, through its website and partner-provided materials. The City collaborates with Alameda County on targeted outreach to increase homeownership access for historically marginalized groups/communities. Program updates and resources are disseminated via the City's website and printed materials at City Hall.
HE-C.c Section 8 Rental Assistance Program (5th Cycle Housing Element)	The City shall continue to support the Alameda County Housing Authority in its continuing administration of HUD Section 8 rental certificates and vouchers to assist very low-income Union City households.	Ongoing	The City continues to support the Housing Authority in its administration of HUD Housing Choice Vouchers. Currently, the City has 727 vouchers being utilized in Union City. The vouchers cover 323 seniors, 310 people with disabilities, and 523 female-headed households or dealing with domestic violence. In Alameda County, there are 6,981 Housing Choice Vouchers (HCV). There are also 3,522 applicants on the waitlist for the HCV program in Alameda County. The City will continue to provide information on the City website and outreach opportunities for Landlords to learn more about the HCV program .
HE-4.B Housing Choice Voucher Program (6th Cycle Housing Element)	Increase HCVs in Union City single family neighborhoods by 5 percent.	Ongoing	City staff is coordinating with HACA to identify programs that will support an educational campaign for landlords, with implementation targeted for 2026. The City will continue to share HACA resource links on its website and provide updates to subscribers of the affordable housing interest email list.

HE-C.d Homebuyer Education (5th Cycle Housing Element) / HE-4.C Homebuyer Education and Foreclosure Counseling (6th Cycle Housing Element)	Prevent foreclosures.	Ongoing	The City continues to support local HUD-approved counseling agencies by providing updated information on homebuyer education and foreclosure counseling. These resources are regularly posted on the City's website and made available at City Hall and community centers. Staff is also exploring opportunities to enhance multilingual outreach for these programs. Additionally, the City has posted three foreclosure program notices on its website and offers promotional materials at City Hall for residents.
HE-C.e Rental Assistance Program (5th Cycle Housing Element) / HE-4.D Rental Assistance Program (6th Cycle Housing Element)	Rental assistance to 170 households.	Annually	The City continues to provide rental assistance to very low and extremely-low income residents at the Tropics Mobile Home Park. In 2023, the City also provided Tenant Based Rental Assistance in partnership with the City of Fremont utilizing Federal HOME funds.
HE-4.E Multilingual Outreach on Affordable Housing Opportunities (6th Cycle Housing Element)	Increase access to information about affordable housing opportunities.	Ongoing	The City continues to provide outreach materials in multiple languages and works with developers and partners to ensure these resources are accessible to residents. These materials are available on the City's website, and staff is exploring additional ways to enhance access to information about affordable housing opportunities. The City also remains committed to participating in annual housing fairs, presentations, and workshops to promote housing programs within the community.
HE-D.a Housing Rehabilitation (5th Cycle Housing Element) / HE-5.A Housing Rehabilitation (6th Cycle Housing Element)	Rehabilitate 25 units per year.	Annually	The City continued to contract with Alameda County Healthy Homes Program to administer the Housing Rehabilitation Program. In 2024, the Healthy Home program was able to complete rehabilitation projects on 15 homes in Union City. The City expended approximately \$48,000 in CDBG funding to support this program.

HE-D.b Improvements in the Decoto and Old Alvarado Neighborhoods (5th Cycle Housing Element)	<p>As appropriate, the City shall continue capital-improvement and housing-rehabilitation programs to upgrade infrastructure and housing in the Decoto and Old Alvarado neighborhoods.</p>	<p>Ongoing</p>	<p>HOUSING REHABILITATION: The Housing Rehabilitation Program is available citywide however minor home repair grants were provided during calendar years 2018 through 2020 to households living in Decoto and the Historic Alvarado District.</p> <p>CAPITAL IMPROVEMENTS - DECOTO</p> <ol style="list-style-type: none"> 1. Future sidewalk and wheelchair ramp project in the Decoto District as part of the Lazuli Landing Project. AHSC award was received for the project from the State in March of 2022. 2. The Decoto Road paving project began in early 2023, which supports the residents and visitors to the Decoto Neighborhood. 3. Completed the construction of the South Decoto Street to I Street and 12th to 15th Street improvements (\$4 million) in 2016. 4. Completed Construction of the H Street–Green Street improvements (\$3.75 million) in 2020. 5. Completed Construction of Phase 1 of the Conversion of the Kennedy Community Center to the Kennedy Youth Center (\$4 million) 6. Initial stages of Kennedy Park rehabilitation of parking lot and larger park rehab. Major rehabilitation effort will begin in early 2026 as additional funding is identified to leverage the CDBG funds that have been allocated to the project. <p>CAPITAL IMPROVEMENTS - ALVARADO</p> <ol style="list-style-type: none"> 1. Rehabilitation of the Old Alvarado/Cesar Chavez Park. Rehabilitation construction began in Summer of 2022 and completion of full rehabilitation of the park was completed by the winter of 2023.
HE-D.c Code Enforcement (5th Cycle Housing Element) / HE-5.B Code Enforcement (6th Cycle Housing Element)	<p>Respond to complaints within 10-14 days.</p>	<p>Ongoing</p>	<p>The City continues to utilize code enforcement to facilitate the rehabilitation of substandard residential properties. In 2024, a total of 279 code enforcement cases were successfully closed. City staff remains committed to responding to complaints within 10 to 14 days.</p>
HE-E.a Support Fair Housing Counseling Services (5th Cycle Housing Element) / HE-6.A Support Fair Housing Counseling Services (6th Cycle Housing Element)	<p>Provide fair housing services to 10 households annually and tenant/landlord counseling to 100 individuals each year.</p>	<p>Ongoing</p>	<p>The City continues to allocate CDBG and General Fund resources to ECHO Housing for fair housing counseling services. ECHO Housing also offers translation services and conducts outreach in multiple languages. Additionally, the City provides multilingual documentation on fair housing services for residents visiting City Hall.</p>

