

TOWN OF FLORENCE
COMMUNITY SERVICES ADVISORY BOARD
REGULAR MEETING AGENDA

Chair David Lewis
Vice-Chair Carolyn Davis
Joseph Bracco Jr.
Lawrence M. Gutierrez
Amber Hitchcock
Kathleen Leaman
Tabitha Macfie
Kellie Mendoza
Marian Palaia
Youth Liaison Hunter Macfie



Viney Jones Library and
Community Center
778 N. Main Street
Florence, AZ 85132
(520) 868-7500
www.florenceaz.gov
Meet 2nd Thursdays

Thursday, January 11, 2024

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Community Services Advisory Board and to the general public that a Regular Meeting of Florence Community Services Advisory Board will be held on Thursday, January 11, 2024, at 6:00 p.m. at the Town of Florence Viney Jones Library and Community Center, 778 N. Main Street, Florence, AZ.

To attend the meeting noticed below by technological means, members of the public may:

1. *Join virtually using the link below:*

[Join via ZOOM](#)

2. *To call in and listen, please dial:*

Telephone: (346) 248 7799 or (669) 900 6833

Meeting ID: 832 0730 8618

Passcode: 103116

Members of the public may submit written comments relating to this meeting to Teresa Graciano-Bustillos, Community Services Administrative Assistant, by emailing Teresa.Graciano@FlorenceAZ.gov at any time until one hour prior to the posted start time for the meeting. Please be sure to include your name and address for the record as well as the meeting date (and Agenda Item #, if applicable) in the subject of your email.

1. **CALL TO ORDER:**

2. **ROLL CALL:** Chair Lewis___, Vice-Chair Davis___, Boardmember Bracco___, Boardmember Gutierrez___, Boardmember Hitchcock___, Boardmember Leaman___, Boardmember Macfie___, Boardmember Mendoza ____, Boardmember Palaia _____,

Youth Liaison Macfie ____

3. PLEDGE OF ALLEGIANCE

4. NEW BUSINESS

- a. Discussion/Approval/Disapproval of Recommendation of regular meeting minutes of November 9, 2023.
- b. Discussion of Florence Fitness Center programming
- c. Discussion of Viney Jones Library programming and hours of operation
- d. Discussion of the updated draft for Community Services Advisory Board Public Art Program Guidelines

5. DEPARTMENT UPDATES – INFORMATION ONLY

- a. Monthly Report – November and December
- b. Capital Improvement Projects
- c. Florence Memorial Park

6. CALL TO THE PUBLIC/BOARD RESPONSE

Call to the Public for Comment is limited to issues within the jurisdiction of the Town of Florence Community Services Advisory Board. Council rules limit public comment to three minutes. Individual board members may respond to criticism made by those commenting, may ask the staff liaison to review a matter raised, or may ask that a matter be placed on future agenda.

7. CALL TO THE BOARD – CURRENT EVENTS ONLY

8. ADJOURNMENT

POSTED THIS 10TH DAY OF JANUARY 2024, BY PATRICIA BUCHANNAN, DEPUTY TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

*****PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-8300 OR 711 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION. *****



**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY COMMITTEE
ACTION FORM**

**AGENDA ITEM
4b.**

MEETING DATE: January 11, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Alison Feliz, Recreation Superintendent

SUBJECT: Florence Fitness Center Programming
Discussion/Feedback

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE

- Community Vitality
- Economic Prosperity
- Leadership and Governance
- Partnerships and Relationships
- Public Safety
- Transportation and Infrastructure
- Statutory
- None

RECOMMENDED MOTION/ACTION:

None

BACKGROUND/DISCUSSION:

Staff attended the Teen Council Advisory Boards meeting Wednesday, January 10th 2024, to request discussion and feedback regarding potential incentive program(s) and special activities/events for Teens at the Florence Fitness Center. The Recreation Divisions goal is to understand the Teen Council's insight into what motivates their peers in fitness and wellness, to assist staff in making decisions of how to continue to engage teenagers in the Florence community programs and plan for additional programming related to wellness and fitness programs offered by the Florence Community Services Department.

