



MEMORANDUM

DATE: July 18, 2013
To: Planning Commission
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 [Planning Commission 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 breadcrumb trail: > 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	In Progress View Event

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" table:

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

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.