

**CITY OF MURRIETA
Council Chambers
1 Town Square
Murrieta 92562**



**Thursday, November 7, 2024
Parks and Recreation
Commission
6:00 PM**

The City of Murrieta intends to comply with the Americans with Disabilities Act (ADA). Persons with special needs should call the Parks and Recreation Division at (951) 461-6187 or email at ROtis@MurrietaCA.gov at least 72 hours in advance.

Any presentation requiring the use of the City of Murrieta's equipment must be submitted to the Parks and Recreation Division 24 hours prior to the scheduled Parks and Recreation Commission meeting at City Hall located at 1 Town Square, Murrieta, CA; via email at ROtis@MurrietaCA.gov or call (951) 461-6187. Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda will be made available for public inspection at the public counter at City Hall located at 1 Town Square, Murrieta, CA during normal business hours.

**Chris Collopy
Chair**

**Paul Parker
Vice Chair**

**Carmella Wood
Commissioner**

**John Hunneman
Commissioner**

**Robin Gilliland
Commissioner**

**YOU MAY VIEW THE MEETING LIVESTREAMED VIA THE CITY'S WEBSITE AT
<https://murrieta.legistar.com/Calendar.aspx>**

6:00 PM REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

ADMINISTRATIVE UPDATE

Parks and Community Services Manager Administrative Updates is the opportunity for the Parks and Community Services Manager to provide community updates, as well as Department or Commission announcements on current or upcoming projects.

- Park Ranger Update and Intro of new Park Ranger Michael Melendez – Park Rangers
- End of Pool Season Summary – Recreation Supervisor Victor Patino
- Military Banner Timeline Update – Office Assistant II Roseann Otis

PUBLIC COMMENTS (NON-AGENDA)

At this time any person may address the governing bodies on any subject pertaining to City business, which does not relate to any item listed on the printed agenda. Normally no action may be considered or taken by the governing bodies on any matter not listed on the agenda. Each speaker will be limited to three minutes.

CONSENT CALENDAR - APPROVAL OF ITEMS 1 – 3

All matters listed on the Consent Calendar are to be considered routine by the governing bodies, and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the governing body votes on the motion to adopt, specific items are removed from the Consent Calendar for separate motions.

1 Minutes

Minutes

Recommended Action:

Approve the minutes of the September 5, 2024, Regular Parks and Recreation Commission meeting.

2 Recreation, Activities and Events Report

Recreation, Activities, and Events Report

Recommended Action:

Receive and File.

- 3 Park, Project and Maintenance Report
Parks, Projects, and Maintenance Report
Recommended Action:
Receive and File.

PULLED CONSENT CALENDAR ITEMS

DISCUSSION

- 1 Adopt-A-Trail Program
- 2 Cancellation of January 2, 2025 Commission Meeting Date
Recommended Action:
Cancel the regular Parks and Recreation Commission meeting on Thursday, January 2, 2025, the day after the New Year’s Day National Holiday, and discuss rescheduling a special meeting date in January 2025.

COMMISSION MEMBER ANNOUNCEMENTS

Commission Member Announcements is the opportunity for Commissioners to provide miscellaneous reports and announcements.

COMMISSION MEMBER REQUESTS TO ADD OR WITHDRAW ITEMS TO FUTURE AGENDAS

ADJOURNMENT



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/7/2024
Agenda Item No.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE PARKS AND RECREATION
COMMISSION

FROM: Lea Kolek, Parks and Community Service Manager

PREPARED BY: Roseann Otis, Office Assistant II - Parks & Recreation

SUBJECT: Minutes

RECOMMENDATION

Approve the minutes of the September 5, 2024, Regular Parks and Recreation Commission meeting.

ATTACHMENTS

1. September 5, 2024 Minutes

**CITY OF MURRIETA
Council Chambers
1 Town Square
Murrieta 92562**



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6:00 PM REGULAR MEETING

CALL TO ORDER

The meeting was called to order by Vice-Chair Parker.

ROLL CALL

Present Commissioner John Hunneman, Commissioner Carmella Wood, and Vice Chair Paul Parker

Excused Chairperson Christopher Collopy, and Commissioner Robin Gilliland

Absent None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Wood.