HE-E.b Distribute Fair Housing Information (5th Cycle Housing Element) / HE-6.B Distribute Fair Housing Information (6th Cycle Housing Element)	Distribute information to 25 prospective home sellers, landlords, buyers, and renters.	Annually	The City regularly updates and shares information on fair housing laws and programs through its website, City Hall, local library, and community centers. To enhance accessibility, this information is available in multiple languages through printed handouts at City Hall and translated documents linked on the City's website.
HE-6.C Enforce Tenant Protection Ordinance (6th Cycle Housing Element)	Protect tenants from displacement.	Annually	The City provides information on the Eviction Harassment and Protection Ordinance on its website and offers copies in multiple languages at City Hall. Additionally, City staff coordinates with ECHO Housing to provide tenant and landlord services for residents facing eviction or harassment.
HE-6.D Increase Opportunities in the Decoto and Historic Alvarado District Neighborhoods (6th Cyle Housing Element)	Prioritize improvement of public facilities and development of complete streets and transit amenities in the Decoto Neighborhood and Historic Alvarado District to encourage place-based revitalization and improve pedestrian safety in older, relatively lower-income neighborhoods.	Annually	The City prioritizes the improvement of public facilities and the development of complete streets and transit amenities in the Decoto Neighborhood and Historic Alvarado District to promote place-based revitalization and enhance pedestrian safety in these older, relatively lower-income areas. In 2024, the City completed a park upgrade in the Historic Alvarado District and identified a park project for the Decoto Neighborhood, with work scheduled to begin in late 2025.
HE-6.E Community Engagement and Capacity Building (6th Cycle Housing Element)	Build capacity and awareness of housing programs and services to historically underrepresented populations and residents with the greatest need.	FY24-25	The City is developing targeted outreach strategies to engage residents with the greatest need. Staff is working to build capacity and raise awareness of housing programs and services, particularly for historically underrepresented populations. The goal is to implement these strategies by the end of FY 2024-2025.
HE-7.A Zoning Ordinance Amendments for Special Needs Housing (6th Cycle Housing Element)	Ensure compliance with State law.	FY23/24; Ongoing	Due to othe Housing Element implementation projects moving forward, this project is scheduled to begin in FY 2024-2025.

HE-F.b Partnerships to Address Homeless Needs (5th Cycle Housing Element) / HE-7.B Partnerships to Address Homeless Needs (6th Cycle Housing Element)	Provide shelter and/or temporary housing assistance for 100 unsheltered persons annually.	FY22/23; FY23/24; Annually	<p>The City continues to collaborate with organizations providing homeless services, neighboring jurisdictions, and EveryOne Home to address homelessness in Union City. The City is exploring programs such as the State Homekey program to support the development of supportive housing for homeless residents and those at risk of homelessness.</p> <p>The City partnered with Hayward and Bay Area Community Services (BACS), to acquire and rehabilitate a single-family home for supportive housing. The City submitted an application for the State Homekey program and received a conditional award of Homekey funds in November 2023. In November 2024, the City worked with the State and its partners to finalize a Standard Agreement and Restrictive Covenant. The Homekey funds supported the acquisition and rehabilitation of the project, and the City explored additional funding sources, including federal HOME dollars, to subsidize supportive services.</p> <p>The City also operates the CAREavan program, a safe parking initiative for homeless individuals and families temporarily living in their cars. This collaborative effort, involving the City, the school district's Kids' Zone program, and local community and faith-based organizations, rotates between five locations, including the City's senior center. Since its inception in June 2016, the program has served more than 360 adults and 173 children, with an average of 30 cars (50 people) utilizing the program each night. The City allocates approximately \$85,000 annually for the overnight facility attendant.</p> <p>Additionally, the City participates in the bi-annual, county-wide homeless count, with the most recent Point-in-Time (PIT) count completed in January 2024. The most recent PIT report was released in May 2024.</p>
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HE-F.c Affordable Senior Housing (5th Cycle Housing Element)	As appropriate, the City shall continue to partner with the Housing Authority and non-profit developers to build affordable senior housing on targeted sites within proximity to amenities and key services for seniors.	Ongoing;	The City partners with the Housing Authority and local nonprofit developers to build affordable senior housing. More recently, the City's priority has been building more affordable housing for families. HACA owns three adjacent vacant parcels in Union City within the Decoto neighborhood zoned for single family development. There is an opportunity to create affordable housing on these properties. As appropriate, the City shall continue to partner with the Housing Authority and non-profit developers to build affordable senior housing. The City is also working with HACA to meet quarterly in order to coordinate with staff to identify opportunities and how each organization can support new housing developments.
HE-F.d Reasonable Accommodation (5th Cycle Housing Element) / HE-7.C Reasonable Accommodation (6th Cycle Housing Element)	Provide accessible materials online and at City Hall and the Union City Public Library as resources for disabled persons.	FY23/24	The City has created a flyer on reasonable accommodation, which is available on the City's website. Printed materials are also provided at City Hall and the Union City Public Library.
HE-F.e Development of Housing for Persons with Disabilities (5th Cycle Housing Element) / HE-7.D Development of Housing for Persons with	10 units for persons with disabilities to reduce displacement risk.	Ongoing	The City will continue to support applications for funding for as they arise.
HE-7.E Safe Parking Program (6th Cycle Housing Element)	Provide safe parking locations for 30 vehicles per night.	Ongoing, Annually	The City will continue to run this program and provide safe parking locations.
HE-7.F Scattered Site Housing for Persons Experiencing Homelessness (6th Cycle Housing Element)	Purchase 1-2 properties in partnership with BACS utilizing the Homekey funds, if awarded, to provide extremely low-income housing units for persons experiencing homelessness, with a goal of identifying the majority of sites in high resource census tracts.	2023, Ongoing	The City has worked closely with BACS and the City of Hayward to secure a conditional award from the Homekey program. The goal was to acquire one to two properties in partnership with BACS using Homekey funds to provide extremely low-income housing for individuals experiencing homelessness, with an emphasis on identifying sites in high-resource census tracts. BACS successfully secured one property for the City, and the approval process with HCD was completed to enter into a Standard Agreement. This agreement was finalized in November 2024. City staff worked with BACS to prepare the properties for lease-up, and the properties are expected to be fully leased by the end of FY 2024-2025.

