



CITY OF
TUCSON

PLANNING & DEVELOPMENT SERVICES

Neighborhood Resources

*Rev. Neighborhood Basics
PowerPoint 10-10-2023*

Neighborhood Association Basics



Who at the City works with Neighborhood Associations?

- **Neighborhood Resources** works with Neighborhood Associations.
- Through the years, Neighborhood Resources has been located in different City departments and offices under different names with different levels of staffing.



Currently, Neighborhood Resources is staffed by a team of two located in City Planning & Development Services at 201 N. Stone Ave.

Neighborhood Resources Staff



Rebecca Ruopp | Neighborhood Engagement Specialist, Principal Planner

Kyle Kerns | Contract Planner

What is a Neighborhood Engagement Specialist?

The position of “Neighborhood Engagement Specialist” was created by the City Manager in 2019.

CORE OBJECTIVES

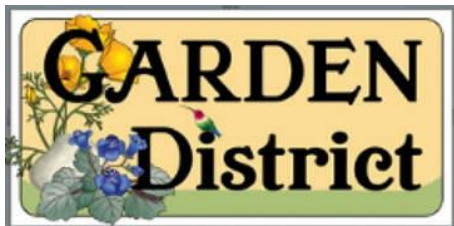
- **To serve as primary liaison to Neighborhood Associations**
- **To initiate capacity building for Neighborhood Associations – that is, to develop partnerships and identify resources that will aid the associations in their efforts**
- **To oversee delivery of services offered by Neighborhood Resources.**

What is a Neighborhood Association?

A Neighborhood Association is a voluntary entity that includes property owners, renters, businesses, and organizations within its boundaries

Some key reasons Neighborhood Associations are formed include to:

- Bring neighbors together
- Establish positive relationships
- Increase communication
- Organize efforts to address issues of concern
- Initiate activities and projects



IMPORTANT NOTE

Neighborhood Associations
Are NOT Homeowners
Associations



How do Neighborhood Associations and HOAs differ?

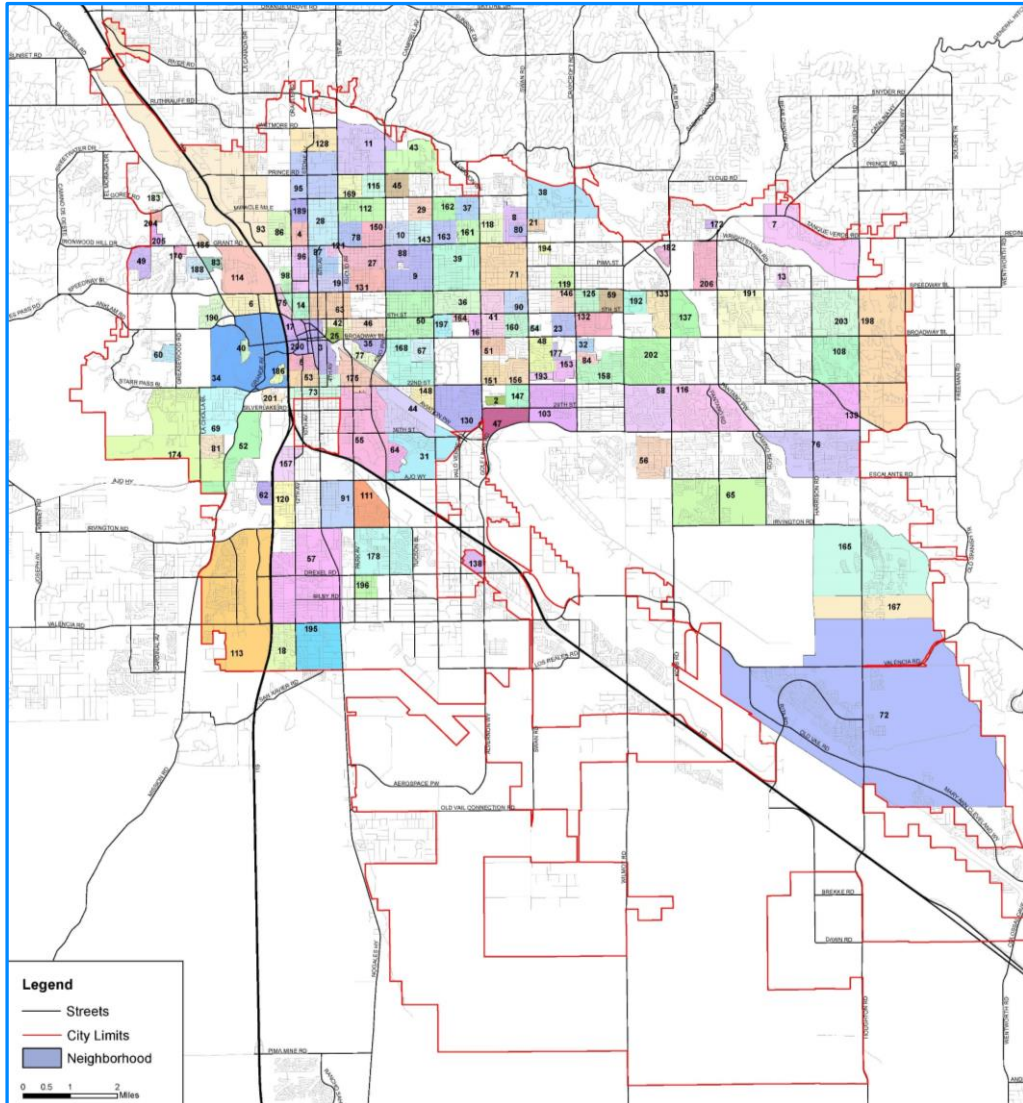
Neighborhood Associations (NAs)

