

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



**Thursday, November 6, 2025
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.

**Paul Parker
Chair**

**Robin Gilliland
Vice Chair**

**Whitney Fernandez
Commissioner**

**John Hunneman
Commissioner**

**Chris Collopy
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**

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

1. Graffiti Removal: Public vs. Private PropertyRecommended Action:

Receive and file. No formal action required at this time.

2. Annual Park Ranger Report PresentationRecommended Action:

Receive and file. No formal action required at this time.

3. End of Season Aquatics Update PresentationRecommended Action:

Receive and file the report. No formal action required; item presented for informational purposes only.

4. Flock Camera UpdateRecommended Action:

Receive and file update.

5. Review of Volunteer Request Guidelines for Park and Trail CleanupsRecommended Action:

Review and discuss the draft Volunteer Request Guidelines and provide comments or suggested amendments as needed.

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**Recommended Action:**

Approve the minutes of the September 4, 2025 Regular Parks and Recreation Commission Meeting.

2. Recreation, Activities, and Events Report**Recommended Action:**

Receive and file.

3. Parks, Projects, and Maintenance Report**Recommended Action:**

Receive and file.

PULLED CONSENT CALENDAR ITEMS**DISCUSSION****4. Review and Discussion of Draft Park Ranger Manual****Recommended Action:**

Discuss the draft Park Ranger Manual and provide comments or suggested amendments as needed.

5. Community Services Operating and Capital Impact Plan Budget Explained**Recommended Action:**

Receive and file the report. No formal action required; item presented for informational purposes only.

6. Cancellation of January 1, 2026 Commission Meeting Date**Recommended Action:**

Cancel the regular Parks and Recreation Commission meeting on Thursday, January 1, 2026, New Year's Day, a National Holiday, and discuss scheduling a special meeting date later in January 2026.

7. Parks and Recreation Commission Agenda Forecast**Recommended Action:**

Discuss future Parks and Recreation Commission topics.

COMMISSION MEMBER ANNOUNCEMENTS

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

ADJOURNMENT



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 1.

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: Graffiti Removal: Public vs. Private Property

RECOMMENDATION

Receive and file. No formal action required at this time.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Provide a high level of innovative public safety.

BACKGROUND

This item has been placed on the agenda to provide the Parks and Recreation Commission with an overview of the City's approach to graffiti removal on both public and private property.

Nolan Berentis, Code Enforcement Manager, will present the process and protocols the City follows when addressing graffiti on privately owned parcels, including property owner notification and compliance timelines. Josh Havens, Parks Maintenance Supervisor, will outline the procedures used by City staff to remove graffiti from publicly owned parks and facilities.

The presentation is intended to inform and clarify the roles and responsibilities of various departments in maintaining clean and safe public spaces. No formal action is requested.

FISCAL IMPACT

Fiscal impact varies depending on the extent and frequency of graffiti incidents. This item is informational only and does not authorize any expenditures.

ATTACHMENTS

None



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
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: Annual Park Ranger Report Presentation

RECOMMENDATION

Receive and file. No formal action required at this time.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Provide a high level of innovative public safety.

BACKGROUND

Park Ranger Melecia Price will present the Annual Park Ranger Report to the Parks and Recreation Commission. This presentation will provide a comprehensive overview of Park Ranger responsibilities, including patrol duties, public engagement, safety enforcement, and incident documentation.

The report will also include a summary of key analytics from the past year, highlighting patrol activity, community interactions, and notable trends observed across City parks and facilities. The purpose of this item is to inform and reaffirm the role of Park Rangers in maintaining safe, welcoming public spaces. No formal action is requested.

FISCAL IMPACT

None. This item is informational only and does not involve any expenditure.

ATTACHMENTS

None



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 3.

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: End of Season Aquatics Update Presentation

RECOMMENDATION

Receive and file the report. No formal action required; item presented for informational purposes only.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

Recreation Supervisor Victor Patino will present a summary of the 2025 aquatics season to the Parks and Recreation Commission. The presentation will highlight seasonal programming, including swim lessons, recreational swim, and lap swim.

Key discussion points will include successes and challenges encountered during the season, the City's partnership with Murrieta Valley Unified School District for use of the Vista Murrieta High School pool, and the contracted services provided by The Swimming Swan for lifeguard staffing and swim instruction.

The presentation will also outline preliminary goals and considerations for the 2026 aquatics season. This item is informational only and intended to provide context and insight into the City's aquatics operations.

FISCAL IMPACT

None. This item is for discussion only. Any future programmatic or contractual changes will be evaluated separately.

ATTACHMENTS

None at this time. Presentation materials will be provided at the meeting.



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 4.

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: Flock Camera Update

RECOMMENDATION

Receive and file update.

PRIOR ACTION/VOTE

On August 15, 2023, the City Council approved a five (5) year agreement with Flock Group, Inc. and approved an additional appropriation of \$5,500 in the Supplemental Law Enforcement Fund Operating Budget for FY 2023/24 (Vote: 5-0).

On August 20, 2024, the City Council approved the addition of the Enhanced License Plate Reader package, appropriated an additional \$15,000 in the FY 2024-25 Supplemental Law Enforcement Fund Operating Budget (Vote: 5-0).

On June 3, 2025, the City Council adopted Joint Resolution No. 25-4837, MLB 25-201; CSD 25-285, RSA 25-35, MHA 25-45 approving the Operating Budget for Fiscal Years 2025/26 and 2026/27, Authorizing Unassigned Fund Balances to be Set Aside in Various Operating and Sustainability Reserves, Approve the use of Previously Set Aside Sustainability Reserves and Authorize the Transfer of Those Funds (Vote: 5-0).

On September 16, 2025, the City Council approved the purchase of new Flock Cameras from Flock Group, Inc. for California Oaks Sports Park and Torrey Pines Park, amended the Fiscal Year 2025-26 and 2026-27 Operating Budget, and authorized the City Manager to execute all related documents and request orders.

CITY COUNCIL GOAL

Provide a high level of innovative public safety.

BACKGROUND

History

Over the past 20 months, California Oaks Sports Park has experienced a sustained pattern of vandalism and graffiti, resulting in repeated damage to public facilities, increased maintenance costs, and interruptions to community use. The park has also been the site of criminal activity that directly impacts the safety of young residents and families, including a law enforcement sting operation in which an individual was apprehended for selling illegal substances to students.

Torrey Pines Park, while not experiencing the same level of vandalism, has become a frequent overnight encampment site for homeless individuals in close proximity to a middle school. In several documented instances, individuals have secured themselves inside public restrooms, leading to hazardous situations for Park Maintenance staff, Park Rangers, and police officers conducting inspections. These encounters have created an unsafe and disruptive environment for employees and park visitors.

The accumulation of these incidents has highlighted the need for proactive security measures. The installation of Flock surveillance cameras at these locations will serve as both a deterrent to future criminal activity and a tool for assisting law enforcement in the timely investigation and resolution of incidents. Flock cameras are currently utilized by the Murrieta Police Department, and this project will allow Park Maintenance staff, Park Rangers, and police officers to share information to ultimately reduce vandalism.

Description of Flock Camera System

The proposed security enhancement includes the installation of Flock surveillance cameras at California Oaks Sports Park and Torrey Pines Park. The deployment plans, provided as an exhibit to this report, illustrate the anticipated coverage areas for both sites. While each plan covers the majority of the park, particular focus has been given to locations most frequently affected by vandalism, graffiti, and unauthorized overnight use.

The cameras will be pole-mounted and powered primarily by solar energy, eliminating the need for traditional electrical connections and minimizing installation impact. Several camera types will be utilized to address specific operational needs (See Attachment 1 for full product and service descriptions):

- **Pan/Tilt/Zoom (PTZ) Cameras** - Allow operators to remotely adjust the camera's direction and zoom for enhanced situational awareness in real time.
- **License Plate Reader (LPR) Cameras** - Equipped with A.I.-driven software capable of reading license plates and identifying additional distinguishing details (e.g., make, model, color, unique features such as bumper stickers or roof racks). This data is transmitted via cellular network to a secure, cloud-based server, where it can be searched or used to trigger immediate alerts for vehicles of interest, such as those reported stolen or associated with criminal activity.
- **Static Cameras** - Fixed-position cameras, deployed individually or in multi-unit clusters, to continuously capture activity along specific paths of travel within the park.

Although the aerial deployment exhibits may appear to show "coverage bleed" into adjacent private properties, no surveillance will occur beyond park boundaries. Cameras will be mounted and angled to focus solely on park facilities, with mounting heights adjusted to limit field of view accordingly.

Installation and ongoing system monitoring will be performed by Flock as part of the contract, with all associated costs and service terms outlined in the Order Form exhibit.

Anticipated Benefits and Outcomes

The deployment of Flock surveillance cameras at California Oaks Sports Park and Torrey Pines Park is expected to deliver several significant public safety and operational benefits:

- **Enhanced Crime Deterrence** - The visible presence of pole-mounted cameras, supported by advanced monitoring capabilities, will act as a deterrent to vandalism, graffiti, and other unlawful activities.
- **Improved Law Enforcement Response** - Real-time alerts from the LPR system, coupled with the ability to review recorded footage, will allow Murrieta Police Department to identify suspects more efficiently, track vehicles of interest, and expedite investigations.
- **Evidence Collection** - High-quality video, combined with A.I.-enhanced vehicle identification, will provide law enforcement and the City with reliable evidentiary materials to support prosecutions and civil proceedings when warranted.
- **Increased Staff Safety** - By monitoring high-risk areas remotely, Park Rangers and maintenance staff will be better able to assess potential hazards before entering situations, reducing the likelihood of unsafe encounters with individuals engaged in criminal activity or unauthorized use of facilities.
- **Operational Efficiency** - The solar-powered, cellular-based system eliminates the need for costly electrical work and supports flexible camera placement to maximize coverage.
- **Community Reassurance** - By addressing known issues in these two (2) highly utilized public spaces, the City demonstrates a proactive commitment to the safety, security, and quality of life for residents and park visitors.

