

**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, December 12, 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, December 12, 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. NEW BUSINESS**

- a. Discussion/Approval/Disapproval of Recommendation of meeting minutes of October 23, 2024, and November 14, 2024.
- b. Discussion/Approval/Disapproval Scope of FY 26 Five Key Community Services Advisory Board Goals (Paul King)
- c. Discussion/Update of Current Project Highlights in Community Services (Paul King)

**5. DIRECTOR'S UPDATE**

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

**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 6TH DAY OF DECEMBER 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 SPECIAL MEETING HELD ON THURSDAY, OCTOBER 23, 2024, AT 6:00 P.M.**

#### **CALL TO ORDER**

Chair Leaman called the meeting to order at 6:01 P.M.

#### **ROLL CALL:**

Present: Chair Leaman, Vice-Chair Bracco, Boardmember Palaia, Boardmember Hitchcock, Boardmember Gutierrez, Boardmember Little, Boardmember Babson, Boardmember Smith

Absent: Boardmember Jaimes

#### **PLEDGE OF ALLEGIANCE**

Chair Leaman led the Pledge of Allegiance.

#### **PRESENTATIONS**

The Community Services Director, Paul King, introduced the new Recreation Superintendent, Chrystal Onacki, to the Board. Ms. Onacki briefly shared with the Board her background in Parks and Recreation and expressed her excitement for this new opportunity with the Town of Florence.

Liaison King, provided an overview of the Community Services Department's operations, divisions, and recent achievements, including the hiring of a new recreation superintendent and the Library Manager, Lisa Lewis's distinguished award from the Arizona Library Association. Liaison King also discussed various programs and services offered by the Community Services, such as fitness classes, cooking demos, educational workshops, social events at the Senior Center, and after-school programs.

Liaison King updated the Board about the significant changes the Parks Division's has undergone over the past year, including leadership changes and the addition of two new positions. The division manages 31 properties, including city buildings, town buildings, and parks, and has implemented various safety measures and certifications for staff. The division has also updated landscaping at Padilla Park and completed a fencing project at the Skate Park. The Parks Division has increased efficiencies through the purchase of appropriate equipment and reduced windshield time by organizing routes more efficiently. The division has also implemented a program using inmate crews to assist with maintenance tasks, which has been successful and cost-effective. The Parks Division has also acquired new equipment, such as stump grinders and power washers, to improve efficiency and aesthetics.

**DISCUSSION/APPROVAL/DISAPPROVAL TO RECOMMEND THE APPOINTMENT OF A MEMBER OF THE COMMUNITY SERVICES ADVISORY BOARD TO THE CHARLES WHITLOW RODEO GROUNDS ADVISORY BOARD (PAUL KING)**

Liaison King informed the Board, that the Charles Whitlow Rodeo Grounds Advisory Board requires a member from the Community Services Advisory Board to also serve as an active member on the Charles Whitlow Rodeo Grounds Board. Mr. King stated that the CWRGAB meets on the 4<sup>th</sup> Thursday of each month at 6pm at the Community Center. Boardmember Hitchcock nominated themselves to be a member of the Charles Whitlow Rodeo Grounds Advisory Board.

There were no other nominations.

On motion by Vice-Chair Bracco, seconded by Boardmember Gutierrez, and carried (8-0) to approve to recommend the appointment of Boardmember Hitchcock, a member of the Community Services Advisory Board to the Charles Whitlow Rodeo Grounds Advisory Board.

**DISCUSSION/APPROVAL/DISAPPROVAL COMMUNITY SERVICES ADVISORY BOARD PROJECT PRIORITIES FOR FY 26 PLANNING (PAUL KING)**

On motion by Boardmember Hitchcock, seconded by Boardmember Babson, and carried (8-0) to approve the Community Services Advisory Board project priorities for FY 26 planning.