- NA membership is voluntary and includes renters, businesses, and organizations along with property owners.
- NAs are focused generally on neighborhood advocacy and activities.
- NAs are registered by the City, which enables them to receive services.
- NAs are self-regulated.

Homeowners Associations (HOAs)

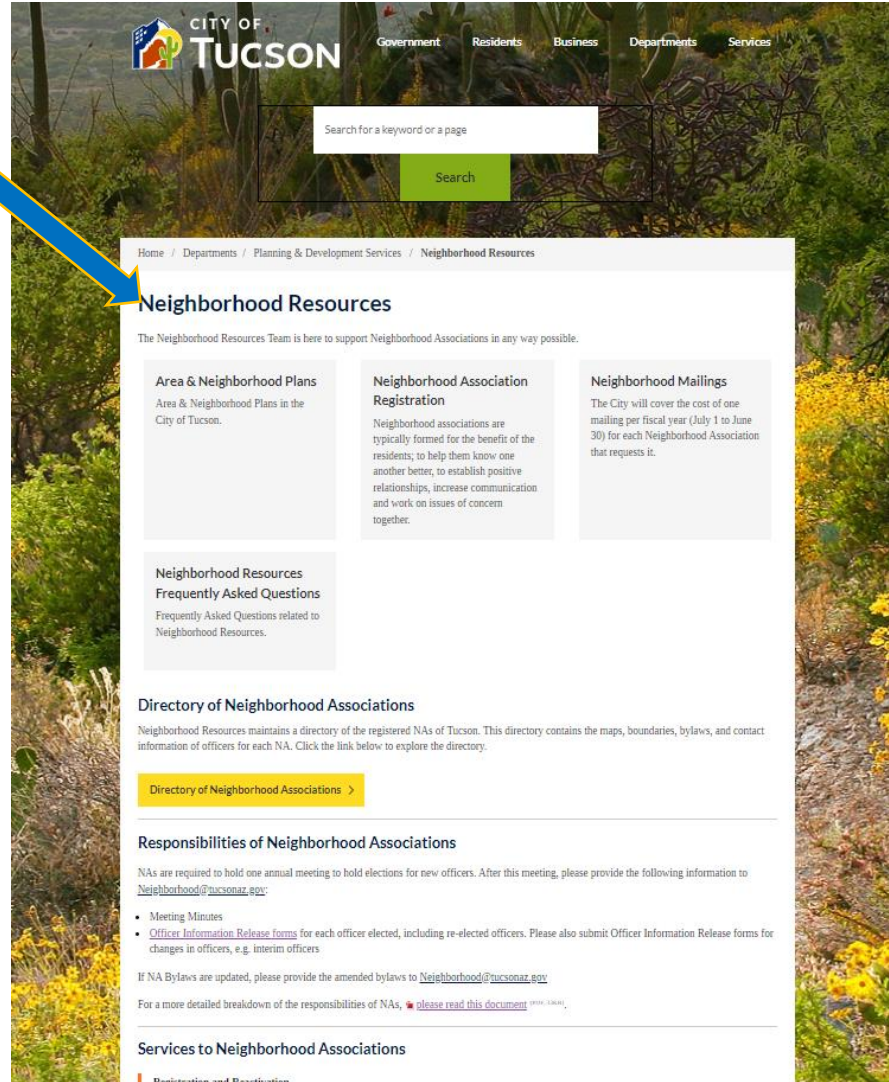
- HOAs are groups of property owners with legal authority to enforce rules and regulations that focus on restrictions and building and safety issues.
- HOA membership is mandatory generally through rules tied to the ownership of properties such as deed restrictions.
- Property owners pay fees.
- HOAs often own and maintain common property, such as recreational facilities, parks, and roads.
- HOAs are primarily regulated by state law.