The combination of these benefits is anticipated to reduce incidents, improve investigative outcomes, and foster an environment where residents feel confident in the safe enjoyment of City parks.

Currently, the camera plans are making their way through the City's approval process. Once the plans approved, equipment procurement may take one to two months. Installation should take no more than two to three months.

FISCAL IMPACT

The total cost for the purchase and installation of Flock camera systems at California Oaks Sports Park and Torrey Pines Park is \$183,350.01 for a two (2) year term, including equipment, professional services, and installation.

ATTACHMENTS

1. Order Form, Camera Details, and Pricing for California Oaks Sports Park and Torrey Pines Park
2. Aerial Deployment Plan for California Oaks Sports Park and Torrey Pines Park

Flock Safety + CA - Murrieta PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Larry Barsocchini
larry.barsocchini@flocksafety.com
408.317.8617



ORDER FORM

This order form ("Order Form") hereby incorporates and includes the terms of the previously executed agreement (the "Terms") which describe and set forth the general legal terms governing the relationship (collectively, the "Agreement"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the "Effective Date")

Customer:	CA - Murrieta PD	Initial Term:	24 Months
Legal Entity Name:	CA - Murrieta PD	Renewal Term:	24 Months
Accounts Payable Email:	djackson@murrietaca.gov	Payment Terms:	Net 30
Address:	2 Town Sq Murrieta, California 92562	Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$87,750.01
Flock Safety Bundles			
Video Camera - Multidirectional Bundle 270° Fixed + PTZ, fka Condor	Included	2	Included
Flock Safety Solar Multi-Purpose LPR and Video Fixed w/ LTE Service	Included	1	Included
Video Camera - Multidirectional Bundle 180° Fixed + PTZ, fka Condor	Included	1	Included
Video Camera - Multidirectional Bundle 270° Fixed + PTZ, fka Condor	Included	1	Included
Video Camera - Multidirectional Bundle 180° Fixed, fka Condor	Included	2	Included
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	1	Included
Flock Safety Video Products			
Solar Video Camera PTZ, fka Condor	Included	3	Included
Solar Video Camera Fixed, fka Condor	Included	6	Included
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Included	2	Included
Solar Video Camera Fixed, fka Condor	Included	4	Included
Solar Video Camera Fixed, fka Condor	Included	2	Included
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Included	1	Included
Solar Video Camera PTZ, fka Condor	Included	1	Included
Solar Video Camera Fixed, fka Condor	Included	3	Included
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Included	1	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	3	\$450.00
Professional Services - Intersection Implementation Fee	\$1,000.00	2	\$2,000.00
Professional Services - Bundle Implementation Fee	\$900.00	1	\$900.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	4	\$600.00
Professional Services - Bundle Implementation Fee	\$900.00	1	\$900.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	1	\$150.00
Professional Services - Standard Implementation Fee	\$650.00	1	\$650.00
Professional Services - Intersection Implementation Fee	\$1,000.00	1	\$1,000.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	3	\$450.00
Video Camera Professional Services - Standard Implementation Fee	\$750.00	1	\$750.00
Subtotal Year 1:			\$95,600.01
Annual Recurring Subtotal:			\$87,750.01
Estimated Tax:			\$0.00
Contract Total:			\$183,350.01

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Item	Cost	Quantity	Total
Cal Oaks Sports Park Locations			\$52,750.01
Solar Video Camera PTZ, fka Condor	\$5,000.00	3	\$15,000.00
Solar Video Camera Fixed, fka Condor	\$3,250.00	4	\$13,000.00
Video Camera - Multidirectional Bundle 270° Fixed + PTZ, fka Condor	\$6,750.00	2	\$13,500.00
Video Camera - Multidirectional Bundle 180° Fixed + PTZ, fka Condor	\$6,250.01	1	\$6,250.01
Flock Safety Solar Multi-Purpose LPR and Video Fixed w/ LTE Service	\$5,000.00	1	\$5,000.00

Total Professional Services Costs	\$4,850.00		
Subtotal Cal Oaks Sports Park Locations for Year 1	\$57,600.01		
Subtotal Cal Oaks Sports Park Locations for Total Contract	\$110,350.01		
Item	Cost	Quantity	Total
Torrey Pines Locations			\$35,000.00
Solar Video Camera PTZ, fka Condor	\$5,000.00	1	\$5,000.00
Solar Video Camera Fixed, fka Condor	\$3,250.00	3	\$9,750.00
Video Camera - Multidirectional Bundle 270° Fixed + PTZ, fka Condor	\$6,750.00	1	\$6,750.00
Flock Safety LPR, fka Falcon	\$3,000.00	1	\$3,000.00
Video Camera - Multidirectional Bundle 180° Fixed, fka Condor	\$10,500.00	1	\$10,500.00
Total Professional Services Costs	\$3,000.00		
Subtotal Torrey Pines Locations for Year 1	\$38,000.00		
Subtotal Torrey Pines Locations for Total Contract	\$73,000.00		
Grand Total for all Locations	\$183,350.01		

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$95,600.01
Annual Recurring after Year 1	\$87,750.01
Contract Total	\$183,350.01

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Solar Video Camera PTZ, fka Condor	Solar-powered PTZ camera with dual lenses.
Video Camera - Multidirectional Bundle 270° Fixed + PTZ, fka Condor	Multi Directional Mount with 270 degree view and PTZ on same pole with 30 days of storage, AC Powered
Flock Safety Solar Multi-Purpose LPR and Video Fixed w/ LTE Service	Law enforcement grade bundled standard range license plate recognition camera and live streamed solar powerd fixed camera with 30 days of edge storage, with LTE. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users. AC power is also available if needed.
Solar Video Camera Fixed, fka Condor	Law enforcement grade live streamed Solar powerd Fixed camera with 30 days of edge storage. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. *Flock provided sim card camera is limited to 25 hours per month of live streaming. AC power is also available if needed.
Video Camera - Multidirectional Bundle 180° Fixed + PTZ, fka Condor	Multi Directional Mount with 180 degree view and PTZ on same pole with 30 days of storage, AC Powered
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Intersection Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Solar Video Camera Fixed, fka Condor	
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	
Professional Services - Bundle Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users.
Solar Video Camera Fixed, fka Condor	Law enforcement grade live streamed Solar powerd Fixed camera with 30 days of edge storage. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. *Flock provided sim card camera is limited to 25 hours per month of live streaming.
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
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Solar Video Camera Fixed, fka Condor	
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	
Solar Video Camera PTZ, fka Condor	Solar-powered PTZ camera with dual lenses.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users.
Video Camera - Multidirectional Bundle 270° Fixed + PTZ, fka Condor	Multi Directional Mount with 270 degree view and PTZ on same pole with 30 days of storage, AC Powered
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Video Camera - Multidirectional Bundle 180° Fixed, fka Condor	Multi Directional Mount with 180 degree view on same pole with 30 days of storage, AC Powered
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Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Intersection Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

Solar Video Camera Fixed, fka Condor	
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Video Camera Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Solar Video Camera Fixed, fka Condor	

FlockOS Features & Description

FlockOS Features	Description
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By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.
The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: City of Murrieta

