

**TOWN OF FLORENCE
COMMUNITY SERVICES ADVISORY BOARD
REGULAR MEETING AGENDA**

***UPDATED**

Vice-Chair Carolyn Davis
Joseph Bracco Jr.
*Ruben Gutierrez
Amber Hitchcock
Kathleen Leaman
Tabitha Macfie
Marian Palaia
*Vacant
*Vacant
*Vacant Youth Liaison



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

Thursday, May 9, 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, May 9, 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: 861 2832 5319

Passcode: 840108

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:** Vice-Chair Davis___, Boardmember Bracco___, Boardmember Gutierrez___, Boardmember Hitchcock___, Boardmember Leaman___, Boardmember Macfie___, Boardmember Palaia___,

3. PLEDGE OF ALLEGIANCE

4. NEW BUSINESS

- a. Discussion/Approval/Disapproval Game & Grub (Alison Feliz)
- b. Adopt a Flower Box Program (Alison Feliz)
- c. Discussion/Approval/Disapproval of the Aquatic Center Public Art Mural (Paul King)
- d. Discussion of the updated draft for Community Services Advisory Board Public Art Program Guidelines (Paul King)

5. DEPARTMENT UPDATES – INFORMATION ONLY

- a. Recruitment for Advisory Board Members
- b. Poston Butte Preserve
- c. Library hours update

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 8TH DAY OF MAY 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
4a.**

MEETING DATE: May 9, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Alison Feliz, Recreation Superintendent

SUBJECT: Game and Grub Event Update

- 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:

The first Game and Grub Food Truck event series initiated by the Community Services advisory board has concluded, staff wanted to present the committee with feedback and recommendations for future Game and Grub event series.

The Game and Grub Event series just completed it's first seasonal series. The events were offered on the 3rd Saturday of every Month from January through April. Although marketing efforts were throughout, there were approximately 20 people in attendance at each event, and there were 0 people in attendance at the April Game and Grub night. One significant factor was the scheduling conflict with other events taking place during a saturated event season, simultaneously in the downtown area. The intent of the program was to create activity in the Downtown and enhance the economic impact of our Florence businesses. There is no lack of special events within the community. Whether it be external or internal events there is something going on every weekend from October through April.

Due to other events occurring downtown this time of year staff would like input and discussion from the committee on their experiences while attending the events, feedback from their peers regarding the event, whether the board would like to continue with this program, or if we should look at allocating resources towards service gaps. If

the board would like to continue with the Game and Grub event, staff recommend exploring a different time of year or on a different day to better align with the intent of the program to foster activity and vibrancy in the downtown area.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



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

**AGENDA ITEM
4b.**

MEETING DATE: May 9, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Alison Feliz, Recreation Superintendent

SUBJECT: Flower Box Program Update

- 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:

The Adopt a Flower Box Program will transition management of the program from volunteers to our Town employees beginning June 3, 2024.

The Adopt a Flower Box program is an excellent way to showcase the downtown area through beautification. While we are immensely grateful to all the active volunteers who have graciously contributed their time, effort and green thumbs to maintain the flower boxes, there have been inconsistencies in plantings, watering and overall care of some boxes. This transition to the Parks division management, will create standards and consistencies that enhance the downtown image of Florence.

This transition will ensure greater consistency through the town's ongoing maintenance schedules and standards.

We request that volunteers who wish to remove their plants from the flower boxes they have tended to do so by June 2, 2024, so the town can install the new plantings.

To express the town's appreciation and honor our Flower Box volunteers, a special recognition presentation will be held during the town council meeting on June 3, 2024. We invite all volunteers to join us as we celebrate their invaluable contribution to

Historic Downtown Main Street. Volunteers will be emailed a letter on Monday, May 13th with the updates to this program.

We are confident that these updates will further enhance the beauty and allure of our downtown area, making it an even more inviting destination for residents and visitors alike.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



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

**AGENDA ITEM
4c.**

MEETING DATE: May 9, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Art Mural at the Florence Aquatics Center

- 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:

Staff will update board members on the first Public Art Mural to be completed in Community Services Department facilities/parks in Florence.

BACKGROUND/DISCUSSION:

Town Council and the Community Services Advisory Board wish to expand public art throughout the Florence community. The Community Services Department is working with local artist, Anna Jaimes to design and paint an “aquatics” themed mural at the main entrance wall facing the parking lot of the Florence Aquatics Center. The Mural will cover approximately 360 square feet and be a playful gathering space for the community to begin their Aquatics Center experience. Once the rendering is drafted by the artist, staff will present it to the Town Council and the Community Advisory board for feedback before approving the work to move forward.