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

Liaison King discussed various programs and initiatives at the community center. The volunteer program was introduced, which aims to recruit part-time staff and provide them with opportunities to learn and grow. The teen nights program was also mentioned, which offers games and karaoke for teenagers. The Discovery Club, an after-school program and summer camp, was discussed, along with the sports program that introduces children to team sports and teaches them sportsmanship. The Aquatics Program was also discussed, which includes swim classes and open swim hours. The conversation ended with a discussion on special interest classes, senior programming, and the various services provided by the senior center.

The Board made the following recommendations to the Community Services Department: research potentially recruiting adult lifeguards to address staffing challenges, expand the aquatic programs with additional open swim hours and to explore options for year-round lap swimming and water aerobics. Form a volunteer committee to help plan multiple events throughout the year.

Boardmember Gutierrez suggested the Community Services Department create a list of agencies and resources willing to help community members in need for Florence Makes a Difference Day, and to coordinate with schools and community organizations for future

community service events that students may take advantage to earn the community service hours required for graduation.

#### **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.**

No public comment.

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

The Board is excited for the upcoming holiday events.

#### **ADJOURNAMENT**

On motion by Boardmember Hitchcock, seconded by Boardmember Gutierrez, and carried (8-0) to adjourn the meeting at 7:25 P.M.

Approved:

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Kathleen Leaman, Board Chair

**TOWN OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD**

**MINUTES OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD REGULAR MEETING HELD ON THURSDAY, NOVEMBER 14, 2024, AT 6:00 P.M.**

**CALL TO ORDER**

Chair Leaman called the meeting to order at 6:03 P.M.

**ROLL CALL:**

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

**PLEDGE OF ALLEGIANCE**

Chair Leaman led the Pledge of Allegiance.

**REQUEST FOR JUDGES FOR JUNIOR PARADA AND HOMETOWN HOLIDAY PARADES  
JUNIOR PARADA PARADE – 11/30/2024 AT 10 AM**

Chair Leaman, Boardmember Hitchcock, and Boardmember Gutierrez volunteered to be judges for the Junior Parada Parade

**HOMETOWN HOLIDAY PARADE – 12/6/2024 AT 7:30 PM**

Vice-Chair Bracco and Boardmember Jaimes volunteered to be judges for the Hometown Holiday Parade.

**INVITATION TO ATTEND THE 10-YEAR PADILLA PARK ANNIVERSARY CELEBRATION EVENT**

Community Services Director, Paul King, invited the Board to attend the 10-year Anniversary celebration of Padilla Park on Saturday, November 16, 2024.  
Boardmember Babson volunteered to help at the 10-year Anniversary event at Padilla Park.

**DISCUSSION/APPROVAL/DISAPPROVAL OF RECOMMENDATION OF REGULAR MEETING MINUTES OF SEPTEMBER 12, 2024.**

On motion by Boardmember Palaia, seconded by Boardmember Hitchcock, and carried (8-0) to approve the regular meeting minutes of September 12, 2024.

**DISCUSSION/APPROVAL/DISAPPROVAL STAFF REQUEST FOR INSPECTIONS OF PARKS (PAUL KING)**

Liaison King requested the Board to do an individual assessment of the parks Community Services manages.

Boardmember Babson shared her family's positive experience with the dog park in downtown Florence, which her husband and grandson have been frequenting.

Liaison King appreciated the feedback and encouraged others to provide similar insights. The Board also discussed the possibility of submitting photos of their observations to provide a visual aspect. The program was described as voluntary and aimed at proactive feedback.

Boardmember Gutierrez stated he will create a form on Google Docs for Boardmembers to use to help guide the park assessments.

On motion by Boardmember Smith, seconded by Boardmember Palaia, and carried (8-0) to approve the staff request for inspections of Parks.

#### **DISCUSSION/UPDATE OF PLAYGROUNDS PROJECT AT HERITAGE PARK (PAUL KING)**

Liaison King discussed the capital improvement project plan, which includes replacing playgrounds at Heritage Park. The playgrounds are designed to be accessible for children of all ages and abilities, with a focus on compliance with the American Disabilities Act. The playgrounds are being built and are expected to be completed by Christmas, with a ribbon-cutting ceremony planned for January. Liaison King will look into additional amenities (shade, swings, etc.) for Heritage Park playground as a potential phase 2.

