

Pursuant to the provisions of the Governor's Executive Orders N-29-20, which suspended certain requirements of the Brown Act, you may observe a livestream of the meeting at www.atwater.org.

If you wish to make either a general public comment or to comment on a specific agenda item, please submit your comment (include Agenda Item Number in the subject line) to the City Clerk at cityinfo@atwater.org. Email comments will be accepted on or before 5:30 PM of the meeting date.

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Persons requesting accommodation should contact the City in advance of the meeting, and as soon as possible, at (209) 357-6300.

CITY OF ATWATER

CITY COUNCIL

AGENDA

Council Chambers
750 Bellevue Road
Atwater, California

November 6, 2020

REGULAR SESSION: (Council Chambers)

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

INVOCATION

Invocation by Pastor John Motz

ROLL CALL: (City Council/Board of Directors/Governing Board)

Ambriz _____, Cale _____, Raymond _____, Vierra _____, Creighton _____

SUBSEQUENT NEED ITEMS: (The City Clerk shall announce any requests for items requiring immediate action subsequent to the posting of the agenda. Subsequent need items require a two-thirds vote of the members of the City Council present at the

meeting.)

APPROVAL OF AGENDA AS POSTED OR AS AMENDED: (This is the time for the City Council to remove items from the agenda or to change the order of the agenda.)

CONSENT CALENDAR
NOTICE TO THE PUBLIC

Background information has been provided on all matters listed under the Consent Calendar, and these items are considered to be routine. All items under the Consent Calendar are normally approved by one motion. If discussion is requested on any item, that item will be removed from the Consent Calendar for separate action.

MINUTES: (City Council)

RESOLUTIONS

1. Training Agenda Item #1

Staff's Recommendation: This is the Recommended Council Action.

PUBLIC HEARINGS

REPORTS AND PRESENTATIONS FROM STAFF

2. Training Agenda Item #2

Staff's Recommendation: This is the recommended council action.

REPORTS AND PRESENTATIONS FROM STAFF: ()

COMMENTS FROM THE PUBLIC
NOTICE TO THE PUBLIC

At this time any person may comment on any item which is not on the agenda. You may state your name and address for the record; however, it is not required. Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on a future agenda. Please limit comments to a maximum of three (3) minutes.

CITY COUNCIL MATTERS
City Council comments

CLOSED SESSION
Continuation of Closed Session if necessary

ADJOURNMENT

CERTIFICATION:

I, Lucy Armstrong, City Clerk of the City of Atwater, do hereby certify that a copy of the foregoing agenda was posted at City Hall a minimum of 72 hours prior to the meeting.



LUCY ARMSTRONG
CITY CLERK

SB 343 NOTICE

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the office of the City Clerk at City Hall during normal business hours at 750 Bellevue Road.

If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda at 750 Bellevue Road.



In compliance with the federal Americans with Disabilities Act of 1990, upon request, the agenda can be provided in an alternative format to accommodate special needs. If you require special accommodations to participate in a City Council, Commission or Committee meeting due to a disability, please contact the City Clerk's Office a minimum of three (3) business days in advance of the meeting at (209) 357-6317. You may also send the request by email to larmstrong@atwater.org.



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

Paul Creighton, Mayor
Danny Ambriz John Cale
Brian Raymond Cindy Vierra

MEETING DATE: November 6, 2020
TO: Mayor and City Council
FROM: John Doe
PREPARED BY: Justin LaRue
SUBJECT: Training Agenda Item #1

RECOMMENDED COUNCIL ACTION

This is the Recommended Council Action.

I. BACKGROUND/ANALYSIS:

Required section for all staff reports.

The Background section provides a brief history of the issue/requested action. Detailed supporting documents may be included as attachments.

This section highlights staff's reasons for proposing the recommended Council action over other potential solutions discussed in the Alternatives portion of the Council Agenda Report.

II. FISCAL IMPACTS:

Required section for all staff reports, except for informational items.

