

**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  
Rebekah Smith  
Rita Ezzai  
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, April 10, 2025**

**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, April 10, 2025, at 6:00 p.m. at the Town of Florence Viney Jones Library and Community Center, 778 N. Main Street, Florence, AZ.

*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 Smith, Boardmember Ezzai
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATION**
  - a. Recreation Division (Chrystal Onacki)**
- 5. NEW BUSINESS**
  - a. Discussion/Approval/Disapproval of Recommendation of regular meeting minutes of March 13, 2025.**
  - b. Discussion and Update of Community Services Advisory Board FY26 Goals.**

**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 4TH DAY OF APRIL 2025, 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, MARCH 13, 2025, 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 Jaimes, Boardmember Little, Boardmember Smith, \*Boardmember Gutierrez  
*\*Joined meeting at 6:57 P.M.*

Absent: Boardmember Hitchcock, Boardmember Ezzai

#### **PLEDGE OF ALLEGIANCE**

Chair Leaman led the Pledge of Allegiance.

#### **SENIOR CENTER PRESENTATION**

Carolyn, who manages the transportation program for senior services, introduces herself and explains the Give a Lift volunteer driver program. Carolyn mentions that she will present information about the services offered through the Dorothy Nolan Senior Center, although she is filling in for Tanya, who had a family emergency.

The senior center offers a wide range of activities and services for the community's older residents. These include daily programs, transportation services, special events, and trips. Popular annual events include an indoor yard sale fundraiser, a grandparent's day carnival, and holiday celebrations. The center also partners with various organizations to provide health checks, legal assistance, and free tax filing services. Seniors actively participate in organizing events and managing donations, which are used to improve the center and support community initiatives. The center serves as a vital social hub, providing opportunities for seniors to interact, form friendships, and stay engaged with the community.

Carolyn presents an overview of the Give-A-Lift program, which provides transportation services for seniors in Florence. The program, funded by a grant and the town, has provided 755 trips and driven 8,735 miles in 2024. Volunteers play a crucial role, with 85 active volunteers helping with various tasks including driving, kitchen duties, and front desk assistance. The program has become more than just a transportation service, fostering friendships and community connections among volunteers and clients. Carolyn emphasizes the program's importance, especially for those with medical needs, and notes that Florence is currently the only town in Arizona offering this service free of charge to its residents. The program, funded through a rural transportation grant, was launched in January 2019 and is geared towards seniors aged 65 and older or individuals with disabilities.

## **DISCUSSION/APPROVAL/DISAPPROVAL OF RECOMMENDATION OF MEETING MINUTES OF FEBRUARY 13, 2025**

On motion by Vice-Chair Bracco, seconded by Boardmember Smith, and carried (6-0) to approve to recommend the meeting minutes of February 13, 2025.

## **DISCUSSION/APPROVAL/DISAPPROVAL OF DEVELOPING A COMMUNITY “SCAVENGER HUNT” ACTIVITY FOR AQUATIC CENTER AND PADILLA PARK MURALS**

Staff Liaison, Paul King discussed the idea of developing a community scavenger hunt activity for the aquatic center and the Padilla Park murals. The aim is to incorporate the culture, history, and pieces of Florence into the murals and make them more interactive and educational for the community.

The idea of using QR codes to provide information and historical facts about the murals was proposed. The board was asked to direct staff to work with the artist and bring back a draft of the scavenger hunt questions and answers.

Marian discussed the potential for incorporating various media types into a Google form for community engagement. They considered incentives such as seasonal themes, contests, and the possibility of collecting pins or buttons as symbols of participation. Nicole suggested offering seasonal passes for families to the aquatic center or covering the cost of youth sports as incentives. The group agreed to work with an artist to develop a draft version of this program.

The Board unanimously agreed to have staff work with the Aquatic Center and Padilla Park mural artist to create a layout and provide content that will be in the scavenger hunt and bring it back to the Board for review.

## **DISCUSSION AND UPDATE OF COMMUNITY SERVICES ADVISORY BOARD FY26 GOAL**

The Board discussed the Wildflower project, considering locations and the use of native flowers to avoid invasive species. They also reached out to the botanical team for guidance on suitable species.

The Javelina Project was discussed, with Boardmember Palaia providing a prototype for assessment. The donated javelinas would be placed in Jaques Square and Arriola Square to be visible on Main Street. Boardmember Palaia showcased a finished project, which was well received. The project is funded by donations, not town funds, and the timeline for completion is yet to be determined.

