



OFFICE OF THE CITY COUNCIL

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**April 15th, 2020
(10:15 p.m.)**

Notice

MEMORANDUM

TO: Duval Tourist Development Council Members
FROM: Council President Scott Wilson
Chairman, Tourist Development Council
SUBJECT: Duval County Tourist Development Special Meeting Notice

**(ONLINE MEETING—NO PHYSICAL LOCATION)
April 17, 2020 1:00 PM
ZOOM VIRTUAL MEETING**

MEETING TIME: 1:00 P.M.
(Please join the meeting by 12:55 P.M.)
ZOOM TDC SPECIAL MEETING ID: 941-8786-3176

Notice is hereby given that Honorable Scott A. Wilson, President of the Jacksonville City Council hereby authorizes the call of a Zoom **Virtual Special Meeting** of the **Tourist Development Council**. The Zoom Virtual Special Meeting will be held on **Friday, April 17, 2020, at 1:00 P.M., and will be hosted virtually through the Zoom.US- computer application app**. In an effort to encourage social distancing and in accordance with Gov. DeSantis' Executive Order Number 20-69, "Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes."

During the Cancellation of previous meetings scheduled for March 2020 the Jacksonville City Council established virtual meeting policies and procedures, to protect the health and safety of all citizens from the risks of COVID-19 – **Ordinance 2020-200-E**, hereto attached and available. The information may be viewed online at <https://jaxcityc.legistar.com/Legislation.aspx>.

All interested parties are welcome to attend. Please contact Lillian Graning (LGraning@COJ.net) if you cannot attend, or need additional information or correspondence.

SW/scm

WAYS FOR THE PUBLIC TO ACCESS THE MEETING:

1. Sign up for **Zoom. Type - Zoom.US – with Chrome Internet Browser. Go to: JOIN A MEETING On Dash Board** Information regarding the Zoom meeting ID and meeting password is listed below:

Meeting ID: 941-8786-3176(You can **LISTEN** to the meeting and **VIEW** the meeting this way.

ALL PARTICIPANTS WHO WANT TO PARTICIPATE IN LEGALLY REQUIRED PUBLIC PARTICIPATION MUST LOG IN WITH FULL NAME (It would be helpful to identify bill to be addressed)

Example: Cheryl L. Brown / 2020-0200

2. Watch it on your computer. Streaming site (or COJ streaming site):
<https://www.coj.net/city-council/city-council-meetings-online>
3. **Joining a Zoom Meeting by phone:**

Dial: 1 646 568 7788 - Meeting ID: 581 736 498# (Local); or

Find your local number: <https://zoom.us/j/94187863176>

WAYS FOR THE PUBLIC TO PARTICIPATE IN LEGALLY REQUIRED PUBLIC HEARINGS OR PUBLIC PARTICIPATION ZOOM MEETING

1. Refer to: City of Jacksonville Citizen Guide to Council Meetings (Attached)
2. Legal Name must appear on Zoom to be recognized by the Chair;
3. **DO NOT** state your residence- address as this is not required in this forum – only state
County and Zip Code
4. Timeframe set by Chairman – No more than 3 minutes per speaker.
5. The Timer will be viewable. Must be in “Gallery View” to see countdown; Sort those in
meeting by going to “Participant” and typing in Timer.
6. Chairman will “**ONLY**” call on speakers using the **ELECTRONIC “RAISE HAND”** feature
located within the Zoom App. This feature is found- Click on “Participants”
scroll to the bottom
click on “Raise Hand”... wait to be recognized. (Must have a Microphone,
Video, and Speakers
to participate with the function.)

INSTRUCTIONS: JOINING A MEETING BY DIAL-IN PHONE ONLY

1. Dial numbers provided above. If you dial a toll number, your carrier rates will apply.
2. You will be prompted to enter the meeting ID – the **Meeting ID: 941-8786-3176**.
3. If the meeting has not already started and join before host is not enabled, you will be prompted to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. **Press # to skip.**

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

PHONE CONTROLS FOR DIAL-IN PHONE ONLY PARTICIPANTS

The following commands can be entered via phone tones using your phone's dial pad while in a Zoom meeting:

- ***6** - Toggle mute/unmute (While this is a function that is available the mute and unmute function will be controlled by the Host not the participant. To speak, the participant must use the *9 function to be recognized.)
- ***9** - Raise hand (Electronic Zoom feature that “Must” be used to be recognized by the Chairman to Speak)
 - Refer to: City of Jacksonville Citizen Guide to Council Meetings (Attached)
 - Legal Name must appear on Zoom to be recognized by the Chair;
 - **DO NOT** state your residence- address as this is not required in this forum – only state County and Zip Code
 - Timeframe set by Chairman – No more than 3 minutes per speaker.
 - Phone in participate will be informed of remaining time.
 - Chairman will “**ONLY**” recognize or call on speakers using the **ELECTRONIC “RAISE HAND”** feature located within the Zoom App *9 ... wait to be recognized. (Must have a Microphone and Speakers on phone to participate with the function.)

4. Look at the digital recording of the meeting later on this website under available archives- City Council click

link: <https://www.coj.net/city-council/city-council-meetings-online>

It is important that you use one of the above remote ways to access the meeting; the Mayor has imposed rules on social distancing because of the COVID-19 Virus. If you have any problems or questions about gaining access to the meeting, please email LGraning@coj.net **Leave your contact information and description of problem.**

WAYS FOR THE PUBLIC TO MAKE COMMENTS AT THE MEETING:

1. You can email your comments to: LGraning@COJ.net
2. For some meetings, you will be able to call in to make a comment on the phone. Many meetings, especially informational ones, may not have public comment.

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ADA and TDD ASSISTANCE

Pursuant to the American with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow 1-2 business days' notification to process; last minute requests will be accepted, but may not be possible to fulfill. Please contact Disabled Services Division at: V- 904-255-5466, TTY-904-255-5476, or email your request to KaraT@coj.net.

cc: CITYC@COJ.NET
Council Members/Staff
Cheryl L. Brown, Director/Council Secretary
Carol Owens, Chief – Legislative Services Division
Jessica Mathews, Legislative Division Supervisor
Jeff Clements, Chief of Research
Kim Taylor, Council Auditor
Lawsikia J. Hodges, Deputy General Counsel
Michael Corrigan, CEO/President Visit Jacksonville
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