State whether or not the item has been reviewed by the Finance Director.

The Fiscal Impacts portion of the Council agenda report should provide an assessment of fiscal impacts, both long and short term, of the proposed Council action. The assessment should include details pertaining to the proposed funding source(s), i.e. fund, department, and account number as contained in the budget.

III. LEGAL REVIEW:

Required section for all staff reports that include an agreement, ordinance, resolution. Not required for informational items or items that do not require legal review.

State whether or not the item has been reviewed by the City Attorney.

IV. EXISTING POLICY:

Not required for all staff reports but should be included in most reports. Not required for informational items.

The Existing Policy section outlines current City policy/procedure pertaining to the agenda item. The report should cite specific code sections or policy documents that will be changed as a result of the proposed Council action.

This section will also include a description of how the item relates to the Strategic Plan. As we currently do not have a strategic plan, a description of relevance may be skipped until a proper plan is adopted.

V. ALTERNATIVES:

Not required for all staff reports but should be included in most reports where the Council should be considering options, or discussion of options already investigated.

If there are Policy options for consideration, the discussion should be specific and detailed.

VI. INTERDEPARTMENTAL COORDINATION:

Optional section. When not using a section remove it. Make sure to check numbering of the Sections.

For projects that cross Departments should be listed.

VII. PUBLIC PARTICIPATION:

Optional section. Make sure to check numbering of the Sections.

The Public Participation section highlights workshops, mailings, meetings and other public involvement in the project. This would also include public stakeholders, other interested parties, and their respective positions.

VIII. ENVIRONMENTAL REVIEW:

Required section for all reports.

This project/item is exempt under the provisions of the California Environmental Quality Control Act.

The Environmental Review component of the Council Agenda Report provides a short synopsis of the environmental review and determination for the project. Supporting environmental documents should be included as attachments if applicable.

IX. STEPS FOLLOWING APPROVAL:

Required section for all reports, except for informational items.

The Steps Following Approval portion of the report should list subsequent steps for

project implementation following Council approval. This description should be short and simple.

Prepared by:Name, Title (if prepared by section in beginning is not used and a staff support person did the research and prepared the report.)

Attachments: (Examples)



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

Paul Creighton, Mayor
Danny Ambriz John Cale
Brian Raymond Cindy Vierra

MEETING DATE: November 6, 2020
TO: Mayor and City Council
FROM: Glin Lamerson, IT Manager
PREPARED BY: Justin LaRue
SUBJECT: Training Agenda Item #2

RECOMMENDED COUNCIL ACTION

This is the recommended council action.

I. BACKGROUND/ANALYSIS:

Required section for all staff reports.

The Background section provides a brief history of the issue/requested action. Detailed supporting documents may be included as attachments.

This section highlights staff's reasons for proposing the recommended Council action over other potential solutions discussed in the Alternatives portion of the Council Agenda Report.

II. FISCAL IMPACTS:

N/A

III. LEGAL REVIEW:

Required section for all staff reports that include an agreement, ordinance, resolution. Not required for informational items or items that do not require legal review.

State whether or not the item has been reviewed by the City Attorney.

IV. EXISTING POLICY:

Not required for all staff reports but should be included in most reports. Not required for informational items.

The Existing Policy section outlines current City policy/procedure pertaining to the agenda item. The report should cite specific code sections or policy documents that will be changed as a result of the proposed Council action.

This section will also include a description of how the item relates to the Strategic Plan. As we currently do not have a strategic plan, a description of relevance may be skipped until a proper plan is adopted.

V. ALTERNATIVES:

Not required for all staff reports but should be included in most reports where the Council should be considering options, or discussion of options already investigated.

If there are Policy options for consideration, the discussion should be specific and detailed.

VI. INTERDEPARTMENTAL COORDINATION:

Optional section. When not using a section remove it. Make sure to check numbering of the Sections.

For projects that cross Departments should be listed.

VII. PUBLIC PARTICIPATION:

Optional section. Make sure to check numbering of the Sections.

