



CITY OF SOUTH MIAMI HEALTH FACILITIES AUTHORITY NOTICE OF ANNUAL MEETING - VIRTUAL

In order to balance the need for the City of South Miami to function and conduct vital business during the COVID 19 pandemic and, at the same time, protect the health, safety, and welfare of our citizens and our staff, the City shall conduct its upcoming meetings, including the Planning Board and City Commission meetings virtually through communications media technology (CMT) as explained more particularly below.

In accordance with City of South Miami Code, Chapter 286.011, Fla. Stat, and Executive Order Number 20-69, the City will be holding its **Health Facilities Authority Meeting VIRTUALLY. The meeting is scheduled to begin on Tuesday, September 24, 2020 at 10:00 a.m.** for the approval of the following Resolution:

A Resolution of the City of South Miami Health Facilities Authority (the "Authority") to approve and to transmit the Authority's Annual Report to the City of South Miami City Commission and Miami-Dade County Commission.

The VIRTUAL MEETING will be held on the Zoom platform used by the City Clerk for live remote participation. Members of the public may join and participate in the meeting in the following ways:

- via Zoom at (<https://zoom.us/j/3056636338>); and
- via a dedicated phone line that will be available so that any individual who does not wish (or is unable) to use Zoom, may listen to and participate in the **meeting by dialing +1-786-635-1003 Meeting ID: 3056636338.**

The public may view the meeting live without participating on the City's website: (<https://www.southmiamifl.gov/102/Agendas-Minutes>) ("Granicus") as well as Channel 667 on Atlantic Broadband or by AT&T U-Verse.

If you plan on participating in the meeting, either in person, if allowed, through the Zoom platform, or by teleconferencing, it would be helpful if you sign-up for the meeting by providing the City Clerk with the following information, via email at npayne@southmiamifl.gov or by calling the City Clerk at 305-663-6340, one business day (not counting the day of the meeting) before the meeting, on or before 4:00 p.m.:

- your name;
- whether you are a business owner;

- whether you are a resident of the City;
- physical address;
- phone number;
- facsimile number, if any;
- email address, if any; and
- a description of the item on the agenda upon which you intend to present your verbal comments/evidence (Topic); and
- if using Zoom, your Zoom screen name, which must be your real name, or;
- if using the teleconferencing option, the phone number you will be using to call into the meeting.
- Your ability, or lack thereof, to use the Zoom platform to attend the meeting virtually.

Pursuant to Section 286.0105 of the Florida Statutes, as amended, the Issuer hereby advises that if a person decides to appeal any decision made by the Issuer with respect to any matter considered at such meeting, such person will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

ADA: To request a modification to a policy, practice or procedure or to request an auxiliary aide or service in order to participate in a City program, activity or event, you must on or before 4:00 p.m./a.m. 3 business days (not counting the day of the meeting) before the meeting deliver your request to the City Clerk by telephone: 305-663-6340 (voice) or by mail at 6130 Sunset Drive, South Miami, Florida or email at npayne@southmiamifl.gov.

Nkenga A. Payne, CMC
City Clerk
City of South Miami

City of South Miami
Health Facilities Authority

ZOOM WEB-BASED VIRTUAL CITY MEETING PROCEDURE

Live Remote Public Comment Process

The City of South Miami is providing the ability to submit Live Remote Public Comments to its virtual Meetings. The person wishing to submit a live remote public comment through the Zoom process, will appear live on the TV screens in Commission Chambers as well on the computer screen of the other participants, including members of the applicable board, committee or commission during the meeting and will be afforded three (3) minutes to speak.

You can test your connection to Zoom by clicking on the following link: <http://zoom.us/test>

Please make sure that your computer has a working speaker, microphone and, preferably, a working webcam so that you can hear and be heard and see and be seen on the City Hall monitors and by the other Zoom participants in the live streaming of the meeting. Some computers and/or smartphones have both features. Should it be impossible or undesirable for you to attend virtually by computer or smartphone, you may participate in the meeting by telephone by dialing: +1-786-635-1003 and entering Meeting ID: 3056636338, and the participant's ID which is the same number (3056636338), or if there is enough room at City Hall, join the meeting using the system set up at City Hall. This notice of the meeting is posted at City Hall and also at <http://www.southmiamifl.gov/580/Public-Meetings-Notices>.

