

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

Chair Kathleen Leaman  
Vice-Chair Joseph Bracco Jr.  
Amber Hitchcock  
Marian Palaia  
Ruben Gutierrez  
Christina Little  
Anna Jaimes  
Freeda Lapos-Babson  
Rebekah Smith  
Aidan Rankin Youth Liaison



Viney Jones Library and  
Community Center  
778 N. Main Street  
Florence, AZ 85132  
(520) 868-7500  
[www.florenceaz.gov](http://www.florenceaz.gov)  
Meet 2<sup>nd</sup> Thursdays

**Thursday, November 14, 2024**

**6:00 PM**

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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, November 14, 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](mailto: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 Leaman, Vice-Chair Bracco, Boardmember Hitchcock, Boardmember Palaia, Boardmember Gutierrez, Boardmember Little, Boardmember Jaimes, Boardmember Babson, Boardmember Smith

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATION**

- a. Request for Judges for Junior Parada and Hometown Holiday Parades
  - I. Jr Parada Parade – 11/30/2024 at 10 am
  - II. Hometown Holiday Parade - 12/6/2024 at 7:30 pm
- b. Invitation to attend the 10-year Padilla Park Anniversary Celebration Event

**5. NEW BUSINESS**

- a. Discussion/Approval/Disapproval of Recommendation of regular meeting minutes of September 12, 2024
- b. Discussion/Approval/Disapproval Staff request for inspections of Parks (Paul King)
- c. Discussion/Update of Playgrounds project at Heritage Park (Paul King)

**6. DIRECTOR'S UPDATE**

- a. Discussion/Update of monthly activities and updates in the Community Services Department

**7. 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.

**8. CALL TO THE BOARD – CURRENT EVENTS ONLY**

**9. ADJOURNMENT**

**POSTED THIS 13TH DAY OF NOVEMBER 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 BOARD**

**MINUTES OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD REGULAR MEETING HELD ON THURSDAY, SEPTEMBER 12, 2024, AT 6:00 P.M.**

**CALL TO ORDER**

Chair Leaman called the meeting to order at 6:00 P.M.

**ROLL CALL:**

Present: Chair Leaman, Vice-Chair Bracco, \*Boardmember Palaia, Boardmember Hitchcock, Boardmember Gutierrez, Boardmember Jaimes, Boardmember Little

Absent:

**PLEDGE OF ALLEGIANCE**

Chair Leaman led the Pledge of Allegiance.

**DISCUSSION/APPROVAL/DISAPPROVAL OF RECOMMENDATION OF REGULAR MEETING MINUTES OF AUGUST 8, 2024.**

On motion by Boardmember Hitchcock, seconded by Boardmember Gutierrez, and carried (7-0) to approve the regular meeting minutes of August 8, 2024, with one amendment.

**DISCUSSION/UPDATE OF PUBLIC ART GRANT PROCESS (JENNIFER EVANS)**

Grant Coordinator, Jennifer Evans, explained the process and resources that she uses to find and develop grants. Ms. Evans works with all departments to prospecting grants, application process, award process, money and wrap-up of the grant. Mostly apply for state and fed spent \$3 million in federal grant funding. Two very large grants to spend over the next 12 to 18 months. 5000 all the way up to 1.2 million. Assist during budget season for the next fiscal years to see what their needs are. Poston Butte Preserve Trail Work. There is also some in the CIP budget for this year. Conversation begins with a project. Needs to the community. Specific goals and objectives that are to be met and what resources are needed. Develop a project description and project budget and create a planning. Projects need to fit within the Town Council Goals and Directions and align with funder goals. There is a waiting process with the grants. You may not receive it when you need it. Opportunity and the project are a good fit for the community and in the Town's best interest.

Liaison King interjected by explaining that it is important to ask if the projects and public art are a good fit, worth staff time, too cumbersome to do long reports? Or is there a different path to take.

Project planning is key to being useful to get the resources that are needed. It varies by project. You have to sell it to Jennifer first. Time and effort are key. The most efficient way is to look at the project and then seek funding.

