



## MEMORANDUM

**DATE:** July 17, 2013  
**To:** Houghton Community Council  
**FROM:** Prins Cowin, Administrative Supervisor  
**SUBJECT:** Granicus Audio Recording – Live Streaming

The City has been using the Granicus digital recording system for seven years. Using this system has allowed us to post audio recordings of meetings on our webpages immediately following each meeting.

As technology has advanced, we have made several software upgrades to keep pace. We have recently transitioned over to a newly improved version. This will enable us to continue to provide the public with access to important meeting information and encourage citizen involvement in our decision-making processes.

After recent testing of the new system, all boards and commissions will now have live audio broadcasting over the Web. Video broadcasting is not planned at this time.

On the [Houghton Community Council webpage](#), the public can access past meeting agendas, audio recordings and minutes, plus view a list of the month's upcoming meetings. If a meeting is in progress, they can now also click on the "In Progress" link to listen in live while the meeting is in session. We will add additional links to make the live audio stream easier to access.

*Sample Hearing Examiner meeting in progress:*

The screenshot shows a webpage titled "Hearing Examiner Meetings". It features a navigation breadcrumb: "> Home Page > Departments > Planning & Community Development > Hearing Examiner > Hearing Examiner Meetings". Below this is a table of "Upcoming Events":

Name	Date
Hearing Examiner Meeting - 9:00 AM	June 06, 2013 - 9:00 AM
Hearing Examiner Meeting - 9:00 am Code Enforcement	<a href="#">In Progress</a> <a href="#">View Event</a>

Below the table is a "Search Archives" section with a search box and a "Search" button. To the right is a "Subscribe via RSS feeds" section with links for "Agenda" and "Minutes".

At the bottom is an "Archived Videos" section with a table:

Name	Date	Duration	Audio
Hearing Examiner Meeting - 9:00 AM	Jun 6, 2013	00h 22m	<a href="#">Audio</a>
Hearing Examiner 7:00pm Special Meeting	Jun 5, 2013	01h 46m	<a href="#">Audio</a>
KHE 5/16/2013	May 16, 2013	00h 33m	<a href="#">Agenda</a> <a href="#">Audio</a>

A red arrow points from the text above to the "In Progress" link in the "Upcoming Events" table.

We will continue to monitor the system and accept feedback. Please let us know if you have any questions or suggestions.