

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
Meet 2nd Thursdays

Thursday, January 9, 2025

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 9, 2025, 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: 828 0772 2652

Passcode: 656284

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 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. Parks Maintenance (Dennis Perry)

5. NEW BUSINESS

- a. Discussion of Fiscal Year 2026 Goals
- b. Discussion/Approval/Disapproval of Recommendation of regular meeting minutes of December 12, 2024.

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 7TH DAY OF JANUARY 2025, BY PATRICIA BUCHANNAN, DEPUTY TOWN CLERK, AT 775NORTH 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: January 9, 2025

DEPARTMENT: Community Services

STAFF PRESENTER: Dennis Perry

SUBJECT: Parks Maintenance Assessment/Reporting

- 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:

Parks Superintendent Dennis Perry, will review the Parks standards with the board members and discuss how these standards have improved the quality of Florence Parks and building landscaped areas.

BACKGROUND/DISCUSSION:

After completing a full assessment of the Parks operation in FY24, Staff completed new Parks Maintenance standards to guide the quality of work completed by Parks team members.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Parks Standards

Town of Florence

Parks Maintenance Division

Maintenance Standards of Care

Maintenance Standards for Parks & Facilities

In determining what we should include in our standards, we considered facilities and structures that are costly to replace, are highly visible, are highly used, and that require routine maintenance to maintain a high level of safe use. The following guidelines are the goal of Parks Maintenance division Team but dependent on budget authorization and may often be prioritized and reorganized due to unmatched resources available.

I. ATHLETIC FACILITIES: COMPETITIVE FIELDS

Turf

Standards

- a. Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
- b. Appropriate grass for warm seasons is Common Bermuda or Hybrid Bermuda and for cool seasons is Perennial Rye Grass if required.
- c. Play area has a uniform surface and well drained.
- d. Turf is mowed at the appropriate height for the type of grass used, the time of the season, and the type of field use.
- e. Turf is free of any litter or debris.
- f. Gopher/rodent damage is minimized with regular pest management oversight.

Specifications

- g. Mow turf once per week at a height of 1.25" to 2".
- h. Mow athletic field alleyways and grounds at least once per week at a height of 2".
- i. Aerate athletic turf areas 3 to 6 times per year and more often for heavily used areas.
- j. Top-dress athletic fields as needed with a clean sand/organic mixture, ¼" per application.
- k. Fertilize athletic fields 3 to 6 times per year from April to October.
- l. Over-seed Little league infields in the fall when scheduled play is during the winter/spring.
- m. Apply 1 pre-emergent herbicide application in the spring and 2 post-emerge applications in mid-summer to athletic turf as per manufacturer's instructions. (Performance Institute only).
- n. Apply fire ant bait to athletic fields at a rate of 1 pound per acre, once in the spring and once in the fall. Use pesticides as needed on the fields.

Skinned Infields

A. Standards

- a. Infields have a uniform surface and is free of lips, holes, and trip hazards.
- b. Infields are well drained with no standing water areas.
- c. Infields have proper soil consistency for intended usage.
- d. Infields are free of weeds and grass.
- e. Infields are free of rocks, dirt clods, and debris as per Little League and Amateur Softball Association rules and specifications.
- f. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements.

B. Specifications

- a. Construct skinned infields using a sand/clay mixture to form a solid uniform surface for each sport to be played on. (Stabilized mixes for batter's boxes and pitching mounds)
- b. Use amendments on infield soil and surface, as each sport and the budget will allow. (Such as stabilized infield mix, minimum 2" depth)
- c. Grade infields to allow for proper drainage.
- d. Water, drag, line, and rake out skinned infields for games during league play.
- e. Rake, level, fill holes, and pack pitcher mounds and home plate for games during league play.
- f. Remove rocks, dirt clods, and debris from the play areas daily.
- g. Inspect bases, home plates, and pitching rubbers daily for damage and wear. Replace damaged bases as needed. (or all every three years)
- h. Broom or rake, dirt build-up and lips around the fields as needed. (Minimum 1 time per year)

Soccer Goals

- A. Inspect goals weekly.
- B. Re-anchor goals as needed.
- C. Repair or replace torn or tattered nets as needed.

Bleachers

- A. Inspect bleachers weekly for damage and repair as needed. (Re-torque all nuts and bolts annually).
- B. Clean bleachers and trash receptacles daily during league play and weekly during non-league play.
- C. Ensure all aluminum end caps are in place and secure, record on parks inspection form.

Lights

- A. Inspect all park security and sports lights monthly and request repairs as needed (Change all sport light bulbs every 10 years).
- B. Inspect ballast boxes and controls as needed for operation and damage and request repair as needed.
- C. Monthly park lighting audits are the responsibility of the Parks Division staff.