There is a stake Arts Council that can help support community art. Casinos have to give back 12%. We have received a grant from Gila River for the Poston Butte Preserve. Jennifer isn't aware of ACI made benches and other items. Vice Chair asked when we should be looking for funding. This fiscal year or next fiscal year. Boardmember Little asked if there's a time of year that we need to start looking at the budget. We need to plan now for next spring. Beginning in October we will begin working on next fiscal year's budget. And that will wrap with the process in November. Capital plan is first and then operating budget. Depending on the cost would depend on where we would allocate that to. Most opportunities take place in spring and fall. Chair Leaman asked if they are allowed to discuss possible projects at a work session in the future. Liaison King said that we can have a special meeting or discussion at the October meeting. It was reiterated that we cannot email each other back and forth due to special meeting laws. The chair can assign the committee, but Liaison King would check to see what restrictions the committee has. The committee would like to have a working session to collect ideas on grants. Fill in the form that Paul gave them and individually fill them out and send them to Liaison King. The information will be compiled and shared at the next meeting. Jennifer suggested having a range and starting with the smaller projects. It is confirmed that we cannot hold a meeting on October 3, because it conflicts with other meetings. October 23 was a given date. Liaison King will email options for now and between October 23. Vice Chair asked if they could have the October 23 meeting and a work session between now and then. Scope of work on projects that you would like to see. We will do leg work such as vendors, quotes, etc. Budget timelines haven't been given yet. CIP planning begins in November and then they move on to the operating budget. Chair Leaman asked where the Javelina project would fit in the budget. Liaison King believes it would be operating. The board will keep the October 23 meeting date. All applications are due the week prior. Boardmember Gutierrez would like a special meeting in addition to October 23. Paul will find dates and run them by the town clerk's office. The board would like a laptop to display it in teacher mode and a whiteboard. As well as blank application forms. Chair Leaman suggested that we have a focus on Florence's rich history. Liaison King will work on a meeting date for Tuesday or Wednesday. Boardmember Little is not available on Tuesdays so Paul will work on a Tuesday work session date. Paul will bring a whiteboard, applications and post its. Boardmember Hitchcock asked if there are grants for events. She would like the committee to look for something that highlights a founder's event. Jennifer shared that the State Arts Commission used to have festival grants. Liaison King explained that he is working with our events coordinator to look at other options for events as well as sponsorships. Boardmember Guterrez asked what else we can do other than arts. He would like to know what the parameters are. Are there equipment needs or updates or other programs that we don't have that we need programming gap on. The goal is for the advisory board to give the council recommendations for the community services department that include the five divisions of parks, recreation, senior services, cemetery and library.

## **DISCUSSION/APPROVAL/DISAPPROVAL OF CURRENT PUBLIC ART MURAL PROJECTS (PAUL KING)**

Liaison King shared that the first two murals that were created by Annie. The only item left is to seal the mural in the next week or two. The Padilla Park restroom buildings will have murals on the west and east sides of the restroom buildings. Paul shared the renderings with the board. Council gave directive that they would like to show the history of Florence. There are subtle cultural references. Boardmember Gutierrez suggested a sombrero with a Dia de Los Muertos side profile. Annie is going to find a way to tie both murals together. Thinking in circles: windmill, wagon wheel, sheriff's badge, weathervane, tumbleweeds. Annie has permission to use other local ranch brands in the murals.

On motion by Boardmember Hitchcock, seconded by Boardmember Palaia, and carried (7-0) to approve the current Public Art Mural projects.

### **DISCUSSION/APPROVAL/DISAPPROVAL OF PUBLIC ART PROJECT AT HOMETOWN HOLIDAY EVENT. (PAUL KING)**

*\*Boardmember Palaia left meeting at 6:53 p.m.*

Liaison King shared the Hometown Holiday parade with activities. This year we are going to use the concept of an interactive art event the night of the event. The community mural is made of plywood and is the size of a chalk board. Artist Frida will be assisting with the project and an incoming Boardmember. Two 8x6 on hinges. One white with drawn Christmas characters, that are non-religious. Maintenance will purchase and get them built and then will hand over to Frida. She will also have coloring pages and crayons. Boardmember Little asked if we have drones and if we have a marking person. She would like to see more marketing around this event. She also asked if we will be having other murals in other parks. Liaison King spoke about little league concession building, Heritage Park concession buildings and rodeo grounds as potential sites for murals.