By: _____

By: Justin Clifton

Name: _____

Sign: _____

Title: _____

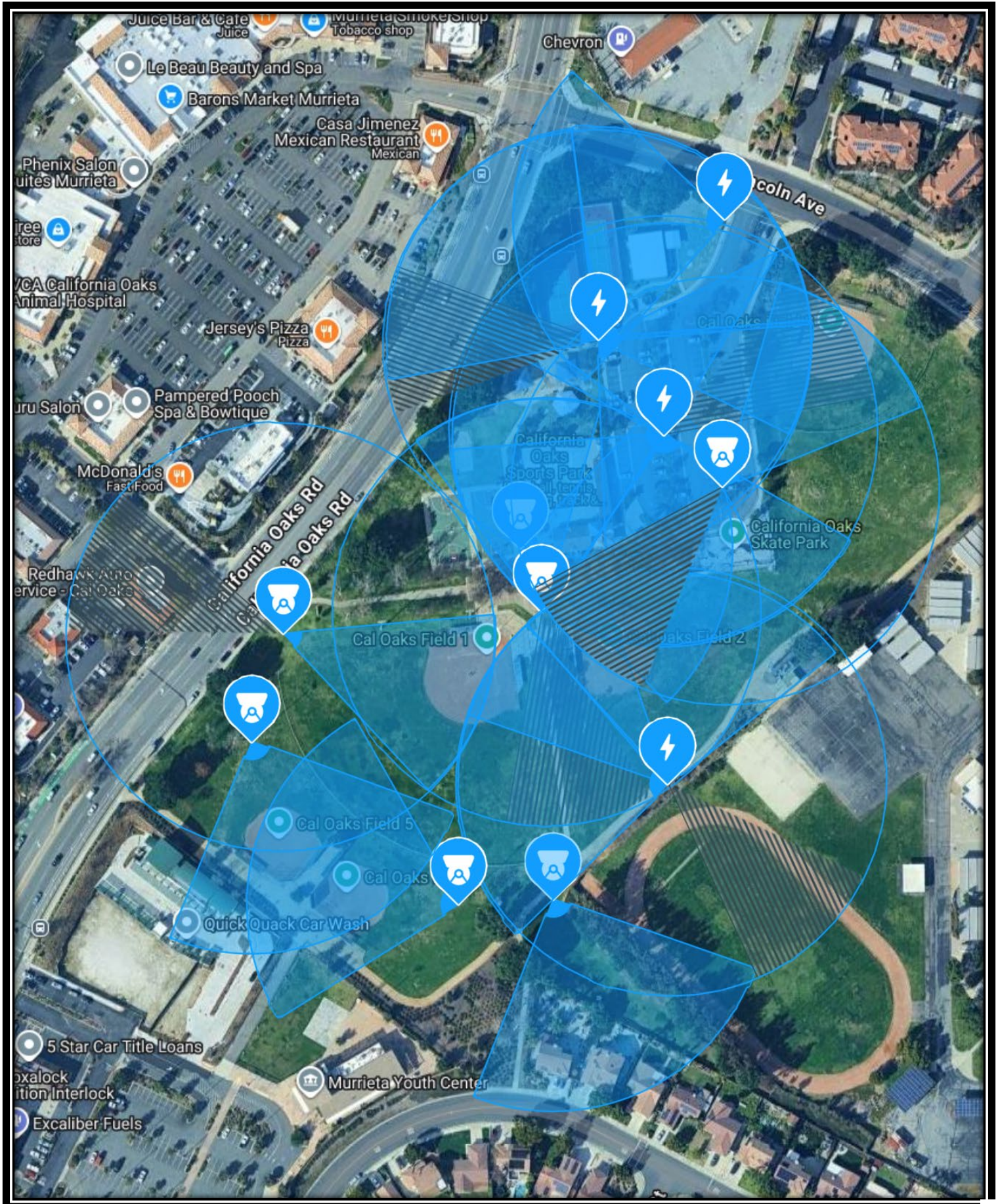
Title: City Manager

Date: _____

Date: _____

PO Number: To follow upon approval

Aerial Deployment – Flock Cameras – California Oaks Sports Park



Aerial Deployment – Flock Cameras – Torrey Pines Park





CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 5.

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: Review of Volunteer Request Guidelines for Park and Trail Cleanups

RECOMMENDATION

Review and discuss the draft Volunteer Request Guidelines and provide comments or suggested amendments as needed.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Foster and promote an engaged, connected and caring community.

BACKGROUND

Community Services staff will present draft Volunteer Request Guidelines developed to support individuals and groups, such as high school students, church organizations, and school clubs, interested in participating in park and trail cleanup efforts. These guidelines are intended to promote civic engagement while ensuring safety, consistency, and clear communication between volunteers and City staff.

The draft packet includes a hold harmless agreement, safety protocols, recommended practices for identifying and reporting vandalism or graffiti, and a request form for scheduling cleanup dates and providing contact information.

The Commission is invited to review the draft materials and offer feedback or proposed revisions prior to finalization and implementation.

FISCAL IMPACT

Minimal. Staff time may be required to collect and dispose of debris gathered by volunteers, but no additional costs are anticipated at this time.

ATTACHMENTS

1. Draft Volunteer Request Guidelines Packet



Community Services Department

Volunteer Service Request – Interest Form

For Groups and Organizations

For Office Use Only	
Date Received:	Received By:

41810 Juniper St., Murrieta, CA 92562 | Phone: (951) 304-PARK (7275) | Email: CSD@MurrietaCA.gov

Thank you so much for your interest in volunteering — we truly appreciate your willingness to give your time and support. It's always great to see community members and organizations come together and express a desire to get involved. Your request will be reviewed, please allow up to **three weeks for us to determine if the volunteer request will be approved.**

ORGANIZER RESPONSIBILITIES

- Volunteers must be at least 12 years old. Any volunteer between 12 and 17 years of age must be supervised by an adult who is 21 years or older, with a ratio of one adult per five minors.
- All volunteers are required to have a signed Waiver of Liability before their volunteer service date. For volunteers under 18 years old, a parent or guardian must sign the waiver.
- All signed waivers must be submitted to the designated CSD staff member prior to the service date.
- Inform volunteers of the Safety Recommendations, which can be provided via handout and/or verbal briefing.
- At the end of the volunteer service, please report any graffiti or damaged City property to CSD staff, including location details and photos if possible.

Contact Information

Group or Organization Name *(If not with a group or organization, enter N/A):*

Group or Organization Address (City, State, Zip Code):

Primary Contact Name:

Secondary Contact Name:

Primary Contact Cell Phone Number:

Secondary Contact Cell Phone Number:

Primary Contact Email Address:

Secondary Contact Email Address:

Volunteer Service Questions

1. Preferred service date(s)? _____
2. Estimated number of volunteers per service date(s)? _____
3. Preferred start time? _____
4. Estimated number of service hours your group can provide: *(Groups typically provide three to four hours of service.)*
Please check one.
☐ 1-2 Hours
☐ 3-4 Hours
☐ 5-6 Hours
☐ 6-7 Hours
5. Reason for Volunteering *(Check all that apply.)*
☐ Service to Community
☐ Personal Growth
☐ School-Community Service Hours
☐ Other, briefly describe: _____

6. Preferred Type of Work *(Check all that apply.)*

- ☐ Trash Pick-up
☐ Planting
☐ Mulch Placement
☐ Painting
☐ Other, briefly describe: _____

7. Are you open to other tasks requested by the City not listed above?

- ☐ Yes
☐ No

8. Supplies or Equipment Group/Organization Can Provide on Own *(Check all that apply.):* ☐ None

- | | |
|--|---|
| ☐ Brooms/Dustpans | ☐ Shovels |
| ☐ Hoes | ☐ Trash Bags |
| ☐ Rakes | ☐ Trash Pickers |
| ☐ Safety Vests | ☐ Wheelbarrow(s) |
| ☐ Other, please list: _____ | |

Service Location

1. Preferred Service Location *(Please check one.)*

- ☐ Park
☐ Trail
☐ No preference

Please list **up to three** preferred parks or trails.

To view parks and trails, refer to the City website www.MurrietaCA.gov or [Parks-Trails Interactive Map](#)

Parks:

1. _____
2. _____
3. _____

Trails:

1. _____
2. _____
3. _____

FOR COMMUNITY SERVICES DEPARTMENT - STAFF USE ONLY

- ☐ Approved
☐ Not Approved

If Approved:

Service Date(s) _____

Location: _____

CSD CHECKLIST:

- ☐ Confirm date, time and location with group/organization
☐ Confirm supplies and equipment group or organization will bring
☐ Notify maintenance of supplies and/or equipment City to provide



City of Murrieta

Safety Guidelines Community Clean-up



A. Pre-Assignment

- Map out the clean-up route.
- Evaluate the weather conditions to ensure proper preparedness.
- Make sure mobile phones are fully charged.
- Leave valuables at home or locked in a vehicle trunk.

B. Personal Protective Equipment (Suggested)

- Closed Toe Shoes
- Work Gloves
- Light Colored, Long-sleeved Shirts
- Safety Vests, if available
- Small First Aid Kit

C. Safety Precautions While Working

- Know the signs and symptoms of heatstroke/heat exhaustion:
 - Sweating stops, skin is dry and hot
 - Pulse is strong and fast
 - Body temperature is over 106 degrees
 - Feeling confused or angry
 - Feeling chilled, nauseated, dizzy or lose consciousness
- Never risk an injury:
 - Use caution when crossing streets
 - Do not work on unstable or slippery ground
 - Drink plenty of water
 - Do not pick up large, bulky items
- Be aware of spiders and snakes:
 - Do not put hands or feet into bushes, under debris or other areas that may harbor snakes or spiders
 - Use litter sticks or grabbers to pull litter out of hard to see areas
 - If you find a snake, do not poke or aggravate it. Slowly back away from the area and discontinue your work in that area
- Be careful, and avoid stepping on nails or broken glass
- Do not handle any potential hazardous waste. If you are unsure of what something is, it is best to leave it and notify City staff.



CITY OF MURRIETA

TRAIL SAFETY RECOMMENDATIONS

The following safety recommendations should be followed when participating in a Trail clean-up. It is the responsibility of the volunteer cleanup coordinator to make sure all volunteers have read and understand the safety requirements listed below.

1. All volunteers must receive a copy of the Safety Requirements prior to reporting to the work site. Volunteers should read, understand, and agree to comply with the safety recommendations before reporting to the work site.
2. Volunteers should assemble in an area away from the designated work site and carpool to reduce the number of cars at the site's start and end destination.
3. Vehicles must be parked in lawful parking areas.
4. Safety vests should be worn by volunteers. The volunteer cleanup coordinator and each volunteer/volunteer guardian are responsible for inspecting their vest for defects and choosing an appropriate size before wearing it. Volunteers are encouraged to wear protective gloves, eye wear and proper clothing. These items will not be provided by the City.
5. Cleanup efforts should be performed only in daylight hours and during good weather conditions.
6. Remain with the group to which you are assigned.
7. Home-made signs should be removed from all poles, utility cabinets, etc. along with any graffiti where practical.
8. Do not pick up hazardous materials such as car batteries, animal carcasses, or any other object that appears questionable. Contact the City of Murrieta at 951-461-6124 to report the hazardous materials found. If you have to leave a message, please be detailed with the location and type of material found.
9. Horseplay of any kind is strictly forbidden.
10. No children under the age of 12 may volunteer. An adult 21 years of age or older must supervise any volunteer between the ages of 12 and 17. The ratio must be one adult to every five minors.
11. Volunteers acknowledge that they will be working outside under potentially dangerous conditions where they may come into contact with dangerous plants, insects, scorpions, snakes, or things known to cause allergies. If any potentially dangerous things are found, the Volunteers should stay clear of that area surrounding the hazard to prevent injury.

**CITY OF MURRIETA
EVENT WAIVER AND RELEASE
(MULTI-PARTY)**

Event Name (“Event”): Concert in the Park

Event Date: Saturday, July 5, 2025

Event Location: Town Square Park/Amphitheater-Scout Troop Informational Booth Only

I hereby acknowledge that I am voluntarily participating in the Event set forth on the date and at the location set forth above. In consideration for being permitted to participate in the Event, I hereby waive, fully release, and forever discharge the City of Murrieta (“City”), including its elected and appointed officials, officers, employees, agents, contractors, and volunteers, of any duty owed to me. I hereby agree to waive and relinquish any claim or cause of action against City in relation to the Event, including without limitation, any loss, personal injury, disability, death, medical expenses, costs, attorneys’ fees, and any other type of expense, or property damage or loss due to any cause whatsoever, including but not limited to any negligence of City. I understand that this Waiver and Release Agreement may be a complete bar and defense to any action or other proceedings instituted or filed by me against the City on account of any matter contained herein. This document is not intended to release any party from any act or omission of gross negligence. I also understand that I am responsible for any injury or damage that I cause to others during the Event, and I hereby agree to hold harmless, indemnify and defend the City from any and all claims or liabilities that may arise out of my participation in the Event.