APPROVAL OF AGENDA

Action: It was moved by Commissioner Hunneman, seconded by Commissioner Wood to approve the Agenda for September 5, 2024. The motion carried by the following vote:

Ayes: Commissioner Hunneman, Commissioner Wood, and Vice Chair Parker

Noes: None

Absent: Chairperson Collopy, and Commissioner Gilliland

ADMINISTRATIVE UPDATE

- Senior Recreation Coordinator Liset Lagunas and Recreation Supervisor Victor Patino provided an update on the Youth Center expanded hours, summer youth camp, and aquatics program.
 - Vice-Chair Parker questioned drop in attendance for aquatics and cost of the program. Recreation Supervisor, Victor Patino, explained attendance was affected by the change of location and reduced hours. The costs are even as with prior years.
 - Commissioner Hunneman asked about comments received from the public and plans to reopen the pool at Cal Oaks Sports Park. There has been an adjustment with having to share the pool at Vista Murrieta High School. Plans to reopen the pool are currently on hold due to funding.
- Youth Advisory Committee member Nick Trinh provided a Youth Advisory Committee update. No questions from the Commission.
- Parks and Community Services Manager Lea Kolek provided an update on the Parks and Rec Master Plan and Trails Master Plan, both drafts are in review. No questions from the Commission.

PUBLIC COMMENTS (NON-AGENDA)

None

CONSENT CALENDAR - APPROVAL OF ITEMS 1 – 3

Action: It was moved by Commissioner Hunneman, seconded by Commissioner Wood to approve Consent Calendar Items 1-3 . The motion carried by the following vote:

Ayes: Commissioner Hunneman, Commissioner Wood, and Vice Chair Parker

Noes: None

Absent: Chairperson Collopy, and Commissioner Gilliland

1. Minutes
2. Recreation, Activities and Events Report
3. Parks, Projects and Maintenance Report

PULLED CONSENT CALENDAR ITEMS

None

1. Adopt-A-Trail Program

- Parks and Community Services Manager Lea Kolek and Office Assistant II Roseann Otis provided an update on the Adopt-A-Trail program requesting input from the Commission on program language, rules and requirements, and volunteer recognition.
 - Commissioner Hunneman asked about the option for a business to sponsor funds towards the program rather than participate in clean-up.
 - It was decided by the Commission that replacement of Adopt-A-Trail signage due to vandalism will be provided at no cost to the volunteer.
 - The Commission suggested that trail clean-up be changed from once every three months to once a month.
- There were no Public Comments.

DISCUSSION

Action: It was moved by Commissioner Hunneman, seconded by Commissioner Wood to bring this item back on the November 7, 2024 agenda for further review and discussion. The motion carried by the following vote:

Ayes: Commissioner Hunneman, Commissioner Wood, and Vice Chair Parker

Noes: None

Absent: Chairperson Collopy, and Commissioner Gilliland

COMMISSION MEMBER ANNOUNCEMENTS

- Commissioner Hunneman expressed concern about the Commission not being notified about the Park Naming Policy being brought before City Council on August 20. Parks and Community Services Manager Lea Kolek confirmed that email notification was sent.

COUNCIL MEMBER REQUESTS TO ADD OR WITHDRAW ITEMS TO FUTURE AGENDAS

- Parks and Community Services Manager Lea Kolek informed the Commission that this agenda item is the time for the Commission to request items to be included on a future agenda.
- There were no requests from the Commission at this time.

ADJOURNMENT

The meeting adjourned at 7:19 p.m.



CITY OF MURRIETA Parks and Recreation Commission Meeting Agenda Report

11/7/2024
Agenda Item No.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE PARKS AND RECREATION
COMMISSION

FROM: Lea Kolek, Parks and Community Service Manager

PREPARED BY: Roseann Otis, Office Assistant II - Parks & Recreation

SUBJECT: Recreation, Activities, and Events Report

RECOMMENDATION

Receive and File.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

Upcoming Events

Event	Date
Field of Honor	November 9-16
Veterans Day Parade	November 11
Santa Stops	December 3-5 and 9-12
Donuts with Santa	December 7
Festival of Trees	December 7

Special Events

- On Friday, October 25, Murrieta CSD along with Murrieta PD hosted the annual Trunk or Treat and Dark in the Park at Town Square Park from 5:30 p.m. to 8 p.m. There was an 80s concert by

“Pulp Vixen” from 6 p.m. to 8 p.m. and a laser light show after sundown. This event was free for the public to attend. There were several department booths handing out candy and prizes along with food vendors on site. The event was a success filled with fun and creative costumes.