The Public Participation section highlights workshops, mailings, meetings and other public involvement in the project. This would also include public stakeholders, other interested parties, and their respective positions.

VIII. ENVIRONMENTAL REVIEW:

Required section for all reports.

This project/item is exempt under the provisions of the California Environmental Quality Control Act.

The Environmental Review component of the Council Agenda Report provides a short synopsis of the environmental review and determination for the project. Supporting environmental documents should be included as attachments if applicable.

IX. STEPS FOLLOWING APPROVAL:

Required section for all reports, except for informational items.

The Steps Following Approval portion of the report should list subsequent steps for project implementation following Council approval. This description should be short and simple.

Prepared by: Name, Title (if prepared by section in beginning is not used and a staff support person did the research and prepared the report.)

Attachments: (Examples)

1. Creating and Finalizing an Agenda
2. CivicClerk & CP Media Promo Email Templates
3. CivicClerk ADFS Client Instructions

Cheat Sheet: Creating and Finalizing an Agenda

This cheat sheet can be used to walk through the process of creating and finalizing an agenda. This is a general guide which may not reflect all the possible options, buttons, or menus that can be used to perform these actions.

Please contact your department head or your account administrators if you have any questions regarding system usage.

Creating a New Agenda

1. From any page, click the "Agendas" button in the top navigation bar
2. Click the "Create Agenda" button
3. Enter a name into the "Agenda Name" field
4. Choose a meeting type from the "Agenda Type" drop-down menu
5. Choose a future date for the "Cutoff Date", after which new items cannot be added to the agenda
6. Click the "Save" button to create the agenda so that end-users can add items

Associating the Agenda with an Event

1. On the "Agenda Details" page click the "Select..." link next to "Event"
2. Choose a date range to search for events, or leave the fields blank to see all events
3. Click the "Go" button
4. Click the "Select Event" button next to the appropriate event

Allowing Users to Add Items

The agenda has now been created and is available for users to add items to until the established cutoff date. It is recommended to use the "Preview" buttons to review the agenda and items for completion.

Creating the Files for the Agenda and Agenda Packet

1. On the "Agenda Details" page locate the content tabs (Items, Files, etc.)
2. Click the "Files" tab
3. Click the "Create Files" button
4. Click the "Agenda" radio button
5. Enter the name for your agenda file in the "Name" field
6. Click the Save button
7. Click the "Create Files" button again
8. Click the "Agenda Packet" radio button
9. Enter the name for your agenda packet in the "Name" field
10. Select the agenda file you created from the "Agenda for Packet" drop-down menu
11. Click the "Save" button
12. The files can now be saved to a local drive by clicking the PDF icon next to each file name

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Implementation Kickoff Email (Need Form)

SUBJECT: Getting Started with Your Expedited [CivicClerk/CP Media](#) Implementation

TO: Client

BCC: Mavenlink

Hello!

I will be working with you to implement your [CivicClerk/CP Media solution](#). To start this process, we ask you to please complete the online [CivicClerk Form](#) or [CP Media Form](#) to provide our team with the essential information they will need to begin your expedited system setup.

Once the form is received, your Implementation Consultant will be reaching out to you with the next steps. Let me know if you have any questions.

Have a great day!

[Signature]

Implementation Kickoff Email

SUBJECT: Getting Started with Your Expedited CivicClerk Implementation

TO: Client

BCC: Mavenlink

Hello Team!

As (Sales Rep-Name) mentioned, I will be your CivicClerk Implementation Consultant. I will be working with you to develop your CivicClerk system and will serve as your main point of contact during the production process.

From this point forward, please feel free to contact me at any time regarding your project. My contact information is listed in my signature below for your reference. My normal office hours are Monday – Friday, 9 a.m. – 6 p.m. Eastern, but I am often available outside of that timeframe.

Getting Started

I am very excited to work with you on this project. Before we jump in, I would like to schedule a kick-off call to formally introduce myself and discuss the timeframe and initial steps of your implementation.

