



**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT (HCDD)  
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### **SERVICES TO REGISTERED NEIGHBORHOODS**

#### **Mailing Assistance**

HCDD offers two types of mailing assistance, postcards and newsletters. Postcards are easy to produce, go out first class and arrive quickly but have limited space for content. Newsletters require more time to process but allow for more information content. Newsletters and oversized postcards go out third class and the delivery time is slower. Details of our mailing policy are in a separate heading in this manual.

Postcard or newsletter copy can be sent to us via mail, fax, in person or emailed to: [Neighborhood@tucsonaz.gov](mailto:Neighborhood@tucsonaz.gov).

Mailings share neighborhood information and perform the function of meeting the bylaw required advance notice of meetings. Some neighborhoods list all the meetings for the year in one mailing, thereby fulfilling the bylaw requirement. A neighborhood association has the option to print, mail, or hand deliver notices on its own.

#### **Meeting Facilities**

HCDD is no longer able to secure meeting facilities in public schools in any of the school districts that serve City residents. This change of policy is due to the City's inability to continue regular funding of meeting facility fees and/or liability insurance that are required by the school districts. Neighborhood associations may choose to hold meetings in residents' homes or may choose to make their own arrangements for school meeting space and pay any related fees themselves.

The only exceptions may be in those limited circumstances in which there are no City-owned facilities or Pima County libraries within a one-mile radius of a neighborhood that can accommodate the neighborhood's meeting needs. In those circumstances, a neighborhood may request assistance from the City to secure a meeting space in a public school.

If a neighborhood wishes to meet on a weekend, holiday or during the summer break, schools charge an additional fee for their unplanned staff time to make the facility available. The neighborhood has the option to pay that fee directly or finding an alternative meeting location.

### Clean ups

HCDD acts as a liaison to Environmental Services when neighborhoods request clean up assistance. The request must come from the leadership of a registered neighborhood association on behalf of that association and not from individual residents for individual service.

A Neighborhood Association can order a total of eight (8) containers during the fiscal year. Please order roll-off containers at least 2 weeks or more in advance. During the fall and spring, demand for roll-off containers is high and availability may be difficult.

When you call, you will be directed to HCDD website <http://cms3.tucsonaz.gov/hcd/neighborhood-clean-ups> to initiate an application and follow directions to send to Environmental Services Department. You can get information about what can and cannot be placed in a roll off container by looking at the Environmental Services guidelines. In addition, do not dispose of hazardous materials (paint, chemicals, batteries, pesticides, etc.) in roll off containers. These may be disposed of at Pima County Hazardous Waste Center, 2440 West Sweetwater Drive. It is open Friday and Saturday only from 8 am to noon.

HCDD has tools to lend out as well as gloves, dust masks, and heavy-duty garbage bags.