- Yard signs were delivered to the winners of the Halloween Home Decorating Contest on Wednesday, October 30.
- On Monday, November 11, the City of Murrieta will hold the 22nd Annual Veterans Day Parade beginning at 10 a.m. at Washington Avenue and Ivy Street, ending at Town Square Park with the Field of Honor. Forty-eight applications have been received so far.

Recreation

- Staff are drafting a weather closure policy for fields.
- Adult softball will hold their playoff games next week.

Senior Center

- Senior Movie Day was held on Tuesday, September 17. Attendees watched *That Thing You Do*. The seniors and staff represented their favorite teams for Jersey Day.
- The Senior Center held a discussion on bereavement on Thursday, September 19, to provide resources to the senior center members that are grieving.
- The Senior Center hosted its annual Health & Resource Fair on Wednesday, September 25, with 18 vendors in participation. Some of the vendors provided health screenings such as hearings tests, vision tests, dental checks, and much more.
- On Monday, September 30, Mark Parker from the Temecula Vet Center set up a table to answer questions and help seniors navigate the Department of Veterans Affairs processes.
- The Senior Center held a Game Day on Friday, October 4, for seniors to gather and play a variety of games.
- The *Beetlejuice* movie was shown for Senior Movie Day on Tuesday, October 8. In addition, the Alzheimer’s Support Group gathered to share support and resources.
- On Tuesday October 15 staff held monthly class registration for senior center classes.
- On Wednesday, October 16, Mark Parker from the Veteran’s Center set up a booth in the lobby to assist senior veterans with any issues regarding veteran services. Additionally on Wednesday, XYZ hosted their senior social luncheon. Roughly 40 seniors gathered in the lunchroom to eat and socialize.
- On Thursday, October 17, local attorney Anita Milner hosted free legal aid consultations.
- On Wednesday, October 23, the Senior Center hosted its Harvest Festival potluck. Each senior brought in either an entrée, side dish, or dessert. Additionally, Janette from Home Instead partnered up with us to host a free craft at the event.
- The Senior Center hosted a Halloween costume contest during lunch on Thursday, October 31, with four categories: scariest, most creative, silliest, and staff choice. The winners of each category won a prize.

Alternative Recreation Program (ARP)

- ARP hosted a Candyland Karaoke event on Friday, September 13. Forty-nine (49) people attended. Participants made ice cream cones and had fun singing and dancing to their favorite songs.
- ARP held a Rock Concert on Friday, September 27, with sixty-eight (68) people in attendance.
- On October 11, forty-one (41) participants attended a Clue Mystery Party. Participants were given clues to solve the mystery of who murdered Daniel. There were eight stations with clues leading them to the next clue, until they reached the end. Recreation Leader Megan dressed up like Sherlock Holmes. Prizes were handed out. After solving the mystery, participants danced until 9 p.m. Drinks and snacks were provided.

- ARP held a Let's Get Batty event for Halloween on Friday, October 25. Forty-seven (47) members participated. Attendees received goodie bags and participated in a costume contest to win prizes. The event included haunt rooms where high school students volunteered as characters in the haunted rooms.
- ARP will hold an Autumn Potluck on Friday, November 8.

Youth Center

- From October 2 to October 9, the current registration total is 242 memberships, with a total of 748 check-ins, averaging 120 check-ins per day for Youth Center members.
 - On October 2 and October 9, the Youth Center recorded the highest check-in count of the semester with 139 members.
- From October 24 to October 30, the current registration total is 251 memberships, averaging 116 check-ins per day for Youth Center members.

Youth Advisory Committee (YAC)

- After conducting interviews and sending out offer letters, there is now a total of eleven members on the Youth Advisory Committee. The first official meeting was held on October 7, where the YAC discussed the calendar of events, signed the committee agreement, and outlined its goals and mission for the year.
- The YAC's second official meeting is scheduled for November 5, 2024.

California Oaks Sports Park Pool

- The Cal Oaks Sports Park pool is currently closed to the public

Skate Park

- The Skate Park is open with no staff on-site supervising activities. Users are encouraged to follow the posted skate park rules and to proceed at their own risk. No complaints received since staff stopped supervising the facility.

