

Special Events Committee Meeting Minutes

April 8, 2020

Skype call-in Meeting

Member Representatives in Attendance:

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes As</b>
Citizen Representatives	Tom Anderson	Citizen Representative
	Oliver Little	Citizen Representative
	Lisa Frasier	Citizen Representative
Department of Construction & Inspections	Dan Powers	DCI Noise Abatement
	Jessica McHegg	SDCI
Department of Neighborhoods	Angela Rae	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	<i>Not Present</i>	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Mike Shea	SDOT
Seattle Fire Department	Tom Heun	FMO
Seattle Police Department	Sgt. Chris Kelley	Police
	Lt. Phillip Hay	Police
	Lt. Bryan Clenna	Police
	Lt. Joel William	Police
Seattle Public Utilities	Sheryl Anayas	SPU
Special Events Office	Chris Swenson	Chair
	Meli Darby	SE
	Julie Borden	SE
	Jonelle Mogi	SE
	Sherry Shanabarger	SE
WA State Liquor & Cannabis Board	Lt. Rob Rieder	WSLCB

Additional Attendees: Lisa Nelson – Seattle Parks and Recreation, George Bryan – Downtown Seattle Association, Luke Sillonis – Downtown Seattle Association

*Note: As always, these are “raw minutes notes” based on the discussion of the 4/8/2020 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.*

**Post-Event Evaluations/Comments:**

DATE	EVENT
Feb 15	February Winter Night Market
Feb 18	Oromo Protests/ Rally
Feb 19-20	Private Party for Tableau
Feb 22	Polar Plunge Seattle
Feb 28	Seattle Symphony Friday Matinees, Masterworks series
Feb 28	Girl Scouts of Western Washington Lemon Cookie Parade <ul style="list-style-type: none"> <li>• Fine overall; Queuing worked fine, no questions</li> </ul>
Mar 1	Hot Chocolate 5K/15K <ul style="list-style-type: none"> <li>• SPD – Crowding on turnaround point was only issue. Tried to mitigate that by having more start times; that wasn't sufficient to mitigate that out and back crowding. There are 2 turn around points – Green Lake and before the bridge; Not sure if this also creates problems due to the sheer number of participants and Harrison at SR99 is very narrow. Access to 5<sup>th</sup> and Mercer garage issue sounds like it's going to be ongoing discussion. 5<sup>th</sup> and Mercer, no matter what we do, isn't going to be good enough.</li> <li>• SDOT – Went back to 2019 route, they'd asked for changes, sounds like some 2019 issues were still there.</li> <li>• Seattle Center – SPD was caught off guard when asked to open 5<sup>th</sup> at Mercer to allow access to Mercer Garage</li> </ul>
Mar 1	Tax Amazon March
Mar 1, 7	Sounders FC March to the Match

**Meeting Minute Approval**

- Vote to approve February 2020 minutes.
- No changes or edits to the minutes.
- Meeting minutes approved; All in favor, none opposed.

**Committee Roundtable Discussion**

***Update on Farmer Markets during COVID-19***

- Incentivized program to bring fresh food into our communities. Pilot started in 2009.
- Permitted individually by agencies that give needed permissions, not through Special Events or a Master Permit.
- Once Governor Inslee included farmer workers as essential workers, status of Farmer’s Markets changed. Question now became how to reopen and make sure they’re meeting public Health requirements.
- SDOT and SE with Health participated in this planning process. It’s all about limiting, preventing spread of COVID19. Grocery stores have procedures, are supposed to wipe down touch points, etc.
- Markets can open with certain restrictions, including:
  - Limited to produce and prepackaged items, no tamales or pieces made on site. No other types of vendors, like musicians, entertainment or crafts.
  - Control points, an entry point and exit point to count customers coming in, to a max of 3 customers per vendor booth
  - Sanitize the different touch points
  - Hand wash or sanitizer for customers
  - Hand wash for vendors
  - Vendor check for Health
  - Provide feedback every week on lessons learned with photos and videos
  - Monitoring by Public Health
- University District, Capitol Hill, West Seattle, Ballard plans meet the need, so permissions will be given.
- Ballard will have drive-through for pre-ordered produce or other food items. Also, there is a walk-up on the other side of the market.

**Chair:** City must give permission since is on public right of way. City’s permissions to be released today, at earliest, maybe tomorrow.