HE-G.a Promote Weatherization Programs (5th Cycle Housing Element) 6th Cycle update	The City shall continue to post and distribute information on currently available weatherization programs and continue to work with neighboring jurisdictions in providing and sharing informaton regarding green/energy conservation innovations and resources.	Ongoing	Information on weatherization programs is regularly updated and posted on the City's website and is made available at City Hall and community centers.
HE-G.b Encourage Energy Efficient Appliance Upgrades (5th Cycle Housing Element)/HE-G.c Energy Upgrade California (5th Cycle Housing Element)	The City shall collaborate with PG&E, Alameda County Water District, and non-profit organizations to promote existing financial incentive programs to encourage voluntary replacement of inefficient appliances with new Energy Star appliances. The City shall leverage the Energy Upgrade California platform to promote Energy Star appliances and electronics. The City shall support regional efforts to implement Energy Upgrade California	Ongoing	The City continues to promote the Energy Upgrade program through its website, permit center, periodic workshops, and direct mail. The City continues to promote the Energy Upgrade program through its website, permit center, periodic workshops, and direct mail.
HE-8.A Promote Weatherization Programs (6th Cucle Housing Element)	Provide information and resources on the City website.	Ongoing	Information on weatherization programs is consistently updated and posted on the City's website and is also available at City Hall and local community centers.
HE-8.B Encourage Residential Energy Efficient Retrofits and Upgrades	Partner with utility providers and regional organizations to provide information and resources to residents.	Ongoing	The City will continue to explore opportunities to collaborate with utility providers and regional organizations to provide relevant information and resources to residents through the City's website. Additionally, the City continues to utilize outreach and educational materials from the Energy Upgrade California program, specifically developed for residential property owners.

HE-G.b Encourage Energy Efficient Appliance Upgrades (5th Cycle Housing Element)/HE-G.c Energy Upgrade California (5th Cycle Housing Element)	The City shall collaborate with PG&E, Alameda County Water District, and non-profit organizations to promote existing financial incentive programs to encourage voluntary replacement of inefficient appliances with new Energy Star appliances. The City shall leverage the Energy Upgrade California platform to promote Energy Star appliances and electronics. The City shall support regional efforts to implement Energy Upgrade California program for residential property owners. The City shall leverage Energy Upgrade California outreach and educational materials to encourage energy efficiency retrofits and the use of energy efficient, low-carbon, or renewable technologies.	Ongoing	The City continues to promote the Energy Upgrade program through its website, permit center, periodic workshops, and direct mail. The City continues to promote the Energy Upgrade program through its website, permit center, periodic workshops, and direct mail.
HE-8.A Promote Weatherization Programs (6th Cucle Housing Element)	Provide information and resources on the City website.	Ongoing	Information on weatherization programs is consistently updated and posted on the City’s website and is also available at City Hall and local community centers.
HE-8.B Encourage Residential Energy Efficient Retrofits and Upgrades	Partner with utility providers and regional organizations to provide information and resources to residents.	Ongoing	The City will continue to explore opportunities to collaborate with utility providers and regional organizations to provide relevant information and resources to residents through the City’s website. Additionally, the City continues to utilize outreach and educational materials from the Energy Upgrade California program, specifically developed for residential property owners.

Jurisdiction	Union City	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		



CITY COUNCIL MEETING

March 25, 2024

2024 GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORT UPDATE: City Council Meeting



Item 6.1

BACKGROUND



Local planning agencies are required to provide an annual progress report (APR) by April 1

General Plan – Tracks progress on “Implementation Programs”(Included in Chapter 10) and other GP related items

Housing Element – Tracks progress on meeting fair share of Regional Housing Need Allocation (RHNA) and other Housing related issues

•BACKGROUND

Required:

- A. Degree to which approved General Plan complies with guidelines developed and adopted pursuant to Section 65040.2
- B. Overview of the City's General Plan status and progress
- C. Summary of recent, active General Plan and Zoning Ordinance amendments
- D. Progress adopting or amending General Plan or local open-space element, compliant with obligations to consult with California Native American tribes

2040 General Plan



2040 General Plan Elements

1. Economic Development
2. Health and Quality of Life
3. Land Use
4. Community Design
5. Mobility
6. Safety
7. Public Facilities and Services
8. Resource Conservation
9. Special Areas
10. Housing (*published separately*)

GENERAL PLAN ANNUAL PROGRESS REPORT



|Economic Development Element



ED-1. A. Economic Development Strategic Plan Update

- **Update** currently underway
- Incorporates:
 - Updated demographic data and business sector trends
 - Analysis of employment patterns and non-residential land supply
 - Comprehensive stakeholder engagement and outreach
- The updated plan will outline:
 - New economic goals and strategic priorities
 - A detailed outcomes measurement framework
 - An actionable work plan to guide implementation
- Completion of the updated plan is anticipated by Fall 2025



UNION
CITY

Economic Development Element



ED - 4. A - High-Speed Internet Program

- **Broadband Infrastructure Upgrades** – Broadband/ capital improvement projects integration
- **Future-Ready Connectivity** – Cabling length of Union City Boulevard for advanced digital infrastructure
- **Business Wireless Needs Assessment** – Evaluating connectivity requirements for local businesses



ED - 5. A Warehouse Transformation Strategy

- **Business License Tax Update** – rates ensure warehouse uses contribute equitably - begins Spring 2025
- **Streamlined Developer Relations** – Business-friendly processes / support to support economic diversification

| Economic Development Element



ED - 7. A - Business Outreach Program

- **Business & Property Owner Collaboration** – Foster partnerships to enhance economic growth and community engagement
- **Business Retention & Attraction** – Implement strategies to support existing businesses and attract new investment
- **Homelessness & Encampments** – Coordinate with outside agencies (Union Pacific Railroad, etc.) to address impacts on businesses and properties
- **Homeless Task Force Liaison** – Serve as a bridge between Union City businesses and homelessness response initiatives

| Health and Quality of Life Element



HQL-2.A - Parks and Recreation Master Plan

- Staff reviewed proposals from four qualified consultants; Interviews to be held Spring 2025