While this mural is a single project, staff is working on additional opportunities for art murals within the Community Services Department. Discussions have included themed art murals on other buildings such as: concession buildings at Little League field and Heritage Park, Padilla Park restroom building, fence screening at the dugouts in Little League and Heritage Park. Staff will continue to work with the Community Services Advisory Board to develop future projects for “Art in Parks” that the community can enjoy.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



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

**AGENDA ITEM
4d.**

MEETING DATE: May 9, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Draft Community Services Advisory Board Public Art program guidelines 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:

None

BACKGROUND/DISCUSSION:

Staff will present the updated Community Services Advisory Board Art Guideline edits for the Board's comments and suggestions from the March 14, 2024, regular 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.

Subject: DRAFT Community Services Advisory Board Public Art Program Guidelines review

Meeting Date: May 9, 2024

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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~~ event 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 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 cultural heritage; local trades or other relevant themes of recreational activities in facilities and parks managed by the Community Services Department.
- Sustainability of the work for outdoor display, including its maintenance and conservation requirements.
- Relationship of the work to the intended site use and the community.
- Appropriateness of the scale of the artwork

Artwork Submittal /Approval Procedure

- [Community Services](#) Board member(s) proposing public artwork must submit a completed application to [the liaison staff](#) liaison at least 10 business days prior to board meeting, so it can be reviewed, azenized and posted.
- If recommended by the Advisory board, Community Services staff liaison will prepare any additional town required processes for the project, work to secure funding, and recruit and procure an artist, based on board’s recommendations.
- Town administration and legal review will determine final scope and budget/cost approvals.
- [Public input process](#) will likely be used whenever time permits to establish community feedback from the neighborhood in or around the artwork location and the community in general. Scope and breadth of the public input will be determined by Town administration, but it is critical to include input from the Community Services Advisory Board as a connection to the Florence community.
- [Staff will provide routine project updates to the Board](#)

Community Services Advisory Board Role

- A Community Services Advisory Board member may submit a proposal to complete a Public Art piece in a Community Services managed park or facility.
- Once on a meeting agenda, the board will discuss, form a motion, then formally vote on the project. The recommendation will be recorded in the minutes for the meeting and staff will begin logistical planning for the project.
- Board member(s) [willing, will may](#) work directly with staff liaison to formalize the scope and assist with research on project planning.
- If desired, the Board may work with staff liaison to help plan and implement a commemorating activity for the project.

Methods of Artist(s) Recruitment and Selection

[Procurement staff](#) with the Town will dictate and lead the recruitment and selection process, so all laws, rules and town policies are carefully followed.

- The Advisory Board members may share artist contact information to help gain interest from artists and any advertised projects from the town.
- In each of the following cases, the role of the advisory board will be to review the submittals and provide a recommendation of the project to the staff liaison. Action items can include: moving forward with the project, obtaining additional information, rejecting the project, etc.

Requests for Qualifications Process

Artists submit their qualifications and examples of past work. The Board will review and make recommendations based on artists’ submittals of completed work.

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Following the designation of finalists, the selection process will continue in one of two ways:

- Finalists are invited to interview with an approved procurement 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.

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- Finalists are invited to submit proposals. Town staff briefs finalists on the project and introduces them specific scope of the project. Proposals must include visual representations of the finalists' concept, scale drawings showing the concept in site, budget and timeline information.

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.

Direct Selection

- In some circumstances, the Town of Florence may need to move forward without delay. This usually implemented on smaller scope projects that are under \$5,000 and appropriately themed for the location.

Advisory Board's Criteria for recommendations

- Quality and general theme of art.
- Artist's experience, training, and professional recognition.
- Artist's ability to successfully complete the project within the proposed budget and timeline.
- Artist's ability to respond to the project's contextual issues, community, audiences, and users.
- The proposed relationship of the artwork to existing or anticipated environmental conditions, including architecture, landscaping, urban design and development, traffic and circulation.
- The creativity and originality of the artist's response to the program.
- The relationship of the proposed artwork to other work's in the Town's collection and the artwork's ability to become a noteworthy addition.
- 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.

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.

- **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 Advisory 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, 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 PAGE

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, utilized for soliciting proposals.

Invitational Competition

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

"Local Vendor" a vendor

Direct Selection –

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

Proposal – non-procurement from board member

Artwork proposal with description and estimated costs submitted to the Committee for project approval.

Public Art Process

