



**SPECIAL EVENTS TASK FORCE  
MEETING MINUTES**

**REGULAR MEETING**

**MONDAY, October 21, 2019**

October 21, 2019 2 pm – 4 pm

**Austin City Hall**

**Boards and Commissions Room**

301 W.2<sup>nd</sup> St

Austin, Texas 78701

The Special Events Task Force convened in a meeting on Monday, October 21, 2019 at 301 W. 2<sup>nd</sup> St.

**SETF Members present:** James Russell, Cindy Lo, Laurel White, Shelley Phillips, Jeff Smith, Mandi Thomas, Dan Carroll, Ingrid Weigan, Frances Thompson

**SETF Members not present:** Bobby Garza, Heath Riddles

**Staff in attendance:** Bill Manno, Brian Block, Frances Hargrove, Elaine Garrett, Jason Maurer, Phil Mueller, Iby Setzer, Leslie Tello, Rachel Freeman, Michael Suda, Gerardo Molina, Alicia Dean

**A. CALL TO ORDER-** Meeting called to order at 2:01pm by James Russell.

**B. APPROVAL OF MINUTES-** Ingrid Weigand motioned to approve the minutes for the July 15<sup>th</sup> meeting and was seconded by Jeff Smith. The minutes were not approved for the August 19<sup>th</sup> and September 16<sup>th</sup> meeting. Postponed to the November 4<sup>th</sup> meeting.

**C. CITIZEN COMMUNICATION-** The first 10 speakers signed up prior to the meeting being called to order each will be allowed a three-minute allotment to address their concerns regarding items not posted on agenda.

**D. OLD BUSINESS: BRIEFING, DISCUSSION, AND POSSIBLE ACTION-**

**E. New BUSINESS: BRIEFING, DISCUSSION, AND POSSIBLE ACTION**

- 1) Discussion and possible action of Task Force strategic planning for recommendations. **Cindy Lo motioned to approve future meeting time line and was seconded by Jeff smith motion was passed unanimous.**
- 2) Discussion and possible action on Facilitation process. **No Action Taken.**

- 3) Discussion and possible action on Tiers 3 & 4. **No Action Taken.**
- 4) Discussion and possible action on key priorities for recommendations (ex: load, tiers, notifications, etc.) **Stake holders discussed to add post event reporting and data collection to key priorities for recommendations.**

**F. FUTURE ITEMS from Task Force or City Staff.**

- 1) **Full presentations from CTM to Special Events Task Force regarding the AMANDA system and application process at the November meeting. Motion by Jeff Smith seconded by**

**NOTE-**Future agenda items will NOT be discussed at the current meeting, but will be offered for possible briefing, discussion, and action at a FUTURE meeting.

**G.ADJOURNMENT- Meeting was adjourned @4:01pm by Jeff Smith and was second by James Russell**

The task force may take up items in any order, and may take action on any item except citizen's communication.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Bill Manno, with the Corporate Special Events Office, at 512-974-1000, for additional information; TTY users route through Relay Texas at 711.

For more information on the Special Events Task Force, please contact Bill Manno at [william.manno@austintexas.gov](mailto:william.manno@austintexas.gov) or by phone at 512-974-1000.