I understand during the Event I may be photographed or videotaped. To the fullest extent allowed by law, I waive all rights of publicity or privacy or pre-approval that I have for any such likeness of me or use of my name in connection with such likeness, and I grant to the City, its officers, contractors, agents, servants and employees permission to copyright, and publish such likeness of me, whether in whole or part, in any form, without restrictions, and for any purpose.

I further agree that no oral representations, statements, or inducements apart from this Waiver and Release Agreement have been made by City or anyone else with regard to the subject matter of this Waiver and Release Agreement. This Waiver and Release Agreement is intended to be construed broadly to the full extent permitted under the laws of the State of California, and if any portion thereof is held by a court of competent jurisdiction to be invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have carefully read this Waiver and Release Agreement and fully understand its contents. I understand I am giving up valuable legal rights. I knowingly and voluntarily give up these rights of my own free will.

If a Minor Participant is participating the event, I am the parent or legal guardian of such Minor Participant and authorized to execute this waiver and release on the Minor Participant’s behalf.

Participant Name	Parent Guardian Name (if under 18)	Signature	Date

Participant Name	Parent Guardian Name (if under 18)	Signature	Date

Participant Name	Parent Guardian Name (if under 18)	Signature	Date



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 1.

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 4, 2025 Regular Parks and Recreation Commission Meeting.

ATTACHMENTS

1. September 4, 2025 Parks and Recreation Commission Meeting Minutes

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



**Thursday, September 4, 2025
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.

**Paul Parker
Chair**

**Robin Gilliland
Vice Chair**

**Whitney Fernandez
Commissioner**

**John Hunneman
Commissioner**

**Chris Collopy
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**

The September 4, 2025 Regular Meeting of the Parks and Recreation Commission was called to order at 6:00 p.m. by Chair Parker.

ROLL CALL

Present Commissioner Christopher Collopy, Vice Chair Robin Gilliland, Commissioner John Hunneman, Chairperson Paul Parker, and Commissioner Whitney Fernandez
Absent None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Collopy.

APPROVAL OF AGENDA

Action: It was moved by Commissioner Collopy, seconded by Commissioner Hunneman, to approve the agenda of the September 4, 2025 regular meeting of the Parks and Recreation Commission. The motion carried by the following vote:

Ayes: Commissioner Collopy, Vice Chair Gilliland, Commissioner Hunneman, Chairperson Parker, and Commissioner Fernandez

Noes: None

Absent: None

ADMINISTRATIVE UPDATE

1. Recreation Coordinator Joseph Baker provided an update on Senior Center activities. Commissioner questions were asked and answered.

2. The Commission welcomed new Senior Special Events Coordinator Nadine Kotob.

3. Special Events Supervisor Laura Frasso provided an update on Special Events throughout the end of the year. Commissioner questions were asked and answered.

4. The Commission welcomed new Youth Recreation Coordinator Emily Orr.

5. Recreation Supervisor Victor Patino provided an update on Youth Center programming. Commissioner questions were asked and answered.

6. Recreation Supervisor Victor Patino provided an update on Adult Sports and Allocations. Commissioner questions were asked and answered.

7. Park Rangers Melecia Price and Michael Melendez provided an update on E-conveyance, e-bikes and classifications. Commissioner questions were asked and answered.

PUBLIC COMMENTS (NON-AGENDA)

None

CONSENT CALENDAR - APPROVAL OF ITEMS 1 – 5

Action: It was moved by Commissioner Hunneman, seconded by Commissioner Collopy to adopt items 1-5 of the Consent Calendar. The motion carried by the following vote:

Ayes: Commissioner Collopy, Vice Chair Gilliland, Commissioner Hunneman, Chairperson Parker, and Commissioner Fernandez

Noes: None

Absent: None

1. Minutes
2. May-June Recreation, Activities, and Events Report
3. July-August Recreation, Activities, and Events Reports
4. May-June Park, Projects, and Maintenance Report
5. July-August Parks, Projects, and Maintenance Report

PULLED CONSENT CALENDAR ITEMS

None

DISCUSSION

1. Charter School Use and Expanded Use of Youth Center
Recreation Supervisor Victor Patino discussed with the Commission, Charter School Use and Expanded Use of the Youth Center. Questions by the commissioners were asked and answered.
2. Special Events: Start to Finish and Social Media Engagement
Special Events Supervisor Laura Frasso and Sr. Special Events Coordinator Nadine Kotob provided an update to the Commission on upcoming events throughout the end of the year. They also provided information on social media performance related to special events. Questions by the commissioners were asked and answered.
3. Roots and Remembrance Program
Parks and Community Services Manager Lea Kolek and Office Assistant II Roseann Otis provided an update to the Commission on the newly branded Roots and Remembrance Program; formerly known as the honor tree/honor bench program. Feedback from the Commission was given on program flyer. Questions by the commissioners were asked and answered.

4. Choose Your Path: Adopt or Sponsor-A-Trail Program

Parks and Community Services Manager Lea Kolek and Office Assistant II Roseann Otis provided an update to the Commission on the Adopt-A-Trial program and newly formed Sponsor-A-Trail program. Feedback from the Commission was given on program flyer and logos. Questions by the commissioners were asked and answered.

5. Parks and Recreation Commission Agenda Forecast

Parks and Community Services Manager Lea Kolek presented the Commission with the Agenda Forecast for upcoming Commission Meetings. There were no changes or additions from the Commissioners.

COMMISSION MEMBER ANNOUNCEMENTS

Commissioner Hunneman expressed thanks for the Commissioner name badges.

ADJOURNMENT

The meeting was adjourned at 8:39 p.m.



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
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: 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

Special Events

September 11 Ceremony

On Thursday, September 11, 2025, the City of Murrieta held a 9/11 Tribute to honor and remember those whose lives were impacted by the events that took place on September 11, 2001. The ceremony was held at Town Square Park, adjacent to the 9/11 Memorial. Speeches were given by Mayor Cindy Warren, Police Chief Matt Henry, and Fire Division Chief Dave Perez. Attendees reflected on the events of that day in 2001 and remembered the strength and unity that followed.

Murrieta Rod Run

A City of Murrieta signature event, the Murrieta Rod Run took place October 10-11, 2025 in Downtown Murrieta. The fun kicked off Friday, October 10, for Cruise Night from 4 PM to 8 PM, and continued Saturday, October 11 from 9 AM to 3 PM for the Show & Shine! Residents and visitors enjoyed cars, great food, vendors, and family fun at this beloved community tradition. 480 cars showed up to be judged, and 63 trophies were won!

MORE THAN PINK Walk

Another City signature event, the 2025 Komen Inland Empire MORE THAN PINK Walk was back for its 8th year! Hundreds of participants joined in for the Susan G. Komen walk on Sunday, October 12 at Town Square Park. They walked, laughed, cried, and celebrated together in the fight for a world without cancer.

Halloween Home Decorating Contest

A Halloween Home Decorating Contest was hosted by the Community Services Department. Thirty-nine (39) residents entered their themed homes to be judged. Categories include Scariest, Best Theme, Most Original, Most Family Friendly, People's Choice and City's Choice. A map of the homes went out on October 15. Voting took place October 15 through October 22, and the winners were announced October 24.

Dark in the Park

On Friday, October 24 from 5:30 PM to 8 PM at Town Square Park, the Community Services Department hosted a big fun Dark in the Park party! Dark in the Park is in conjunction with Murrieta PD's Trunk or Treat and includes a laser light show and concert featuring Those Guys. This free and family-friendly event was a perfect way to celebrate Halloween a little early. Costumes were encouraged, but not required

Upcoming Events

- November 11 - Veterans Day Parade
- December 2 - Sensory Santa
- December 2-4 & 8-11 - Santa Stops
- December 6 - Donuts with Santa
- December 6 - Festival of Trees and Tree Lighting

Senior Center

- On Wednesday, September 3, the Senior Center held a 20th Anniversary Ribbon Cutting event. There were roughly 75 people in attendance for the ribbon cutting which included dignitaries such as Supervisor Chuck Washington, Assembly Member Kate Sanchez, Assembly Member Kelly Seyarto, City Council Members Ron Holliday, Jon Levell, Lori Stone, Mayor Cindy Warren, as well as members from the Murrieta/Wildomar Chamber of Commerce. After the ceremony and speeches from the dignitaries everyone enjoyed donuts and coffee.
- After the Ribbon Cutting ceremony, the Senior Center hosted a Sock Hop for the seniors. There were approximately 130 seniors in attendance. Each senior received a free 20-year anniversary drinking cup. Staff cooked hamburgers and had a dirty soda drink station where the seniors could pick between 3 different flavors. The Ukulele class performed 50's songs during the event.
- On Wednesday, September 17, the Senior Center held a surprise potluck for one of our seniors' 100th birthday! Over 100 seniors were in attendance to party and help celebrate this amazing milestone.
- On Tuesday, September 23, Feeding America set up a mobile food pantry in the Senior Center parking lot. Feeding America will provide one box of food to any household regardless of income. In the month of September, Feeding America distributed a total of 308 boxes to those in need.
- On Wednesday, September 24, the Senior Center held a Health & Resource fair with 14 vendors in attendance. Over 75 seniors participated in the passport drawing. The seniors had to visit each table, once the seniors visited each table and collected a stamp, they could turn the passport in for an opportunity to win a prize that was provided by the vendors.
- On Wednesday, October 8, Royal Benefits Insurance held a free seminar about what's new for Medicare in 2026. Sixteen seniors attended this seminar.
- On Monday, October 20, Home Instead hosted a free craft for the seniors. Eighteen seniors signed up to participate in making a creative sweater pumpkin craft.