This call is typically about 30 minutes and would just be with the core team members. Can you send over a few times all of you are available?

As we get started on all of the preliminary work for the project, please let me know if you have any questions or there is any additional information you require. I am always happy to help out in any way that I can.

I am eager to get started and hope you are, too!

Thank you,

[Signature]

Assessment Form Reminder Email

SUBJECT: ITEM NEEDED - Your Expedited CivicClerk/CP Media Implementation
TO: Client
BCC: Mavenlink

Hello!

A friendly reminder that we still need you to complete the online [CivicClerk Form](#) or [CP Media Form](#). This will provide our team with the essential information they need to begin your expedited system setup.

Thank you,

[Signature]

Assessment Form Reminder Email – 2nd Follow-up

SUBJECT: ITEM NEEDED - Your Expedited CivicClerk/CP Media Implementation
TO: Client
BCC: Mavenlink

Hello!

Your emergency messaging system setup is currently delayed until we receive your [CivicClerk Form](#) or [CP Media Form](#). Our team needs this essential information to begin your expedited system setup. Please let me know if you have any difficulty filling out this form.

Thank you,

[Signature]

CP Media Set up Email

SUBJECT: CP Media - Solution Created for [[CLIENT]]

TO: Client

BCC: Mavenlink

Below is the connection information for CP Media that you would need for OBS:

URL:

STREAM:

USERNAME:

PASSWORD:

Once you have opportunity to set that up, we'll want to set up a quick meeting to test to make sure everything is communicating.

Thank you,

[Signature]

Launch Email

SUBJECT: CivicClerk - Solution Created for **[[CLIENT]]**

TO: Client

BCC: Mavenlink

Hello,

Congratulations on officially going live with **CivicClerk/CP Media (Select one)**

Now that CivicClerk/CP Media is live, contacting your CivicClerk team will ensure that your questions or concerns are quickly answered going forward.

CivicClerk Help Center & Support Team

The CivicPlus Support Team is available to assist with technical questions, updates to your database, issues or concerns regarding the functionality and usage of CivicClerk. You may contact the support team via the following methods:

- **Live Chat** - You will now see the Support icon in the lower right corner when logged into CivicClerk where you can instant chat with our Support Team!
- **Email** - civicclerk@civicplus.help
- **Call Us** — 888-228-2233 (Option 2) Support and (Option 5) for CivicClerk Support.
- **Help Center** — Accessible from your user menu, or by going to civicclerk.civicplus.help

CP Media Details add here:

CivicPlus Point of Contact

Your Client Success Manager is your strategic partner and is responsible for taking care of any questions, requests, or concerns that you may have regarding your account going forward. Your Client Success Manager is: **(Name)**
I have included him on this email and also included his contact information below for easy reference. You are in wonderful hands with **(Name)**

Signature for CSM (insert here)

Congratulations on the launch of your CivicClerk system! I wish you the best with keeping your area safe and informed.

Thank you,

[Signature]

AE Standard Promotion Upgrade Path Email

SUBJECT: You're Part of the #CPfamily Now | Additional Opportunities to Use CivicClerk

TO: Client

[First Name],

I'm sure that the past few weeks have been a trying time for you and your citizens. As part of our #CPfamily, we're here for you. I hope our CivicClerk agenda and meeting management solution has helped you maintain government service continuity and compliance with open meeting regulations while [Community Name's] doors have been closed.

From all the industry trend analyses that we have been monitoring, insiders are predicting that citizens will want to continue leveraging some of the new digital service offerings that local governments have established in the wake of COVID-19—including access to virtual meetings.

If you would like to continue to leverage CivicClerk after the completion of your 90-day trial, let's discuss how to configure the system further to meet [Community Name's] document and meeting management needs.