- Farmers Markets are intended, like festivals, to be free flowing, and this puts really strict conditions on that activity.
- We follow Public Health’s guidance and requirements, and we don’t know what the next step will be. An extension beyond 5/4? Change to limits on how many can be in one space?
- We’ll take a look at this model and see how it works in terms of social distancing.
- This will help with information gathering on what the future could be.

### **Committee Business**

*Special Events Committee Cancellation, Re-Scheduling, and Refund Process*

*Chris Swenson – Chair Special Events Committee*

#### *Current State of Events During COVID-19*

- Committee and organizers joined in a discussion of the uncertainties, implications and possible ways forward during the current COVID state of emergency.
- Reviewed Handout, “COVID-19 Special Event Rescheduling/Cancellation Policy and Procedures”
  - *The Special Events Committee must establish policy and procedures for events cancelling or rescheduling due to restrictions to mitigate the global COVID-19 pandemic.*
  - *Per Governor Jay Inslee and Mayor Jenny Durkan’s most recent emergency declarations and orders, no events can be permitted through May 4, 2020.*
  - *This follows Governor Inslee’s March 23, 2020 Emergency Declaration restricting public gatherings, Mayor Jenny Durkan’s extension of restrictions through April 13, 2020, and the Federal Government’s expanded social distancing through April 30, 2020.*
- “Stay home, save lives” is through midnight evening of 5/4.

- First day of possible permitting is 5/5.
- Ban for public gatherings eliminates ability to produce or plan for events in a lot of cases.
- What we're seeing and hearing is, because of ban extensions and uncertainty, there's a lot of uncertainty about how events can cancel, reschedule, consider to be rescheduled.
- Events within closure window plus now seeing events outside closure window canceling.
- Thanks to small group of SEC representatives who met last week to help build this framework.
- Outcome/goal today is to confirm the major parts of this that can work and build a narrative that gives event organizers confidence in the process.
- Not all impacts can be completely minimized.
- If you see something that could be better, in support of the industries that we regulate, let's consider it.
- Process may vary among us without overstepping, have we standardized/coordinated?

#### *Current Rescheduling/Refund Practices*

**SE:** We give refunds for a cancellation anytime within three days of the event. Mandated and organizer-requested cancellations, we differentiate to track but no difference in reason for cancellation, they're COVID-related. We're year to year event, we consider each year in the year that it happens. We're trying to make it an equal playing ground here.

**Parks:** Free to cancel through end of June; after that, will be treated as regular cancellation with costs.

**Seattle Center:** Theoretically would follow same timeline as Parks. We're 90 days out. More than 90 days, we would retain fees. If something changed down the line, like an after the fact extension of the closure date, we would adjust that to include those cancellations now due to COVID-19. If it's COVID-related, we'll hold their 2021 date.

**Parks:** Parks would also hold their 2021 event date

**SE:** Second step in this process, list of fees, can expand this to policies as well, so everybody has a starting point for each of the agencies they're working with. Again, goal is not to conflict or restrict individual process; this doesn't restrict?

**Seattle Center and Parks:** Correct, this doesn't restrict us.

#### *Recommendations for Organizer Request to Reschedule (See handout)*

- Tiers/Definitions - Proposes three tiers with criteria for each.

**Seattle Center:** Any one of those criteria, or all of them?

**Citizen Representative:** Consider significant venue use, rather than limit venue to Park use?

**Chair:** Seattle Center has its own process. Focus is on SE processing, and SE has no impact over stadium use. Anything at the stadium will not be a special event permit, they're out of scope.

**SE:** How will tiers help?

**Chair:** Larger events need more than small community events.

- We should treat that a little differently than if Torchlight Parade wanted to move its dates, because review of all the moving pieces differs. A tier system would allow committee to address that on scaled basis.
- Committee must be able to prioritize its work and review. This tells which pieces take more time and which pieces can actually be considered.

**Seattle Center:** At first blush, makes sense. Major event meets two or three of descriptors? Probably not all. 5,000 seems like a pretty good threshold.

**Parks:** 5,000? I don't know if we need a number, it's can we accommodate street use, and do we have enough staff to make it happen? Other descriptors in Major Tier 1 don't come close to those impacts.

**Citizen Representative:** Agrees with Parks. Until we can apply tiers to existing events, put them in buckets, I think yes, what he said are the two most important things.