Each virtual participant in the Zoom virtual meeting will be automatically muted upon joining the meeting and only the Chair may unmute a participant. Members of the public who wish to speak will be allowed to do so at the appropriate time. When on the Zoom platform, if you wish to speak at public remarks or during a public hearing you must **raise your "virtual hand"**, **BUT ONLY WHEN CALLED UPON TO RAISE YOUR "VIRTUAL HAND"**. If you are asked to take your "virtual hand" down, you must do so or the host of the meeting, the Mayor or the Chair, may prevent you from further participation. If you are disruptive, you may be permanently removed from that meeting.

If you intend to participate by speaking at public remarks or at a public hearing through Zoom, you must activate the "Participants" by waving your mouse at the bottom of the screen to reveal the controls and clicking the icon that is labeled "Participants".



This will open a column, which normally appears to the far right of the screen, where you will see the names of all the participants.

AFTER YOU ACTIVATE "Participants" AND ONLY WHEN CALLED UPON BY THE MAYOR OR CHAIR FOR A SHOW OF "VIRTUAL HANDS" OF ALL THOSE WHO WISH TO SPEAK, CLICK ON THE HAND ICON IN THE LOWER RIGHT-HAND CORNER OF THE "Participants" COLUMN TO "RAISE YOUR VIRTUAL HAND" AND TO INDICATE YOUR INTEREST IN SPEAKING.



If you are participating via telephone, please **raise your virtual hand** to indicate your interest in speaking.

If you intend to participate over a telephone line, you must dial 786-635-1003, and when asked for the meeting ID, type in 305-663-6338. When asked for the participant ID type the same number, 305-663-6338. if you are one of those people who have been asked to raise a "virtual hand" and you are using a telephone line to participate, then to raise your "virtual hand" when called upon, and only when called upon, enter the star symbol (or asterisk) on the phone keyboard and then the number 9. To take your "virtual hand" down, do the same thing a second time. if you want to mute yourself, enter the star (or asterisk) on the phone keyboard and then the number 6. To unmute yourself, do the same thing. If you mute yourself for privacy reasons the Mayor, or Chair of the meeting, may or may not be able to unmute you when they are ready to call upon you. They may need to ask you to unmute yourself. If they do, enter the star symbol and then the number 6. It may take a few seconds for it to work. If it does not, you may be asked to do it a second time to unmute your phone. The Mayor or Chair will wait 5 seconds and if you are not unmuted, they may take your "virtual hand" down and go to the next person in line.

When you raise your “virtual hand”, the meeting host will be aware of this and at the appropriate time indicate your interest in speaking to the Mayor, or Chair. The Mayor/Chair will call on you at the appropriate time and the meeting host will attempt to unmute your microphone and you will be allotted your time to make your remarks public. When the Mayor/Chair requests that you put your “virtual hand” down, you must do so, otherwise the Mayor/Chair may mute your microphone for the remainder of the meeting and if you continue to disrupt the meeting you may be permanently removed from this meeting.

If you wish to participate in a meeting using Zoom, you will need to download the Zoom program by going to Zoom.us and in the top banner you will need to click on the box that states: SIGN UP, IT’S FREE. When signing up you need to add your real name. The opening signup page has a column in the far left titled “PERSONAL” and below, the first work is “Profile”. Tick the word “Profile” and to the right is a place to add your real name. If you did not provide your real name in the user profile when you originally signed up, you will need to sign-in and go to the menu on the left side and tick the word “Profile” and to the right is a place to add or edit your real name. If you fail to add your real name you may not be called upon to speak depending on the circumstances.

During the meeting, you may need to change the screen from “full screen” to “gallery” or “speaker view”. to do this, wave your mouse in the upper righthand corner of your screen and you will see the options

We thank you for participating in this meeting and ask you to please wait patiently for your turn to speak.

If you wish to be part of the scheduled Zoom meeting, please join the meeting by clicking on the following URL link: <https://zoom.us/j/3056636338> or dialing: +1-786-635-1003 and entering Meeting ID: 3056636338.