- On Tuesday, October 21, MB Law hosted a free seminar on Wills, Trusts, and Estate Planning. There were 12 seniors in attendance at this seminar.
- On Wednesday, October 22, the Senior Center held its monthly Chair Volleyball class with 15 seniors participating. Chair Volleyball is a form of volleyball where seniors stay seated in chairs and play volleyball with a beach ball. After chair volleyball, the Senior Center had its monthly Golden Game Day where 18 seniors competed against staff and other sponsors. This month's session was sponsored by Chick-Fil-A who generously donated 65 chicken sandwiches to the Senior Center during lunchtime. They also had some staff members come by and play games with the seniors.
- On Wednesday, October 29, the Senior Center hosted a Halloween Party. Over 70 seniors attended this event. The seniors enjoyed sweet treats and punch during the event. Other activities included: a costume contest, a performance of Halloween themed songs by our Ukulele class, and BINGO for prizes that were generously provided by HCAG Insurance Agency.

Youth Center

- Leadership: The Youth Center is led by Supervisor Victor Patino, Sr. Coordinator Ashley Velardes, and Coordinator Emily Orr, supported by an average of five Recreation Leaders each day.
- Enrollment: 2025/2026 276 youth enrolled. The Youth Center is averaging 125 daily check-ins.
- Annual Fee: \$32.20 for the 2025/2026 school year.
- Before-School Program: New expanded hours 7 AM to 8 AM (included with registration), averaging 30 participants daily.
- Community Rentals: Promoting daytime rental opportunities for local charter schools (7 AM to 2 PM) for meetings and testing.
- Fall Clubs:
 - Karaoke & Scrapbooking - Isabel
 - Hip Hop & Paint and Treat - Kailin
 - Sports Recap (Fantasy Football) - Nolan
 - Board Game Club - Hannah
 - Zen Den (Wellness & Self-Care) - Kassie
 - Studio Ghibli Films - Lycely
 - Mario Kart & Dodgeball Tournaments - Jack
 - Lego Club - Leo
- October Activities: Halloween Party October 30 and Halloween Costume Contest October 31
- Upgraded Computer Lab: The Murrieta Youth Center received a \$9,003 California Advanced Services Fund Grant from the Public Utilities Commission. The funding allowed us to enhance the computer lab by adding eight new gaming PCs, improving technological access and engagement for youth participants

Youth Advisory Committee (YAC)

- Lead staff: Recreation Coordinator Emily Orr
- Recruitment has concluded for 9th-12th graders.
- Applications/interviews have concluded. Staff interviewed seven applicants and expected seven.
- All applicants will participate in a thorough interview process to gauge their level of commitment and availability for active participation.
- Selected members will begin planning community events for the school year.
- Restructure Plan: This year, YAC will be restructured to encourage greater youth involvement and leadership development. The new format will focus on giving members more ownership in planning, decision-making, and representing the voices of their peers at the Youth Center and in the community.
- First official meeting was conducted on Tuesday, October 7. Next meeting will be Tuesday, November 4, staff will be electing official positions.

- The first community event to attend and volunteer at is Dark in the Park on Friday, October 24.

Recreation Classes

- In September, 490 participants attended classes.
- In October, 279 participants registered for classes.

Alternative Recreation Program (ARP)

- On September 12, 64 members participated in an “Animal Kingdom” event. LLL Reptiles were in attendance. Participants were able to hold lizards, snakes, and view spiders, scorpions, and other types of reptiles. There was a DJ for music and dancing, an animal game where participants were given clues and had to guess the animal. Drinks and snacks were provided.
- On September 26, 56 participants went to Mulligan Family Fun Center. Participants met at Mulligan Family Fun Center and were able to go on the Go Karts, Laser tag, and more. Arcade games and food/drinks were not provided.
- On October 10, 56 members participated in a “Fall Carnival” event. Participants played carnival games (ex. goldfish, clown ball darts, ring toss, knock down the cans, etc.) and won prizes or candy.
- On October 24, 25 members attended a “Graveyard Rave” party. At this event, the participants wore costumes and joined in the costume contest. There were also some haunted rooms, DJ, dancing, and goodie bags. Drinks and snacks were provided.

Youth Alternative Recreation Program (Youth ARP)

- This inclusive program serves children ages 5-12 with intellectual and developmental disabilities, focusing on inclusion, socialization, and peer engagement through themed activities, crafts, and games.
- September and October events were canceled due to low attendance.
- Next Event: Friday, November 14
- Participation Fee: \$3 per child

Little Learners Dual Language Program

- An inclusive program for ages 3-5, providing early academic foundations in English and Spanish at the Copper Canyon Facility.
- Program Started: July 2025 with eight participants
- Schedule: Monthly | Tuesday to Thursday, 9 AM to 12 PM.
- Cost per Participant: \$208.60
- September Enrollment: Nine participants
- October Enrollment: Ten participants

Adult Sports

- Due to low registration numbers, all adult sports leagues have been canceled. Staff are developing a revised tournament-based model to reintroduce adult sports programming.

Allocations

- All league allocation reviews are to be completed by mid-December

Aquatics

- The aquatics season concluded on Sunday, September 28.

FISCAL IMPACT

None.

ATTACHMENTS

1. Recreation, Activities, and Events Report Pictures and Flyers

DARK IN THE PARK



YOUTH CENTER STAFF



OUR FEARLESS LEADER



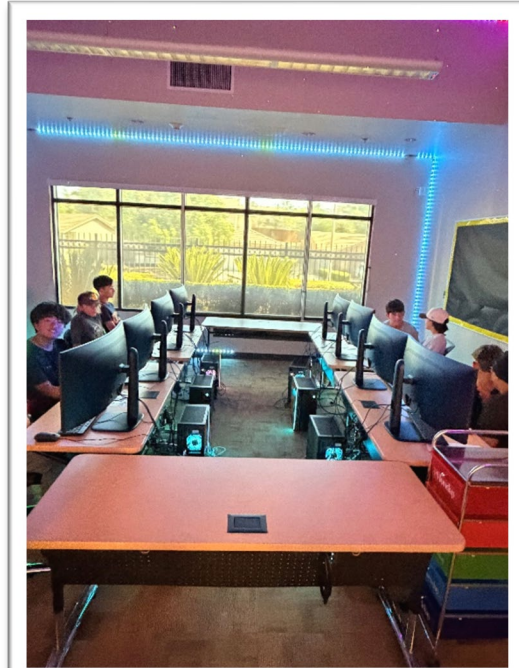
SENIOR CENTER 20TH ANNIVERSARY RIBBON CUTTING



SENIOR CENTER HALLOWEEN PARTY



YOUTH CENTER COMPUTER LAB



Alternative Recreation Program (ARP)





2025 CITY OF MURRIETA SPECIAL EVENTS

NOVEMBER
11

VETERANS DAY PARADE

DOWNTOWN & TOWN SQUARE PARK & AMPHITHEATER

DECEMBER
6

DONUTS WITH SANTA

TOWN SQUARE PARK & AMPHITHEATER

DECEMBER
6

FESTIVAL OF TREES & TREE LIGHTING

TOWN SQUARE PARK & AMPHITHEATER



★★★ 23RD ANNUAL ★★★

VETERANS DAY PARADE

TUESDAY, NOVEMBER 11, 2025 | 10 AM

LINE THE STREETS IN RED, WHITE & BLUE
AND HELP US SALUTE OUR LOCAL HEROES!



PARADE **BEGINS** ON WASHINGTON AVENUE & IVY STREET AND
ENDS AT TOWN SQUARE PARK WITH THE ROTARY'S FIELD OF HONOR



REGISTER YOUR GROUP FOR ENTRY AT MURRIETACA.GOV/EVENTS

RANGER RAP

November 22, 2025
5:00 p.m. – 8:00 p.m.
Ages: 3-10



Stargazing



S'mores



Meet your
Rangers!



Admission:
\$3

ALDERWOOD PARK
28610 BAXTER ROAD, MURRIETA, CA 92563

REGISTER AT: WWW.MURRIETACA.GOV/CLASSES
FOR MORE INFORMATION: 951-461-6105



SENSORY SANTA

This free event welcomes
neurodivergent individuals and people
of all ages with adaptive needs.

We can't wait to see you!

DEC 2, 2025

6 PM - 9 PM

PHOTO OP | HOT COCOA | CRAFTS

Murrieta Youth Center
40644 California Oaks Rd
Murrieta, CA 92562

For More Information:

951-461-6105

www.MurrietaCA.gov



DONUTS *with* **SANTA**

SATURDAY, DECEMBER 6, 2025
FROM 9–10:30 AM

MURRIETA TOWN SQUARE PARK & AMPHITHEATER

FREE DONUTS FOR THE FIRST 500 KIDS!

 **ANIMAL FRIENDS OF THE VALLEYS** 
WILL BE ON SITE FOR PET ADOPTIONS! 

ADMISSION: 1 NON-PERISHABLE FOOD OR PET ITEM PER CHILD

Brought to you by:



THE TOBIE LOVE TEAM
CROSSCOUNTRY MORTGAGE™

TWG
THE WINFIELD GROUP
REAL ESTATE TEAM



Find upcoming events at MurrietaCA.gov/Events or call (951) 304-PARK.



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 3.

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

Los Alamos Hills Sports Park Electric Vehicle (EV) Charging Station

- Civil improvements on both the Southern California Edison (SCE) and customer side of meter have been completed by SCE forces and were inspected and accepted by the City.
- SCE meter is energized.
- Currently working on the Purchase Order (PO) to get stations installed. Expect that work to be completed by the end of November 2025.