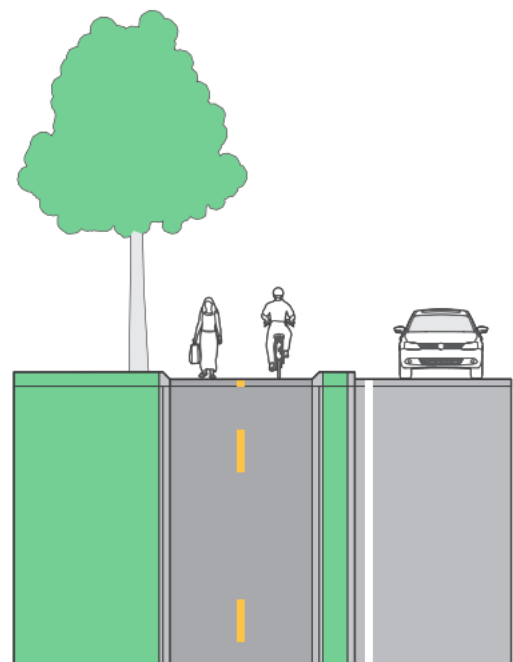
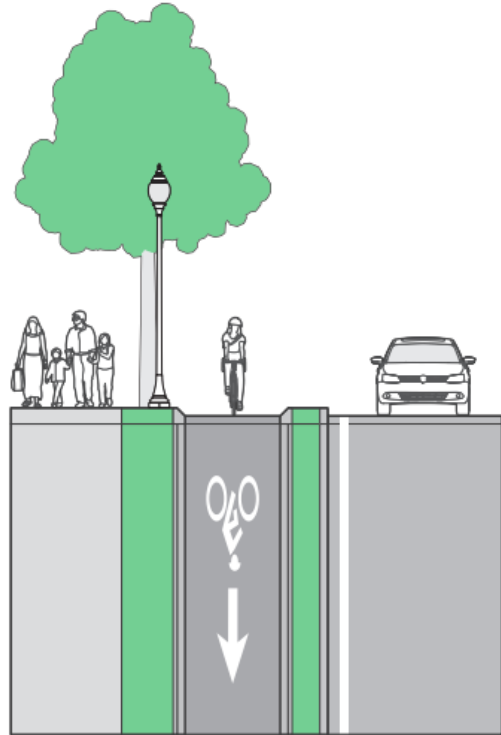
HQL-4.C - Public Service Needs Assessment and Funding Strategy

- Needs Assessment was utilized to establish priorities as part of the FY 24-25 CDBG Annual Action Plan update



- CD-6.B - Mural Program
 - Five utility boxes were transformed with vibrant murals to enrich Union City's streetscape
 - Mural Locations:
 - Perry Road & Decoto Road
 - Mission Boulevard & Decoto Road
 - Mission Boulevard & Whipple Road
 - Western Avenue & Alvarado-Niles Road
 - Alvarado-Niles Road & Dowe Avenue

| Mobility Element



Shared-Use Path

M-1.A - Complete Street Design Standards

- **Integrating Complete Streets** – The City applies Complete Streets design standards to street resurfacing projects where feasible
- **Recent Projects** – Upgrades on **Dyer Street** and **Decoto Road** incorporate multimodal improvements
- **Upcoming Enhancements** – **bike lanes on Union City Boulevard** and **Quarry Lakes Parkway**, will expand these standards with:
 - **Bike Signals** – Enhancing cyclist safety at intersections.
 - **Class I Bike Paths** – Off-road pathways for cyclists and pedestrians.
 - **Class IV Separated Bikeways** – Dedicated bike lanes protected from vehicle traffic by barriers

| Mobility Element



M-3.B - Bus Service to Connect Employment Centers to Intermodal Station

- Union City Transit Service Update – In August 2024, Union City Transit adjusted its schedules to align with the updated BART timetable
- Key Service Improvements:
- Route 8 Integration – New Haven Unified School District (NHUSD) - sponsored service is now included in the public schedule
- FLEA Micro transit Expansion – Flexible, Local, Easy Access (FLEA) service now covers nearly all areas of Union City east of I-880, improving transit accessibility



M-2.B – ADA Transition Plan Improvements

- Enhanced Accessibility – wheelchair ramps Decoto Road upgraded (*Alameda Creek Bridge to Oakland Subdivision*); part of Decoto Road Pavement Overlay Project
- Ongoing Compliance & Safety Measures:
 - Private Development Standards – private projects are conditioned to meet ADA requirements
 - Sidewalk Replacement Program – initiatives to improve accessibility in the public right-of-way



S-2.B - Local Hazard Mitigation Plan & S-6 A – External Adaptation Coordination

- Regional Collaboration –Partnered with the City of Newark, City of Fremont, Alameda County Water District (ACWD), and Union Sanitary District (USD) to develop a multi-jurisdictional Local Hazard Mitigation Plan (LHMP)



S-2.G - Emergency Shelter Guidelines & S-2.H - Implementation of Assembly Bill (AB) 747 and Senate Bill (SB) 99

- Comprehensive Emergency Management Plan (CEMP) Update – City issued RFP; Consultant to update CEMP – projected completion 2025
- Legislative Compliance – CEMP incorporates Assembly Bill (AB) 747 and Senate Bill (SB) 99 to enhance emergency preparedness
Inclusive Sheltering Annex – provisions for ADA and pets



PF-9.D - Assess Police Department Facilities and Equipment Needs

- **Technology Investments** – UCPD procured key tools to strengthen public safety efforts:
- **Peregrine Analysis Program** – Data-driven decision-making; mitigate incidents
- **Flock ALPR System** – Automated license plate recognition technology to enhance investigative capabilities
- **Ongoing Enhancements** – UCPD continues to integrate technologies into policing and assess equipment needs



RC-7.A - Update the Climate Action Plan

- **Advancing Climate Initiatives** – launched update to Climate Action Plan (CAP) to address evolving environmental goals
- **Consultant Selection** – Proposals under review; anticipate consultant onboarding by Spring 2025
- **Policy Alignment** – CAP to align with local, regional, and state policies

|Special Areas



SA-1.B – Funding for Station District Public Improvements

- **Phased Project Approval** – Union Pacific (UP) and California Public Utilities Commission (CPUC) approved City's request for phasing
- **Project Timeline:**
 - **At-Grade Pedestrian Crossing at BART** – Scheduled to go to bid in early 2025
 - **Decoto Road Oakland Subdivision Work** – Undergoing agency approval.
 - **Concrete Panel Replacement (Oakland Subdivision)** – Planned as a stand-alone project in Summer 2025.
- **Funding Sources:**
 - **\$3 million** – Safe Routes to BART (SR2B) grant
 - **\$3 million** – Regional Measure 3 (RM 3)
 - **\$1.17 million** – Local Funds (Measure BB & RDA Bonds)

| GP and Zoning Amendments

City-initiated amendments to General Plan Land Use Diagram and Zoning Map

- Several parcels were rezoned for consistency with the 2040 GP
- Zoning /GP Designations were aligned with current and historic property uses and property lines

Chevron/Power Market Project Approval

- **Project Scope** – Demolish existing fuel station and construction of a new Chevron/Power Market.
- **Zoning Amendment** – Rezoned from Union Landing Commercial (CUL) (where service stations are not permitted) to Community Commercial (CC) (where service stations are conditionally permitted)
- **General Plan Amendment** – Land use designation amended from Regional Retail Commercial to Retail Commercial, supporting smaller-scale commercial uses