How many Neighborhood Associations are there in Tucson?



- There are currently 148 registered Neighborhood Associations shown on the City's Neighborhood Association map.
- Some Neighborhood Associations are active and some are inactive.

Where is Neighborhood Resources information found?



The screenshot shows the City of Tucson website's Neighborhood Resources page. At the top, the City of Tucson logo is on the left, and navigation links for Government, Residents, Business, Departments, and Services are on the right. A search bar is centered below the navigation. The breadcrumb trail reads: Home / Departments / Planning & Development Services / Neighborhood Resources. The main heading is "Neighborhood Resources". Below this, a paragraph states: "The Neighborhood Resources Team is here to support Neighborhood Associations in any way possible." There are three main content boxes: "Area & Neighborhood Plans" (Area & Neighborhood Plans in the City of Tucson), "Neighborhood Association Registration" (Neighborhood associations are typically formed for the benefit of the residents; to help them know one another better, to establish positive relationships, increase communication and work on issues of concern together), and "Neighborhood Mailings" (The City will cover the cost of one mailing per fiscal year (July 1 to June 30) for each Neighborhood Association that requests it). Below these is a "Neighborhood Resources Frequently Asked Questions" section (Frequently Asked Questions related to Neighborhood Resources). Further down is a "Directory of Neighborhood Associations" section (Neighborhood Resources maintains a directory of the registered NAs of Tucson. This directory contains the maps, boundaries, bylaws, and contact information of officers for each NA. Click the link below to explore the directory.) with a yellow button labeled "Directory of Neighborhood Associations >". Below that is a "Responsibilities of Neighborhood Associations" section (NAs are required to hold one annual meeting to hold elections for new officers. After this meeting, please provide the following information to Neighborhood@tucsonaz.gov: Meeting Minutes, Officer Information Release forms for each officer elected, including re-elected officers. Please also submit Officer Information Release forms for changes in officers, e.g. interim officers). Below that is a "Services to Neighborhood Associations" section (Registration and Re-activation).

<https://www.tucsonaz.gov/Departments/Planning-Development-Services/Neighborhood-Resources>

How are Neighborhood Associations formed?