Alderwood Pickleball Courts

- Project has been put out to bid with bid submittals due November 3, 2025.
- Barring high construction cost, staff expects to take construction contract to Council on December 2, 2025, with a construction start date by first half of January

California Oaks Sports Park Tennis Court Lighting

- Construction began last week now that correct light poles have been received.
- Expect full project completion by the end of November 2025.

Community Center Tennis Court Lighting

- Scope of work is replacing the existing fixtures with compliant light-emitting diode (LED) fixtures and adding a MUSCO Sports Lighting subpanel to electrical so that lights can be scheduled and remotely controlled
- Contract signed was signed on October 16, 2025.
- Preparing to issue a PO to a contractor by October 24, 2025.
- Once PO issued, then the contractor will order lights, which procurement could take one month.
- Staff is hopeful that installation may begin in December.

Sports Field Synthetic Turf Replacements at Los Alamos Hills Sports Park (LAHSP - soccer only) and Torrey Pines baseball field

- Job Order Contract (JOC) received for both locations.
- Taking contract award to Council on November 4, 2025.
- Lead time for materials is four to six weeks.
- Staff anticipates construction to begin January 5, 2026
- Construction for LAHSP soccer field confined to January 5, 2026 to March 1, 2026 as the field is needed for league play.

Alderwood Technological Improvements

- The contractor continues to pull wire for the contactless access points, security cameras, and the audio/visual (AV) equipment.
- The contractor anticipates completion of the wire pulling by the first week of November.
- The AV contractor will follow the wire pulling contract to complete the installation of the AV equipment.

Flock Cameras for California Oaks Sports Park and Torrey Pines Park

- Council approved the order on September 16, 2025
- Order form signed by the City Manager.
- PO signed and a copy sent to Flock Cameras.
- Staff is waiting on updated insurance provisions from Flock Cameras.
- Revised deployment plan approved and an application made by Flock Cameras to the City for plan review.

California Oaks Sports Park - Graffiti and Vandalism Task Force

- Restroom Log - Completed. Park Rangers complete each day.
- Flock Camaras - Deployment plan in the City plan review process.
- Standard Operating Procedure (SOP) for Roles & Responsibilities, Patrols, Reporting and Documentation - Completed.
- California Oaks Sports Park Offsite Ranger/Public Safety Office - Outfitted and keys issued.
- Parks Maintenance:
 - Completed all of the restroom doors and block wall extensions.
 - Regarding the tree trimming or tree removal, staff is waiting for the Flock Cameras to be installed and then will determine which trees to trim and/or remove.

Parks Maintenance - Repairs, Inspections, Miscellaneous

- "Mini" Town Square Park turf renovation completed.
- Working toward a resolution on the insidious gopher and ground squirrel infestation at Hunt Park and the Youth Center "backyard."
- Alta Murrieta Sports Park concession stand received a long-needed cleaning.
- Staff are putting together a team to update the interactive map on the City's website.
- Maintenance staff continue to remove the old park rules signs with new ones that include the E-bike ordinance.
- The "bad" parking lot lights at Los Alamos Hills Sports Park have been removed and replaced.

FISCAL IMPACT

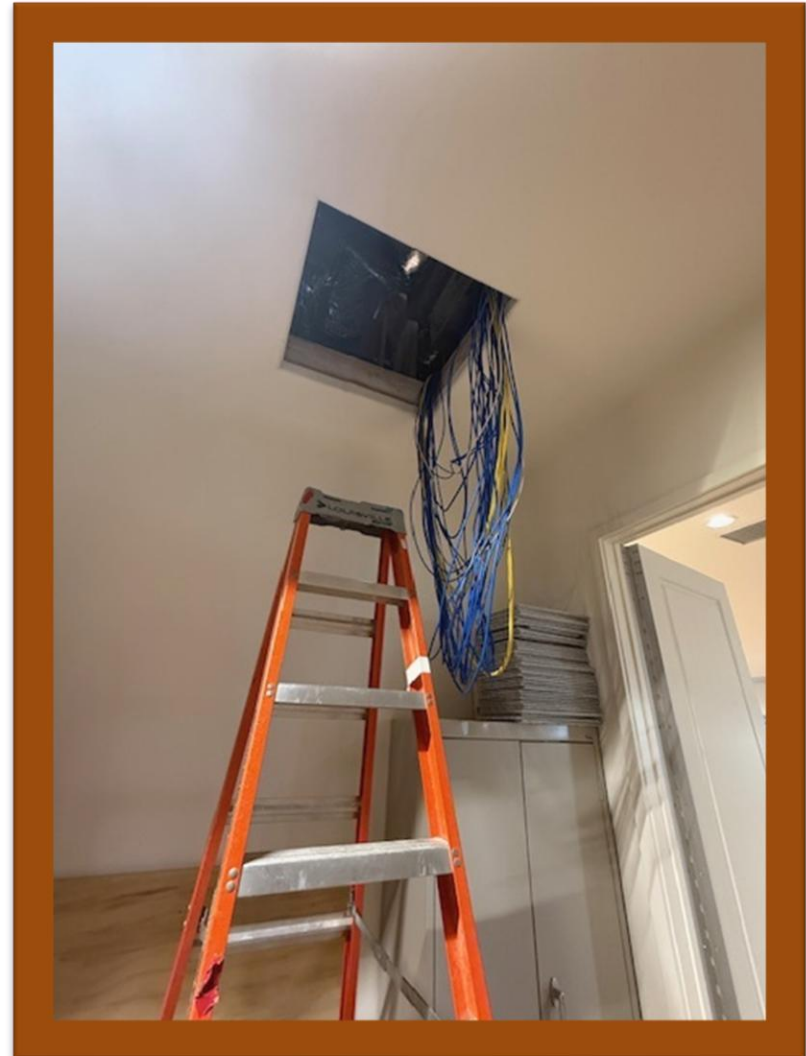
None.

ATTACHMENTS

1. Alderwood Park Clubhouse Technological Improvements Pictures
2. Park Ranger Monthly Reports (August-September)

Alderwood Park Clubhouse
Technological Improvements
Friday, October 17, 2025

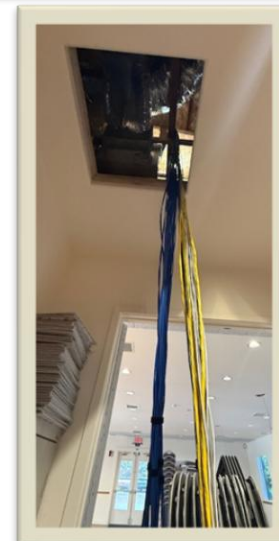
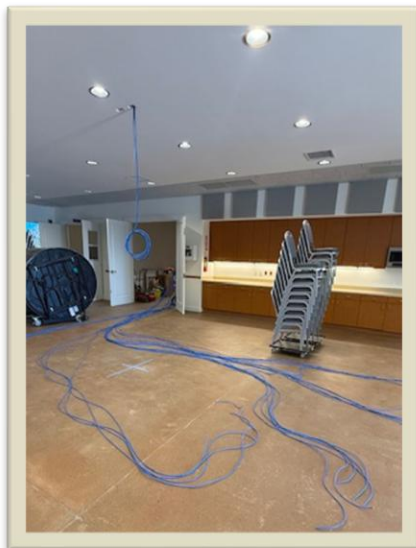
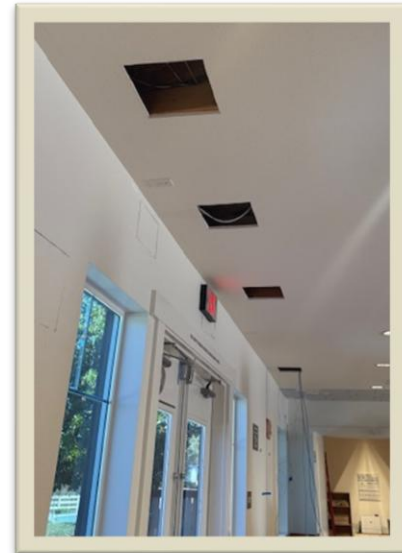
First week of work: Mobilization includes pulling lots of cable and wires.



Alderwood Park Clubhouse Technological Improvements

Friday, October 23, 2025

Cabling cabinet installed, cabling pulled for the different aspects: AV, access, and surveillance