Fitness Center Membership Activity from October 2023 thru December 2023:

Active memberships for ages 16-26 = **66**

Total visits for ages 16-26 = **1044**

Total memberships = **553**

Total visits = **1592**

During the past 3 months active members from 16-26 at the fitness center are lower compared to all other age groups combined. However, the current members in the 16-26 age group are consistently frequent users of the facility.

Staff are requesting feedback from a discussion with the Community Services Advisory Board related to community input on needs and desires for teen programming in the Fitness Center such as dedicated Teen night programs at the fitness center or other incentives related to membership fees.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

None



**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY BOARD
ACTION FORM**

AGENDA ITEM

4c.

MEETING DATE: January 11, 2024

DEPARTMENT: Community Services Department

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Viny Jones Library hours and programming
Discussion/Feedback

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE (Choose one)

- Community Vitality Economic Prosperity Leadership and Governance
- Partnerships and Relationships Public Safety Transportation and Infrastructure
- Statutory None

RECOMMENDED MOTION/ACTION:

None

BACKGROUND/DISCUSSION:

Staff requested discussion and feedback from the Teen Advisory Board regarding potential changes to the operating hours of the Viny Jones Library. The findings will be shared with the Community Services Advisory Board.

Staff is also requesting discussion and feedback from the Advisory Board regarding these potential changes.

Current Operating hours

Tuesday – Friday from 10am – 6pm
Saturday - 11am-3pm
Sunday and Monday - Closed

Staff plans to extend operating hours, opening on Mondays before the end of FY24. (current funding year).

Staff is proposing to increase service hours from 36 weekly to 52 hours weekly and are working with the finance department to identify staffing costs related to the additional service hours. One objective of the increased hours is dedicated programs for youth. Proposed service hours are: M-TH 9 am-8 pm, F 9 am-5 pm, SAT 11 am-3 pm. Additional costs will be submitted with FY25 budget requests for the Library operating budget.

Staff is looking for feedback from the Teen Council specific to activities of interest to their age group during “out of school” times. This would include evening and Saturday hours. Included is the December library report that shows current program offerings as a reference.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

None

ATTACHMENTS:

Library Monthly Report (December 2023 data)

Library Division Report

Highlights:

December Highlights: The library held its first annual Polar Express Night with approximately 215 people that attended. Chief Walls was our special guest reader and was a huge hit with the children. Everyone was able to visit with Santa, receive a silver bell and goody bag and enjoyed hot chocolate and a Christmas cookie. A good time was had by all!

October Statistics

- 4,228 total items circulated
- 57 library cards were issued
- 240 computer sessions were held
- 320 total items were placed on hold
- 1,349 wireless sessions were held
- 6,996 user visits
- 337 person(s) attended 32 in-person program(s)
- 103 person(s) participated in passive program(s)

December Programs

12/1/2023	Tech Time
12/1/2023	Baby Sensory Time
12/4/2023	Business 2 Create
12/5/2023	Senior Power Fitness
12/5/2023	Healthy Snack Tuesday
12/5/2023	Storytime
12/6/2023	Threads and Needles
12/6/2023	Picking Up STEAM
12/7/2023	Senior Power Fitness
12/7/2023	Music & Movement
12/7/2023	Knights of Honor
12/7/2023	Tween Time
12/8/2023	Baby Sensory Time

12/13/2023	No Crumbs Left
12/14/2023	Senior Power Fitness
12/14/2023	Healthy Lifestyle Workshop
12/15/2023	Baby Sensory Time
12/15/2023	Polar Express
12/19/2023	Senior Power Fitness
12/19/2023	Storytime
12/19/2023	DIY Addicts
12/20/2023	Picking Up STEAM
12/21/2023	Teen Time
12/22/2023	Baby Sensory Time
12/26/2023	Senior Power Fitness
12/26/2023	Storytime
12/26/2023	Memory Care
12/27/2023	Imagination Creation
12/27/2023	Adult Book Club
12/27/2023	Picking Up STEAM
12/28/2023	Senior Power Fitness
12/29/2023	Baby Sensory Time



**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY COMMITTEE
ACTION FORM**

**AGENDA ITEM
4d.**

MEETING DATE: January 11, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Community Services Advisory Board Public Art guidelines draft review.