Some additional functionality available that we can discuss includes:

- The integration of our CP Media live stream and recorded video solution
- Access to up to seven board templates
- Customized agenda templates
- Item report generation
- Electronic voting
- Display pages during live sessions

Please [click here](#) to put some time on our calendars to discuss further. As always, I'm here if I can be of any support or assistance.

Wishing you and your community health and wellness,

[Signature]

AE Premium Promotion Upgrade Path Email

SUBJECT: You're Part of the #CPfamily Now | Additional Opportunities to Use CivicClerk

TO: Client

[First Name],

I'm sure that the past few weeks have been a trying time for you and your citizens. As part of our #CPfamily, we're here for you. I hope our CivicClerk agenda and meeting management solution has helped you maintain government service continuity and compliance with open meeting regulations while [Community Name's] doors have been closed.

From all the industry trend analyses that we have been monitoring, insiders are predicting that citizens will want to continue leveraging some of the new digital service offerings that local governments have established in the wake of COVID-19—including access to virtual meetings.

If you would like to continue to leverage CivicClerk after the completion of your 90-day trial, let's discuss how to configure the system further to meet [Community Name's] document and meeting management needs.

Some additional functionality available that we can discuss includes:

- The integration of our CP Media live stream and recorded video solution
- Access to up to 15 board templates
- Customized agenda templates
- Electronic voting
- Strategic workflow consulting

Please [click here](#) to put some time on our calendars to discuss further. As always, I'm here if I can be of any support or assistance.

Wishing you and your community health and wellness,

[Signature]

AE CP Media Base Upgrade Path Email

SUBJECT: You're Part of the #CPfamily Now | Additional Opportunities to Use CP Media

TO: Client

[First Name],

I'm sure that the past few weeks have been a trying time for you and your citizens. As part of our #CPfamily, we're here for you. I hope our CP Media live stream and recorded video solution has helped you maintain government service continuity and compliance with open meeting regulations while [Community Name's] doors have been closed.

From all the industry trend analyses that we have been monitoring, insiders are predicting that citizens will want to continue leveraging some of the new digital service offerings that local governments have established in the wake of COVID-19—including access to virtual meetings.

If you would like to continue to leverage CP Media after the completion of your 90-day trial, let's discuss how to configure the system further to meet [Community Name's] document and meeting management needs.

Some additional functionality available that we can discuss includes:

- ADA-compliant live and recorded closed captioning
- Live streaming
- Video bookmarking
- Unlimited file storage
- Strategic workflow consulting
- Integration with CivicClerk, our comprehensive agenda and meeting management solution

Please [click here](#) to put some time on our calendars to discuss further. As always, I'm here if I can be of any support or assistance.

Wishing you and your community health and wellness,

[Signature]

AE CP Media Premium Upgrade Path Email

SUBJECT: You're Part of the #CPfamily Now | Additional Opportunities to Use CP Media

TO: Client

[First Name],

I'm sure that the past few weeks have been a trying time for you and your citizens. As part of our #CPfamily, we're here for you. I hope our CP Media live stream and recorded video solution has helped you maintain government service continuity and compliance with open meeting regulations while [Community Name's] doors have been closed.

From all the industry trend analyses that we have been monitoring, insiders are predicting that citizens will want to continue leveraging some of the new digital service offerings that local governments have established in the wake of COVID-19—including access to virtual meetings.

If you would like to continue to leverage CP Media after the completion of your 90-day trial, let's discuss how to configure the system further to meet [Community Name's] document and meeting management needs.

Some additional functionality available that we can discuss includes:

- ADA-compliant live and recorded closed captioning
- Integration with CivicClerk, our comprehensive agenda and meeting management solution

Please [click here](#) to put some time on our calendars to discuss further. As always, I'm here if I can be of any support or assistance.

Wishing you and your community health and wellness,

[Signature]

Idle Promo Check-In Email

SUBJECT: CivicClerk/CP Media- Solution Created for **[[CLIENT]]**

TO: Client

CC: CSM

BCC: Mavenlink

Hello,

I noticed you haven't used CivicClerk since our training and I wanted to make sure everything is ok? With so much news being pushed out regarding our nation and COVID – 19, we want to make sure you have the ability to keep your citizens informed. Our goal is to assist you as you comfort your citizens and ease some of their stress during this time with CivicClerk so they have access to the important information that you are currently sharing. What can we do to help?

