

City of Lathrop
City Hall
390 Towne Centre Dr.
Lathrop, CA 95330
Phone (209) 941-7200

Mayor
Kristy Sayles

Vice Mayor
Martha Salcedo

Council Members
Sonny Dhaliwal
Christopher Mateo
Robert Oliver

Visit the City online
at
www.ci.lathrop.ca.us

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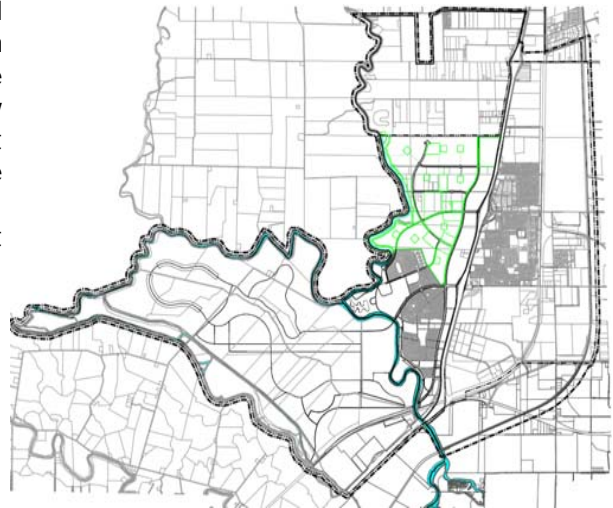


Neighborhood Guide

"We are building a City"

Welcome to Lathrop!

If you would like to see first hand what is going on in your City, join us for a City Council Meeting. The meetings are held at City Hall every 1st and 3rd Monday of the month at 7:00 p.m. You can also view the live broadcast on Comcast channel 97. Council Meetings are re-broadcast at 7:00 pm on Tuesdays and noon on the Wednesday following the City Council Meeting. City Council Meeting agendas are available at noon on Thursday prior to each meeting. An official agenda is posted outside of City Hall, at the Lathrop Post Office, Lathrop Community Center and at the Lathrop Fire Department on J Street. The current agenda including staff reports and attachments, as well as meeting archives, can be obtained by accessing the city web site at:



www.ci.lathrop.ca.us/council/agendas

There are also several commissions and committees that have been formed to assist the City Council in making policy decisions that impact the community. These commissions hold regular meetings and include: Planning Commission, Parks and Recreation Commission, Senior Advisory Commission, Youth Advisory Commission as well as various committees. Additional information including: dates, times, locations, agenda and applications for those who wish to serve on one of the boards can be obtained online at:

www.ci.lathrop.ca.us/council
or by contacting the
City Clerk's office at (209) 941-7230

Scheduled meetings and times are subject to change. Please consult the City website or contact the City Clerk's office for current information.



Dear Neighbor:

Our community is where we live, shop, play and work. Lathrop has been changing and our "Neighborhood Guide" provides information that will assist you in understanding City ordinances and knowing who to call to obtain a particular service or to receive additional information.

Finance Department (209) 941-7320

Public Services by the Finance Department include: processing water service payments, dog licenses/renewals and business license applications.

Utility Payment Options:

Online Utility bills may be paid online using your Visa or MasterCard. Please follow these simple instructions if you wish to take advantage of this service. Send an e-mail requesting a PIN number to **billing@ci.lathrop.ca.us** Your e-mail request must include your name, account number, mailing address, service address, and phone number. You will be issued a pin number that you may then use to process your payments on-line via our City web site.

www.ci.lathrop.ca.us

Automatic Bill Payment This free service provides you the comfort of knowing your utility payment will always be on time! You

will continue to receive a statement at least ten days in advance of the due date. Sign up forms for this service may be obtained online or by contacting the Finance Department.

Business Licenses Applications and payments are processed through the Finance Department. You are required to obtain a business license for business conducted: 1) from a residence within the city limits, 2) in a commercial zoned area within the city limits or 3) within city limits, with the office located outside city limits.

Dog Licenses Licenses can be obtained from the Finance Department. Current rabies vaccination is required. Fee is \$15 or \$5 if the dog is spayed/neutered.

Public Works Department (209) 941-7430

The Public Works Department's mission is to deliver quality service to all of our customers and see that the City accepts quality land development and public projects. The Department provides maintenance services for streets, street trees, traffic systems, street lights, parks maintenance, City buildings and graffiti removal from City maintained property.

Traffic Signals & Residential Streetlights

Maintenance request for traffic signals and streetlights are handled by the Public Works Department. When making a report, please provide the following: 1) Pole number (for streetlights), 2) Street and nearest cross street information, and 3) a description of the problem.

Street Trees Trees located in Parks and along City right-of-way are maintained by Public Works. You may report any branches that are blocking traffic view or fallen branches that are in the public right-of-way to Public Works.

Street Sweeping Streets are swept the first consecutive Monday and Tuesday of the Month as follows: Every other Monday: East of I-5, all areas south of Lathrop Rd.; Every other Tuesday: All areas North of Lathrop Rd and West of I-5.