- Interested neighbors get together to talk about starting an NA, consider shared goals, define the boundaries, and select names
- Neighbors fill out application form for review by Neighborhood Resources. [*Note: Boundaries cannot overlap another NA and name cannot be the same as another NA.*]
- Neighbors prepare notice and hold first meeting with assistance of Neighborhood Resources
- If at meeting neighbors decide to proceed with forming an NA, they usually select interim leadership to develop bylaws for review by Neighborhood Resources and to set up future meetings.
- At future meeting(s), the bylaws are reviewed for approval and, if approved, used for conducting elections.



NEIGHBORHOOD ASSOCIATION APPLICATION
**CERTIFICATION
RECERTIFICATION
OR CHANGE OF BOUNDARIES**

WARD(S) NO. (S) _____ REGISTRATION DATE _____

APPLICATION FOR NEIGHBORHOOD GROUPS INTERESTED IN BEING CERTIFIED AND SERVED BY CITY OF TUCSON'S PLANNING AND DEVELOPMENT SERVICES DEPARTMENT – NEIGHBORHOOD SERVICES.

ASSOCIATION NAME: _____

PROPOSED BOUNDARIES: NORTH: _____
 EAST: _____
 WEST: _____
 SOUTH: _____

[Attach a map]

Per Citizen Participation Guidelines (Approved by Mayor and Council July 6, 1992, Item I.C.1) "The organization must clearly involve a 'neighborhood' with boundaries clearly stated that do not overlap the boundaries of other neighborhood associations."

NOTE: If the boundaries your association proposes overlap those of another Neighborhood Services registered association, you must demonstrate that the overlapping territory will create a contiguous and continuous addition to your association's proposed territory and that a majority of the residents/owners of properties within that overlapping territory wish to cease membership in the older existing association and wish to become a member of your new association.

Please further note that certification by Neighborhood Services office will qualify your association or group for limited services and resources on a first come, first served basis. Certification is not intended or designed to qualify the applicant or its officers or members for membership, grants, standing, etc., with any other organization, agency or department. Satisfaction of other entities' requirements must be done independently of or in addition to the PDSD certification process.

APPLICATION FILED BY: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ TELEPHONE: _____ E-MAIL: _____

SIGNATURE*: _____

BRIEF STATEMENT OF OBJECTIVES AND GOALS, CONCERNS AND INTEREST OF THE ASSOCIATION:


*By signing this application you affirm that you are duly authorized to speak/apply and act as contact on behalf of the applicant association/neighborhood group and affirm that you have read the attached (above-referenced) registration guidelines, that you understand them and that your association or group, intends to comply with these guidelines and to promptly develop and file By-laws consistent with those guidelines.

COMPLIANCE DATE: (NEIGHBORHOOD SERVICES USE ONLY): _____

What are the responsibilities of Neighborhood Associations to maintain their City registration?

Neighborhood Associations responsibilities include providing Neighborhood Resources with:


- Annual Meeting Minutes with elections results
- Completed Officer Information Release Forms yearly for both newly elected officers and re-elected officers
- Any amendments to the bylaws whenever those are made

PDS - Neighborhood Association 

Officer's Information Release Form

In accordance with the provisions of Arizona Revised Statute § 39-121, the following information will become part of the public record, and we are required to release it to anyone who requests it. With that in mind, you may wish to designate one mailing address for your association or have a post office box address to protect the privacy of individuals' home addresses, telephone numbers, and email addresses.

The information posted on the Neighborhood Resources website: Name, Phone, and Email.