- Do you need training resources? If so, please take a look at the following:
- Do you need additional training or have specific questions?

Please be assured that CivicPlus is here to support you as you make government work better to assist in keeping citizens informed during this crisis. I look forward to hearing from you but most importantly stay safe.

Thank you,

[Signature]

Idle Non-Promo Check-In Email

SUBJECT: CivicClerk/CP Media - Solution Created for **[[CLIENT]]**

TO: Client

CC: CSM

BCC: Mavenlink

Hello,

Just checking in to ensure you're all squared away with CivicClerk/CP Media how can we help? With so much news being pushed out regarding our nation and COVID – 19, we want to make sure you have the ability to keep your citizens informed. Our goal is to assist you as you comfort your citizens and ease some of their stress during this time.

- Do you need training resources?
- Do you need additional training or have specific questions?

Please be assured that CivicPlus is here to support you as you make government work better to assist in keeping citizens informed during this crisis. I look forward to hearing from you, but most importantly stay safe.

Thank you,

[Signature]

Case Study Request Email

SUBJECT: CivicClerk/CP Media Check-In

TO: Client

CC: CSM

Hi,

Congratulations! I hope you are enjoying your new CivicClerk/CP Media solution. With the heightened concern of COVID-19, we want to make sure you have the ability to keep your citizens safe and informed at all times.

As an early adopter to our 90-day risk-free access to CivicClerk, would you be willing to speak with a member of our marketing team and answer a few questions about utilizing the system in a crisis? It should only take 5-10 minutes of your time and can be accomplished in an email or phone call, whichever you prefer, as I know your time is precious. Your feedback will be utilized to create a best practice guide that will be distributed to all clients.

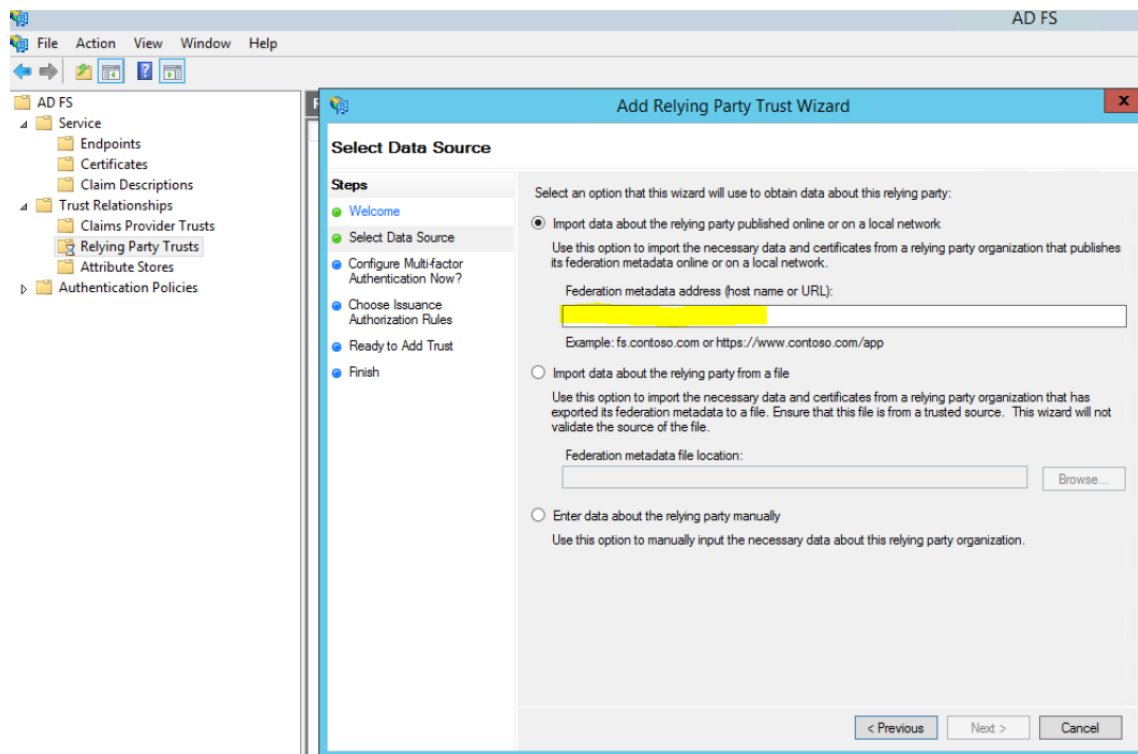
I look forward to hearing from you and please let me know if there is anything the CivicPlus team can assist with!