City of Murrieta - Community Services
Park Ranger Detail

Monthly Summary
Period: August 2025



Date	Park Patrol	Warnings verbal	Citationws/warning citations	Arrest	Safety	Skateboarders	Vandalism	Taggers	Graffiti	veh in red/yellow zone	Veh.checks/in park after dark	Untethered Animals	Restroom Checks	Community Events	Persons in park after dark	School Visits	First Aid	Maintenance	Notes
08/01/25	38	5	0	0	0	0	0	0	0	1	0	27	0	0	0	0	0	0	
08/02/25	19	9	0	0	0	0	0	0	0	4	0	11	0	0	0	0	0	0	
08/03/25	37	5	0	0	0	0	0	0	0	1	1	0	0	3	0	0	0	0	
08/04/25	35	4	0	0	0	0	0	0	0	10	0	0	0	10	0	0	0	0	
08/05/25	74	11	0	0	0	0	0	0	0	0	0	22	0	8	0	0	0	0	Extra Patrol LAHSP
08/06/25	74	8	0	0	0	0	0	0	0	5	3	27	0	0	0	0	0	0	Extra Patrol LAHSP
08/07/25	40	8	0	0	0	0	0	0	0	3	1	24	0	7	0	0	0	0	
08/08/25	40	7	1	0	0	0	0	0	0	2	0	27	0	7	0	0	0	0	Juvies doing donuts @ Copper Cnyn Pk after hours.
08/10/25	28	16	0	0	0	0	0	0	0	9	0	0	0	12	0	0	0	0	
08/11/25	36	3	0	0	0	0	0	0	0	4	0	0	0	2	0	0	0	0	Extra Patrol COSP
08/12/25	40	1	0	0	0	0	0	0	0	0	1	28	0	0	0	0	0	0	Extra Patrol COSP & LAHSP
08/13/25	91	2	1	0	0	0	0	0	0	2	1	31	0	0	0	0	0	0	Extra Patrol COSP (AM&PM) & LAHSP; Cite @ Pioneer Pk
08/14/25	30	3	0	0	0	0	0	0	0	2	0	7	0	0	0	0	0	0	Extra Patrol COSP; Pop Warner @ Rail Ranch
08/15/25	77	12	0	0	3	0	0	0	0	3	2	22	0	7	0	0	0	0	Extra Patrol COSP (AM&PM)
08/16/25	35	15	0	0	0	0	0	0	0	10	5	0	14	1	4	0	0	0	Vehicles in red @ LAHSP
08/18/25	26	6	0	0	0	0	0	0	0	3	0	0	0	6	0	0	0	0	Extra Patrol COSP
08/19/25	67	3	0	0	0	0	0	0	0	3	0	23	0	0	0	0	0	0	Extra Patrol COSP & LAHSP
08/20/25	106	2	0	0	0	0	0	0	0	4	1	27	0	0	0	0	0	1	Extra Patrol COSP & LAHSP; Ranger Meeting
08/21/25	77	6	0	0	0	0	0	0	0	4	1	31	0	4	0	0	0	0	Extra Patrol COSP & LAHSP
08/22/25	77	1	0	0	0	0	0	0	0	0	2	24	0	0	0	0	0	0	Extra Patrol COSP & LAHSP
08/23/25	36	3	0	0	0	0	0	0	0	3	0	8	0	2	0	0	0	0	
08/24/25	40	7	0	0	0	0	0	0	0	2	0	21	0	7	0	0	0	0	
08/25/25	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Extra Patrol COSP
08/26/25	71	1	0	0	0	0	0	0	0	0	1	25	0	0	0	0	0	0	Extra Patrol COSP & LAHSP
08/27/25	71	7	0	0	0	0	0	0	0	4	2	20	0	2	0	0	0	0	Extra Patrol COSP & LAHSP
08/29/25	40	0	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0	Extra Patrol COSP
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	1338	145	2	0	3	0	0	0	0	10	74	16	440	1	81	0	0	1	

City of Murrieta - Community Services
Park Ranger Detail

Monthly Summary

Period: September 2025



Date	Park Patrol	Warnings verbal	Citationw/warning citations	Arrest	Safety	Skateboarders	Vandalism	Taggers	Graffiti	veh in red/yellow zone	Veh checks/in park after dark	Untethered Animals	Restroom Checks	Community Events	Persons in park after dark	School Visits	First Aid	Maintenance	Notes
09/02/25	71	8	0	0	0	0	0	0	0	1	0	23	0	9	0	0	0	0	Extra Patrol COSP & LAHSP
09/03/25	95	9	0	0	0	0	0	0	0	8	0	34	0	2	0	0	0	0	Extra Patrol COSP & LAHSP
09/04/25	35	0	0	0	0	0	0	0	0	0	0	30	0	0	0	0	0	0	Extra Patrol COSP & Commission Mtg
09/05/25	65	3	0	0	0	0	0	0	0	0	3	15	0	0	0	0	0	0	Extra Patrol LAHSP
09/06/25	33	10	0	0	0	0	0	0	0	9	1	14	0	4	0	0	0	0	
09/07/25	25	6	0	0	0	0	0	0	0	1	0	1	0	5	0	0	0	0	
09/08/25	32	7	2	0	0	0	0	0	0	6	0	2	0	4	0	0	0	0	Cite @ Alderwood & Mtn. Pride; Xtra patrol COSP
09/09/25	30	10	1	0	0	0	0	0	0	0	1	1	0	4	0	0	0	0	Extra Patrol COSP
09/10/25	102	11	0	0	0	0	0	0	0	5	1	31	0	11	0	0	0	0	Extra Patrol COSP & LAHSP
09/11/25	71	7	0	0	0	0	0	0	0	5	2	28	0	0	0	0	0	0	Extra Patrol COSP & LAHSP
09/12/25	82	7	0	0	0	0	0	0	0	4	1	32	0	6	0	0	0	0	Extra Patrol COSP & LAHSP
09/13/25	36	15	0	0	0	0	0	0	0	10	1	2	0	0	0	0	0	0	Multiple warnings @ LAHSP for red curb parking
09/14/25	40	2	0	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	
09/15/25	33	6	0	0	0	0	0	0	0	3	0	2	0	5	0	0	0	0	Unhoused male @ Firefighters; Xtra Patrol COSP
09/16/25	31	6	0	0	0	0	0	0	0	3	0	1	0	6	0	0	0	0	Extra Patrol COSP
09/17/25	56	3	0	0	1	0	0	0	0	1	1	1	8	0	0	0	0	0	Ebikes @ LAHSP
09/18/25	37	6	0	0	0	0	0	0	0	5	0	7	0	2	0	0	0	0	
09/19/25	27	0	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0	
09/20/25	33	6	0	0	0	0	0	0	0	5	0	1	14	0	0	0	0	0	Extra Patrol LAHSP for parking in red
09/22/25	32	9	0	0	0	0	0	0	0	1	0	2	0	9	0	0	0	0	Extra Patrol COSP
09/23/25	69	2	0	0	0	0	0	0	0	1	0	21	0	0	0	0	0	0	Extra Patrol COSP
09/24/25	114	8	0	0	0	0	0	0	0	1	1	31	0	6	0	0	0	0	Extra Patrol COSP
09/25/25	75	3	0	0	0	0	0	0	0	2	0	38	0	0	0	0	0	0	
09/26/25	40	2	0	0	0	0	0	0	0	1	0	25	0	2	0	0	0	0	Extra Patrol COSP
09/27/25	33	4	0	0	0	0	0	0	0	3	1	7	0	0	0	0	0	0	Patrol MVHS for Pop Warner game 5-9pm
09/29/25	36	5	0	0	0	0	0	0	0	3	2	1	0	0	0	0	0	0	Extra Patrol COSP
09/30/25	68	2	0	0	0	0	0	0	0	2	0	28	0	0	0	0	0	0	Extra Patrol COSP & LAHSP
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	1401	157	3	0	1	0	0	0	0	9	74	15	419	0	77	0	0	0	



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 4.

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: Review and Discussion of Draft Park Ranger Manual

RECOMMENDATION

Discuss the draft Park Ranger Manual and provide comments or suggested amendments as needed.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Provide a high level of innovative public safety.

BACKGROUND

Staff has prepared a draft Park Ranger Manual for review and comment. The manual outlines key responsibilities, safety procedures, customer service protocols, documentation standards, uniform guidelines, communication practices, vehicle usage policies, and training expectations for Park Rangers. It also includes relevant resources such as contact lists, field use policies, and applicable sections of the Murrieta Municipal Code.

The purpose of this review is to ensure the manual reflects the Commission's expectations and operational priorities before finalization. Staff welcomes feedback and suggested amendments to improve clarity, consistency, and alignment with departmental standards.

FISCAL IMPACT

None. This item is for review and discussion only. Minor costs may be incurred for printing and formal binding of the finalized manual.

ATTACHMENTS

1. Draft Park Ranger Manual



Guidelines and Procedures Park Ranger Manual



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1. INTRODUCTION

a. Welcome and Purpose of the Manual

Welcome to the City of Murrieta Park Ranger Manual, a foundational guide for Park Rangers serving at the intersection of public service, community engagement, and environmental stewardship. As a Park Ranger, your role goes beyond preserving park and open spaces; you are a frontline ambassador for the City, a resource connector, a rule enforcer, and a trusted presence in our parks. This manual is designed to equip new Park Rangers with the knowledge, protocols, and values that define our work. From assisting the Homeless Task Force in connecting individuals to vital services, to maintaining safe and welcoming park environments, to hosting Ranger Raps that build trust and educate the public, your responsibilities are as dynamic as the communities you serve.

City parks are living spaces, places where people gather, rest, play, and seek refuge. As a Park Ranger, you help ensure these spaces remain inclusive, safe, and vibrant. You are not just a guardian of nature, but a steward of civic well-being. This manual will guide you through the core duties, expectations, and best practices of your role. It will also reflect the heart of our mission: to serve with empathy, uphold the law with fairness, and foster meaningful connections with every person who steps into our parks.

Welcome to the team!

b. Mission Statement

The mission of Murrieta's Community Services Department is to provide safe, clean, beautiful, and accessible facilities, parks and open spaces as well as offer diverse leisure activities for all people in the areas of recreation, education, and culture.

c. Vision Statement

We create community through people, parks, and programs.

d. Core Values and Expectations

The values Park Rangers are expected to uphold sets expectations for conduct both in uniform and while representing the City:

- i. **Integrity:** We are ethical, honest, and fair in all we do.
- ii. **Public Service:** We deliver responsive and caring services to our community, customers, and colleagues, and region.
- iii. **Professionalism:** We exemplify professionalism through our knowledge, accountability, initiative, and dedication.
- iv. **Teamwork:** We encourage leadership, guide stewardship of resources, and cultivate a vision for the future.

