



**CITY OF LATHROP  
CITY COUNCIL SPECIAL MEETING  
WEDNESDAY, JUNE 2, 2021  
4:00 P.M.  
COUNCIL CHAMBER, CITY HALL  
390 Towne Centre Drive, Lathrop, CA 95330**

**MINUTES**

**IMPORTANT NOTICE REGARDING THIS MEETING & COVID-19**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which allowed Council Meetings to be conducted telephonically. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed the public to participate in any meeting of the City Council by electronic means. This meeting was is conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20, dated March 17, 2020, regarding the COVID-19 pandemic.

**PLEASE NOTE: The City Council met on June 2, 2021, at 4:02 p.m., to discuss the Fiscal Years 2021-2022 and 2022-2023 Budgets.**

**1. PRELIMINARY**

- 1.1 CALL TO ORDER – Mayor Dhaliwal called the meeting to order at 4:02 p.m.
- 1.2 ROLL CALL Present: Mayor Dhaliwal; Vice Mayor Torres-O’Callaghan;  
Councilmembers: Akinjo, Diallo and Lazard  
  
Absent: None
- 1.3 PLEDGE OF ALLEGIANCE – Councilmember Akinjo led the pledge of allegiance.

**2. SCHEDULED ITEMS**

*Director of Government Services / City Clerk (City Clerk) Teresa Vargas provided an overview on WebEx login instructions for those joining virtually.*

- 2.1 FISCAL YEARS 2021-22 AND 2022-23 BIENNIAL BUDGET REVIEW AND APPROVAL

City Manager Stephen Salvatore provided an introduction to the item.

- 2.1.1 The City Council received presentations from each department and approved the following sections of the budget:

## A. Overview

Finance Director Cari James and Deputy Finance Director Thomas Hedegard provided a general overview of the proposed budgets for Fiscal Years 2021-22 and 2022-23. A question and answer period ensued throughout the presentations.

## B. General Government

1. City Council
2. City Manager
3. Government Services / City Clerk

City Manager Stephen Salvatore and City Clerk Teresa Vargas provided an overview of the City Council, City Manager and Government Services / City Clerk sections of the budget. Information presented included:

- Staffing / Organizational Chart
- Department(s) and assigned Divisions Overview & Main Functions
- Council Actions; Department Accomplishments
- Goals / Work Plan for FY 2021-22 and 2022-23
- Significant Budget Changes

A question and answer period ensued throughout the presentations.

A conversation ensued regarding scheduling a future goal setting meeting. Council consensus directed staff to agendize the matter to a future meeting for further discussion.

The presentation and discussions continued.

\*The City Council made the following amendments to the Government Services / City Clerk Department budget: Council consensus directed staff to fund the Deputy City Clerk position and remove the existing Administrative Assistant III position from the Government Services / City Clerk Department budget, yielding an approximate \$52,000 salary savings from the proposed budget. The removed position was proposed to be allocated City Clerk 50% / Human Resources 50%.

## 4. Economic Development

Economic Development Administrator Shelley Burcham provided an overview of the Economic Development Division section of the budget. Information provided included:

- Staffing/ Organizational Chart
- Division Overview
- Accomplishments

- Goals / Work Plan for FY 2021-22 and 2022-23
- Significant Budget Changes

A question and answer period ensued throughout the presentation. No amendments were noted to the Economic Development section of the budget.

#### 5. City Attorney

City Attorney Salvador Navarrete provided an overview of the City Attorney section of the budget. Information provided included:

- Department Overview
- Accomplishments
- Goals / Work Plan for FY 2021-22 and 2022-23
- Significant Budget Changes

A question and answer period ensued throughout the presentation. No amendments were noted to the City Attorney section of the budget.

#### 6. Human ~~Services~~-Resources

Finance Director Cari James provided an overview of the new Human Resources (formerly Administrative Services) Department. Information presented included:

- Department(s) and assigned Divisions Overview
- Accomplishments
- Goals / Work Plan for FY 2021-22 and 2022-23
- Significant Budget Changes

A question and answer period ensued throughout the presentation. \*Amendments to the Human Resources section of the budget as noted in the Government Services / City Clerk Department section of the budget.

#### 7. Finance

Finance Director Cari James and Deputy Finance Director Thomas Hedegard provided an overview of the Finance Department. Information presented included:

- Staffing/ Organizational Chart
- Department Overview & Main Functions
- Accomplishments
- Goals / Work Plan for FY 2021-22 and 2022-23
- Significant Budget Changes

A question and answer period ensued throughout the presentations. No amendments were noted to the Finance section of the budget.

#### 8. Information Systems/Technology

Chief Information Officer Tony Fernandes provided an overview of the Information Systems/Technology section of the budget. Information presented included:

- Staffing/ Organizational Chart
- Department Overview & Main Functions
- Accomplishments
- Goals / Work Plan for FY 2021-22 and 2022-23
- Significant Budget Changes

A question and answer period ensued throughout the presentations. No amendments were noted to the Information Systems/Technology section of the budget.