#### **DISCUSSION/UPDATE OF MONTHLY ACTIVITIES IN COMMUNITY SERVICES DEPARTMENT (PAUL KING)**

Liaison King discussed the need for a more efficient and consistent standard in the parks and informed the Board that the Community Services Department enlisted the help of an inmate crew, which has been game-changing for the team. The crew leader is a paid Florence town staff, and the inmates are low-risk and willing to work. The department plans to continue improving and purchasing the right equipment for their staff.

#### **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.**

No public comment.

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

Boardmember Babson mentioned she was excited on working on the panels for the Hometown Holiday art painting project.

Boardmembers Hitchcock, Smith, and Gutierrez all are excited for the upcoming Holidays and to see Main Street lit up with all the lights and decorations.

Vice-Chair Bracco ask if the Town was still needing to fill the two alternate positions for the Community Services Advisory Board.

Chair Leaman requested the Board be involved in Council meetings and receive budget updates from Staff Liaison on the priority projects the Board approved.

Council Liaison Buccellato thanked the Board for they do and stated that she loves the excitement and the energy in the room.

Council Liaison Larsen stated “It's been an honor to work with you guys and I look forward to seeing the progress on the other side of the table and happy to volunteer my time helping the committee after my tenure.”

**ADJOURNAMENT**

On motion by Boardmember Gutierrez, seconded by Vice-Chair Bracco, and carried (8-0) to adjourn the meeting at 6:47 P.M.

Approved:

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Kathleen Leaman, Board Chair





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

**AGENDA ITEM  
4b.**

**MEETING DATE:** November 12, 2024

**DEPARTMENT:** Community Services

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

**SUBJECT:** Scope of FY 26 Five Key CSAB Goals

- 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 Goals for FY 26

**BACKGROUND/DISCUSSION:**

On November 14, 2024, the Community Services and Advisory Board selected 5 key goals they recommend they and staff work on during FY26. Staff will present suggestions for discussion by the board, to identify the scope of each of the five goals. Staff will research associated costs of the identified scope to potential include in budget request process by the Community Services Department.

**A VOTE OF NO WOULD MEAN:**

The board will not agree to move forward with the identified scope of work as listed in Exhibit A.

**A VOTE OF YES WOULD MEAN:**

The board will agree to move forward with the identified scope of work as listed in Exhibit A.

**FINANCIAL IMPACT:**

N/A

**ATTACHMENTS:**  
Exhibit A

# Community Services Advisory Board Project Priority List for Fiscal Year 2026

## **1. Wildflower Project**

*Optional areas include Poston Butte trail locations or other town owned open space locations.*

*Staff Research:*

- *Wildflower Bombs/Balls – cat litter, compost or potting soil, and water. Mix together, place native seeds into ball, let air dry. Once dried, bombs/balls can be tossed in designated areas.*
- *Native Arizona seed mixes from the local native wild flowers would be purchased and broadcasted in locations identified and verified as optimal.*

## **2. Javelina Project**

*Purchase two Javelina Art pieces from P.E.G. and place in Park locations.*

## **3. Teen Center**

*Designate a consistent and safe location for Teens and or Tweens to come together for fun, educational and wellness activities/events. Coordinate events, gaming stations, networking through trending teen programs.*

## **4. Shade at Little League**

*Procure shade structures for the Little League field bleachers. Add to 2025/2026 CIP list. Shade is recommended in the Parks and Recreation Comprehensive plan for Little League Field as well as Heritage Park fields.*

## **5. Founder's Day**

*This could be an enhanced theme to the current "Historic Home Tour" event. Additional activities and programming could enhance the event experience while showcasing Florence's History and Heritage to event goers.*