



**SPECIAL EVENTS TASK FORCE - REGULAR MEETING  
WEDNESDAY, OCTOBER 20, 2021  
MINUTES**

The Special Events Task Force convened in a regular meeting on Wednesday, October 20, 2021 at 6310 Wilhelmina Delco Drive in Austin, Texas.

Co-Chair Russell called the Board Meeting to order at 2:07 p.m.

**Board Members in Attendance:**

James Russell (Co-Chair), Jeff Smith (Co-Chair), Dan Carroll, Bobby Garza, Shelley Phillips, Ingrid Weigand, and Laurel White

**Staff in Attendance:**

Brian Block, Frances Hargrove, Sara Henry, Mike Jones, Steve Jones, Tara Long, William Manno, Iby Setzer, Brydan Summers

**1. WELCOME AND INTRODUCTIONS**

**2. CITIZEN COMMUNICATION**

There was no public comment offered.

**3. STAFF BRIEFINGS**

**A. TASK FORCE OVERVIEW, ATTENDANCE REQUIREMENTS**

SETF Staff Liaison Brydan Summers provided an overview of meeting requirements as outlined within the Texas Opening Meetings Act and explained the City's boards and commissions attendance policy. He also communicated the directive from Council that an interim report be submitted by December 31, 2021 and a final report by November 1, 2022, after which the task force would be dissolved.

**B. ROBERT'S RULES OF ORDER TRAINING**

Brydan Summers reviewed Robert's Rules of Order procedures

**4. NEW BUSINESS**

**A. REVIEW PROPOSED 2022 TIMELINE AND AGENDA**

Co-Chair Russell took up the proposed 2022 timeline and agenda item first. Board Member Weigand suggested to move the road closure discussion to April's meeting to ensure Board Member Carroll could be part of that discussion. There was unanimous consensus to move road closures to the April meeting.

Co-Chair Russell also raised concerns about the public’s availability to attend daytime meetings. Board Member Garza suggested some evening meetings, particularly as the task force begins to bring forward recommendations. There was additional conversation about board member availability including a proposal by Board Member White to hold at least one evening meeting after the Spring Festival Season for event stakeholders to be able to speak to their experiences.

There was unanimous consensus to approve the proposed third Wednesday of the month meeting schedule with no meetings in December and March, and at least one public meeting in the evening following the 2022 Spring Festival Season.

Co-Chair Russell affirmed the task force’s intention to provide a recommendation for aggregated data and that the matter would be added to the November meeting agenda.

**B. DISCUSS INTERIM REPORT (SUMMARY AND TIMELINE)**

Co-Chair Russell inquired with staff whether the City of Austin Law Department had provided guidance on the format of the interim report. Brydan Summers indicated that a memo to Mayor and Council would be sufficient. There was unanimous consensus to submit the interim report in the format of a memo to Mayor and Council and to take a vote at the next regular meeting.

Co-Chair Smith referenced the ‘Potential Recommendations’ on the Special Events Task Force Summary and suggested they be sent to Austin City Council now for review and consideration. There was unanimous consent to vote on these recommendations at the next regular meeting

**C. REVIEW AND DISCUSS SETF SUMMARY TO DATE**

There was unanimous consent to bring the following recommendations to a vote in the November meeting.

- Changing the definition of a special event to 50 or more attendees at any given time versus the 100 per day that is currently outlined in subsections (a) and (c) of 4-20-1(14)
- Striking the language about duration in section 4-20-21(b)(2) and altering the language to read 2,500 at any one time in sections 4-20-21(b)(1) and (2) or removing the reference to the number of attendees altogether in 4-20-21(b)(2) -
- Reconsidering the number of attendees allowed within each event tier to instead reflect the peak capacity of a venue/location the matter was tabled until a future meeting in which Board Members Lo and Riddles could provide their input

There was unanimous consent to revisit Offering alternative notification timeline(s) to replace the language currently in section 4-20-33 (c) in a later meeting.

There was unanimous consent to place the following items on the November meeting agenda:

- Recommendation for data tracking and collection
- Special event ordinance (SEO) recommendations
- Revised interim report
- Overview of public safety SEO components to include dialogue with Austin Police, Austin Fire and Austin-Travis County EMS personnel
- Update on Trail of Lights, Austin Marathon, and other special event planning under the new ordinance (as a monthly agenda item)

Board Member Garza moved for adjournment of the meeting. The motion was seconded by Board Member Weigand and unanimously approved. The meeting ended at 3:58 p.m.