FISCAL IMPACT

None

ATTACHMENTS

1. Recreation, Activities, and Events Report Pictures
2. Special Event Flyers

Senior Center Jersey Day – September 17

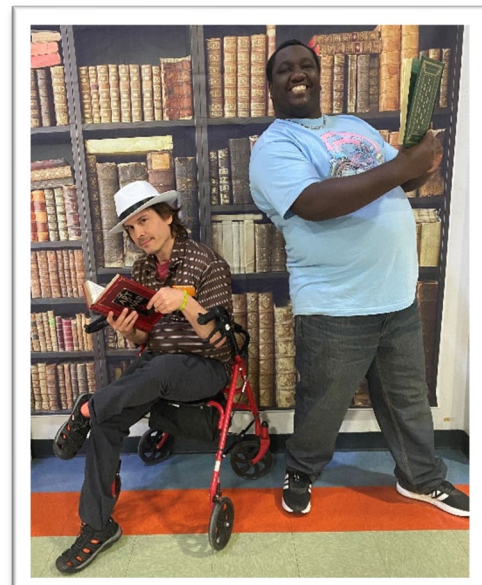


Alternative Recreation Program

Rock Concert – September 27



Clue Mystery Party – October 11





MURRIETA
SOUTHERN CALIFORNIA

22ND ANNUAL

Veterans Day Parade

MONDAY, NOVEMBER 11, 2024



STEP OFF IS AT 10:00 AM



PARADE BEGINS ON WASHINGTON AVENUE AND IVY STREET

PARADE ENDS AT TOWN SQUARE PARK WITH THE FIELD OF HONOR

To register an entry in the parade,
<https://tinyurl.com/VeteransDayParade24>

Please contact the Murrieta Community Services Department with questions at (951) 304-PARK (7275) or visit www.MurrietaCA.gov/events.



Join us for **DONUTS**

WITH SANTA
Saturday, December 7, 2024

9:00-10:30 AM

at Murrieta's Town Square Park & Amphitheater

Donuts are free and given on a first-come, first-served basis to the first 500 kids!

New this year is pet adoptions!



*Admission is one, non-perishable food item or pet item per child!
(pet needs include dog/cat food, dog/cat treats, and cat litter)*

Brought to you by:



For more information: www.murrietaca.gov/events or call (951) 304-PARK (7275).





CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/7/2024
Agenda Item No.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE PARKS AND RECREATION
COMMISSION

FROM: Lea Kolek, Parks and Community Service Manager

PREPARED BY: Roseann Otis, Office Assistant II - Parks & Recreation

SUBJECT: Parks, Projects, and Maintenance Report

RECOMMENDATION

Receive and File.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

Special Projects, Construction, and Capital Improvement Plan Update

Library Expansion:

- Design development package has been completed.
- SVA (architect) is proceeding to Construction Package development after key design decisions were made.
- Fixtures, Furnishings & Equipment (FF&E) design meetings are in progress.
- Goal is to break ground on construction by July 2025.

Town Square Parking Lot & Monument:

- Construction contract was approved at the 10/15/24 Council meeting.
- Planning pre-construction meeting for the week of 10/28/24.
- Anticipate construction will begin on 11/12/24, right after Vet Day events have concluded
- PM will make project presentation to staff at Murrieta Mingle on 10/31.

Tot Lot Replacement Project, Phase 2, LSI Equipment Site

- As of 9/9/24, ALL 5 parks have been completed: Alta Murrieta, Firefighters, Eastgate, Rancho

Acacias, and Sycamore Park.

- Staff is finalizing paperwork to closeout the project.

Tot Lot Replacement Project, Phase 1, Gametime Equipment Sites

- 3 of 4 locations are currently in construction: Palomar Park (Equipment Swap) and Monte Vista Park (brand new playground construction) and Northstar.
- Monte Vista: Equipment being assembled before concrete footing being poured mid-Oct.
- Northstar: Grading almost completed; forming for concrete curbing, sidewalks and constructing retaining walls.
- Palomar: Equipment being assembled. Concrete footings to be poured next week. Anticipate completion by end of month.

Glen Arbor Dog Park

- Plan check is completed. MBI addressing final comments.
- Finalizing bid specs and bid package
- Goal is to publish bid by November 2024
- Shade structures and other furnishings (co-op purchasing contract) are being ordered.

Los Alamos Hills Sports Park EV Charging Station

- Design and construction of 9 head charging station being completed and paid for by SCE Charge Ready Program
- Once construction completed, then City will install EV chargers on prepared pads and conduit.
- SCE has notified staff that all paperwork for project is completed and just waiting on electrical switchgear.
- Anticipate construction to begin in January 2025.