Fencing

- A. Construct backstops minimum 9-gauge fence, top 10', 6-gauge bottom 10'
- B. Inspect fences once per week and record damage.
- C. Repair damaged hardware, gates, rails, and fabric as needed.
- D. Replace bent/curling fencing and fabric, as budgets allow.

Park Restrooms

Verify restrooms are clean and restocked with paper products daily.

- A. Verify all lights are working correctly
- B. Check for leaking fixtures, etc. and report as needed
- C. Inspect restrooms daily for damage.
- D. Remove graffiti immediately.

PLAYGROUNDS

Play Equipment

- A. Check play equipment and surrounding play areas weekly and repair as needed.
- B. Notify supervisor of follow-up work or materials needed.
- C. Perform official weekly inspections on play equipment and surrounding play areas. Record any deficiencies and schedule repairs (the same document may include entire park).
- D. Isolate any hazardous deficiencies from use and repair as soon as possible.

Surfacing

- A. Check fall surfaces weekly.
- B. Remove debris and level the surfaces as needed.
- C. Add fall surface material as needed to stay within ASTM and NPSI standards.
- D. Repair or replace damaged rubber cushion surfaces as soon as possible.
- E. Inspect fall surface for drainage problems after heavy rains. Fall surface should be free of standing water within 24 hours.

Borders

- A. Inspect playground borders weekly and repair as needed.

Decks

- A. Inspect decks weekly.
- B. Replace deck planks as needed.

Benches

- A. Inspect benches weekly.
- B. Replace bench slats as needed.
- C. Repaint benches every 3 years.

Shade

- A. Inspect shade sales for rips and tears weekly.
- B. Schedule repairs as needed.

II. RAMADA FACILITIES**Ramadas**

- A. Inspect weekly for any structural, electrical, plumbing, hose bibs and equipment damage and make repairs as needed. Isolate any hazardous conditions from use and repair as soon as possible.
- B. Clean facility before every rental.
- C. Mow and trim the grounds weekly during the growing season.
- D. Repaint as needed.
- E. Perform monthly pesticide treatment for ants, mice, and other pests.

Tables

- A. Clean tables weekly.
- B. Inspect weekly for loose, damaged, or missing parts and hardware and repair as needed.

Grills

- A. Clean grills and remove coals weekly and/or before reservation.
- B. Inspect weekly for worn, damaged, or missing parts and repair as needed.
- C. Inspect weekly for fire hazards such as low limbs and debris and remove it immediately.

Trash Receptacles

- A. Empty trash barrels (pull liners) if more than half full or sooner if it has a strong odor or is attracting insects.
- B. Wash out barrels as needed.
- C. Inspect receptacles weekly for worn, damaged, or missing parts and repair as soon as possible.
- D. Clean areas around receptacles and roll-off containers as needed.

III. TENNIS/PICKLEBALL COURTS**Surfacing**

- A. Clean litter and debris from court surfaces weekly and remove any hazards.
- B. Repaint or resurface courts when worn areas exceed 20% of court or when scheduled as per "replacement plan"

Nets

- A. Inspect nets weekly to ensure they are properly hung with no tears or missing hardware. (Center straps- 36”).
- B. Replace nets if they are tattered or excessively worn.

Lights

- A. Inspect lights monthly and request repair as needed,
- B. Inspect ballast boxes and controls weekly for proper operation and damages.
- C. Replace burned lamps when 10% or more are out.
- D. Conduct lighting audit as needed to ensure uniform coverage.

Fencing

- A. Inspect fencing weekly and repair as needed.
- B. Repair/replace fencing that is unsecured, bent/curled, sagging, or excessively damaged.
- C. Inspect windscreens weekly to ensure they are tightly hung with no tears and replace torn or tattered screens as needed.

IV. BASKETBALL COURTS

Surfacing

- A. Clean litter and debris from court surfaces weekly and remove any hazards.
- B. Repaint or resurface courts when worn areas exceed 20% of court or when scheduled as per “replacement plan”.

Goals and Backboards

- A. Inspect goals and backboards weekly and repair as needed.
- B. Re-torque bolts/nuts annually, record on parks inspection form.
- C. Replace torn or tattered nets as needed.

Lights

- A. Inspect lights monthly and repair as needed.
- B. Inspect ballast boxes and controls weekly for proper operation and damages.
- C. Replace burned lamps when 10% or more are out.
- D. Conduct lighting audit as needed to ensure uniform coverage.

V. HORSESHOE PITS

Hardware/equipment

- A. Inspect hardware and repair/replace as needed

Surface

- A. Til sand as needed

Borders

- A. Inspect borders weekly, remove encroaching vegetation as needed.
- B. Repair borders as needed

VI. SAND VOLLEYBALL COURT

Nets

- A. Inspect nets weekly to ensure they are hung properly with no tears or missing hardware.
- B. Replace tattered or worn nets as needed.