Liaison King mentioned the Teen Center, and mentioned the town is looking into ideas and facilities in town that may be a potential location to do a pilot program.

The Shade at Little League was discussed and Liaison King added that it was requested on the FY26 CIP list. Liaison King will update the Board when Council reviews the Capital Improvement Project Budget List.

Founder's Day was discussed, Liaison King informed the Board that the town is also evaluating the last home tour for potential cultural programming opportunities to incorporate a Founder's Day to the annual Home Tour.

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

### **Playground Installation and Grant Updates**

Liaison King provided an update on the playground installation, aiming for completion by mid-May or early June. The project includes swings. A grant for the Poston Butte trail is being prepared, with a potential value of \$20,000. The grant for picnic tables, benches, trash cans, and a dog waste dispenser has been successfully received, and most items have been installed. New barbecue grills have been installed at the ramada in Heritage Park, including two ADA-compliant ones. The Pony Express for Roots and Boots Rodeo is scheduled for this Saturday.

### **Youth Programs and Event Updates**

Liaison King discussed the success of the town's youth programs, including the end of t-ball and coach pitch, soccer registration, and the team's carnival games. He also mentioned the departure of Victoria Iniguez, a Recreation Coordinator, and the recruitment of a new one. Liaison King also discussed the adjustments made for the Road to Country Thunder event. Boardmember Smith expressed her gratitude for the town's efforts to engage the youth and encouraged the town to continue finding solutions for a more permanent location for events.

## **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**

Boardmembers Palaia and Jaimes discussed the upcoming Pedro Fest event, with Boardmember Palaia expressing excitement about the event and the mural at the new gun store.

Council Liaison Buccellato encouraged the Board to attend council meetings and share their work, emphasizing the importance of community involvement.

The Board proposed showcasing the completed javelina at the next council meeting and discussed getting on the agenda for a presentation. The Board also discussed the importance of keeping the town moving forward with art initiatives.

Boardmember Gutierrez, who was absent due to personal reasons, expressed gratitude for the team's support and wished his son well.

## **ADJOURNAMENT**

On motion by Boardmember Palaia, seconded by Boardmember Little, and carried (7-0) to adjourn the meeting at 7:21 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:** April 10, 2025

**DEPARTMENT:** Community Services

**STAFF PRESENTER:** Paul King

**SUBJECT:** Community Services Advisory Board FY26 Goals 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:**

Staff will provide a monthly update on the FY26 goals

**BACKGROUND/DISCUSSION:**

The Community Services Advisory Board Goals and status reports follow:

1. Wildflower Project
  - a. Staff is researching optimal locations such as suggested Main Street extension and Poston Butte area.
2. Javelina Project
  - a. The parks division is assessing locations in Jaques square and Areola Square. The two Javelinas to be placed in public parks have been generously donated by CSAB members. No town funding will be required.
3. Teen Center
  - a. Staff is working with multiple departments to identify location options for a designated teen center. In the short term, staff is planning six teen night events at the Dorothy Nolan Senior Center.
4. Shade at Little League
  - a. This project is being evaluated to be included in the FY26 Capital Improvement Plan.
5. Founder's Day
  - a. Evaluation information is being completed on the 2025 Historic Home Tour. This event will have additional activities with the intention of keeping

the home tour the focal point but providing activities and entertainment that will keep event goers in the downtown area for the afternoon. Staff is beginning planning with the volunteer committee in April.

**A VOTE OF NO WOULD MEAN:**

N/A

**A VOTE OF YES WOULD MEAN:**

N/A

**FINANCIAL IMPACT:**

N/A

**ATTACHMENTS:**

N/A



# MEMORANDUM



To: Town Manager

From: Paul King, Community Services Director

Date: March 13, 2025

Re: March 2025 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	3rd Thu 11:00 am	Homeschool Happenings	Library Division	Library
Continuous	1st Friday 10:00 am	Baby Sensory Time	Library Division	Library
Continuous	4:00 pm	GED Classes	Library Division	Library
Continuous	2nd Friday 10:00 am	AZ Speaks	Library Division	Library
Continuous	Wednesdays 2:00 pm	Early Release Programs	Library/Rec Division	Library
Continuous	T/THU	Cardio	Library Division	Library

	9:00 am	Drumming		
Continuous	Wednesdays 8:00 am	Walking 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
2nd and 4th Sat each month	8:00 am - 12:00 pm	Farmer's Market	Greater Florence Chamber of Commerce	McFarland State Park
Saturday, April 5	3pm to 10m	Road To Country Thunder	Recreation	Downtown Florence
Saturday, April	9am to 12pm	Eggstravaganza	Recreation	Heritage Park
March 25	Mon, Tue, Wed,	Youth Soccer	Recreation	Aquatics