On motion by Boardmember Hitchcock, seconded by Boardmember Bracco, and carried (6-0) to approve the public art project at hometown holiday event.

### **PADILLA PARK UPGRADES AND 10-YEAR ANNIVERSARY EVENT (PAUL KING)**

Liaison King informed the board about the 10-year anniversary of Padilla Park. The concept is based around a community celebration for the Florence community. Celebration and presentation by the council with the Padilla family. The date had been changed due to the upgrades and the schedule. Adding in the shade structure above the stage and the permit process made November 16<sup>th</sup> is the new date. We are updating the splash pad. That is free of cost from the company SCI. Painting the concrete inside the splash pad, painting the restroom building prior to adding the mural to the restrooms. New shade trees have been planted and the board areas have been refreshed. The perimeter fencing will be refreshed with a new coat of paint. The event will take place during the day. A Boardmember asked if the historical signs

be updated? The signage will not be updated at this time, but it will be eventually. The park will be overseeded this year. Chair Leaman asked if there was anything that they can assist with the event. Liaison King would love the board to attend this event and any other events that they can attend as the welcoming committee. The farmer's market will be running prior to the event. Liaison King will get the committee the details of the event. The entire community services department is involved in the planning of the event.

### **DISCUSSION/UPDATE OF RESIGNATION OF BOARDMEMBER DAVIS (PAUL KING)**

Liaison King briefly updated the Board that the council accepted Boardmember Davis. On September 5, 2024, Rebekah Smith, and Freeda Babson were appointed to the board. Julie Merriam was named as the alternate. She is available and sworn in if someone had to vacate the board immediately.

### **DISCUSSION/UPDATE OF MONTHLY ACTIVITIES AND UPDATES IN THE COMMUNITY SERVICES DEPARTMENT**

Liaison King asked the board email him individually if anyone has any questions about the report or about anything involving the community services department. There Boardmember Guterrez asked about the open meeting law in regard to not emailing other community members. Chairman Leaman said that the rule is that you can speak to one person about a project. You can talk to one person on the committee without violating the public meeting law. Vice Chair, Bracco, suggested that new members receive training with the town clerk's office about training on guidelines. There is a document on the clerk's website that Az open meeting laws. The next meeting has been confirmed for October 23. The meeting is confirmed with the clerk's office. The Poston Butte grant \$13,500 will pay for a few benches, trash can, and dog waste receptacles for the Poston Butte Trails. We will be going for an additional grant for the trails.

### **CALL TO THE PUBLIC/BOARD RESPONSE**

**CALL TO THE PUBLIC FOR PUBLIC COMMENT ON ISSUES WITHIN THE JURISDICTION OF THE TOWN OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD. COUNCIL RULES LIMIT PUBLIC COMMENT TO THREE MINUTES. INDIVIDUAL MEMBERS MAY RESPOND TO CRITICISM MADE BY THOSE COMMENTING, MAY ASK STAFF TO REVIEW A MATTER RAISED OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA. HOWEVER, MEMBERS SHALL NOT DISCUSS OR TAKE ACTION ON ANY MATTER DURING AN OPEN CALL TO THE PUBLIC UNLESS THE MATTERS ARE PROPERLY NOTICED FOR DISCUSSION AND LEGAL ACTION.**

Tony Bencina– council member elect. He has a heavy emphasis on art. Clean up the 79 and add Art components. He lives in Anthem. He would like to see Ruggles and Poston Butte with zero space landscape and public art and photo ops around town. Business owners want things that will bring people to town.

Freeda Babson- excited about being on board. She also lives in Anthem. More exciting and brighter.

**CALL TO THE BOARD – CURRENT EVENTS ONLY**

Boardmember Hitchcock is looking forward to upcoming events.