Garbage Payments Although the City does not manage the day to day operation of Garbage service, a payment drop-box for Allied Waste payments is located at the Public Works counter in City Hall. No stamp is required. Payments received by 1:00 pm will be sent by overnight service to Allied Waste.

Encroachment Permits A permit is required for all work in the street right-of-way or utility easements with city facilities (water, sewer, or storm drain.) Please contact Public Works if you need further information on this type of permit.

Solid Waste and Resource Conservation: Information for county landfills, recycling centers and hazardous household waste facilities can be obtained by contacting the Solid Waste and Resource Coordinator at (209) 941-7435.

Lathrop Parks & Recreation (209) 941-7370

Lathrop Parks & Recreation offers classes and programs for all ages such as pre-school, summer day camps, life-long learning, sports and senior activities. A copy of the Activity guide can be obtained at the Lathrop Community Center or online at:

www.ci.lathrop.ca.us/prd/activityguide

Teen Programs There are various programs available including: teen movie night, open gym, day trips, dances, free lunch program and more.

Senior Center Some of the programs offered at the Senior Center include: bingo, crafts, dances, legal services, day trips, lunch program and more!

Kids Club Program Before & after school

programs are offered at the Lathrop Community Center, Joseph Widmer School and Mossdale School. Low-cost fees include snacks and lots of activities. Summer and Kindergarten programs are offered at the Lathrop Community Center only.

Youth/Adult Sports There are various low-cost sports programs offered throughout the year.

**Lathrop Police Department
Emergency 9-1-1**

Police Services Business Office and Administrative staff can be contacted at:

15597 Seventh Street
Lathrop, CA 95330
(209) 858-5551

Office Hours are :
Monday-Thursday
9am-4pm

For non-emergency business, to request an officer or report a crime, please call:
(209) 468-4400

Community Resource Officer (CRO)

The CRO is dedicated to developing and deploying resources unique to Law Enforcement to better serve the people who live, visit or work in the City of Lathrop. If you would like any information on any of our programs, please call CRO, at : (209) 858-5551

**CRIME STOPPERS
(209) 823-4636**

We want to hear from You!

You know your Neighborhood. If something seems out of place to you, it is important to us. When you call, give as much information as you can:

- Where is it happening?
- What is happening?
- Who is doing it?
- Approximately how old?
- What are they wearing?
- Male or Female?
- If they leave, which direction?

School Resource Officer (SRO)

The role of the Lathrop SRO is to promote a safe school environment to ensure school and student success, focusing on prevention and intervention. If you would like any other information on this program or any other program we offer please call our SRO at: (209) 858-5551

Community Development Department (209) 941-7260

Community Development consists of two divisions, Planning and Building

Planning Division 941-7290

The Planning Division is responsible for regulating the type, scale and design of land use that may be established at a given location. The municipal code, together with the official zoning map, establishes zones to regulate land use for compatibility with surrounding uses, Development standards are included for density, height, yards and open space, parking requirements, landscaping and irrigation.

The Planning Division:

- Administers long-range planning projects
- Implements Zoning & Subdivision Ordinances
- Implements the City's General Plan
- Approves Tentative Maps
- Processes Specific Plans, Urban Design Concepts and Site Plan Reviews
- Implements Architectural Design Review
- Approves Signage
- Approves Conditional Use Permits and Home Occupation Permits
- Promotes quality Infill and Historic Lathrop projects
- Manages the Community Development Block Grant Program

Building Division (209) 941-7270

The Building Division is responsible for structural and life safety concerns in the construction, demolition, or alteration of buildings including, but not limited to, matters such as electrical, plumbing and mechanical systems, energy conservation, and access for the disabled. The Building Department is also responsible for reviewing construction plans to ensure compliance with City ordinances, state law, and the model codes.

PERMITS New Construction requires permits, including plans. Additions or modifications to your home may require a permit. Additions could include a pool, detached storage shed or an extension of your dwelling space. Please contact the Building Division for more information.

INSPECTIONS The Building Department inspects all construction in the City to ensure

code compliance.

FENCES The following rules apply when building a fence:

- Backyard and side yard fences cannot be over 6' feet in height
- a front yard fence cannot be over 3' feet in height

Call for specifics in your neighborhood.

Code Enforcement Division (209) 941-7280

The City's code enforcement program is primarily implemented on a complaint driven basis. Staff typically does not actively look for code violations, but rather responds to public complaints reporting that a property contains a use, construction, or activity that may not be in compliance with the City Zoning, Building Codes, Housing Code and Municipal Codes. All information received regarding Code Enforcement complaints and cases is kept confidential.

Weeds The accumulation of tall, dry grass and weeds on any lot is prohibited. Property owners are required to maintain their lots year round. During fire season, generally April through October, property owners are required to ensure all weeds that constitute a fire hazard are cleaned or the land is turned with a disc.

