

Hi Debbie and John,

It has taken some time to put all the pieces of this together, but we do have a plan to process NNO registrations and street closure permits. It will be different this year, but the goal is to lessen impact on Jarrod and Kendra's departments.

This is how it will work.

- 1) Information about NNO and the registration form will go live on the City website tomorrow, Tuesday, 6/7. We will actively begin promoting as well.
- 2) I will serve as the primary contact for residents who have questions about street closure. Although some people will still call PCD, I should be able to field the bulk of questions with help from Jarrod and Danielle.
- 3) Applicants will submit their packets directly to me for initial review. They will deliver to Brittany in CECRT, and I will plan to be at City Hall more regularly to screen promptly so I can follow up if anything is missing or incorrect. Once packets are complete, I will deliver them to Permitting.
- 4) We are setting a slightly earlier deadline than usual for submission: July 12. This should give ample time for Permitting to finish the process, and for Kendra's staff to begin planning to have signs printed and delivered.
- 5) Our Customer Response Team has in the past delivered host packets to everyone who has registered their parties. This is not something they are likely to be able to take on this year. As an alternative, I propose we make packets available at certain times at City Hall for people who want them.

I will of course be tracking registrations and creating a list of parties throughout the City. Acting Chief Abbott will schedule as many Police representatives as possible, and Fire estimates they can do about 10 visits this year (considerably less than in the past, and we are making this clear in our outreach materials).

Attached is this year's flyer. Please note that rather than saying NNO Against Crime, we have opted for a different message: NNO for Community.

A question for you: do you want City staff to be available for visits this year? Please let me know as soon as possible. I currently have that as an option (again with a limited availability disclaimer) on the registration form. I can always change it before posting tomorrow.

I hope this sounds like a good approach for this year. At some point, we need to think about how to make what has always been a high-touch event a more sustainable effort for City staff.

Thank you for your support and input!

Constance