Surface

- A. Inspect court weekly to ensure a level surface and that it is free of trash and debris.
- B. Add sand or other resilient surface material and till surface as needed.

Borders

- A. Inspect borders weekly and repair as needed.

VII. SPLASHPAD

Water

- A. Check aerators weekly and repair as needed.
- B. Remove trash and debris from the splashpad play area weekly.
- C. Replace brass nozzles as needed
- D. Check for equipment rusting or leaks in system.
- E. Review motor/pump/timer infrastructure weekly
- F. Prevent insects where possible.

VIII. SKATEPARK

- A. Garbage/litter/debris will be removed on a daily basis or as needed.
- B. Graffiti will be painted or removed from all structures with appropriate non-toxic, biodegradable solvents and wire brushes.
- C. Parks will be inspected weekly for cracks and/or chips and those found to be greater than .25 inches will be reported for appropriate maintenance.
- D. Inspect perimeter fencing
- E. Park lights will be inspected weekly, and bulbs replaced every ten years or as needed.

IX. DOG PARKS

- A. Inspect benches, ramadas, and other amenities on a weekly basis.
- B. Inspect fencing and repair loose or broken sections on a weekly basis.
- C. Fill in holes as needed.
- D. Weekly clean-up of remaining dog waste and power washing of benches, ramadas and other amenities.

X. ILLEGAL DUMPING

- A. Inspect area for illegal dumping and report findings.
- B. Clean-up as necessary.

XI. TRAILS

- A. Clear plant and tree growth from the trail corridor, trail-way and tread.
- B. Mitigate social/wildcat trails that emerge. Block and re-vegetate as necessary.
- C. Re-vegetated Areas
 - 1. Inspect locations where spur trails were obliterated for plant establishment and continued use. Record.
 - 2. If trail continues to be used add rock, cacti cuttings and native seed as necessary.
 - 3. Consider reconditioning and opening trails that appear to be preferred by users.
 - 4. Monitor establishment of native seed in re-vegetated areas after the first summer and winter rainy season. Reseed if establishment is sparse.
- D. Diagnose erosion issues after heavy storms.
- E. Clean and unclog drainage structures.
- F. Rebuild trail tread that demonstrates sloughs or berms.
- G. Mitigate widening of trails using Rock Walls or other IMBA standards.
- H. Maintain Perimeter fencing monthly, more often in trouble areas.
- I. Follow strategic plan from buffleggrass.org when infestation is identified:
 - 1. Minimize spread in areas where buffelgrass has not yet become established.
 - 2. Set and implement control priorities based on actual and potential impacts.
 - 3. Restore treated areas in ways that increase resilience against future invasion.
 - 4. Mitigate wildfire risks to life and property in areas where control is no longer feasible.
 - 5. Motivate legislation aimed at sustaining the control effort.

PARKS: GENERAL STANDARDS

Grounds

- A. Mow and trim, blow off grounds on a weekly rotation between March 1st – Oct. 31 and 14-day schedule Nov. 1 – Feb. 28 at a 1.5" – 2" height.
- B. Pick up litter and trash daily when half full
- C. Check for hazards and correct them as soon as possible.

Drinking Fountains

- A. Inspect fountains and verify they are in good working order weekly.
- B. Request repair water leaks as soon as possible.
- C. Install fountains in appropriate location and in compliance with the Americans with Disabilities Act.

Signage

- A. Inspect signs weekly.
- B. Replace or repair damaged or worn signs as needed.
- C. Repaint wood signs every three years or as needed.
- D. Remove graffiti immediately.

Ornamental Plants (Veteran's Memorial)

- A. Change out plant beds with seasonal color twice per year.
- B. Check irrigation systems weekly and repair leaks as soon as possible.
- C. Remove trash and debris weekly.
- D. Weed abatement pre-emergent 2 times per year, contact herbicide as needed.
- E. Bermuda herbicide application for the best kill- Aug – Sept.

Walkways

- A. Inspect walkways.
- B. Remove trash and debris.
- C. Edge/trim walkway transition areas (sidewalk to turf)
- D. Remove ground cover, shrubs, weeds and grass from sidewalk edges, as well as cracks and expansion joints.
- E. Raise tree canopies a minimum of 6' under walkways/pedestrian areas.

Trash Receptacles

- A. Empty trash barrels (pull liners) if more than half full or sooner if it has a strong odor or is attracting numerous insects.
- B. Wash out barrels as needed.
- C. Inspect receptacles weekly for worn, damaged, or missing parts and repair as soon as possible.
- D. Clean areas around receptacles and roll-off containers as needed.

Perimeter Fencing

- A. Inspect perimeter fencing annually and record damage.
- B. Inspect areas near accessible locations quarterly and record damage.
- C. Repair damage near accessible locations.
- D. Repair damage in other areas as budget allows.
- E. Report locations of repeated breeches to authorities for increased patrol.