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE

- Community Vitality
- Economic Prosperity
- Leadership and Governance
- Partnerships and Relationships
- Public Safety
- Transportation and Infrastructure
- Statutory
- None

RECOMMENDED MOTION/ACTION:

Approval/Disapproval

BACKGROUND/DISCUSSION:

Staff will present the updated Community Services Advisory Board Art Guidelines for the Board's comments and suggestions. Staff hope they have addressed the verbiage issues pointed out by the Board at the November 9, 2023, meeting.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Draft of Community Services Advisory Board Public Art Program Guidelines.



Community Services Advisory Board

Public Art Program Guidelines

Definition of Public Art

“Public Art” means any work of art created by visual artists or public contest designers that is sited in a public place for people to experience. This can include but is not limited to murals, sculptures, memorials, integrated architectural or landscape architectural work, community art, digital new media, installations, and even performances and festivals. It is art that people encounter on a daily basis in the public sphere.

All public art must meet these criteria:

- Is appropriate on subject, technique, and style for intended location and audience
- Is appropriate for public viewing, is free of unsafe conditions and unable to cause harm
- Does not promote the financial profit of any individual, organization, political party, or commercial enterprise
- Does not promote violence, unlawful or illegal goods, services, or activities
- Does not infringe on copyright, trade or service mark, title, or slogan
- Does not demean or disparage individuals or groups on the basis of race, color, religion, national origin, ancestry, gender, age, disability, ethnicity, or sexual orientation
- Does not promote a particular political party, candidate, religious, or political message
- Does not include obscenities, be defamatory, or result in invasion of privacy
- Does not promote goods or behavior or contain images that are inappropriate for family enjoyment

Design and Content

- Relevance of the piece to the Town, its values, culture, and people – public art within the Town of Florence should be based on one or more of the following themes: natural beauty; history and/or Native American heritage; local trades or other relevant themes
- Sustainability of the work for outdoor display, including its maintenance and conservation requirements
- Relationship of the work to the site and the community, especially how it serves to activate or enhance public space
- Appropriateness of the scale of the artwork

Artwork Approval Procedure

- Community Services Boardmember(s) proposing public artwork must submit application to the liaison at least 1 week prior to board meeting, so it can be agendaized and posted.
- If approved by the board, Community Services staff liaison will prepare any additional paperwork required for the project, work to secure funding, and recruit and procure an artist, based on board's direction of scope of project.

Community Services Advisory Board Responsibilities

- A Community Services Advisory Board member will author and submit a proposal to complete a Public Art piece in a Community Services managed park or facility.
- The board will discuss, form a motion, then formally vote on the project. The decision will be recorded in the Action Minutes and Minutes for the meeting.
- Boardmember(s) may work directly with staff liaison to formalize the scope and assist with research on budget projections, method, and approach of project.
- The Board will work with staff liaison to plan and implement a grand opening event commemorating the project.

Methods of Artist Selection

Procurement staff with the Town will dictate and lead the process for staff and boardmembers to follow, so all laws, rules and guidelines are followed.

- The Advisory Board will have the option to participate in recruitment and selection of artists for a specified commission of artwork in the project approved by the board.
- In each of the following cases, the role of the board will be to review the work of the selection panel in terms of meeting the requirements of the Town administrative and procurement procedures and performing its charge correctly.

Requests for Qualifications Process

Artists submit their qualifications and examples of past work. The board's first round selection of finalists is based on artists' submittals of completed work. Following the designation of finalists, the selection process will continue in one of two ways:

- Finalists are invited to interview with the selection panel, at which time they discuss their work, possible approach and working methods relevant to the project. The panel recommends the artist based upon the submittals and interview responses.