Thank you,

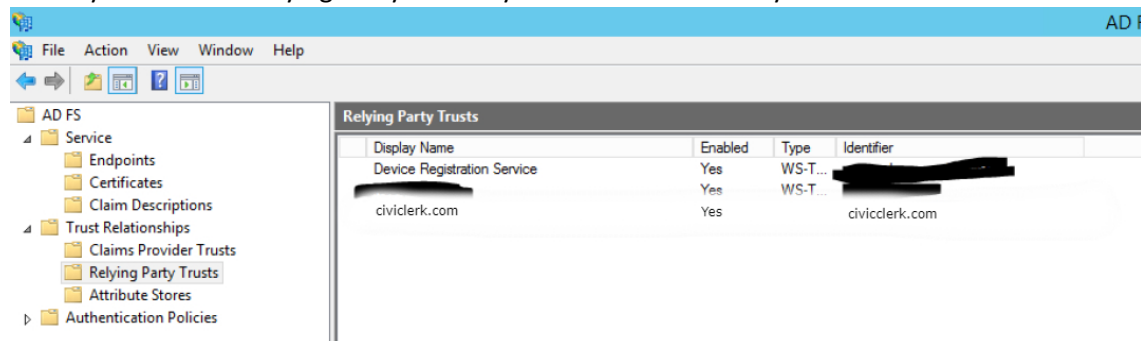
[Signature]