	Thur			Multipurpose field
March 17	Mon-Fri	Intercession	Recreation	Community Center

### Community Services Administration

#### Community Services Advisory Boards:

- The Community Services Advisory Board's next regular meeting date is March 13, 2025, 6:00 P.M. at 778 N. Main St., Ruggles Room 1, Florence, AZ 85132
- The Charles Whitlow Rodeo Grounds Advisory Board's next regular meeting date is March 27, 2025, 6:00 P.M. at 778 N. Main St., Ruggles Room 1, Florence, AZ 85132

### Park Maintenance Division Report

#### Highlights:

- Ordered 15 parking bumpers for Senior Center and Heritage Park parking lots
- Staff repaired irrigation leaks at Town Hall, Aquatic Center, Community Center and Heritage Park
- Applied over 200 gallons of Pre-and Post-Emergent in Florence Parks to remove and prevent weed and invasive species of grass from growing unintendedly.
- Prepared Heritage and Little league ball fields for opening day and seasonal play of Florence Little league.

### Recreation Division Report

#### Highlights:

- Hosted a successful Teen Night on February 28th.
- 63 total teens attended.

### **Recreation/Aquatics/Special Events Programs**

Activity	Sales	Participants	Revenue	Notes
<b>Discovery Club Anthem</b>	\$1,570	72	\$1,570	<b>Before, After, and Combo</b>
<b>Discovery Club Florence</b>	\$3,826	169	\$3,826	<b>Before, After, and Combo</b>
<b>Crouching Tiger Martial Arts</b>	15	15	\$975	<b>February membership</b>
<b>ZUMBA</b>	10	10	\$205	<b>February membership</b>
<b>Mat Pilates</b>	10	10	\$328	<b>February Mat Pilates</b>
<b>Sweetheart Dance</b>	32	32	480	<b>February</b>
<b>Pooch Party (Florence)</b>		44 Owners 76 Dogs 2 Cats 72 Rabies 63 Parvo 18 Bordetella 1 Cat Combo 6 Micro Chips 28 Licenses Total of 188 Services	N/A	<b>Partner Pinal County Animal Control</b>
<b>39th Annual Home Tour</b>	513	513 6 Homes 9 Buildings	\$11,285	

#### Facility Use Permits

Facility	Number of Facility Use Permits	Number of Bookings	Generated Revenue
Community Center	34	51	<b>\$1867.50</b>
Viney Jones Library	7	7	<b>\$0</b>

Heritage Park	3	3	\$120
Ballfields (Heritage)	6	57	\$0
Little League	3	14	\$0
Main Street Park	0	0	\$0
Padilla Park	3	3	\$0
Dorothy Nolan Senior Center	16	16	\$0
Aquatic Center - Fields	24	24	\$0

**Fitness Center – Membership Package**

**February total membership access 2,773**

<b>Fitness Package</b>	<b>Sales</b>	<b>Revenue</b>
Employee Membership	0	Free
Adult - Monthly	263	\$5260
Adult -Six Months	9	\$891.00
Adult - 12 Months	4	\$792.00
Senior/Youth - Monthly	138	\$1794
Senior/Youth - Six Months	4	\$264
Senior/Youth - 12 Months	3	\$396
Drop-In Fitness	5	\$30.00
<b>Monthly Total</b>	<b>426</b>	<b>\$9,427</b>

## Senior Center Division Report

### Highlights:

- **March 17<sup>th</sup> - St Patty's Day Luncheon**
- **Beginners Spanish Class on Wednesdays**
- **AARP Tax Preparations, Monday and Wednesdays**
- **March 21<sup>st</sup> - 4th Ave Street Fair**

Activity	Total Participants
Angel care Inservice	9
Alzheimer's Support Group	12
Assist seniors with DES applications/end of life arrangements, etc.	11
Assisted walking Club with Leo	2
Bingo	46
Birthday Cards & Birthday celebration	3
Biscuits & Gravy	393
Bunko Dinner	12
Evening Bingo	0
Hot Topics - Senior Meeting	0
Building Use	1205
Tech Time	2
Congregate meals at Center	447
Coolidge Shopping/Dollar Store	5
Craft Class	3
Delivered Food Boxes to vulnerable seniors	15
Dinner Club	09