- Finalists are invited to submit proposals. Town staff briefs finalists on the project and introduces them to key players who will also be able to help them better understand the nature of the project. Proposals must include visual representations of the finalists' concept, scale drawings showing the concept in site, budget, and timeline information. The selected artist will be paid for their proposals at an appropriate amount approved by the Advisory Board.

Request for Proposals (Open Competition)

- A Request for Proposals is appropriate for smaller projects that might interest artists who have not yet entered the public art field. Reviewing proposals rather than qualifications will provide the selection panel with a reliable insight into the artist's vision and approach. The selection panel will ask a small group of finalists to meet for interviews prior to the final selection. Artists are not compensated for submitting proposals in an open competition.

Invitational Competition

- Town of Florence staff invites a limited number of artists of their choosing to submit qualifications or proposals. This may be conducted in two phases; the first phase based on qualifications; the second phase based on a proposal. An Invitational Competition is appropriate for projects that are extremely complex, where only a limited number of artists may be capable of completing the job successfully. Honoraria levels may be recommended by staff and approved by the Advisory Board.

Direct Selection

- In rare circumstances, the Town of Florence may need to move forward without delay and ask the Advisory Board to recommend one artist and a list of alternates. This option will be used only when there is no time or opportunity for a more competitive approach, or in extraordinary circumstances where the unique talent of a specific artist can be clearly established and justified.

Advisory Board's Criteria for Selecting Artists

- Quality and merit of art
- Artist's experience, training, and professional recognition
- Artist's ability to successfully complete the project within the proposed budget
- Artist's ability to respond to the project's contextual issues, community, audiences, and users
- Artist's availability to work within the established timeline
- Place of work or residence, if geographic restrictions are outlined in the request for proposals or request for qualifications
- Additional criteria may be added if recommended by the advisory board

General Review Criteria

- The creativity and originality of the artist's response to the program
- The artist's response to the physical context of the site, including such indicators as choice of scale, materials, form, and context
- The proposed relationship of the artwork to existing or anticipated environmental conditions, including architecture, landscaping, urban design and development, traffic, and circulation
- The artist's response to the social context for the site, including local demographics, history, intended function of the artwork, views, and public access
- The relationship of the proposed artwork to other works in the Town's collection and the artwork's ability to become a noteworthy addition
- An analysis of the artist's proposed method of fabrication and installation of the artwork and an evaluation of safety and structural factors involved
- Evaluation of the artist's proposed budget and schedule for completion.
- Evaluation of the proposed materials and their appropriateness to the project, including issues of structural and surface integrity, protection against theft and vandalism, public safety and weathering, and long-term maintenance requirements.
- If the artwork is part of a larger construction project, feasibility within limitations of the overall development schedules.
- An artist's statement as to whether or not the artwork is a unique, site-specific edition of one and has not and will not be duplicated, or alternatively, is one of a limited edition of multiples.
- Mass-produced artwork and artwork from catalogue ordering outlets will not be purchased or commissioned.

Additional criteria may be added, if recommended by the advisory board.

Review and Selection

Staff liaison will work with Procurement to establish these areas of focus during recruitment efforts of Artists.