Definition of RV's Motor homes, 5th wheels, travel trailers, ski mobiles, jet skis, camper shells, utility trailers, boats, and ATV's

Recreational Vehicles may be parked or stored on private property as long as the following rules are observed:

- they are enclosed within a legal structure
- they are within a side or a rear yard enclosed by a solid wall or fence between 5 and 6 feet in height
- they are not used for human habitation

Parking on Private Property All vehicles parked in a residential zone is required to park on an approved surface. Vehicles in the front of a property need to be parked on cement, asphalt, brick, concrete, or paving blocks at least 4 inches thick. Vehicles parked in the side or rear yard need to be behind a solid six foot fence and can be parked on the above approved surfaces or dirt that is free from weeds and vegetation. Vehicles in the rear yard need to be placed 10 feet away from the rear yard fence and 5 feet away from all other structures.

Signs play a vital role in identifying businesses. However, signs which are abandoned, illegal, or block the public right-of-way, have a blighting influence on your City. Contact Code Enforcement for information regarding existing signs.

Fire Department

Emergency 9-1-1

Fire Department Services are provided by the Lathrop-Manteca Fire Protection District. The District has four stations that provide service to the residents of Lathrop, two of which are located within the City of Lathrop.

Administration Office

800 East J Street
Lathrop, CA 95330
(209) 858-2331

The office is open weekdays from 8:30am to 5:00pm. Included at this location are the office of the Fire Chief, Fire Marshal, Deputy Fire Marshal, and Inspectors.

Board of Directors

The Governing body for the Fire District meets the 3rd Thursday of every month in the Board Room of the J Street Fire Station at 7:00pm. Agendas are posted at all fire stations or you can view it on the website at:

www.lmfed.org

Did you know . . .
Passports are available through the City Clerk's Office! For more information, please call:
(209) 941-7355

Water Conservation

No watering is permitted between 10am and 7pm. Homes with an address ending in an even number may water on Tuesday, Thursday and Saturday. Homes with an address ending in an odd number may water on Wednesday, Friday and Sunday. **NO WATERING ON MONDAYS!**

City of Lathrop
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 390 Towne Centre Dr.
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 Phone (209) 941-7200

View
 Animals at
 the Shelter
 Online
 Visit us at:



www.ci.lathrop.ca.us/asd

Visit the City online
 at
www.ci.lathrop.ca.us

Visit the Lathrop
 Library!
 Lathrop's Branch
 Library is located
 At:
 1546 I Seventh St.
 in Lathrop
 The library hours are:
 Monday , Wednesday
 and Friday 1-6pm and
 Tuesday, Thursday,
 Saturday and Sunday
 Closed

Additional info is
 available on the web
 at:

www.stockton.lib.ca.us

Or call

(209) 937-8221 or
 (866) 805-READ



"We are building a City"

LATHROP ANIMAL SERVICES 209-941-7240



Lathrop Animal Services is responsible for the welfare of all animals in Lathrop and for promoting the health and safety of animals and people in the community. Animal Services means protecting pets and wild animals from the many dangers they may face both in the wild and in their domestic environments. Animal Services also means protecting people and property from the dangers and nuisance of roaming, uncontrolled animals on the streets, helping people and animals live together in harmony. Call Lathrop Animal Services for help or assistance.

DOG LICENSES

- For animal and public health and safety, dogs four months of age or older are required to be vaccinated against rabies and licensed. Please contact the Finance Department for information regarding licenses and fees.

FIELD OPERATIONS & SERVICES:

- Pick Up Stray, Injured, Abused, Aggressive and Dead Animals
- Enforce City of Lathrop Ordinances And State Laws Relating to Animals
- Investigate Humane/Abuse Complaints
- Help Wildlife
- Lost & Found Program
- Bite Reports & Quarantining
- Dog Licensing

SHELTER SERVICES:

- Adoptions
- Sheltering Animals
- Accept Surrendered Animals

COMMUNITY OUTREACH/EDUCATION:

- Rabies vaccination clinics
- Classroom visits
- Presentations
- Educational Info/Pamphlets

City Hall Department Directory

Animal Services
 (209) 941-7240

Building Department
 (209) 941-7270

City Attorney
 (209) 941-7235

City Clerk
 (209) 941-7230

City Manager
 (209) 941-7220

Code Enforcement
 (209) 941-7280

Community Center
 (209) 941-7370

Community Development
 (209) 941-7260

Finance Department
 (209) 941-7320

Human Resources
 (209) 941-7350

Passport Services
 (209) 941-7355

Planning Department

Public Works
 (209) 941-7430

Senior Center
 (209) 941-7380

Human Resources (209) 941-7350

The Human Resources Department seeks to provide the leadership, direction, and support needed to attract, retain and develop quality employees for the City of Lathrop.

We **encourage** employees to reach their fullest potential with the City. We help maintain a careful balance between the interests of City government, its departments and its employees by providing: recruitment, benefits management, compensation plan maintenance, conflict resolution, employee safety, wellness, training, and general employee/employer information.

The City of Lathrop accepts applications only for positions which are currently vacant and being advertised in local newspapers. They are also posted on the city website at :

www.ci.lathrop.ca.us/hrd/jobs

The City uses an "Interest Card" system for individuals who are interested in a position that is not currently vacant. By filing an Interest Card, the individual will be notified of the vacancy and provided instructions on how and when to apply. Interest Cards are available at City Hall.