Neighborhood Association* Date* 

Ward Number*

Ward 1 Ward 2 Ward 3
 Ward 4 Ward 5 Ward 6

Officer Information

Office Held*

Officer First Name* Officer Last Name*

Address Line 1* Address Line 2

City* State* ZIP*

Phone Number Email*

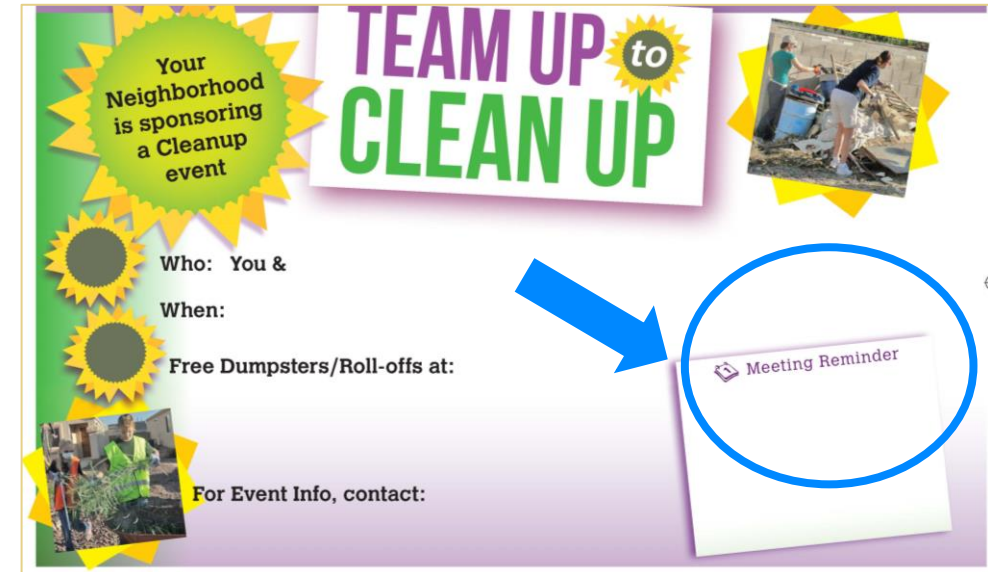
Office Information Release Form
<https://www.tucsonaz.gov/pdsd/neighborhood-resources>

What services does Neighborhood Resources provide?

- Registers Neighborhood Associations (NAs) and assists with reactivating inactive NAs
- Assists with boundary changes, mergers, and splits
- Reviews bylaws and amendments to bylaws
- Maintains records of NA Registration Applications, Bylaws, Amendments to Bylaws, Annual Meeting Minutes, and Officer Information Release Forms
- Maintains Neighborhood Resources webpage and regularly updates officer information
- Provides one City-funded mailing per fiscal year (July 1 – June 30)
- Assists with securing roll-offs for neighborhood cleanups
- Reserves public facilities for meetings
- Prepares the Neighborhood Nugget
- Attends NA meetings and events if requested
- Answers questions from NAs, Ward Offices, and other City departments

City-funded mailing guidelines (a frequently used service)

- ❑ City funds one mailing per fiscal year (July 1 – June 30). Neighborhood Associations (NAs) can send additional mailings at their expense.
- ❑ A mailing can be a postcard up to a 4-page newsletter.
- ❑ City pays for black and white printing but can make arrangements for color printing if NA pays the difference.
- ❑ Neighborhood Resources staff reviews City-funded mailings for any advertising or campaign material, which is not allowed.
- ❑ Neighborhood Resources requires 10 days for postcards and 18 days for newsletters, in addition to any advance notice required in the NA's bylaws.




Additionally, the City's Environmental & General Services Dept. allows NAs to add a short meeting announcement to the postcard that is provided to NAs to advertise cleanup dates.

What is the Neighborhood Nugget?

- The Neighborhood Nugget is an email sent once a month (or more) with a “nugget” of information directed to Neighborhood Association officers. Information ranges from notices regarding trainings and other activities for officers, to information on events for officers to share with Neighborhood Association members.