- Quality: The public art piece demonstrates originality and artistic excellence.
- Media: All visual forms and media may be considered, subject to approval.
- Sculpture - in the round, bas-relief, mobile, kinetic, electronic, in any material or combination of materials
- Painting - all media, including but not limited to, murals.
- Mosaics - pictures or decorative designs made by setting small colored pieces, such as stone or tile, into a surface.
- Artwork - in clay, wood, metal, plastics, glass, and other materials.
- Mixed Media - any combination of forms or media, including collage.
- Unique Features - One-of-a-kind building features and site enhancements such as gates, benches, water features, walkways or bridges, and public use items including decorative trash receptacles provided that it has been commissioned by a visual artist or public context designer
- Style: Public art of all schools, styles, and tastes should be considered.
- Response to Site: Public art and art places should be appropriate in scale, material, form, content, and value for the immediate, general, social, and physical environments with which they are to relate.
- Team Approach: Encourage the early involvement of the visual artist or public context designer as a member of the project design team.
- Durability: Consideration should be given to structural and surface integrity, permanence, and protection against theft, vandalism, weathering, excessive maintenance, and repair costs.
- Elements of Design: Consider that public art, in addition to meeting aesthetic requirements, may also serve to establish focal points, terminate areas, modify, enhance, or define specific spaces, or establish identity.
- Public Liability: Public art and art places should be examined for unsafe conditions or factors that may bear on public liability.
- Diversity: Strive for diversity of style, scale, media, designers, community values, forms of expression, and equitable distribution of public art throughout the Town.

Construction and Maintenance

- For the purposes of the Community Services Board goals, public artwork will only be focused on Community Services managed parks or facilities.
- Public artworks must remain on public display under optimum conditions in which they were originally installed.
- Artwork projects may have a small plaque not to exceed twenty-four (24) square inches in size identifying the work, artist, and contributors.
- Continued maintenance of the artwork shall be the responsibility of the Town.
- The artwork shall be maintained to preserve its intended appearance. Faded paint,

missing or damaged parts, or deteriorated finishes represent unacceptable maintenance conditions.

- The original artist shall be offered the opportunity to provide maintenance and repair services for the artworks they create.
- On-site activity in connection with the artwork installation will be coordinated with the Community Services Department, with the Advisory Board's input.
- In the case of sites under development, the appropriate Town staff(s) within the Department will coordinate the concurrent site development and the artwork installation in the most efficient manner possible.
- In the case of existing sites not undergoing development, the appropriate Town staff within the Department shall oversee and facilitate the installation of the artwork. In such cases, the cost of necessary site alteration or restoration shall be borne by authorized funds.
- Town staff will formally survey the condition of public art twice per year and report the condition of each piece of public art to the Town Manager and make prioritized recommendations for restoration and preservation where needed.
- The Town has the authority to modify or replace any and all public artwork at any time, as unpredictable circumstances and legal implications apply.
- Public art shall be professionally designed and incorporate high-quality materials that enhance the overall appearance of the site and not adversely affect safe and efficient movement of vehicles and pedestrians. Materials may include paint or other media appropriate for exterior use, such as tile or mosaic. Materials shall be long-lasting and graffiti-resistant to the greatest extent possible.
- The public art shall be designed and painted by a qualified, vetted artist(s) with sufficient knowledge and experience with the application of public materials.
- Mural size shall be determined by the wall surface to be covered. Smaller walls may be completely covered. On large walls, murals should be large enough to dominate the wall surface, but not so large as to overwhelm the local streetscape.
- No business advertising, logos, political or religious messages will be approved by the town related to Public Art. The artist's signature may appear, provided that it is not so prominent as to detract from the display.
- The proposed public art, by its design, construction, and location, shall not obscure or detract from the significant architectural and landscape features, nor should a structure's architecture be altered to accommodate the art.
- The proposed public art, by its design, construction, and location, shall not have an adverse impact on adjacent properties or permitted uses. If the public art requires special lighting or other related construction, all applicable permits will be required as part of installation.

DEFINITION

Procurement

The purchasing, renting, leasing, or otherwise obtaining any supply, or service. The term includes all functions that pertain to the obtaining of any supply, or service, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Request for Proposals

All documents, whether attached or incorporated by reference, are utilized for soliciting proposals.

Invitational Competition

“Invitation for Bids” all documents, whether attached or incorporated by reference, utilized for soliciting bids.

Direct Selection

Allowances within the procurement laws and policies that provide staff to select a vendor on established criteria.

Proposal from Boardmember

Artwork proposal with description and estimated costs submitted to the Community Services Advisory Board for project approval.

Public Art Process