SB18 (Chapter 905 of the Statutes of 2004) and AB 52

City-initiated Zoning and General Plan amendments

- Notices to Native American tribes; received any requests for consultation

Chevron/Power Market project

- Notices to 11 tribal representatives; Tribal Chair of the Confederated Villages of Lisjan (Ohlone) Nation, requested documents related to the project and to be notified if a discovery is made that may be of Native American origin; the City complied with these requests

| Housing Element Annual Progress Report



| Housing Element Annual Progress Report



2024 Housing Element Annual Progress Report (APR)
Reports progress on housing development and housing related programs for 2024



Purpose of APR
Detailed reporting on progress of meeting City's share of the regional housing need allocation (RHNA) and housing related programs



Data tracked by APR

- Housing progress – entitled projects, building permits
- Housing programs
- Affordability, e.g., Very Low, Low, Moderate, and Above Moderate units

| Housing Element Annual Progress Report

Progress on housing development -2024

- Building permits Issued - 49 units
 - 30 ADUs
 - 19 Above-moderate income units (single family residences)
- **Applications Approved or Deemed Complete**
- **Station East Mixed Use Residential Development**
 - 47 rental apartments
 - 28 townhomes
- **Louie Ranch / Appian Way**
 - 80 units including 72 single-family units and 4 duplexes



Housing Related Programs

HE-1.J - Facilitate Site Consolidation

- Property owner outreach for parcels suitable for consolidation in Sites Inventory
- Property owner 35124 & 35136 Alvarado Niles Road (site LM-3), proposes 100-percent affordable housing development project comprising 103 units

HE-5.B - Code Enforcement

- Continue utilization of code enforcement to facilitate rehabilitation
- 279 code enforcement cases successfully closed

| Housing Related Programs

HE-7.B - Partnerships to Address Homeless Needs

- **Homekey Program/Supportive Housing Initiative**
- **Homeless Count Participation**

Recommendation

Staff recommends that the City Council hold a public hearing and adopt a Resolution accepting the 2024 GP APR and HE APR



CITY COUNCIL MEETING

March 25, 2024



Agenda Item

DATE: 3/25/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOAN MALLOY, CITY MANAGER

SUBJECT: PROVIDE POLICY DIRECTION REGARDING REQUEST TO AMEND THE POLICY GOVERNING EXPENSES FOR THE CITY COUNCIL

EXECUTIVE SUMMARY

Staff is seeking City Council policy direction on a request to agendize a discussion on a proposed amendment to the Policy Governing Expenses for the City Council (Attachment 1). Specifically, the request proposes to remove a provision that caps the maximum amount of funds (\$2,000) that may be redistributed to each Councilmember at the end of a given fiscal year.

City Council may choose to:

1. Direct City staff to bring a resolution at a future meeting reflecting the proposed amendment to the Policy Governing Expenses for the City Council; or
2. Refer this item to the Legislation and Policy Committee for further consideration and analysis; or
3. Take no action and have the Policy Governing Expenses for the City Council remain as written.

STRATEGIC PLAN ALIGNMENT

This agenda item is not identified in the City Council Strategic Plan nor is it directly correlated to a specific priority or goal.

BACKGROUND

On November 28, 2023, via Resolution No. 6234-23, the City Council amended its Policy Governing Expenses for the City Council ("Policy"). The Policy provides that the Travel Budget be established in a set amount per Councilmember during the biennial budget process. For Fiscal Year 2024-2025, the total budget allocation is \$30,000 distributed as follows: \$10,000 for the Mayor and \$5,000 for each City Councilmember.

During the latest Policy update, aside from adding a general statement regarding purpose and clarifying that expenses must be submitted within 30 days of incurring the expense to be eligible for reimbursement or the expense will be borne by the official, the Policy also set forth a process for annual reporting and redistribution of unspent funds.

Councilmembers that do not intend to expend their budgeted funds during the remainder of the fiscal year may voluntarily elect to relinquish those funds. Annually at the first meeting in May, any relinquished funds will be evenly distributed to Councilmembers that have elected to not relinquish their funds for the remainder of the fiscal year **up to a maximum of an additional \$2,000 per Councilmember**. The decision by a Councilmember to relinquish funds is entirely voluntary, but is final and irrevocable. Any unused funds during a fiscal year would be returned to the General Fund.

The Policy also provides that Councilmembers are not eligible to receive additional budget except through the process outlined above.

DISCUSSION

At the February 25, 2025 City Council Meeting, Councilmember Jaime Patino requested that a discussion on the Policy be agendized. Specifically, Councilmember Patino’s request is for City Council to consider removing the following provision: “In no event will the redistributed amount be greater than an additional amount of \$2,000 per Councilmember.” (Policy Governing Expenses of the City Council, Section III. Budget)

For reference, below is a summary of each Councilmember’s respective Travel Budget and expenditures submitted for reimbursement to-date:

City Council	FY 2024-2025 Allocation	FY 2024-2025 Expenses	Remaining Allocation
Mayor Gary Singh	\$10,000.00	\$3,741.63	\$6,258.37
Vice Mayor Scott Sakakihara	\$5,000.00	\$0.00	\$5,000.00
Council Member Lance Nishihira	\$5,000.00	\$1,819.01	\$3,180.99
Council Member Jaime Patino	\$5,000.00	\$4,980.71	\$19.29
Council Member Jeff Wang	\$5,000.00	\$4,858.38	\$141.62

FISCAL IMPACT

There is no immediate impact associated with consideration of this item. Fiscal impact on the General Fund would be dependent on the direction received and ultimately what may be adopted by the City Council.

RECOMMENDATION

Staff is seeking City Council policy direction on a request to remove a provision in the Policy Governing Expenses for the City Council that caps the maximum amount of funds that may be redistributed to each Councilmember at the end of a given fiscal year.

City Council may choose to:

1. Direct City staff to bring a resolution at a future meeting reflecting the proposed amendment to the Policy Governing Expenses for the City Council; or
2. Refer this item to the Legislation and Policy Committee for further consideration and analysis; or
3. Take no action and have the Policy Governing Expenses for the City Council remain as written.

