

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION MEETING DATE: August 25, 2020

**CITY OF MERCED**  
**Development Services**

TO: Bicycle and Pedestrian Advisory Commission  
FROM: Michael Hren, Principal Planner  
DATE: August 25, 2020  
SUBJECT: BPAC Meeting Protocols

**BACKGROUND**

During the continuing COVID-19 pandemic, the City Council has given direction that each Board and Commission of the City of Merced should make its own determination on how to proceed in future meetings. The City Council is deciding prior to each meeting, based on Merced County COVID case numbers) whether to have their next meeting via teleconference or in-person. However, the bimonthly structure of the Bicycle and Pedestrian Planning Commission would make such a policy imprecise at best. Staff is asking the Bicycle and Pedestrian Advisory Commission to decide for the foreseeable future whether it wishes to have meetings via teleconference or in-person. Staff does not recommend that decisions be made on a meeting by meeting basis.

Additionally, the City Council agendas and administrative reports have been generated for many years with a digital agenda system known as Granicus/Legistar. It is the desire of City management to see all City boards and commissions on the same system, so that agendas and staff reports can have a uniform look and format. Granicus also has the advantage of allowing the meetings to be live-streamed over the City's website in addition to Facebook Live. It will also make agendas and staff reports easier to find in that all Boards and Commissions will eventually all be available through the Granicus portal on the City's website <https://cityofmerced.legistar.com/Calendar.aspx>.

Therefore, the Bicycle and Pedestrian Advisory Commission will be converting to Granicus as of its October 27, 2020, meeting. Planning staff will be using the Granicus system to prepare the Planning Commission packet. This will also necessitate changes in the format of Bicycle and Pedestrian Advisory Commission Agendas, Staff Reports, and Minutes. These items will more closely resemble the City Council format. This will include some changes to procedures as well, including the addition of the Pledge of Allegiance to the agenda and the approval of minutes and other items not requiring a great deal of discussion under a collective item called the "Consent Calendar".

**ACTION**

Provide Staff with Direction on Future Meetings