**Health:** Where do you fit in if small attendees but using arterial and street/park use?

**Seattle Center:** If more than one of these boxes apply, you're in that category.

**Chair:** Better as list of bullets, with how many you're meeting determining tier?

**FMO:** In addition to getting rid of numbers, get rid of label of major, large or small, and define by level of work.

**Chair:** Agree. Deleted # of attendees from all tiers, deleted "gated, ticket events."

**Citizen Representative:** Agree. No such thing as a small event, to the person putting it on.

- Also, maybe this is an opportunity to help people understand the importance of the Safety and Public Event Management Plan. That will have to be reviewed, will need more time to be reviewed.
- Maybe roll in some PH requirements, when we get to that point?
- Our biggest challenge is going to be how safe is the event. Where do those pop up and get reviewed.

- Prioritizing

**SDOT:** We're talking about priorities. Are we also looking at that a Tier 1 would have priority over a tier 2 event, if want same day to reschedule?

**Chair:** The intent is to identify impact from the events and was not intended to be a priority of how the events should be considered. Tiers were intended to highlight processing. A Tier 1 will take more work than a Tier 3. Now looking at use otherwise, too. The intent was not to implement tiers as a prioritization tool; is that a good idea?

**SDOT:** What criteria do we use to say one has priority over another event?

**Citizen Representative:** Agree. Been thinking about if there's going to be some distinction between community events and priority there. Does a citywide designation trump anything?

**Chair:** I recommend that it does.

**Police:** If all applications come in at same time, it's different than if events come in at different times. What if a larger community event comes in after smaller event, does the smaller event get bumped? First come, first serve?

**Parks:** We're doing first come, first serve. Drop dead date desired.

**Police:** Add drop dead date for their decision. First come, first served is good. It will be hard to get us together between meetings to vote on these particular events, if they're all coming at different times.

**Chair:** It's going to be a different cadence. Here are clear restrictions, and if you're out of the box, we're not able to help you. Accept and act as they come? Or some combination of those two? Likely need some case-by-case vetting, may need to change SE Committee process, maybe meet weekly? That might be the future in the short term.

- Application Processing Time for Rescheduled Events

**Chair:** Normally take 90 days to review; is it even do-able to reschedule in 1 month? What is time turnaround for our processing work for events? Tier 1, 60 days; Tier 2 and 3, 30 days. Or all case-by-case?

**Citizen Representative:** Seems like we should probably start with we cannot guarantee any event can be rescheduled. We can educate on there's a lot that goes into these permits. Accept applications in order received but nothing approved until order lifted and we can see what's what?

**SDOT:** Arbitrary dates and timelines, there's so many things to figure out. Manpower, construction,

I can't even imagine looking for dates. We have to respond, but to say we're going to nail this date down in 30 days, I don't know if that's possible.

**DON:** Agree. We cannot guarantee a reschedule. 60/30 vs 90-day timeline, how much time do our people need in order to get ready for a large-scale event? I think those numbers are arbitrary, they're going to be on a case-by-case basis.

**Permit Specialist:** We struggle now with a 90-day turnaround. How can we shorten that time reasonably and offer that and be confident with folks?

**Chair:** Goal of putting platform together where organizers can be confident moving forward, but if that's not a certainty, and that's what I'm hearing from the response....

**Citizen Representative:** If thinking of rescheduling, let us know 60 days before that reschedule date. With some events, will have to get tabled until we know when restriction is lifted. Timing isn't for us, it's for organizers to know they can't decide a week out, they have to think ahead.

**Parks:** Rolling concept is going to create so much work for so many departments. If you have an event between now and September, propose it by drop dead date and look at all as batch.

**Permit Specialist:** Agrees with Parks, but if we did that we have to wait until the ban is lifted, because organizers may not know what they want to do when.

**Police Traffic:** Rock n Roll Marathon, what's their drop-dead date going to be? Are they hopeful they'll get it? How will they know if they need to reschedule or run on a date, they planned on doing it?

**Chair:** Ask for more guidance, other input from committee reps?

**Health:** There could continue to be certain restrictions for social distancing etc., and a lot of event organizers won't know if they can meet those. Hard for event organizers to know if they can meet those when they don't know what they are yet.

**Chair:** Could say, e.g., no events over 2,000 people. Since we can't predict that, hard to give a date.

**Citizen Representative:** Ask KC if they could start thinking about if restriction is listed on x date, what restrictions might also still exist? People are going to have to take the conservative estimate. Is a 10,000 event this summer a little reckless?