Prepared by:

Jennifer Phan, Deputy City Manager

Submitted by:

Jennifer Phan, Deputy City Manager

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Policy Governing Expenses of the City Council	Attachment
<input type="checkbox"/> PowerPoint Presentation	Attachment

RESOLUTION NO. 6234-23

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY
AMENDING THE POLICY GOVERNING EXPENSES FOR THE CITY COUNCIL**

WHEREAS, the City of Union City takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the City; and

WHEREAS, such benefits include participation in regional, state and national organizations whose activities affect the City, as well as attendance at conferences and events related to the City and its residents; and

WHEREAS, Councilmembers sometimes participate, in their official capacity, as a representative of the City at events benefitting civic, cultural, charitable and educational organizations that serve or benefit City residents; and

WHEREAS, Councilmembers' attendance at these types of events provides a substantial benefit to the City; and

WHEREAS, the City Council previously adopted a policy to provide standards on the use and expenditure of City resources in accordance with the requirements of Government Code sections 53232.2 and 53233.3; and

WHEREAS, on September 12, 2023, the City Council directed staff to agendize a discussion regarding a potential budget amendment for Councilmember travel and expense budget to reflect an increased allocation for those who serve in a leadership capacity for either the National League of Cities and/or the League of California Cities; and

WHEREAS, on October 24, 2023, the City Council referred consideration of the City Council travel and expense budget to the Legislation & Policy Committee; and

WHEREAS, the Legislation & Policy Committee considered the City Council travel and expense budget and now recommends an amendment to the Policy Governing Expenses of the City Council.

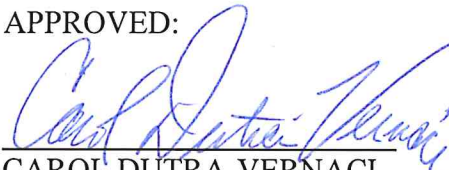
NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Union City hereby approves an amendment to the Policy Governing Expenses of the City Council attached hereto as Exhibit A, with revisions reflected in redline for reference, in accordance with Government Code sections 53232.2 and 53233.3.

BE IT FURTHER RESOLVED THAT the policy contained in Exhibit A shall supersede and control over any previously adopted policy regarding the same matters.


PASSED, APPROVED, AND ADOPTED by the City Council of the City of Union City at a regular meeting held on the 28th day of November 2023, by the following vote:

AYES: Councilmembers Patiño, Sakakihara, Wang, Vice Mayor Singh, Mayor Dutra-Vernaci
NOES: None
ABSENT: None
ABSTAIN: None

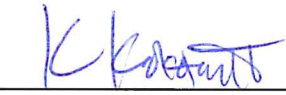
APPROVED:


CAROL DUTRA-VERNACI
Mayor

ATTESTED:


JENNIFER PHAN
Acting City Clerk

APPROVED AS TO FORM:


KRISTOPHER J. KOKOTAYLO
City Attorney

CITY COUNCIL POLICY

Subject: Policy Governing Expenses of the City Council

Adopted: November 28, 2023

I. PURPOSE

- a. City Councilmembers must incur miscellaneous expenses in fulfilling the responsibilities of an elected official. This policy establishes the guidelines and standards regarding miscellaneous expenditures incurred by members of the City Council for all travel, education, training, communications, and all out-of-pocket expenses.
- b. Out-of-pocket expenses incurred by a Councilmember in the performance of their official duties as a representative of the City are eligible for reimbursement as provided in this policy. The guidelines established in this policy are to ensure that travel expenses serve a public purpose and benefit to the City.

II. AUTHORIZED EXPENSES.

- a. City funds, equipment, supplies including letterhead, titles, and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:
 1. Communicating with representatives of regional, state and national government on City adopted policy positions;
 2. Attending educational seminars designed to improve officials' skill and information levels;
 3. Participating in regional, state and national organizations whose activities affect the City's interests; and
 4. Attending City events.

All other expenditures require prior approval by the City Council. In addition, expenses for international travel requires prior City Council approval.

- b. State law prohibits personal use of public resources. Examples of personal expenses that the City will not reimburse include, but are not limited to:
 1. The personal portion of any trip;
 2. Political or charitable contributions or events;
 3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
 4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on City business.

Expenses for which City Councilmembers receive reimbursement from another agency are not reimbursable under this Policy. Any questions regarding the propriety of a particular type of expense should be resolved by the City Manager before the expense is incurred.

III. BUDGET.

- a. Councilmembers shall not incur more expenses per year than budgeted. These amounts will be established in a set amount per Councilmember during the biennial budget process. Annually, at the first regular City Council meeting in May, any Councilmember that does not intend to expend their budgeted travel funds during the remainder of the fiscal year may voluntarily elect to relinquish those funds. The decision to relinquish funds is final and irrevocable. Relinquished funds will be evenly distributed to Councilmembers that have elected to not relinquish their funds for the remainder of the fiscal year. In no event will the redistributed amount be greater than an additional amount of \$2,000 per Councilmember. City Councilmembers are not eligible to receive additional budget except through the process outlined in this subsection.
- b. Councilmembers who incur expenses greater than the maximum permitted by this policy shall be responsible for the excess expenses.

IV. COST CONTROL.

To conserve City resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the City will be limited to the costs that fall within the guidelines.

- a. Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.
 1. Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Receipts are required for payment or reimbursement of airfare.
 2. Automobile. Automobile mileage is reimbursed at the Internal Revenue Service rate in effect at the time of travel. The reimbursement rate is designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

3. Car Rental. Car rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Receipts are required for payment or reimbursement of car rental expenses.
 4. Taxis/Shuttles. Taxis, shuttles, or rideshare trips (such as Lyft/Uber) fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- b. Lodging. Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. Receipts are required for payment or reimbursement of lodging expenses.
1. Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.
 2. Other Lodging. Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelmart.com/lodguideframes.htm>. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.
- If lodging rates exceed the government rate for the area, actual lodging costs may be reimbursed conditioned upon performance of a good faith effort evidenced by documentation (e.g., internet search or phone calls) that demonstrate an attempt to find median-priced lodging.
- c. Meals. Meal expenses and associated gratuities will be reimbursed up to the regular federal M&IE per diem rate established for Oakland, California, in effect at the time the meal expenses are incurred. The regular federal M&IE per diem rate for Oakland at the time of the adoption of this policy allocated by meal is as follows:
1. Breakfast: \$16
 2. Lunch: \$17
 3. Dinner: \$28
 4. Incidental Expenses: \$5
 5. Total: 66
- The City will not pay for alcohol/personal bar expenses or for meal expenses for third parties.
- d. Airport Parking. Long-term parking must be used for travel exceeding 24 hours. Receipts are required for payment or reimbursement of parking expenses.