Ornamental Fencing

- A. Inspect fences monthly.
- B. Make repairs as soon as possible.
- C. Repaint ornamental fences every 3 years or as needed.

Chain Link Fencing

- A. Inspect fences monthly.
- B. Repair/replace as needed.

Wood Fencing

- A. Inspect fences monthly.
- B. Make repairs as soon as possible.
- C. Repaint wood fences every 3 years or as needed.

Lights: Security and Exterior Facility Lights

- A. Inspect lights monthly and repair as needed, depending on availability of a Bucket Truck.
- B. Report electrical problems to Facility Maintenance or the utility company for repairs.
- C. Isolate hazardous deficiencies from use and repair as soon as possible.

Gates

- A. Inspect Gates monthly and repair as needed.
- B. Apply a lubricant to moving parts seasonally or as needed.
- C. Check pad locks and other security devices on gates to be sure they are in working order.

Athletic Flat Fields

- A. Pick up litter and debris weekly.
- B. Mow and trim grass every ten days or sooner at a height of 2 to 2.5 inches, removing no more than 1/3 of plant.
- C. Aerate minimum of 2 x per year (deep tine)
- D. Top-dress practice areas with the proper material as needed to maintain a uniform surface.
- E. Inspect soccer nets, goals, backstops, and fencing weekly and repair as soon as possible.

Irrigation (turf)

- A. Inspect irrigation weekly.
- B. Repair leaks and adjust heads/rotation as needed.
- C. Isolate hazardous deficiencies from use and repair as soon as possible.

Irrigation (landscape)

- A. Inspect irrigation weekly.
- B. Repair leaks and adjust heads/rotation as needed.
- C. Adjust controllers for season.

Picnic Units

- A. Inspect picnic units weekly.
- B. Keep weed growth to 10% of landscaping surface area

- C. Clean picnic tables weekly.
- D. Empty trash receptacles weekly.
- E. Empty coals from grills weekly and inspect grill areas for fire hazards such as low limbs and debris and remove it immediately.
- F. Sweep picnic slabs weekly.
- G. Repair picnic tables, grills, and trash receptacles as needed.

Benches

- A. Inspect benches weekly and repair as needed.
- B. Repaint or re-stain benches every 3 years.

Maintenance Programs

Sports Fields

Each field is to be inspected daily to ensure the field is in a safe, clean, and playable condition. Fields will be prepared for play each day or on an as needed basis according to specific established guidelines. Infields will be inspected for hazards and required repairs completed prior to dragging the infield surface. Sufficient water will be applied to eliminate dust issues. Dugouts, backstops, fencing, and transition areas will be checked prior to completing the field. The grass mowing height will be maintained according to species and variety. All outfield areas will be checked for hazards, irrigation repairs, and general playability. Turf is fertilized and aerated in accordance with the level 1 turf maintenance guidelines and in some cases above the minimum level 1 facility standards. Lighting systems and timers will be checked weekly for problems and work requests generated to repair the deficiencies. Turf grass fields will be closed for maintenance as turf and field conditions dictate.

Sport Courts

All sport courts will be inspected on a daily basis to ensure safe and clean conditions. Any damaged or missing nets will be replaced immediately. Hard surface courts will be swept and washed with a power sprayer as needed. Sand volleyball courts will have the base material leveled and fluffed on a as needed basis. Racquetball, shuffleboard, and horseshoe courts will be inspected weekly. Cleaning, sweeping, and raking will be completed weekly. Lighting systems, lights, and timers will be tested on a weekly basis to ensure proper operation. Repairs to the systems are to be initiated immediately.

Skate Parks/Plazas, and Dog Parks

High profile areas in many facilities, these amenities are maintenance intensive and yield high visitation necessitating higher maintenance levels. Skate parks, dog park, and plaza areas are to be inspected daily for safety, cleanliness, graffiti, and general liability. Surfaces will be swept/power washed as needed. Deficiencies are documented on the facility weekly checklists and repairs are prioritized.

Area/Security Lights, Flag Poles, and Parks Signage

All area and security lighting will be checked weekly. Light pole bases and poles will be inspected daily for indications of damage and rust. The lighting system, timer, and light fixtures will be checked weekly for operation. Flag poles will be checked, ropes, cables, and flags will be replaced as needed due to wear and damage. Parks signage will be inspected weekly. Signs support frames will be inspected for loose rivets, missing text, graffiti, and wear. Signs and support frames will be replaced as needed.

Inspections/Repairs

Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive. Major components of a level 1 facility should be inspected daily. This includes restrooms, playgrounds, ballfields, sport courts and fields, parking lots, sidewalks, and landscape areas. Results are documented on the Parks Maintenance Standards Checklist and prioritized for repair.

