



CITY OF BEVERLY HILLS  
**TRAFFIC & PARKING COMMISSION**

Meeting of October 4, 2012

**TO:** Traffic & Parking Commission

**FROM:** David Greene

**SUBJECT:** Recording of TPC Commission Meetings

The recording of the Traffic and Parking Commission meetings began on September 6, 2012 as scheduled using the Granicus program. Doing so allows the public to view the meetings via the City's online video-on-demand link.

Using the Granicus program allows staff to produce and post standardized Commission meeting agendas and minutes. Unlike a City Council meeting, the video recording of Commission meetings will not be streamed live on the internet.

The following are guidelines and reminders to keep in mind during the video recording of each meeting:

1. Please adhere to the Agenda items to ensure adjournment of each meeting by 12 p.m. The Granicus system is scheduled/programmed to record the Traffic & Parking Commission meeting for a 3-hour period, starting at 9:00 a.m. and ending at 12 p.m. Additionally, another City Commission is scheduled to begin at 1:00 p.m. and staff requires set-up time prior to the meeting.
2. Please ensure your microphone is turned on and you are sitting closely to it when speaking so audio may be captured properly.
3. Please ensure any and all oral communication from the audience is limited to 3 minutes. Staff will assist with enforcing this time limit.
4. The edited video (trimmed and time stamped for online viewing) will be posted within a 24-hour period after the conclusion of the Traffic and Parking Commission meeting. The direct link to the page where interested parties may view the video is here:

[http://beverlyhills.granicus.com/ViewPublisher.php?view\\_id=29](http://beverlyhills.granicus.com/ViewPublisher.php?view_id=29)

5. To navigate to the video viewing site via the City webpage, select City Government, Commissions, Traffic & Parking Commission then select Archived Meeting Videos (left side of the page). All videos available for viewing are listed.
6. Synopses and Minutes will continue to be posted on the website.
7. Conference Room 280-A will not have Live Broadcasting capabilities installed with the retrofitting.