- Future waves and uncertainty

**SPOC:** Three waves is usual model for a pandemic. Federal government is watching Seattle to see when our next wave hits. There's a very good chance we'll be hit again. We're the test case for the nation. Given that, based on CDC guidelines, there's going to be two more waves. Giving false hope and creating expense?

**Citizen Representative:** This is my work, I've been having to tell folks I'm organizing for, best case, it's next year. Esp when you're a non-profit, you have to be really sure you can cover your expenses.

**Health:** If lifted, participants will ask is it safe for me to go into a big crowd?

**Citizen Representative:** What is potential liability for the organizer, if they say everything will be okay, do it and then something happens. Will we be able to get insurance to gather 5,000 people?

**Chair:** To back way up, our overarching goal, is to see how and if the committee could consider reschedules or canceled events either within mandated or elected canceled events.

- I think what we're struggling against are why are we doing this and are we giving false confidence.
- Should we consider instead being really strict about this?
- Historic would still be considered historic.
- If rescheduling, we as a committee cannot consider rescheduling in 2020. Ask event organizers to decide. We can't even project a September date for a run/walk event, because of predictions of a second or third wave.

- Should this draft document be reworked, if nothing else, to give confidence to event organizers, that this is an extremely restrictive process? Or keep trying to work around the margins like we're trying today?

**Citizen Representative:** Brought to light whole new direction for the process. Review applications with nothing guaranteed. Give a deadline for making their request, with nothing guaranteed, that's important.

- Stay the Course

**SE:** One route: we aren't changing our process at all. 90 days in advance, with review. Not ideal, we're not accommodating for people's unusual needs at this time. Seems we don't have information to make new choices.

**Police Traffic:** Organizers might be optimistic, want to push through, then, because not enough participants, will cancel just before, after all our work (and theirs, Chris adds).

**Citizen Representative:** We could be asking organizers to let us know their intent to reschedule. Events will want to reschedule, events of all sizes and types and if no priority system, first come first serve.

**Chair:** Is that the fairest or the least fair?

**Parks:** Weight given to organizers being proactive instead of reactive. Comes down to our capacity to manage a rolling change. Instead of 3-4 large events moving around, we're talking 20; seems complicated.

- Recommendations

**Chair:** What I'm hearing instead of trying to work around the margins, what is really needed is clear guidance.

- If you choose to reschedule, you cannot be guaranteed that date, you're basically getting in line again.
- Review based on scope and impact of resources needed, and everything is under pandemic restrictions.
- Give confidence/direction for event organizers.
- Feels to me like it needs to be shaved down to something really short and specific?
- Our work in background will be to create a process for how to review those.

**SPOC:** I believe the model of the waves of pandemics could have a year gap between the waves. We have to be very clear that the re-application process has to have that flexibility for whenever this could hit again. Against moratorium Bryan recommended, I think we will be able to get events in

**Chair:** Educate event organizers. I wouldn't recommend moratorium, either.

- Take a step backward, take this, fine tune and shorten this to a direct document with our project process. Boil process down into a couple of steps.
- Revamp new cadence for special event committee, maybe reviewing reschedules looks a little different, depending on when reschedules come in.

**SE:** I gets calls every day, how can I go about rescheduling, when can I get a date?

**Parks:** 90 days from date they got canceled or reschedule date?

**Citizen Representative:** It takes 90 days to review and make sure everything works out.

**Chair:** Start with May 5<sup>th</sup> or whenever it's lifted?

- Summer Applications

**SE:** Can organizers submit application for July or August now, if they want to?

**Seattle Center:** August 5<sup>th</sup> is 90 days after May 5<sup>th</sup>. End of August is when SC has some rescheduling availability.

**Parks:** Nothing would be considered until after the ban is lifted? So, if I have an event in June, I basically have to tell them that they're going to have to hang tight until the 5<sup>th</sup> until I can give them an answer to any question. Drop 6/5 date, move to September. All the Pride events, would have to wait until the 5/5 to tell them anything?

**Chair:** With confidence, I think so.

**Citizen Representative:** At least they're in line and we can be starting to see how many people are looking at which weekends?

**Parks:** Either you're canceling, or you'll have to wait until we have further direction. We're getting closer to telling people they're going to have to cancel for the year.