Pest Control (contracted service)

When using an integrated pest control management program, it is anticipated that pest problems will either be prevented or observed at a very early stage and corrected immediately. Weed control will be accomplished by chemical and mechanical methods on a as needed basis. Dependent on weed species and variety, appropriate herbicides will be applied when the weed first becomes visible and has enough leaf surface to accept the herbicide. Pre-emergent herbicides will be applied 2 times per year or as needed to minimize weed growth in all high priority turf or decomposed granite areas. All Park areas are inspected weekly for potential mosquito breeding sites. Areas with standing water are addressed immediately. All areas will be inspected daily for insect and rodent infestations. Any pesticide application will be completed in strict accordance with Arizona Structural Pest Control Commission regulations, by a licensed practitioner.

The following areas will be scheduled for pre-emergent herbicides 2 times per year and post emergent as identified during weekly inspections.

- 1 Heritage Park – 600 north main st
- 2 Library/community center/aquatic center – 778 north main st
- 3 Aquatics Center – 174 W. 1st Street
- 4 Town Hall – 775 north main st
- 5 Police dept/evidence compound – 425 north pinal st
- 6 Padilla Park – 420 north quarts st.
- 7 Little League Park – 200 E 8th Street
- 8 Central Bark Park – 200 E 8th Street
- 9 Main Street Park – 700 S. Main Street
- 10 McFarland State Historical Park/vacant lot – 24 west Ruggles st
- 11 Florence Fire Dept #1 – 72 1st st.
- 12 Florence Fire Dept #2 – 2035 north Hunt hwy
- 13 Community Development – 224 west 20th st
- 14 “Y” intersection (HWY 287 & Main Street)
- 15 Senior Center/dog park – 330 north Pinal st.
- 16 Bottle Stop drive thru – 231 north Main St.
- 17 Florence Fitness Center – 133 north Main St.
- 18 IT building

- 19 Breezeway/Hi-Profile parking lot and restrooms – 185 north Granite st/190 north Main st. (this walkway area between Main and Granite including grounds at Hi-profile parking lot and restroom area)
- 20 Florence Memorial Park – 14141 south central/ west Salazar St.
- 21 Bailey Street from 12th Street to 6th Street
- 22 Side streets between Main and Bailey from 12 to 6th streets
- 23 North and south of drug store bldg. including planter areas
- 24 Main Street from Butte to Ruggles (litter and trash)
- 25 Community Development office
- 26 Jacques Square
- 27 Arriola Square
- 28 Clark House Breezeway
- 29 Historic area planters – Main Street
- 30 Rodeo Grounds
- 31 Aero modular Park



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

**AGENDA ITEM
5a.**

MEETING DATE: January 9, 2025

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Fiscal Year 2026 Goals staff research updates

- 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:

Discussion of the Community Services Advisory Board FY 26 Goals staff research update.

BACKGROUND/DISCUSSION:

On December 12, 2024, the Community Services and Advisory Board approved 5 key goals they recommend they and staff work on during FY26. Staff will present progress on research of costs and other details found from research.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Goals document

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.

TOWN OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD

MINUTES OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD REGULAR MEETING HELD ON THURSDAY, DECEMBER 12, 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 Gutierrez, Boardmember Little, Boardmember Babson

Absent: Boardmember Palaia, Boardmember Hitchcock, Boardmember Smith, Boardmember Jaimes

PLEDGE OF ALLEGIANCE

Chair Leaman led the Pledge of Allegiance.

DISCUSSION/APPROVAL/DISAPPROVAL OF RECOMMENDATION OF MEETING MINUTES OF OCTOBER 23, 2024, AND NOVEMBER 14, 2024.

On motion by Boardmember Babson, seconded by Boardmember Gutierrez, and carried (5-0) to approve the meeting minutes of October 23, 2024, and November 14, 2024.

DISCUSSION/APPROVAL/DISAPPROVAL SCOPE OF FY 26 FIVE KEY COMMUNITY SERVICES ADVISORY BOARD GOALS

DISCUSSION ONLY; NO ACTION TAKEN

Wildflower Project:

The Board focused on the Wildflower Project; a community initiative aimed at beautifying public spaces with native wildflowers. The Board discussed potential locations, including Hunt Highway and other open spaces in town. They also considered the timing of the project, with the historic tour in February being a key factor. The cost of the project was discussed, with suggestions of starting with a budget of \$2,000. The Board agreed to research the project further, including the square footage of the areas and the seed load required. The next steps include bringing back the research at the next meeting and deciding whether to include the project in the budget for the next fiscal year. Improving Town Appearance and Accessibility
The Board discussed various initiatives for improving the town's appearance and accessibility. They agreed to focus on town entrance points, such as the roundabout near 287, and the entrance to the rodeo grounds.