V. CASH ADVANCES.

- a. From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager ten (10) days prior to the need for the advance with the following information:
 1. The purpose of the expenditure(s);
 2. The benefits of such expenditure to the residents of the City;
 3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
 5. The dates of the expenditure(s).
- b. Any unused advance must be returned to the City within seven (7) days of the official's return, along with a City expense report and receipts documenting how the advance was used in compliance with this expense policy.
- c. In the event the City Manager is uncertain as to whether a request complies with this policy, such individual must seek resolution from the City Council.

VI. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE.

All cash advance expenditures expense reimbursement requests must be submitted on an expense report form provided by the City. Councilmembers must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Inability to provide such documentation in a timely fashion will result in the expense being borne by the official. Expenses for which no receipt is provided shall not be eligible for reimbursement. At the request of the City Manager, a Councilmember shall submit additional information explaining how the incurred expense complied with this policy.

VII. ELECTRONIC EQUIPMENT

- a. Computers. Councilmembers are required to have certain types of office equipment to discharge their functions and communicate with staff. Accordingly, Councilmembers will be provided with a laptop, tablet, or similar device to assist with carrying out their duties. Councilmembers will also be provided with reasonable IT support to ensure the security and functionality of the device.
- b. Cell Phone. As a representative of the City, the Mayor communicates frequently with constituents, community groups and other regional leaders. To facilitate this communication on behalf of the City, the Mayor shall be provided a cellular telephone.
- c. Requirements. The City's IT Manager will be responsible for selecting the equipment to be provided to Councilmembers pursuant to this section. Any electronic equipment provided to a Councilmember shall be used exclusively for City business reasonable necessary to discharge the duties of office and shall be immediately returned to the City upon the Councilmembers leaving office

VIII. AUDITS OF EXPENSE REPORTS.

All expenses are subject to verification that they comply with this policy.

IX. REPORTS TO CITY COUNCIL.

At the following City Council meeting, each official shall briefly report orally or in writing on meetings attended at Council expense. If multiple officials attended, a joint report may be made.

X. COMPLIANCE WITH LAWS.

City Councilmembers should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

XI. VIOLATION OF THIS POLICY.

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (a) loss of reimbursement privileges; (b) a demand for restitution to the City; (c) the City's reporting the expenses as income to the elected official to state and federal tax authorities; (d) civil penalties of up to \$1,000 per day and three times the value of the resources used; and (e) prosecution for misuse of public resources.



Item 7.1.: Discussion on Policy Governing Expenses of the City Council

March 25, 2025 City Council Regular Meeting

Background

- Policy was last amended and adopted on November 28, 2023
- City Council's Travel & Training Budget is \$30,000 total
(*\$10,000 for the Mayor and \$5,000 for each Councilmember*)
- Policy set a process for annual reporting and redistribution of unspent funds at the first meeting in May



Policy Language (Section III. Budget)

- a. *Councilmembers shall not incur more expenses per year than budgeted. These amounts will be established in a set amount per Councilmember during the biennial budget process. Annually, at the first regular City Council meeting in May, any Councilmember that does not intend to expend their budgeted travel funds during the remainder of the fiscal year may voluntarily elect to relinquish those funds. The decision to relinquish funds is final and irrevocable. Relinquished funds will be evenly distributed to Councilmembers that have elected to not relinquish their funds for the remainder of the fiscal year. In no event will the redistributed amount be greater than an additional amount of \$2,000 per Councilmember. City Councilmembers are not eligible to receive additional budget except through the process outlined in this subsection.*
- b. *Councilmembers who incur expenses greater than the maximum permitted by this policy shall be responsible for the excess expenses.*

Recommendation & Options for Consideration

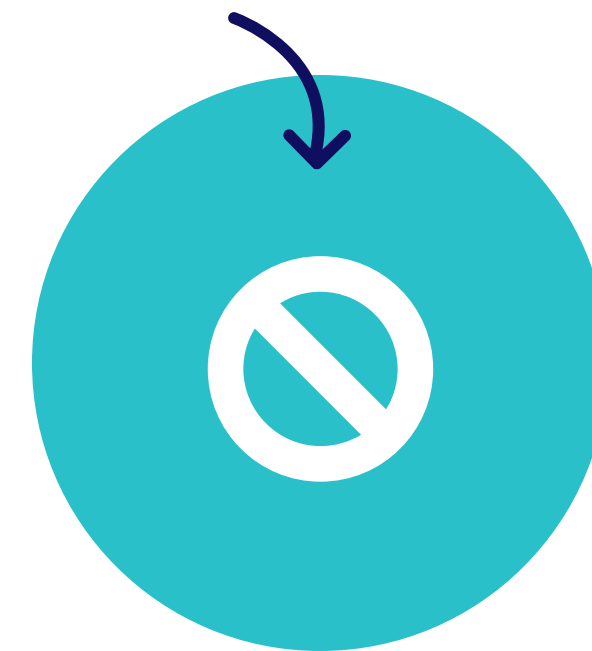
Staff is seeking City Council policy direction. Options include:



