



City Council

Presented by: Teresa Vargas, Government Services Director / City Clerk



ORGANIZATIONAL CHART



City Attorney

City Manager




Commissions



Overview

- 🌐 City Council, the elected body, adopts legislation, sets policy, adjudicates issues, and establishes the budget.
- 🌐 Enacts and enforces ordinances and regulations that concern municipal affairs, subject only to the limitations and restrictions of the State Constitution.
- 🌐 City Council, as a body, supervises and provides guidance for the activities of the City through the Council-City Manager Form of Government.
- 🌐 At the recommendation of the Mayor, the City Council approves appointments to the Planning, Parks & Recreation, Senior Advisory and Youth Advisory Commissions, and Measure C Oversight Committee.
- 🌐 Annually, the Mayor assigns Council Members to various regional boards, committees and stakeholder groups to represent the interests of the City of Lathrop and its constituents.




Council Actions

-  As the governing body, the City Council has demonstrated to conduct business and govern in a manner that is responsive to the needs and concerns of the city and its constituents.
-  Diligently works towards solutions and policy that promote business development, community values, financial solvency, and public safety, all intended for the continued development of a sustainable future for the City of Lathrop.
-  Fiscal Years 2021-22 and 2022-23, resulted in a period of transformation, renovation, continued growth and prosperous business opportunities.





Council Actions



Highlights of FY 21-22 & FY 22-23

-  Regional advocacy trips to Washington D.C. to promote and lobby for projects benefiting the City of Lathrop and the San Joaquin Region.
-  Various traffic calming improvements on major arterials, intersections with high traffic volumes and school zone areas; and streetlight and landscaping projects in commonly used pedestrian areas and in need of revitalization.
-  New parks, improvements to existing parks, increased park safety by adding surveillance systems and modified park hours to deter unwanted activity after sundown.




Highlights of FY 21-22 & FY 22-23

-  Police Department transition; approved the project with: new police station, new fleet, state of the art technology and software, new equipment, uniforms and all job related necessities.
-  Acquisition of the City's first K9 Unit, with the inaugural K9 Officers: Rico, Jackie and Kane.
-  Public safety communication agreement with the City of Ripon for 911 dispatch services & temporary storage and management of evidence during the construction of the permanent facility.
-  Construction of the first Police Evidence and Storage Facility and Animal Center.

Highlights of FY 21-22 & FY 22-23

- 🌐 Major telecommunication towers and infrastructure for improved wireless network technology and internet services.
- 🌐 Inclusive General Plan Update & submittal of a well accomplished General Plan Housing Element Progress Report to the State. *Thus, placing Lathrop as the fastest growing city with populations over 30,000 (for the period of January 1, 2022 to January 1, 2023).*
- 🌐 Memorandums of Understanding with SEIU Local 1021, LMCEA and the new Lathrop POA, with 4% COLA increases through July 1, 2025.
- 🌐 ADA improvements and landscape upgrades to City Hall, approved the renovation and expansion of the City's Corporation Yard and fuel tanks for city fleet.

Highlights of FY 21-22 & FY 22-23

-  Critical cyber security upgrades to the city's network, including new routers and firewall protection upgrades aimed to deter potential viruses and data compromises from outside sources.
-  Approximately, thirty six (36) project acceptances from July 1, 2021 – May 8, 2023, which includes public improvement acceptances, such as:
 -  New and improved utility infrastructure, road and street improvements, parks improvements, and technology infrastructure all to support existing and new industrial, commercial and residential areas.