Javelina Project:

The Javelina Project was mentioned as a starting point for the parts system in parks. Concerns were raised about liability and safety with the metal javelinas, and staff was tasked with researching adaptations to make them safer.

Teen Center:

The town's potential for a teen center was discussed, with several potential locations suggested, including the old hospital, the Women's Club, and the aquatic center room. The idea of a community center was also floated, with the possibility of it being run like a gym.

Shade at Little League

The Board discussed the need for shade at Little League Park and Heritage Park, with the recommendation to include this in the comprehensive plan.

Founders Day

The Board discussed plans for the upcoming year, focusing on the Founders Day event and the potential for a larger event scope. The Board considered adding activities and programs to the home tour, and the idea of a carnival was also brought up. The Board asked staff to research the costs and potential partnerships for these events. The importance of community participation in events was emphasized, and the idea of a QR code for donations was suggested to streamline the process.

DISCUSSION/UPDATE OF CURRENT PROJECT HIGHLIGHTS IN COMMUNITY SERVICES

Community Services Director, Paul King, discussed the progress of the capital projects, including the maintenance building, aquatics equipment, replacing banquet tables and audio visual (AV) equipment at the Community Center, new flooring will be installed in both Ruggles Rooms of the Community Center, and the playground replacement at Heritage Park. Liaison King also mentioned the upcoming grand opening of the playground on January 11th and the plans for a ribbon-cutting ceremony involving the council and special needs children. The department is also working on a synthetic turf project to save maintenance costs and water.

Boardmember Little suggested inviting children that will benefit from the adaptive features of the new playground.

Boardmember Gutierrez asked what was going to happen with the old tables that are being replaced and he expressed interest in having the tables donated to the school for science class.

Liaison King stated that the Senior Center was taking some of the tables and whatever they do not take will be sent through the proper disposal process. Liaison King mentioned depending on Council feedback after they review the agreement that will be presented at the January 6th meeting, their recommendation will give him a better understanding of lead time, if the agreement is approved. Liaison King stated once the disposal process begins, he will contact the appropriate school staff to offer the furniture.

Liaison King mentioned he had hoped to get the North/Sout 60% trail design for Poston Butte aka "F Mountain" started this fiscal year, but there have been some timeline challenges that it will benefit the town for us to push this project to the following fiscal year. Liaison King mentioned that the town received funding from a GRIC (Gila River Indian Community) Grant, that will be using this fiscal for signage and site furnishings for Poston Butte.

Liaison King also mentioned that the scoreboards at all three fields at Heritage Park are in production and will be installed soon.

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

Liaison King mentioned the library's Polar Express program and the preparation of the capital and operating budgets. The conversation ended with Liaison King expressing satisfaction with the department's staffing and event season.

Liaison King focused on discussing the progress and feedback from recent events, particularly the holiday parades. Boardmember Little expressed pride in the events and acknowledged some feedback about the parade's duration and visibility of banners. Boardmember Little suggested improvements such as promoting activities on the road the Senior Center is on and requiring illuminated elements in the parade.

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 discussed the success of the Holiday Light parade and the need for internal evaluation meetings to improve future events. The idea of photo frames and photo opportunities was also positively received.

Boardmember Gutierrez asked if the Boardmembers may get identifying shirts, such as a polo to let the public know who they are representing.

The Board discussed potential improvements for future events, focusing on the layout and accessibility of Main Street. They considered extending the event from the high school to Heritage Park, and budgeting for portable bleachers to accommodate more attendees. The idea of having bleachers across from each announcer was also proposed. They noted issues with the start and stop of the parades, especially in the dark, and suggested the use of speakers or a radio station to improve communication and announcements. The idea of using QR codes for programs and having interactive elements with the crowd was also proposed. The importance of early registration and better promotion of the event was emphasized, with suggestions to reach out to businesses and the community for increased participation. The Board also discussed the need for consistent energy throughout the parade route, particularly on the backside of the route which was described as pitch black.

Addressing Sensory Needs at Events

The Board discussed the challenges faced by individuals with sensory processing disorders and developmental delays during the recent parade. They suggested the idea of creating a quiet zone or a designated area with windows for better visibility during future events. They also highlighted the importance of considering the needs of individuals with autism and other special needs in future events. The group agreed to work on these suggestions for future events.

ADJOURNMENT

On motion by Vice-Chair Bracco, seconded by Boardmember Babson, and carried (5-0) to adjourn the meeting at 7:34 P.M.