**Seattle Center:** Be cognizant of idea that if social distancing order should be lifted in June, we're saying we're not rescheduling your permitted event, there will be a month and a half when we're not having special events, they didn't happen in June and July.

**Chair:** If organizer isn't rescheduling and you hold onto your date and date is good, can still do it.

**SE:** Only way to be fair to set that deadline for reschedule dates/applications would be to set it 90 days before end of year.

- Implement guidelines now

**Police Traffic:** We would not have resources to reschedule events in the summer months. To have a rescheduled event happen in the summer, a historic summer event must cancel

**Parks:** The other major elephant in the room, we don't now other sports stadium schedules.

**Chair:** Construction impacts, too.

**Police Traffic:** Sports calendars could change, too.

**Chair:** We're not going to be cancelling events because of a stadium reschedule, e.g., Torchlight Parade.

**SPOC:** When restrictions are lifted and we have all these events, who's going to prioritize who's taking all those in? We're not going to be able to staff everything at the same time.

**Chair:** SE process looks at tier, simple or big? (See reviews in doc)

**SPOC:** Everyone's going to want us to accommodate all the things that have been postponed for some time. We're going to run into resource limits pretty quick.

**Chair:** Build hierarchical process for evaluating applications?

**Parks:** Events that can, especially events related to a park, might be able to reduce street/SPD presence. If scope changed to benefit city as a whole? What is the process, criteria, dissemination?

**SE:** Would we consider an event with that kind of change to be a reschedule/new event?

**Seattle Center:** Based on concerns of SPD, do we want to elevate staffing above location? Other than that, these are all the essential things we need to accommodate. I think it's pretty comprehensive.

**Chair:** This is focused on committee as a whole, may be different for each agency. Realistically, most of these events will look very different. What are the things that you as an event organizer can do to still have your event? Can your event realistically be adjusted to make it easier to do this year?

**Citizen Representative:** This is what I've been telling my clients. You have to start from scratch, you'll have a lot more luck in the long run if you can minimize any use of city resources or right of way issues. It's time for all of us to start thinking about how long before we can produce again.

**SPOC:** Consider costs to the city as a factor.

- \$100 million shortfall this year.
- Overtime budget for special events almost killed to nothing.

- Police expecting \$20-\$30 million shortfall this year. Most of that will be overtime or discretionary efforts.
- Public Benefit

**SPOC:** If we're looking at something that gives less benefit to the city but costs a lot to the city, that would be a prioritization factor.

**Chair:** Public benefit is part of this committee's due diligence in rescheduling events.

  - Parades are not a cost recovery model.
  - Committee can as a whole make recommendations to Mayor's Office and City Council based on information we have.
  - It's very likely some nonprofits will go away, given 2020.
  - In consideration of what you're describing, maybe committee can put together a menu of recommendations that can address that.

**SPOC:** Considerations such as those can be worked into the review process as you've laid out.

**Citizen Representative:** A bigger concern, alluded to earlier, is that commercial events are paying hourly fee for cost of officers, it's not full cost recovery.

**Chair:** Committee can also recommend prioritizing community events regardless of SPD staffing support they require.

**SPOC:** Maybe it is something we need to bring to City Council, in terms of budget shortfall and city getting back up on its feet.

**Parks:** Reimagine your event, reduce your fees, and ours.

**Citizen Representative:** Encouraging people to create small events would be a great thing to roll out, until we can be sure large events will be safe again.

**Chair:** Compile recommendations for SE messaging for confidence to event organizers.

**Seattle Center:** Recommendations to organizers needs aligned with earlier edits.
- Cost-Recovery/Fees and Refunds

**Citizen Representative:** Cost recovery? Is SPD even going to be able to staff things?

**Chair:** No new fees planned.

**Citizen Representative:** Any chance of things changing?

**Chair:** I'm not seeing or hearing any movement toward changing more to event organizers for their event or rescheduled activity. Committee does not have the authority to raise or lower fees, except police rates. It's unlikely that committee would make a significant change like that.
- Refunds

**Chair:** Refunding application fee would take legislation; the application fee can't be refunded as part of this effort.

**Citizen Representative:** Smaller event that might be hit hard by that fee, help?

**Chair:** Provide resources that can help with that application fee?

**Citizen Representative:** Noise abatement is a little more, \$230, that could seriously impact small non-profits. Is that also non-refundable?

**Parks:** We give a full refund for canceled events through 6/30. It's complicated, but it sounds like our returning fee is almost exact opposite of yours. Parks is actively rescheduling.