Significant Changes

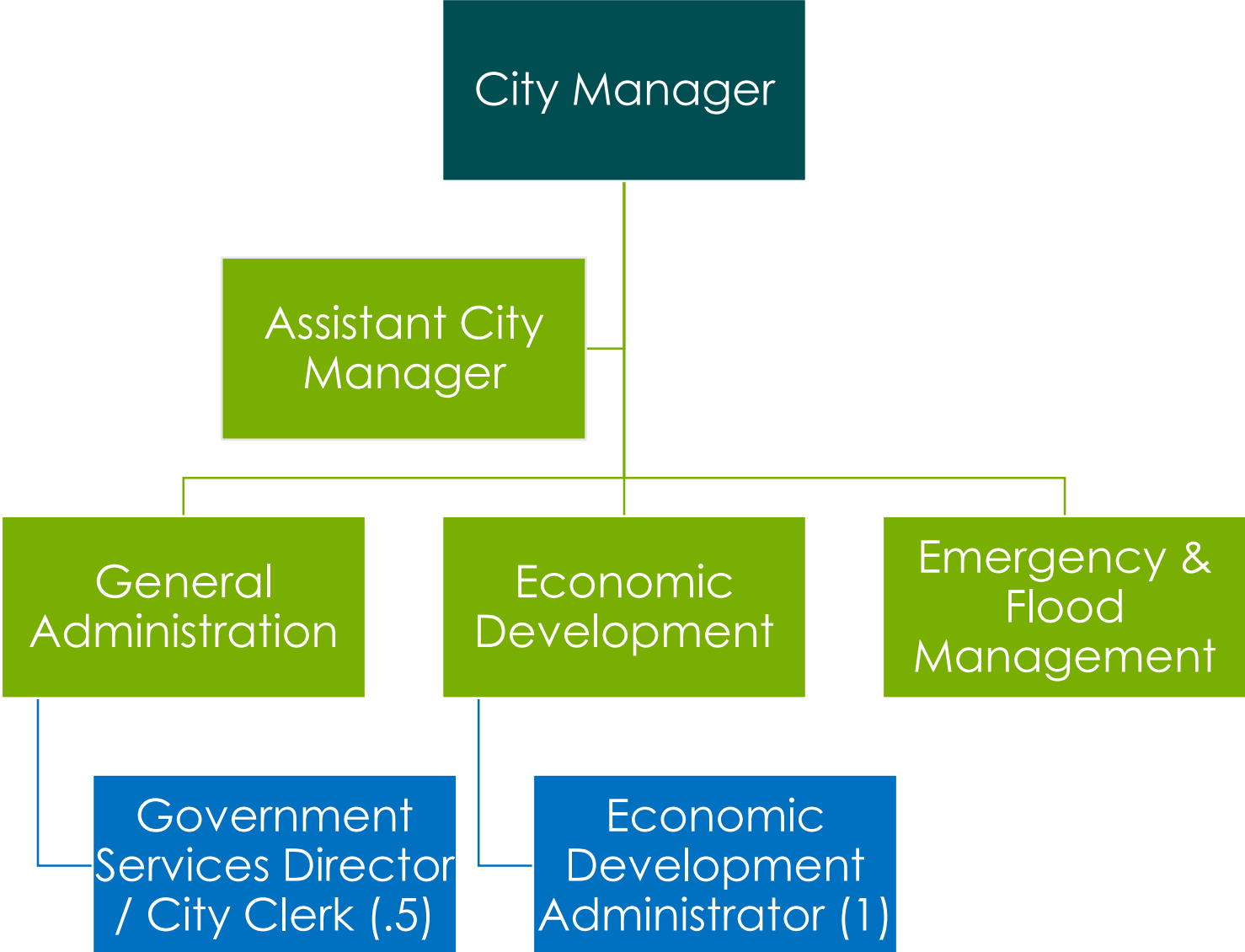
Fund / Division	FY 2022-23 Adopted Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 22-23 to 23-24 Comparison *Increase/ (Decrease)	Explanation
1010 – GF (Personnel Services)	\$ 40,930	\$ 28,410	\$ 28,410	\$ (12,520)	Decrease is due to a reduction departments share of Work Comp Insurance
1010 – GF (Contractual Services)	\$ 3,500	\$ 18,500	\$ 18,500	\$ 15,000	Increase in contractual services for HR Consultant during CA & CM reviews; graphic artist for community outreach; photography services; and other custom made awards for community promotions and events.
1010 – GF (Training & Travel)	\$ 19,500	\$ 31,000	\$ 31,000	\$ 11,500	Increase in training and travel for the City Council; increased interest and participation in conferences and training opportunities