Community Center Tennis Court Lighting

- On hold until fixtures for Cal Oaks Tennis Courts are selected by lighting design consultant so consistent fixtures will be used at both locations.

Firefighters Park Pickleball Courts

- Plan check complete, MBI addressing minor comments.
- Decision on construction will take place once final costs for Alderwood are determined.

Alderwood Pickleball Courts

- In design with 90% plans anticipated in Oct 2024.
- All ARPA funds have been committed.

Cal Oaks Tennis Court Lighting

- 100% plans are forthcoming from engineering design firm by first half of November.
- Once plans are completed, then Job Order Contracting (JOC) through a co-op purchasing will be used to develop a proposal for construction.

Parks and Recreation Master Plan Update and Trails Master Plan

- A preview presentation of the first drafts is scheduled for November 20, with the project team, representatives from the City Manager's office, and the consultant RJM.

Parks Maintenance - Repairs, Inspections, Miscellaneous

- New picnic tables for Boys & Girls Club at Cal Oaks Sports Park have been assembled.
- Maintenance and Busy Bee Electric are working to replace the bad ballast at Los Alamos Hills Sports Park.
- 24-Hour Express has completed the repair to the audio-visual cable trough at Town Square

Park.

- The Rotary Club has installed their dedication plaque for their Murrieta Through Time project.
- Maintenance staff has received bids for the repair of the Ridder house roof at Equestrian Park. The lowest responsible bidder is \$45,000.
- Maintenance and its landscape maintenance contractor has completed the improvements for the mitigation area in Mapleton tract.
- Replacement drinking fountains have been delivered to the maintenance department.
- Sykes Ranch Park historical elements have been completed.
- The repairs to the HVAC unit at the Murrieta Museum requires council approval to increase the budget for the work. Item will go on the December 3 Council meeting.
- Copper Canyon Park recreation building repairs: maintenance has started painting the interior after four coats of primer. Carpet bids have been received and the agreement in workflow to be signed. Replacement windows and replacement toilets are on order.
- Maintenance mapped out Downtown electrical and mapped which outlet goes to which breaker.
- Military banners will come down and holiday banners will go up on November 18. In early January 2025, holiday banners will come down and military banners will go back up.
- Holocaust Memorial Foundation would like to have a ceremonial groundbreaking in April 2025 with phase 1 construction completed November 2025.

FISCAL IMPACT

None

ATTACHMENTS

1. Tot Lot Construction Pictures



Construction Progress
TOT LOT INSTALLATIONS
October 17, 2024



Northstar Park - Grading



Palomar Park – Tot Lot Install



Monte Vista Park – Tot Lot Install





CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/7/2024
Agenda Item No. 2

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE PARKS AND RECREATION
COMMISSION

FROM: Lea Kolek, Parks and Community Service Manager

PREPARED BY: Lea Kolek, Parks and Community Service Manager

SUBJECT: Cancellation of January 2, 2025 Commission Meeting Date

RECOMMENDATION

Cancel the regular Parks and Recreation Commission meeting on Thursday, January 2, 2025, the day after the New Year's Day National Holiday, and discuss rescheduling a special meeting date in January 2025.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

The next regular Parks and Recreation Commission meeting coincides with the New Year's Day national holiday, and as such, department staff recommend cancelling the regular meeting for the following reasons:

- 1. Holiday Observance:** New Year's Day is a significant national holiday in the United States, marked by celebrations, parades, and typically fireworks at midnight on the eve of the holiday. Many people take time off work to celebrate with family and friends. Holding a commission meeting the day after this holiday could disrupt holiday plans for both commissioners and the public.
- 2. Attendance Challenges:** Given that the next Commission meeting falls on the day after the holiday, attendance at the meeting may be lower than usual. Commissioners, staff, and community members may have other commitments or be out of town. A lack of quorum could hinder decision-making and productive discussions.
- 3. Public Participation:** Holding a meeting so soon after a holiday might discourage public participation. Residents may prioritize holiday festivities over attending a commission meeting. Ensuring robust

public input is essential for transparent governance.

Rather than wait for the next regular meeting scheduled for Thursday, March 6, 2025, staff recommend that Commissioners call for a special meeting and discuss an alternate date that is near the January 2, 2025 meeting, allowing for necessary business to proceed without compromising holiday plans.

FISCAL IMPACT

None

ATTACHMENTS

None