**NEIGHBORHOOD
NUGGET**

Neighborhood Resources Events Survey

Neighborhood Resources is working to facilitate information sessions, workshops, and trainings for Neighborhood Association leaders on a variety of topics, including but not limited to the following:

- Neighborhood Association Basics
- How to Run a Good Meeting
- Becoming a 501(c)(3) Nonprofit Organization
- Neighborhood Association Initiated Projects: What? How? Who?
- Trainings on Creating an Online Newsletter; Developing a Website; Using MapTucson

Let the Neighborhood Resources team know what your preferred days/times would be to attend such events by [filling out our survey](#). The team will then work to schedule meetings on days and times that work for as many leaders as possible. The survey also offers you an opportunity to share both the topics above of most interest to you or any additional topics you would like Neighborhood Resources to consider.

[Neighborhood Resources Survey](#)

The Neighborhood Resources team requests you please fill out the survey by Monday, April 10. If you experience any issues filling out or submitting the survey, please contact neighborhood@tucsonaz.gov for assistance.

THANK YOU in advance for your feedback and we look forward to providing details about the initial event soon.

What kinds of activities do Neighborhood Associations undertake? *So many!*



Park Development



Graffiti Removal



Potlucks



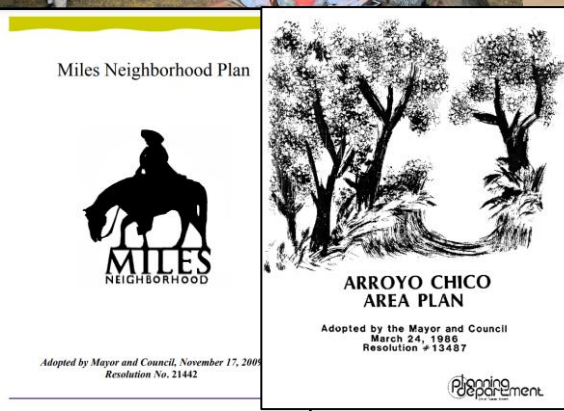
Celebrations



Historic Designation



Yearly Events



Neighborhood ID Signs



Special Events

Photo by PiaMedea-Digital

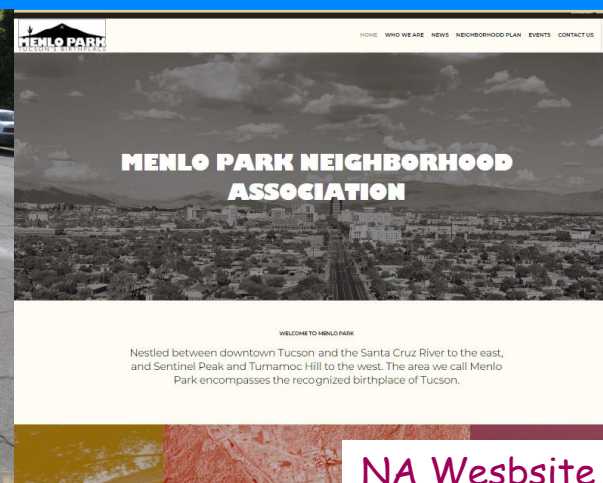
What kinds of activities do Neighborhood Associations undertake? *continued*



Water Harvesting



Traffic Calming



NA Website



Online NA Newsletter

Join us for an evening of stargazing and stories

STAR NIGHT

IN THE PEACE GARDEN

FEBRUARY 24TH
6:30 PM

- * Tucson Amateur Astronomy Association will bring a telescope for viewing the stars *
- * Sunnyside Neighborhood Association will provide hot chocolate and marshmallows for roasting *
- * Valencia Library will share star stories and crafts *

All ages welcome to this free event!

The Peace Garden is located in [address]

Special Events

Bring a chair if you wish.



Public Art



Community Gardens



Little Free Libraries



Tree Planting

How can I contact Neighborhood Resources?



Main Neighborhood Resources Contact:

Neighborhood@tucsonaz.gov

(520) 827-5013

Rebecca Ruopp:

Rebecca.Ruopp@tucsonaz.gov

Kyle Kerns:

Kyle.Kerns@tucsonaz.gov

IMPORTANT NOTE

If you are emailing us, please include the name of your Neighborhood Association in the subject line.