City Manager

Presented by: Stephen J. Salvatore, City Manager

ORGANIZATIONAL CHART



Overview

- The City Manager is appointed by the City Council and serves as the Chief Executive Officer for the City of Lathrop, and provides management of the city's day-to-day operations, programs, projects, and economic development.
- Responsible for the daily administration and leadership of the City and appoints and supervises all department heads/directors (*except the City Attorney*).
- Provides policy recommendations and strategic leadership that provides for the effective implementation of the City Council's adopted projects and priorities.
- The City Manager also serves as the City's primary public liaison to all community stakeholders as well as intergovernmental relations with local, regional, State, Federal, and international governments.

Main functions of the City Manager's Office



General Administration

- Legislative & Public Affairs
- Project Management
- Community & Regional Advocacy
- Primary Liaison to other Agencies
- Personnel Management and Labor Relations

Economic Development

- Business Development, Promotion and Retention
- CIP Priority Planning
- Utility Expansion to Promote Sustainable Development

Emergency & Flood Management

- Emergency and Safety Management
- Flood Management

Accomplishments

SUSTAINABLE BUDGETING - Over the years, the City has put forth a significant amount of effort, time and funding towards projects that result in the city's fiscal and social health, such as:

- Assisted SJAFCA in establishing the **Mossdale Tract Enhanced Infrastructure Financing District** for the **Infrastructure Financing Plan**.
- Developed the Surface Water Discharge Project, WW 20-17, for the construction and permitting of a **River Outfall Agreement** with the State.
- Lathrop's Basin Boundary Modification. The approved modification placed the City of Lathrop entirely within the Tracy sub-basin, a non-critically over drafted basin. Subsequently adopting the **Tracy Subbasin Groundwater Sustainability Plan & Memorandum of Agreement**.
- Worked with the State of California to transfer **Wayfair Sales Tax** to Lathrop.

Accomplishments

INTERDEPARTMENTAL SUPPORT- The last two fiscal years (FY 21-22 and 22-23) yielded many fruitful projects and expanded the City's level of services to our residents:

- Managed the **transition of the City's Police Department**; a project that consisted a brand new police station, new sworn and non-sworn personnel (35+/-), new fleet, new state of the art technology and software, new equipment, uniforms and all job related necessities. Including the City's first K9 Unit, with the inaugural K9 Officers: Rico, Jackie and Kane.
- Approval for the design and construction of the first Police Evidence and Storage Facility.
- **Negotiated a public safety communication agreement with the City of Ripon** for 911 dispatch services and amendment for temporary storage and management of evidence during the construction of the permanent Police Evidence and Storage Facility.
- Obtained approval for the design and construction of the **first Lathrop Animal Center and temporary Animal Center during** the construction of the permanent facility.
- As the Chief Negotiator, **negotiated comprehensive Memorandums of Understanding** with SEIU Local 1021, LMCEA and the new Lathrop POA, with 4% COLA increases through July 1, 2025.

Accomplishments

- **STABLE GROWTH AND SUSTAINABLE FUTURE** - A nod to the collaborate work throughout the city are the following recognitions:
 - From FYs 16-17 through 20-21, the State Auditor classified Lathrop with an **overall “low risk” of financial distress**: placing Lathrop as the **9th most fiscally sound city** in California, with a fiscal grade of 96.24 of 100 points; and
 - In May 1, 2023, the State Department of Finance released the annual population and housing estimates report:
 - Lathrop was mentioned as 1 of the top 5 cities in California where housing production drove population growth; placing Lathrop with an 11.1% growth as the fastest growing city in San Joaquin County, and the **fastest growing city in the State with population over 30,000**.
 - Lathrop was also mentioned as the 2nd city in the State under 300,000 in population with the largest numeric change. Lathrop registered a positive numeric change of +3,505 in increased population.
 - Lathrop was also ranked as 9th out the top 10 cities with single family housing unit growth; and 2nd out of the top 10 cities with the highest % total in housing unit growth.