Boardmember Guterrez – Love the team that we have and is excited to be a part of the momentum.

Boardmember Jaimes commented that she is happy with the way things are going.

Vice-Chair Bracco commented that the art murals are wonderful, and he likes to see the increased activity in the board.

Chair Leaman shared the activity guide and mentioned that the Senior Center has hosting their annual Senior Home improvement Project fundraiser. Come support this project on September 25th 7am-12:30pm buy purchasing biscuits and gravy and/or a taco lunch at the Dorothy Nolan Senior Center.

**ADJOURNAMENT**

On motion by Boardmember Hitchcock, seconded by Boardmember Jaimes, and carried (6-0) to adjourn the meeting at 7:28 P.M.

Approved:

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Kathleen Leaman, Board Chair



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

**AGENDA ITEM  
5b.**

**MEETING DATE:** November 14, 2024

**DEPARTMENT:** Community Services

**STAFF PRESENTER:** Paul King, Community Services Director

**SUBJECT:** Staff request for board member inspections of parks

- Action**
- Information Only**
- Public Hearing**
- Resolution**
- Ordinance**
  - Regulatory**
  - 1<sup>st</sup> Reading**
  - 2<sup>nd</sup> 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:**

Discussion/Approval/Disapproval of the Community Services Advisory Board members to participate in evaluating the Parks division operation

**BACKGROUND/DISCUSSION:**

Over the past several months, the Parks division has undergone several improvements including purchasing new equipment, creating higher standards of care, new frequencies of maintenance, re-introduction of the inmate crew program, quality control measures and several upgraded amenities. Staff is recommending that individual board members review 1 park each month to report back through an evaluation that allows staff to better understand “public perceptions” of the divisions work performance. The completed evaluations will be used by the Parks Superintendent and his team when making adjustments to Parks operations and project planning.

**A VOTE OF NO WOULD MEAN:**

The board will not agree to visit one Park each month and submit an evaluation sheet by the monthly meeting date.

**A VOTE OF YES WOULD MEAN:**

The board will agree to visit one Park each month and submit an evaluation sheet by the monthly meeting date.



**FINANCIAL IMPACT:**

N/A

**ATTACHMENTS:**

N/A

**Florence Park Assessment Form**

*Padilla, Main Street, Little league/Dog Park, Heritage*

**Park/Location:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please provide comments on the conditions of each park next to each item.  
Review all areas carefully, with a critical eye. Use back of sheet for more room.**

<b>ITEM</b>	<b>CONDITION</b>
Turf	
Granit areas	
Trees	
Shrubs	
Pathways	
Playgrounds	
Picnic Ramadas	
Ballfields in-field	
Ball fields – out field	
Soccer/football fields	
Fencing	
Sport Courts	
Splash pad	
restrooms	
Parking lot(s) and islands and roads	
Tables/Benches/Bleachers	
Irrigation valves/heads/drip	
Gopher holes	
General weeds	
Signage	
Trash/litter	
Lighting	
<b>Additional items</b>	

Additional observations or comments of the park

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

**AGENDA ITEM  
5c.**

**MEETING DATE:** November 14, 2024

**DEPARTMENT:** Community Services

**STAFF PRESENTER:** Paul King, Community Services Director

**SUBJECT:** Playgrounds project at Heritage Park update

- Action**
- Information Only**
- Public Hearing**
- Resolution**
- Ordinance**
  - Regulatory**
  - 1<sup>st</sup> Reading**
  - 2<sup>nd</sup> 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:**

Discussion/Update of two playgrounds project at Heritage Park

**BACKGROUND/DISCUSSION:**

Staff will provide an update on the current CIP project updating the Heritage Park playgrounds with new trending equipment that is ADA compliant and focused on inclusion of all abilities and interests in the Florence Community.

**A VOTE OF NO WOULD MEAN:**

N/A

**A VOTE OF YES WOULD MEAN:**

N/A

**FINANCIAL IMPACT:**

N/A

**ATTACHMENTS:**

N/A