

**CITY OF BRIGHTON
SPECIAL MEETING
DOWNTOWN DEVELOPMENT AUTHORITY
APRIL 14, 2020**

PLEASE NOTE: This notice is given and published pursuant to section 1(e) of Executive Order 2020-15 issued by Gretchen Whitmer, Governor of the State of Michigan.

PLEASE TAKE NOTICE: A special meeting of the City of Brighton DDA is scheduled for **April 14, 2020** starting at 3:00 pm will be conducted virtually (online and/or by phone), to protect the health, safety, and welfare of the citizens of the Brighton Michigan from Coronavirus/COVID-19, pursuant to law and mandates of Executive Order 2020-21 issued by Governor Gretchen Whitmer. The purpose of this meeting is to discuss DDA COVID Crowdfunding Initiative

Public comment will be handled by the “Raise Hand” method as instructed below within Participant Controls.

To comply with the **Americans with Disabilities Act (ADA)**, Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA coordinator, (810) 225-8001, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public (or *9 if using touchtone phone only)
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (varies by device) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

Meeting Information:

Topic: DDA Special Meeting

Time: Apr 14, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/793055577>

Meeting ID: 793 055 577

One tap mobile

+13126266799,,793055577# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 793 055 577

Find your local number: <https://zoom.us/u/aR8eKSHvq>

If you have any further questions or concerns, please contact 810-227-1911 or email info@brightoncity.org. A copy of this notice will be posted at City Hall, 200 N. First Street, Brighton, Michigan