

Special Events Taskforce 2021 - 2022

Members	Ex Officio Members (City Staff)
James Russell (Co-Chair) – Mayor Adler	Brydan Summers, SETF Staff Liaison
Jeff Smith (Co-Chair) – CM Kitchen	Sara Henry, Austin Center for Events PIO Manager
Bobby Garza – MPT Garza	Bill Manno, Special Events Program Manager
Cindy Lo – CM Harper-Madison	Brian Block, DSD Program Manager, Music Office
Laurel White – CM Renteria	Mike Jones, Police Sergeant
Shelley Phillips – CM Casar	Robert Alvarado, Code Division Manager
Heath Riddles – CM Flannigan	Frances Hargrove, ATD Special Events Manager
Mandi Thomas – CM Pool	Tony Hernandez, DSD Program Manager
Dan Carroll – CM Ellis	Jason Maurer, PARD Sales and Events Manager
Ingrid Weigand – CM Tovo	Kevin Parker, EMS Commander
Frances Thompson – CM Alter	Quentin Prior, Fire Battalion Chief
	Iby Setzer, ARR Planner Senior
	Bryan Walker, DSD Planner II

Purpose

Assess the **efficacy** of the Special Events Ordinance, the associated rules, and ACE processes.

Strategy

Divide ordinance by sections and review section parts. Review broader effectiveness of ordinance after spring festival season. Compile all recommendations. Staff will write final report and take notes at meetings.

Attendance and Quorum

Attendance is required for all members and ex officio members. The task force shall comply with Texas Government Code Chapter 551 (Open Meetings Act). Six task force members constitute a quorum. All members necessary to provide a quorum must be physically present at a meeting to conduct business, will provide an on-line option.

Ex Officio Members – One alternate per department is allowed.

Members – Per Council direction, identified members are on the Task Force

Meetings

Before each meeting, the internal and external executive teams will meet with the staff liaison to develop the following months agenda and objectives.

- Ex Officio Executive Team: Brydan Summers, Frances Hargrove, Jason Maurer, Sara Henry, Brian Block, William Manno
- Member Executive Team: James Russell, Jeff Smith

Meetings will last 2 hours be held in person once a month at the PDC with the option for staff and members to join virtually. Meetings will be held on the same day and time of every month (Propose 3rd Wednesday of every month from 2-4pm) unless this day falls on a City holiday.

Draft Agenda

October 2021

- Initial meeting
- B&C training, Robert's Rules, attendance requirements
- Review purpose to review efficacy
- Review timeline
- Share interim report

November 2021

- Interim report – review and vote
- Public safety (including fire)

December

- ****No Meeting****
- Note - Interim report due to City Council by December 31st

January 2022

- Live music venue permits
- Sound equipment use

February 2022

- Review sections: Temp road closures, including block parties
- Review enforcement

March 2022

- ****No Meeting****

April 2022

- Review sections: Waste planning
- Review permit denial / appeals process / revocation process
- Review sections: Sale of goods

May 2022

- Review ordinance performance post spring festival season

June 2022

- Review ordinance performance post spring festival season

July 2022

- Resolve outstanding issues
- Review all recommendations for SEO changes

August 2022

- Review draft report for City Council

September 2022

- Submit final Report and Recommendations to City Council
- Determine next steps (close out) for SETF

October 31, 2022

- Final Report Due to Council
- Celebration event