**FMO:** All fees for events that are canceled by COVID-19 will be refunded 100%. If postponed, contact our permit section. If through end of year, no problem; if next year, establishing that policy, still. If applying and it's late because of COVID, if it's less than 30 days out and would normally incur a late fee, those late fees are being waived.

**SDOT:** Parking meter lost revenue fees are billed and paid after event. If someone had paid, we would refund, if because of COVID-19.

**DCI Noise Abatement:** TVN is non-refundable, will roll over to next year, too, for reschedules. Must apply 72 hours in advance for notification of residential properties.

**SDCI:** We as for three-fourths up front and a quarter prior to issuance, or all up front, depending on permit. Depending on how much work has been done, you'd be eligible for 100% refund. If project has already gone through review, there's a percentage used, but there's no projects like that now. Projects would be eligible for full refund based on staff review/inspection status.

**FAS:** If they pay Trade Show Fee and the event is canceled, they have the option for 100% refund or to leave it for any event anytime later.

**Seattle Center:** Roll over fee to 2021 or rescheduled 2020 event, or if want to cancel due to COVID and it's within 90 days of their event, 100% refund. All refunds less any direct costs to Seattle Center for the advancing of their event (e.g., promotion costs already incurred).

- Tracking Cancellations

- Several event organizers have asked what events are cancelling, in a public setting, e.g., Visit Seattle sends convention cancellation list.
- Host cancelled permitted events list on website. Others doing this?
- **Seattle Center:** We have not received any requests for list of canceled for public. Stage union wanted list to gauge financial impact to their members. What we've been doing is keeping events on our website and add canceled to them. Have not added it publicly.
- **Parks:** Current events probably needs updated; we don't have posted list.
- **Chair:** Trumba, theoretically they can be edited, though we have some trouble with that. Tom, Oliver, would cancelled list help organizers, or is it just clutter?
- **Citizen Representative:** I think it would be helpful, it's nice to gauge other events against our events. Not for scheduling, just to keep tabs, reach out to folks.
- **Citizen Representative:** I refer to citywide calendar frequently, think it'd be nice to have.
- **Chair:** Need to determine internally what that looks like. Good to check in on your peers. If it could live on the calendar, that would be one place to keep it all in one place.

- Resolving Rescheduling

**Citizen Representative:** How did we land on how to prioritize? Community? Commercial? CityWide? From what I have heard today, it's first come, first serve. Is there a recommendation for a prioritization for rescheduled events?

**Permit Specialist:** Is there portion of this document that we could finalize? Organizers for events requesting to reschedule section.

**Chair:** Get committee revised document today!

**SE:** Are we going to suggest dates?

**Chair:** Impossible at this time. We can refer back to Planning Calendar for historic dates. SE cannot speak to available dates at Seattle Center. Not confirmed, even if you have requested a reschedule date

**Citizen Representative:** I agree, there's other schedules we don't have yet.

**Parks:** I'm still looking at being able to secure a space, they still have to do all the rest with SE.

- Update and Distribute

SE will rework and update doc, distribute it to committee. This is not necessarily a vote process; it is policy and procedures—unless someone else wants to codify it as a vote? (no response)—but we

would like to extend one more opportunity and will share the revised document for further comments, if any.

- Early May Events with Permits

**Police:** WWII Memorial Run is on 5/9; can we have a buffer—a week? —to cancel event. What if there's an event on the 5<sup>th</sup>?

**Chair:** Committee has the authority to do that, based on its own review process. We could put in a buffer, if it's actually needed. We would want to run it by Mayor. Is a week enough? Case by case?

**Police:** Long enough to contact event's people. It's not fair if we wait until last minute and find out moratorium is extended.

**Citizen Representative:** When is it safe to plan an event just after restrictions are lifted?

**Chair:** Let's stick with dates given.

**SE:** We're checking in with organizers constantly. During the most recent extension, only two had not already canceled.

**Action Items:**

1. Update and distribute COVID -19 Special Event Rescheduling/Cancellation Policy and Procedures. (SE)
2. Send us resources that you know of that you think would be beneficial to others. (all)
3. Check on/distribute Convention Center of prospective new dates.
4. Determine with SE what it looks like to track canceled events; Publisher calendar with strikeout text? (SE)
5. Stay in communication regarding policies or processes that may differ from others. (all)