Approved:

Kathleen Leaman, Board Chair

MEMORANDUM



To: Town Manager
 From: Paul King, Community Services Director
 Date: December 12, 2024
 Re: December 2024 Department Report

Upcoming Events/Programs:

Date	Time	Event	Host	Venue
2nd Thursday of each month	6:00 pm	Community Services Advisory Board	CS Administration	Ruggles 1
4th Thursday of each month	6:00 pm	Charles Whitlow Rodeo Grounds Advisory Board	CS Administration	Ruggles 1
Continuous	Tuesdays 11:00 am	Storytime	Library Division	Library
Continuous	1st Wednesday 10:00 am	Tech Time	Library Division	Library
Continuous	4th Wed 11:00 am	Homeschool Happenings	Library Division	Library
Continuous	1st Friday 10:00 am	Baby Sensory Time	Library Division	Library
Continuous	1st Thursday 4:00 pm	Tween Time	Library Division	Library
Continuous	3rd Thursday 4:00 pm	Teen Time	Library Division	Library
Continuous	4:00 pm	GED Classes	Library Division	Library
Continuous	2nd Friday	AZ Speaks	Library Division	Library

	10:00 am			
Continuous	Wednesdays 2:00 pm	Early Release Programs	Library Division	Library
Continuous	12:30 pm	D & D Club	Library Division	Library
Continuous	T/TH 10:00 am	Senior Power Fitness	Library Division	Library
Continuous	Wednesdays 7:00 am	Biscuits & Gravy	Senior Division	Senior Center
Continuous	Mon-Fri 9am	Cards/Games and Wii Bowling	Senior Division	Senior Center
Continuous	Thursdays	Bingo	Senior Division	Senior Center
Continuous	Tue & Fri	Exercise	Senior Division	Senior Center
Continuous	Mon-Fri 9am	Walk the block Club	Senior Division	Senior Center
Continuous	2nd & 4th Wed at 12:30 pm	Cornhole	Senior Division	Senior Center
Continuous	Mon-Fri 6:30 a.m. – school start School dismissal to 5:30 p.m.	Discovery Club	Recreation Division	Florence and Anthem K-8s
Continuous	Mon, Wed & Thu 5:15 pm	ZUMBA	Recreation Division	Community Center
Continuous	Tue & Thu 6:15 pm	Crouching Tiger Martial Arts	Recreation Division	Community Center
Nov 30	Sat 10 am	Florence Junior Parada Parade	Recreation Division	Historic Downtown
2nd and 4th Sat each month	8:00 am - 12:00 pm	Farmer's Market	Greater Florence Chamber of Commerce	McFarland State Park

Community Services Administration

Project Updates:

- Padilla Park 10th Anniversary Celebration was held on November 16th. The Padilla Family was presented with a token of appreciation from the Town. The event included live entertainment, crafts, games and food to showcase the many improvements to the park.
- Heritage Park Playgrounds are under construction and should be completed in early January.
- Staff is procuring new tables for the Community Center.
- Ball Field Scoreboards are being procured. Contracts will be completed in November.

Community Services Department Boards:

- The Community Services Advisory Board's next regular meeting date is December 12, 2024, 6:00 P.M. at 778 N. Main St., Ruggles Room 1, Florence, AZ 85132
 - The board is working on goals for FY 26
 - Board members are requested to complete Park Inspection forms to provide staff with a “citizen’s perspective” of the condition of each park in Florence. Each Board member is asked to complete one park inspection each month.
- The Charles Whitlow Rodeo Grounds Advisory Board regular meeting was vacated due to the Christmas Holiday.

Park Maintenance Division Report

- Mario Granillo, Parks Maintenance Worker I, passed the Certified Playground Safety Inspection Exam This certification is active for 3 years.
- Padilla Park shade structure installation completed on 11/8
- Completed overseeding on Main Street Park and opened up to public on 11/23
- 50 tons of Stabilizer added to each of the three ball fields, and Laser Leveled at Heritage Park is completed. The out fields for each field were also aerified and top dressed in 50 tons of sand. Completed on 11/26

- Decorations for Downtown Main Street were completed on 12/2, in preparation for the Holiday Events.

Recreation Division Report

Recreation/Aquatics/Special Events Programs

Activity	Sales	Participants	Revenue	Notes
Discovery Club Anthem	\$1,425.00	37	\$1,425.00	Before, After, and Combo
Discovery Club Florence	\$3,232.00	63	\$3,232.00	Before, After, and Combo
Crouching Tiger Martial Arts	22	22	\$1,430	November membership
ZUMBA	5	5	\$125	November membership
Mat Pilates	6 4	6 4	Free \$80	November Mat Pilates
Padilla Park Celebration	N/A	500	N/A	
92nd Jr Parada Parade	\$125 (Vendor Fees)	37 Entries 1000 in Attendance 5 Vendors	N/A	Had 2 Vendors Cancel and 1 not show up.