Exercise with Rhoda	19
Friday's hot meal provided by Staff	81
Games/Shuffleboard/Pool/Bunko/	273
Legal Services provided by PGCS	4
Blood Pressures/Sugar checks by FFD	17
Spring Training Game	11
Healthy Bingo	6
Kentucky Derby	19
New Senior enrollment	09
Computer use/Library use	30
Wii Bowling	45
Grief Support Group	06
Volunteer hours	210 hrs/14 vol

**Accomplishments:**

- Traveled **1627** miles in combination with **trips**. Performed **2 additional** errands for seniors and had **362** van riders for the month of February.
- The Give-A-Lift program provided **21** clients with Priority Medical outings resulting in 88 total trips, **55.25**hours, and **738** additional transportation miles. These trips were provided by **3** TOF employees.

**The Dorothy Nolan Senior Center continues to strive to bring new ideas and activities to the center. We continue to provide daily nutritional meals along with education, entertainment and health information. We provided transportation to Florence Senior citizens to and from the center Monday through Friday. Our Give-A-Lift Volunteer program provides Florence Seniors with priority medical transportation.**

### Senior Center Revenue

Activity	Total
Transportation	\$480.00
Friday Meals	\$260.00
Biscuits & Gravy	\$890.00
Spring Training	\$550.00
Valentines	\$224.00
Easter	\$8.00
St Patrick's Day	\$75.00
Senior Donation Account	\$760.05
<b>Total</b>	<b>\$3,247.05</b>

### Library Division Report

**Highlights:** The library held our monthly Force of Nature program that focused on tea. We had a guest presenter who was a former apothecary at the Arizona Renaissance Fair for several years. He talked about the health benefits of tea, brought different teas from other countries for participants to taste and helped them create their own tea blends. The participants enjoyed a tea party and learned something new. This program was enjoyed by all that attended.

### February Statistics

- 4,443 total items circulated
- 79 library cards were issued
- 389 computer sessions were held
- 387 total items were placed on hold
- wireless sessions were held
- 3,275 user visits
- 577 person(s) attended 58 in-person program(s)



## February Programs

- 2/3/2025 Business 2 Create
- 2/4/2025 Cardio Drumming
- 2/4/2025 Power Fitness
- 2/4/2025 Learn N' Play
- 2/5/2025 Walking Club
- 2/5/2025 STEAM Explorers
- 2/5/2025 Picking Up STEAM
- 2/5/2025 GrowUP!
- 2/6/2025 Cardio Drumming
- 2/6/2025 Power Fitness
- 2/6/2025 Creative Chill
- 2/6/2025 DIY
- 2/7/2025 Baby Sensory Time
- 2/7/2025 Library After Hours
- 2/10/2025 Dry Canning Day
- 2/11/2025 Cardio Drumming
- 2/11/2025 Power Fitness
- 2/11/2025 No Crumbs
- 2/11/2025 Storytime
- 2/12/2025 Walking Club
- 2/12/2025 Virtual Escape
- 2/12/2025 STEAM Explorers
- 2/12/2025 Picking Up STEAM
- 2/12/2025 GrowUP!
- 2/12/2025 Maker Space Certification
- 2/13/2025 Cardio Drumming
- 2/13/2025 Power Fitness
- 2/13/2025 Basic Computer Classes
- 2/13/2025 Music and Movement
- 2/14/2025 Lap & Laugh Time
- 2/18/2025 Cardio Drumming
- 2/18/2025 Power Fitness
- 2/18/2025 Storytime
- 2/18/2025 Creative Cahoots
- 2/19/2025 Walking Club
- 2/19/2025 STEAM Explorers
- 2/19/2025 Picking Up STEAM
- 2/19/2025 GrowUP!
- 2/20/2025 Cardio Drumming
- 2/20/2025 Power Fitness
- 2/20/2025 Organized Living

- 2/20/2025 Homeschool Happenings
- 2/24/2025 Force of Nature
- 2/24/2025 Family Event Night
- 2/25/2025 Cardio Drumming
- 2/25/2025 Power Fitness
- 2/25/2025 Raising Healthy Kids
- 2/26/2025 Walking Club
- 2/26/2025 Adult Book Club
- 2/26/2025 STEAM Explorers
- 2/26/2025 Picking Up STEAM
- 2/26/2025 GrowUP!
- 2/27/2025 Cardio Drumming
- 2/27/2025 Power Fitness
- 2/27/2025 Creative Chill
- 2/27/2025 Music and Movement
- 2/28/2025 Family Cookery