How to Setup ADFS Integration with CivicClerk

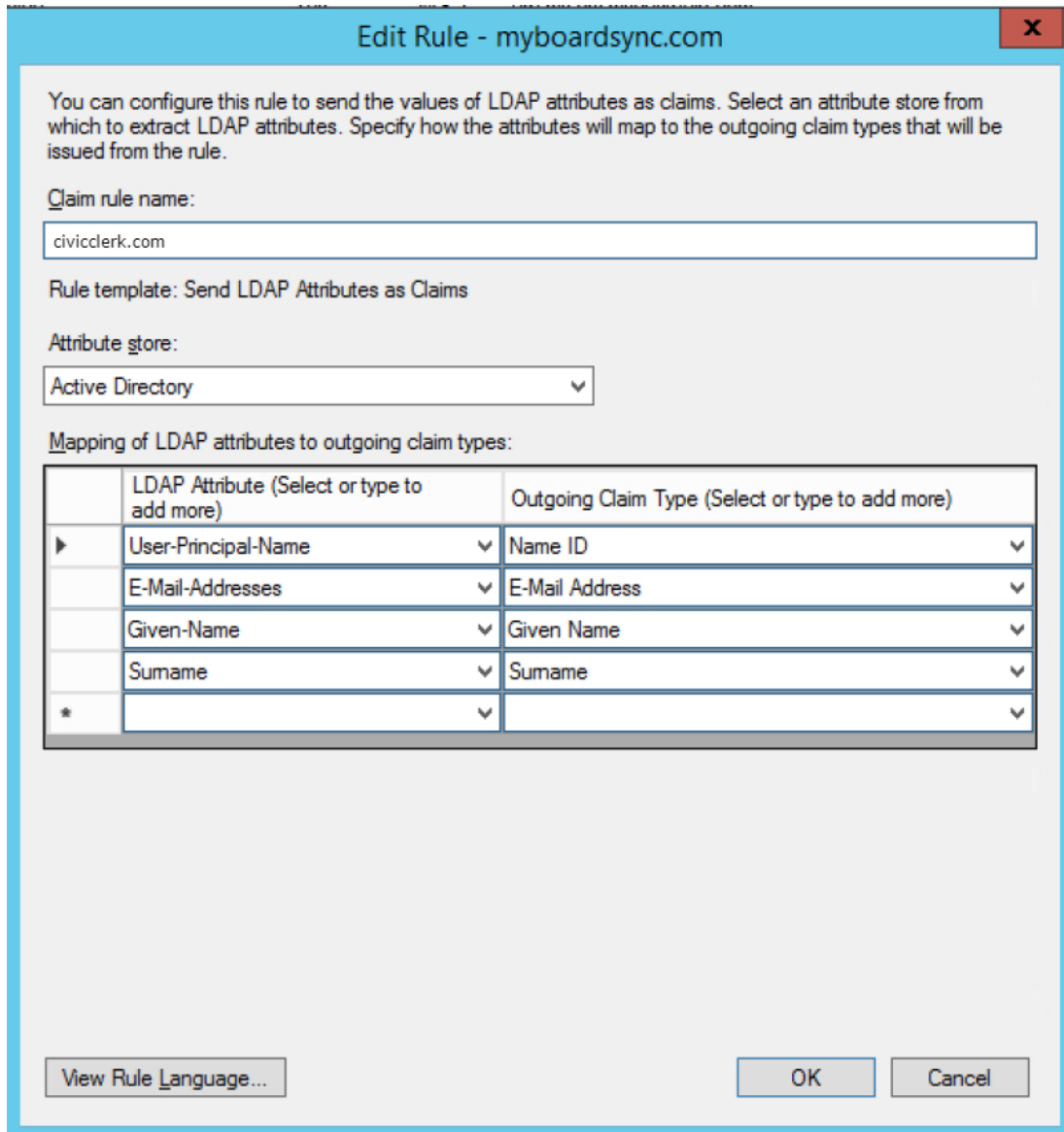
1. Provide CivicClerk Implementation Consultant with your Enterprise Metadata file or URL
2. After CivicClerk Hosting & Security team sets up the connection on our end, your Implementation Consultant will send you with the ADFS Claim Information.
3. You will need to create a CivicClerk Relying Trust in ADFS. Right Click “Relying Party Trusts” and click “Add Relying Party Trust...”
4. Click Next and enter the URL you were given by CivicClerk in the “federation metadata address” box.



5. Continue clicking Next and Finish until complete. You do not need to edit the Claims Rules yet.
6. When you click on “Relying Party Trusts” you should see an entry for civicclerk.com



7. Now add a Claims rule. Right click on civicclerk.com and click “Edit Claim Rule”
8. Click Add Rule - > Next. Then add items so it looks like this:



Edit Rule - myboardsync.com

You can configure this rule to send the values of LDAP attributes as claims. Select an attribute store from which to extract LDAP attributes. Specify how the attributes will map to the outgoing claim types that will be issued from the rule.

Claim rule name:
civicclerk.com

Rule template: Send LDAP Attributes as Claims

Attribute store:
Active Directory

Mapping of LDAP attributes to outgoing claim types:

	LDAP Attribute (Select or type to add more)	Outgoing Claim Type (Select or type to add more)
▶	User-Principal-Name	Name ID
	E-Mail-Addresses	E-Mail Address
	Given-Name	Given Name
	Surname	Surname
*		

View Rule Language... OK Cancel

9. After setup is complete by your team, we will need to setup a quick meeting with the CivicClerk Hosting & Security team to turn on the connection and test.