Padilla Park



Jr Parada Parade



Facility Use Permits

Number of Facility Use Permits	Number of Bookings	Generated Revenue
43	192	\$1,690

Fitness Center – Membership Package

Fitness Package	Sales	Revenue
Employee Membership	0	Free
Adult - Monthly	258	\$5,160.00
Adult -Six Months	2	\$198

Adult - 12 Months	1	\$198
Senior/Youth - Monthly	113	\$1,469
Senior/Youth - Six Months	8	\$528
Senior/Youth - 12 Months	2	\$264
Drop-In Fitness	2	\$24
Miscellaneous Fees	1	\$1
Refund	2	\$80
Monthly Total	389	\$7,842

- Estimated member visits throughout the month:
 - 2,409 for the month of November

Senior Center Division Report

Highlights:

Evening Gift Card Bingo and Dinner January

- Evening Bunco Buddies and Dinner
- Annual Indoor Senior Fundraiser

Activity	Total Participants
Angel care Inservice	19
Alzheimer's Support Group	16
Assist seniors with DES applications/end of life arrangements, etc.	5
Assisted walking Club with Leo	7
Bingo	20
Birthday Cards & Birthday celebration	6
Biscuits & Gravy	149
Bunko Dinner	12
Evening Bingo	0
Hot Topics - Senior Meeting	28
Building Use	860
Tech Time	0
Congregate meals at Center	451
Coolidge Shopping/Dollar Store	5
Craft Class	17
Delivered Food Boxes to vulnerable seniors	10
Dinner Club	6
Exercise with Rhoda	24
Friday's hot meal provided by Staff	151
Games/Shuffleboard/Pool/Bunko/	224
Lunch Date-Birds & Bones BBQ	7
Legal Services provided by PGCSC	3
Blood Pressures/Sugar checks by FFD	11

Healthy Bingo	12
Thanksgiving Luncheon	78
Kentucky Derby	19
New Senior enrollment	22
Computer use/Library use	26
Wii Bowling	31
Live entertainment	23
Grief Support Group	3
Home Improvement Fundraiser	123
Volunteer hours	12/191.5 vol & Hrs

Accomplishments:

- Traveled **1052** in combination with **339** trips. Performed 07 additional errands for seniors and had **205 van** riders for the month of June.
- The Give-A-Lift program provided **13** clients with Priority Medical outings resulting in **61** total trips, **41.50** hours, and **660** additional transportation miles. These trips were provided by **1 TOF** employee, and 1 volunteer.

Library Division Report

Highlights:

November Highlights: The library hosted a Homeschool Science Fair on November 21st with approximately 33 participants. Science projects were submitted by various homeschooled kids that covered topics such as growing crystals, exploring rocks, melting crayons, testing aerodynamics, and discovering what sinks or floats. This event was very successful and will

become an annual event. Also, the Future Forward program held each early release Wednesday has changed its name to GrowUP!

November Statistics

- 4,160 total items circulated
- 69 library cards were issued
- 428 computer sessions were held
- 390 total items were placed on hold
- 1430 wireless sessions were held
- 3290 user visits
- 440 person(s) attended 52 in-person program(s)
- 75 person(s) participated in passive program(s)

November Programs

11/1/2024	Mystery Game Night
11/4/2024	Business 2 Create
11/4/2024	Virtual Escape
11/5/2024	Cardio Drumming
11/5/2024	Power Fitness
11/5/2024	Healthy Snack Tuesday
11/6/2024	Walking Club
11/6/2024	Tech Time
11/6/2024	GrowUP!
11/7/2024	Cardio Drumming
11/7/2024	Power Fitness
11/7/2024	Tech Time
11/7/2024	Music and Movement
11/7/2024	DIY
11/8/2024	Library After Hours
11/12/2024	Cardio Drumming

11/12/2024	Power Fitness
11/12/2024	No Crumbs
11/13/2024	Walking Club
11/13/2024	Picking Up STEAM
11/13/2024	GrowUP!
11/13/2024	Maker Space Certification Class
11/14/2024	Cardio Drumming
11/14/2024	Power Fitness
11/14/2024	Tween Time
11/14/2024	Healthy Eats
11/19/2024	Cardio Drumming
11/19/2024	Power Fitness
11/19/2024	Storytime
11/20/2024	Walking Club
11/20/2024	Picking Up STEAM
11/20/2024	GrowUP!
11/21/2024	Cardio Drumming
11/21/2024	Power Fitness
11/21/2024	Homeschool Science Fair
11/21/2024	Music and Movement
11/21/2024	Tech Time
11/21/2024	Confection Connection
11/21/2024	Teen Time
11/22/2024	Family Cookery
11/22/2024	Brotherhood
11/25/2024	Family Event

11/26/2024	Cardio Drumming
11/26/2024	Power Fitness
11/26/2024	Raising Healthy Kids
11/26/2024	Creative Cahoots
11/27/2024	Walking Club
11/27/2024	Adult Book Club
11/27/2024	Picking Up STEAM
11/27/2024	GrowUP!