Direct City Staff to Bring
Resolution Any Proposed
Amendment(s) to the Policy



Refer to Legislation and
Policy Committee for
Further Analysis



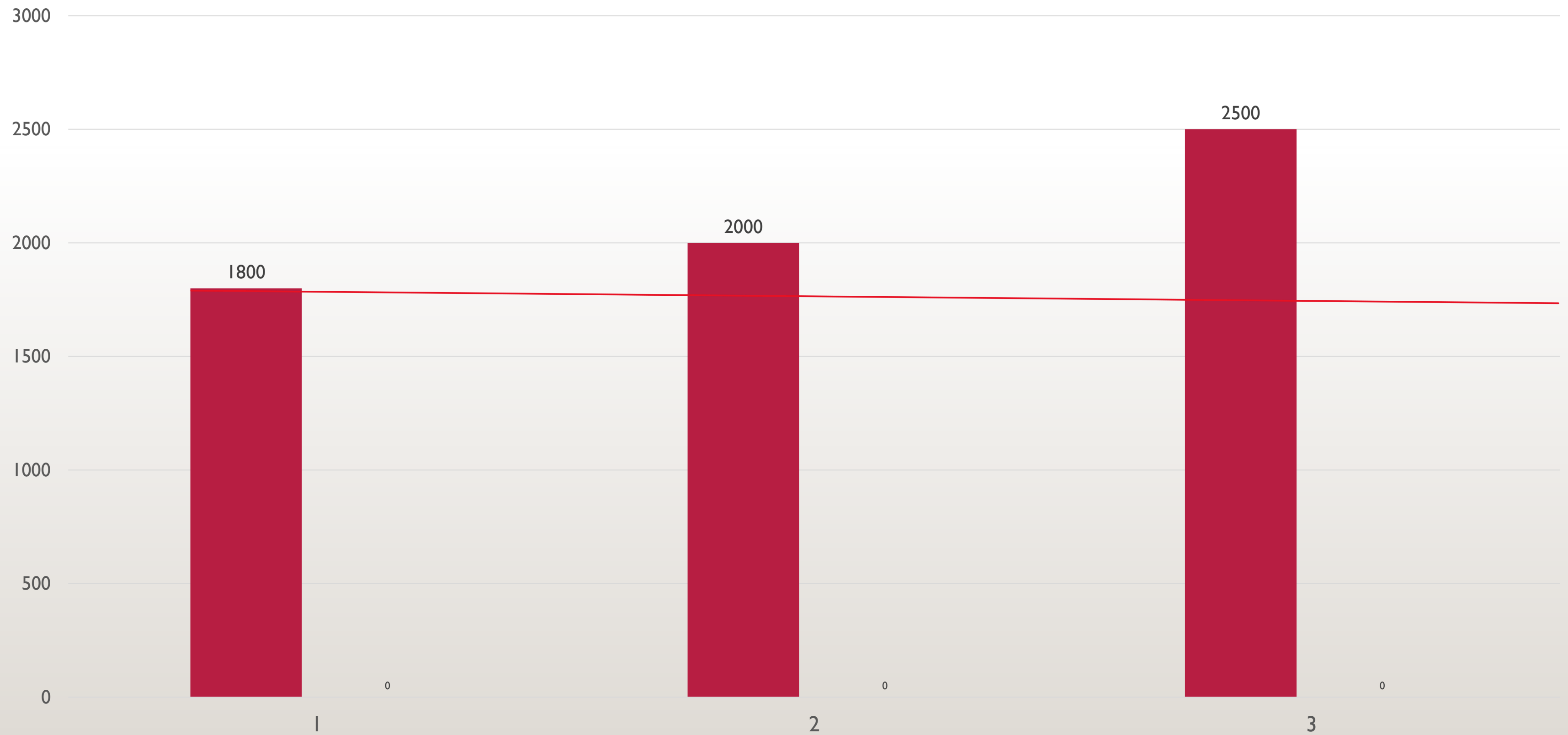
Take No Action;
Policy Remains As-Is

AMOUNT OVER \$5,000 TRAVEL BUDGET

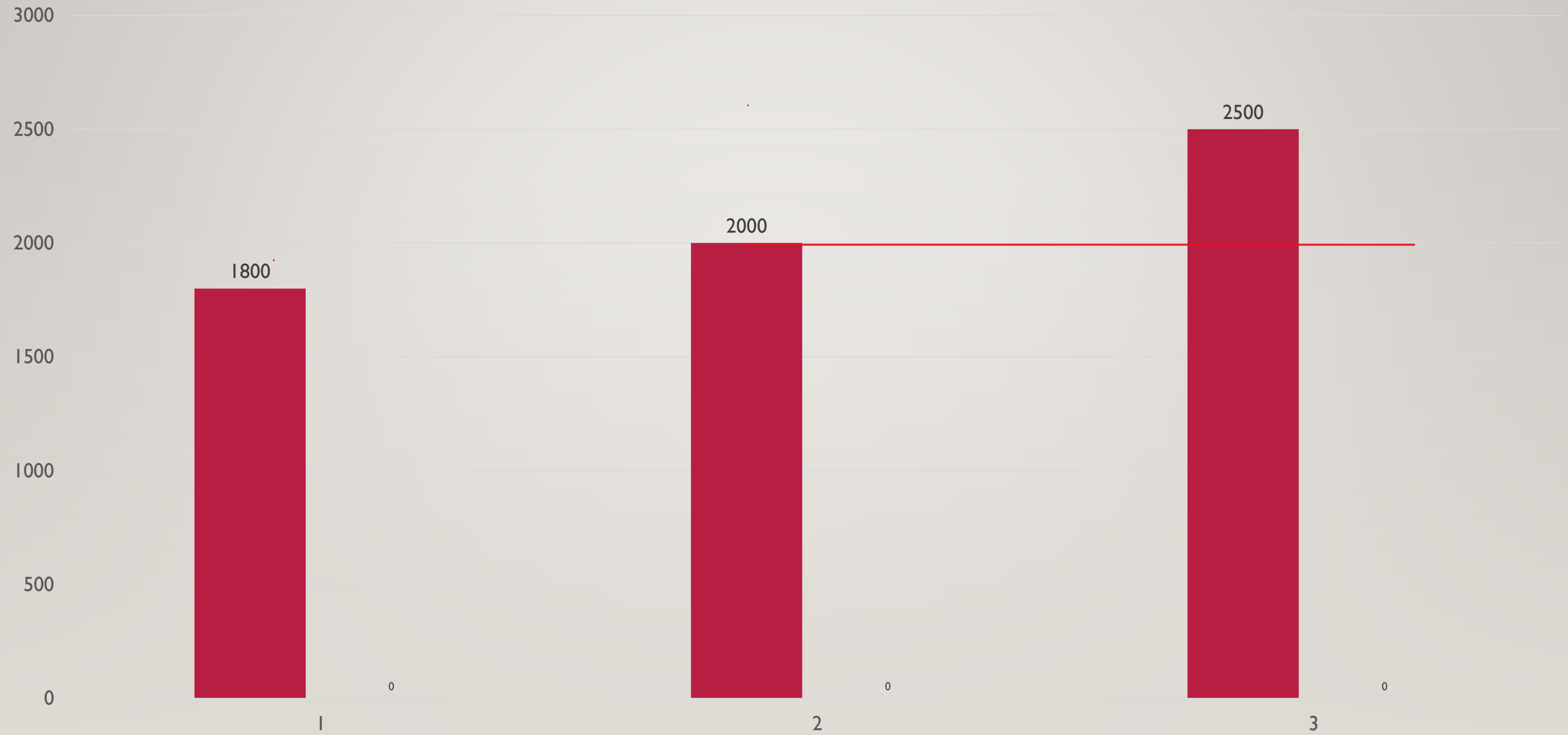
EXCESS FUNDS IN TRAVEL
BUDGET AT END OF FISCAL
YEAR: \$7,300



First Round of Payments: \$1,800 each = \$5,400



Second Round of Payments: \$200 each - \$400 \$5,800 Total Paid



Last Payment: \$500
\$6,300 Total

