

**CITY OF BRIGHTON  
MEETING OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 18, 2021**

**PLEASE TAKE NOTICE:** The regular meeting of the City of Brighton DDA scheduled for **May 18, 2021** starting at 7:15 a.m. respectively, will be conducted virtually (online and/or by phone) to mitigate the spread of COVID-19 and pursuant to the Open Meetings Act, section 3 (MCL15.263) and under resolution #2021-07, in which the City of Brighton City Council declared a local state of emergency.

Public comment will be as instructed below within Participant Controls or as instructed by the meeting head during the meeting.

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:**

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

**Before a videoconference:**

- 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.
- 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:**

- At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
- 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](https://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 may:**

- 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

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 meeting participants.

**Meeting Information:**

Topic: DDA Regular Meeting

Time: May 18, 2021 07:15 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86392503833?pwd=NHVEEdWZBYWdaUmlvNEtyeExOcGVQRQT09>

Meeting ID: 863 9250 3833

Passcode: 321321

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

If you have any further questions or concerns, please contact 810-227-0463 or email [brownt@brightoncity.org](mailto:brownt@brightoncity.org). A copy of this notice will be posted at City Hall, 200 N. First Street, Brighton, Michigan.