On a motion by Vice Mayor Torres-O'Callaghan, seconded by Mayor Dhaliwal, the City Council approved the General Government section of the budget, which included the City Council, City Manager, Government Services/City Clerk, Economic Development, City Attorney, Human Resources, Finance and Information Technology and Divisions, including amendments to the Government Services/City Clerk and Human Resources Departments as noted above.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan, and Dhaliwal  
Noes: None  
Absent: None  
Abstain: None

*Mayor Dhaliwal recessed the meeting at 7:11 p.m. Mayor Dhaliwal reconvened the meeting at 7:34 p.m.*

#### C. Public Safety

Police Chief Ryan Biedermann provided an overview of the Public Safety section of the budget. Information presented included:

- Department Overview
- Current Staffing/ Organizational Chart
- Work Plan for FY 2021-22
- Accomplishments
- Goals FY 2021-22
- Proposed Budget Overview for FY 2021-22
- Significant Budget Changes

A question and answer period ensued throughout the presentation. No amendments were noted to the Public Safety section of the budget.

On a motion by Mayor Dhaliwal, seconded by Councilmember Lazard, the City Council approved the Public Safety section of the budget.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan, and Dhaliwal  
Noes: None  
Absent: None  
Abstain: None

#### D. New Lathrop Police Department

Finance Director Cari James provided an overview of the new Lathrop Police Department and Community Services Division.

Information presented for the new Lathrop Police Department included:

- Department Overview
- Proposed Staffing/ Organizational Chart
- Work Plan for FY 2021-22 and 2022-23
- Goals
- Proposed Budget Overview for FY 2021-22 and FY 2022-23

Information presented for the new Community Services Division included:

- Division Overview
- Proposed Staffing/ Organizational Chart
- Code Compliance Overview
- Animal Services Overview
- Accomplishments
- Goals
- Proposed Budget Overview for FY 2021-22 and FY 2022-23

A question and answer period ensued throughout the presentation. City Consultant Merle Switzer (Municipal Resource Group, LLC), City Manager Stephen Salvatore and City Attorney Salvador Navarrete provided additional information. No amendments were noted to the New Lathrop Police Department and Community Services Division sections of the budget.

On a motion by Councilmember Lazard, seconded by Mayor Dhaliwal, the City Council approved the new Lathrop Police Department and Community Services Division sections of the budget.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan, and Dhaliwal  
Noes: None  
Absent: None  
Abstain: None

#### E. Public Works

Public Works Director Michael King provided an overview of the Public Works Department. Information presented included:

- Department and Divisions Overview
- Staffing/ Organizational Chart
- Accomplishments
- Goals
- Significant Changes

A question and answer period ensued throughout the presentation. No amendments were noted to the Public Works Department section of the budget.

On a motion by Councilmember Lazard, seconded by Vice Mayor Torres-O'Callaghan, the City Council approved the Public Works section of the budget.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan, and Dhaliwal  
Noes: None  
Absent: None  
Abstain: None

#### F. Capital Improvement Programs (CIP)

1. PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER A RESOLUTION ADOPTING THE CITY OF LATHROP BIENNIAL CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEARS 2021/2022 THROUGH 2022/2023


Public Works Director Michael King provided an overview of the Fiscal Years 2021/2022 through 2022/2023 Capital Improvement Plan Budget. A question and answer period ensued throughout the presentation. Parks & Recreation Director Zach Jones provided additional park project information. Mayor Dhaliwal opened the public hearing. There were no speakers. Mayor Dhaliwal closed the public hearing. No amendments were noted to the Fiscal Years 2021/2022 through 2022/2023 Capital Improvement Plan section of the budget.

On a motion by Councilmember Lazard, seconded by Vice Mayor Torres-O'Callaghan, the City Council considered the following:

1. Held a Public Hearing; and
2. Adopted **Resolution 21-4884** approving the City of Lathrop Five-Year Capital Improvement Plan with Corresponding Appropriations for Funding for Fiscal Years 2021/2022 through 2022/2023

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan, and Dhaliwal  
Noes: None  
Absent: None  
Abstain: None

- 3. ADJOURNMENT** – There being no further business to discuss, Mayor Dhaliwal adjourned the meeting at 9:31 p.m. to Thursday, June 3, 2021 at 4:00 p.m., for the purpose of continuing Scheduled Items G through J, and Item 2.1.2.



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Teresa Vargas, CMC  
City Clerk

*This meeting was called by a majority of the City Council per Government Code Section 54956.5. Members of the public interested in addressing the City Council during this Special Meeting may address the item(s), which have been described in the notice of this Special Meeting in accordance with Government Code Section 54954.3(a).*