Significant Changes

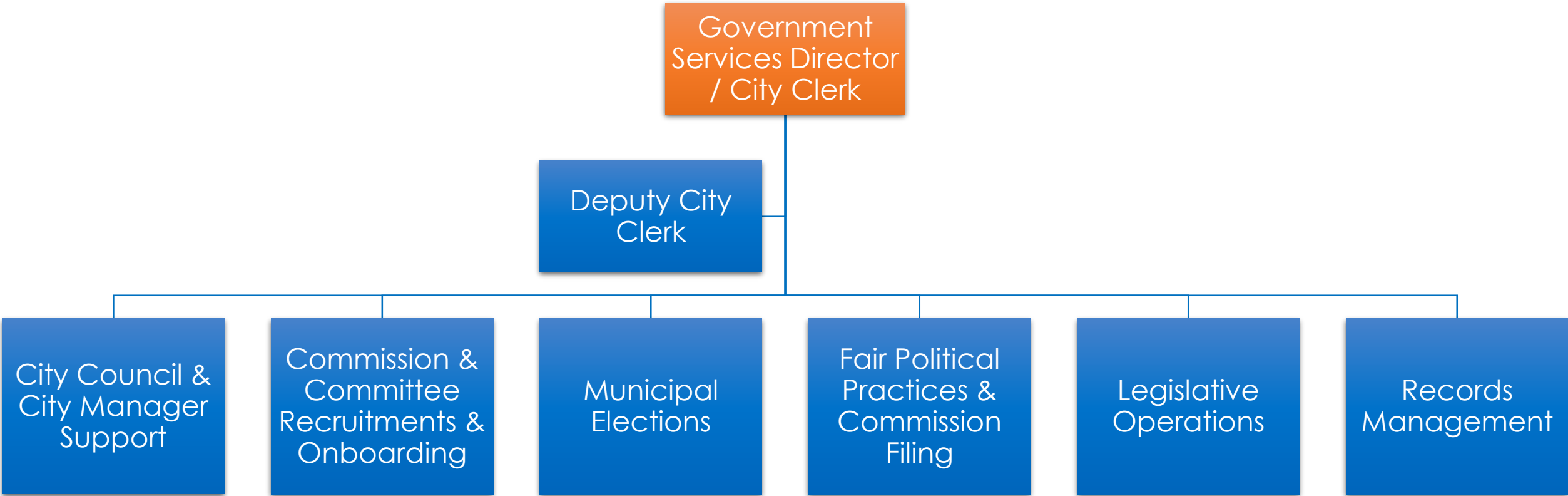
Fund / Division	FY 2022-23 Adopted Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 22-23 to 23-24 Comparison *Increase/ (Decrease)	Explanation
1010 – GF (Personnel Services)	\$ 496,882	\$ 566,096	\$ 586,312	\$ 69,214	Increase from 22/23 to 23/24 is due to the annual adjustments in retirement, healthcare, and OPEB costs.
1010 – GF (Fixed Charges)	\$ 68,234	\$ 65,183	\$ 67,691	\$ (3,051)	Decrease is due to the reallocation of the City Engineer to PW - Development Engineering.

Government Services / City Clerk

Presented by: Teresa Vargas, Government Services Director / City Clerk



ORGANIZATIONAL CHART



Overview

- The Government Services / City Clerk Department performs a wide variety of duties relating to the official business of the City Council, its Commissions and Committee, many which are mandated by law.
- The department serves the public and other City departments through the administration of legislative processes, fair and impartial local municipal elections, records and maintains the legislative process of all open meetings of the City Council, and ensures transparent government processes and records management.
- The Department is responsible for providing support to the City Council, City Manager, and the City's Commissions and Committees.
- Additionally, the City Manager assigns the department staff with special assignments in support of other departments and citywide projects.

Main Focus Areas

- Preparation and distribution of agendas and meeting packets
- Recording of Council legislative actions and proceedings in meetings, minutes, resolutions, and ordinances
- Publication of legal notices pursuant to State law
- Execution and proper filing of contracts, agreements, and other official documents approved by the City Council and City Manager
- Oversee the City's records management program
- Manage historical legislative records of the City
- Recruitments and onboarding for Commissions and Committees
- Maintains annual update of the Local Appointments List (Maddy Act)
- Maintains and updates the City's Conflict of Interest Code
- Oversee Municipal Elections and onboarding of new Councilmembers
- Oversees the opening of public (formal) bids & Public Notary



City Clerk's
Records Room

Main Focus Area (continue)

- In compliance with the Political Reform Act, the Director of Government Services/ City Clerk serves as the Local Filing Officer for the Fair Political Practices Commission (FPPC)
- Coordinates the filing of all campaign disclosure reports for all local candidates and campaign committees and Statements of Economic Interest (Form 700) for members of the City Council, designated employees, and Commissioners per the City's Conflict of Interest Code.
- Additionally, The Director of Government Services/ City Clerk serves as the City's Election Official and, in compliance with the California Elections Code, administers all municipal elections and performs oaths of office for elected and appointed officials.

Accomplishments

- City Clerk obtained Master Municipal Clerk designation from the International Institute of Municipal Clerks, November 2021.
- Conducted 2022 General Municipal Election
- Conducted 2022 biennial review of Conflict of Interest Code
- Codified 24 Ordinances in the Lathrop Municipal Code & added 377 Resolutions to the Official City Council Legislative Book of Records.
- Updated the City's Records and Information Management Program Policy and updated a comprehensive Records Retention Schedule. Held citywide training
- Implemented the paperless filing of FPPC Form 700 Statements for all elected and appointed positions and designated staff; and implemented Transparency Website Portal.
- Emergency Operations Center Coordinator and Planning Section Chief during the COVID-19 Pandemic; coordinated various emergency management communications and launched the informational videos to the Lathrop community.
- Ongoing maintenance of the City of Lathrop Website & Dashboard

Accomplishments (continue)

Departmental Assistance:

- Assisted departments with onboarding: provided training to new staff on agenda process, after action process, contract management, bidding procedures and website page development; assisted with staff report review and writing, and research of historical documents and legislative actions.

Special Projects:

- Participated as a Project Manager in the transition of the new Police Department.
- Assisted Human Resources with various projects; drafted several job descriptions and recruitment flyers for various city departments, including the new Police Department.
- Launched several recruitment videos for the new Police Department.
- Ordinances to implement requirements of the Penal Code relating to the recruitment and training of sworn officers.
- Ordinances to implement the Military Equipment Funding, Acquisition and Use Policy for the New Police Department, AB 481 (2021/Chieu)
- Created and maintained the Police Department Transition webpage; and assisted in establishing new webpages.

Objectives

- Continue the Records Retention Project – move to next phase. Coordinate annual city-wide records disposition & obtain City Council approval.
- Laserfiche Expansion and Upgrade. Implement adopted retention schedule into Laserfiche record templates.
- Implement electronic filing of FPPC Campaign Finance Forms and Transparency Website Portal.
- Prepare for the 2024 General Municipal Election and biennial review of Conflict of Interest Code.
- Deputy City Clerk to continue training requirements for the Certified Municipal Clerk Designation.

Significant Changes

Fund / Division	FY 2022-23 Adopted Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 22-23 to 23-24 Comparison *Increase/ (Decrease)	Explanation
1010 – GF (Personnel Services)	\$ 245,652	\$ 259,756	\$ 273,891	\$ 14,104	Increase from 22/23 to 23/24 is due to the annual adjustments in retirement, healthcare, and OPEB costs.
1010 – GF (Contractual Services)	\$ 90,300	\$ 67,800	\$ 139,300	\$ (22,500)	Decrease due to software licenses for website, versatile and laserfiche budgeted in ISD.