2. JOB RESPONSIBILITIES

The diverse responsibilities of Murrieta Park Rangers include park security and safety, visitor services, resource management, and interpretive programs.

a. Daily Patrol Duties

Park Rangers patrol City parks daily, enforcing City ordinances and park rules, inspecting for unsafe conditions, and addressing maintenance concerns. Park Rangers patrol all City

facilities and perform after-hour checks for open doors and windows, vandalism, alcohol and skateboard violations, and hazardous settings.

b. Customer Service and Public Interaction

As the public face of the City, Park Rangers are responsible for providing helpful information and fostering a positive visitor experience; educating the public about the usage of the City's parks and open spaces; making classroom visits to local schools, leading park tours and Ranger Raps, and meeting with park users in everyday contacts; monitoring park, reservations and public events in City parks; and assisting the Homeless Outreach Task Force in finding resources for the unhoused individuals found in within the city limits.

c. Incident Reporting and Documentation

i. **Purpose:** To ensure accurate and timely documentation of all incidents including injuries, vandalism, and suspicious activity as well as to promote safety, accountability, and transparency across all parks and facilities.

ii. **Definitions:**

- (1) *Incident:* Any unexpected or unusual event such as personal injury, property damage, theft, or suspicious behavior.
- (2) *Suspicious Activity:* Behavior that appears out of the ordinary and may indicate a threat or illegal conduct.
- (3) *Vandalism:* The deliberate destruction or damage to property.

iii. **Immediate Response:**

- (1) *Ensure Safety:* Assess and secure the scene, prioritize life safety, and call emergency services if needed (i.e., 9-1-1 for urgent matters).
- (2) *Notify Supervisor:* Inform immediate supervisor or designated contact of the situation as soon as possible.

iv. **Information to Collect:**

- (1) *Basic Details:* Date and time of incident, exact location (Park name, area, or address), and type of incident.
- (2) *Individuals Involved:* Names, addresses, and contact numbers (if applicable), roles (e.g., victim, witness, suspect), and staff names and titles that might be on site.
- (3) *Narrative Description:* Include an objective account of what occurred, a sequence of events, and actions taken by staff.
- (4) *Supporting Evidence:* If applicable, include photos or video, witness statements, any recovered items (e.g., graffiti tools, debris).

v. **Reporting Process:**

- (1) *Complete Incident Report Form:* Fill out the official City of Murrieta Incident Report Form within 24 hours, attaching relevant evidence.
- (2) *Submit Report:* Submit the completed form and relevant evidence to Supervisor and Community Services Manager. Please note that for serious incidents such as injury requiring Emergency Medical Services (EMS) or law enforcement involvement, also notify Risk Management and Human Resources (HR).
- (3) *Follow-up:* Track status of repairs if applicable and document any follow-up actions taken.
- (4) *Confidentiality:* Incident reports are confidential and should only be shared with authorized personnel, not the public or unauthorized staff.

d. Enforcing Park Rules and Municipal Codes

i. **Purpose:** To establish clear procedures for enforcing City of Murrieta park rules and municipal codes; to provide for consistency, safety, and public awareness in addressing rule violations; to serve as ambassadors of the Community Services Department by informing visitors of park rules in a professional and courteous manner.

ii. **Process:**

- (1) *Monitor Compliance:* Regularly patrol parks, trails, and public spaces to observe and identify rule violations.
- (2) *Educate the Public:* Serve as ambassadors of the Community Services Department by informing visitors of park rules in a professional and courteous manner.
- (3) *Enforce Rules:* Take appropriate action when rules or codes are violated, using discretion and prioritizing voluntary compliance when possible.

iii. **Common Violations to Monitor:** Park Rangers are responsible for enforcing select sections of the Municipal Code and park regulations, and for having a thorough familiarization of the applicable codes. Commonly enforced codes include, but are not limited to the following:

- (1) *Alcohol or Drug Use:* Prohibited unless approved by a permit; look for open containers or signs of intoxication.
- (2) *Unleashed Pets:* Pets must remain leashed unless in a designated off-leash area; enforce leash laws per City ordinance.
- (3) *Park Hours Violations:* Parks are closed from dusk to dawn unless otherwise posted or permitted.
- (4) *Unauthorized Vehicle Access:* Vehicles must stay on paved roads and designated parking. No food trucks permitted on sidewalks within parks.
- (5) *Smoking and Vaping:* Not allowed in park areas, especially near playgrounds and athletic fields.
- (6) *Littering or Dumping:* Illegal disposal of trash, furniture, or green waste within City maintained boundaries, including parks, open spaces, or trails.
- (7) *Amplified Sound:*
- (8) *Vandalism or Graffiti:* Any damage or destruction of City maintained boundaries, including parks, open spaces, or trails.
- (9) *Use of Fields or Facilities:* Organized activities such as athletics play, fitness groups, gatherings of 25 or more at shelters, etc. require a permit.
- (10) *Commercial Activity:* Vending units at public parks is by permit only.
- (11) *E-Bike Use:* E-bikes may be restricted in certain park areas, trails, or walkways.
 - (a) Monitor for speed violations, unsafe operation, or use in prohibited zones.
 - (b) Reference local Municipal Code for specific guidelines and signage.

iv. **Enforcement Procedure:**

- (1) *Observe and Assess:* Remain calm and assess the severity of the violation before approaching.
- (2) *Engage the Individual(s):* Politely inform them of the rule or code being violated and request voluntary compliance.
- (3) *Document the Interaction:* Record details of the violation and actions taken in the daily activity log or incident report. If needed, take photos of the vandalism, unauthorized dumping, etc.

- (4) *Issue Warnings or Citations if applicable*: Use verbal or written warnings for minor infractions for a first offense, but for repeated or serious violations, issue a formal citation as permitted by the City's Municipal Code.
 - (5) *Contact Law Enforcement if Needed*: Call Murrieta Police Department (MPD) in cases of aggressive behavior, illegal activity, or when safety is at risk.
 - (a) Clearly state your call sign, location, and situation.
 - (b) Stay on scene if it is safe to do so.
 - (c) Complete an incident report following the situation.
- v. **Citing Process and Citation Book Reference**: While Park Rangers are non-sworn personnel, they may issue written warnings and administration citations when warranted. Citation books and warning forms are located in the Park Ranger office and must be logged when issued.
 - (1) *Confirmation*: Include the identity of the individual as well as the violation.
 - (2) *Demeanor*: Be professional, calm, and direct; explain the reason for the citation or warning.
 - (3) *Logging*: Complete all sections of the citation form clearly and legibly.
 - (4) *Interaction*: Document the interaction in the daily activity log.
- vi. **When to Call Law Enforcement**: Park Rangers should contact MPD or Animal Control (Animal Friends of the Valley) in the following circumstances and never attempt to physically detain individuals. Safety and de-escalation are the priority in all enforcement interactions.
 - (1) *Criminal Activity*: Examples include vandalism, drug use, physical altercations.
 - (2) *Certain Behavior*: Examples include aggressive or threatening behavior toward Park Rangers or the public, refusal to abide by Murrieta Municipal Codes or park regulations.
 - (3) *Animals*: Stray, aggressive, or injured animals in the park.
 - (4) *Miscellaneous*: Any situation that escalates beyond the Ranger's authority or training.
- vii. **Department Communication and Reporting**:
 - (1) *Daily Logs*: Record all violations, contacts made, and any warnings/citations issued.
 - (2) *Notification to Supervisor*: Report serious or repeated violations to supervisor.
 - (3) *Incident Reports*: Complete for all incidents involving confrontation, law enforcement response, or property damage.
- viii. **Public Relations and Safety/Core Knowledge Review**:
 - (1) Municipal Code updates.
 - (2) Prioritize conflict resolution and de-escalation techniques.
 - (3) Citation procedures and documentation standards.

3. SAFETY PROCEDURES

Park Ranger duties often involve public interaction and solo patrols, making personal safety a top priority. The following guidelines are designed to help minimize risk and promote confident, professional conduct in the field.

a. Situational Awareness

- i. **Surroundings:** Always stay alert and observant of your surroundings.
- ii. **Hazards:** Continuously scan for potential hazards (e.g., unsafe terrain, aggressive individuals, unattended bags).
- iii. **Positioning:** Use natural surveillance and position yourself in well-lit, visible areas whenever possible.
- iv. **Precautions:** Trust your instincts; if something feels off, take precautionary action or request assistance.

b. Approaching Park Users

- i. **Demeanor:** Approach individuals calmly, confidently, and with a respectful demeanor.
- ii. **Distance:** Maintain a safe distance and avoid blocking exits or movement paths.
- iii. **Body Language:** Keep your hands visible and remain mindful of your body language.
- iv. **Identify:** When coming up on a group or individual, identify yourself by name and explain the purpose of the contact.
- v. **Tone:** Avoid confrontational tones. Instead, use polite, clear communication.

c. Minimizing Risk with Suspicious or Hostile Individuals

- i. **Tone and Manner:** When confronted with agitated groups or individuals, remain calm and avoid arguing or engaging emotionally. Do not escalate a situation.
- ii. **Escalated Situation:** If a group or individual becomes aggressive or noncompliant, create distance and disengage.
- iii. **Backup:** Call for backup or notify MPD when safety is compromised.
- iv. **Detention:** Never attempt to physically detain or restrain an individual under any circumstance.
- v. **Logging:** Document all encounters involving threatening behavior even if resolved without incident.

d. De-escalation and Safety Training

Park Rangers are encouraged to complete routine de-escalation and safety training offered by the City and through other avenues to stay current with best practices.

4. CUSTOMER SERVICE AND PUBLIC RELATIONS

Park Rangers are not only enforcement personnel, they are also ambassadors of the City of Murrieta. Providing respectful, informed, and friendly service enhances public trust and contributes to a welcoming park experience.

a. Disagreements between Park Patrons

Park Rangers will often encounter disagreements between park user groups and/or individuals over field use, reservations, rude behavior, disruptions, etc., which may further escalate circumstances when rule enforcement is applied. In such situations, remember to de-escalate immediately.

- i. **Tone and Manner:** When confronted with hostility between groups or individuals, remain calm and neutral. Do not take sides. Use a calm, steady voice and maintain professional body language.
- ii. **Modus Operandi:** Acknowledge concerns without promising outcomes such as “I understand you’re frustrated, let me help you with that...” Avoid blame and instead

focus on solutions or available options. Do not argue. If hostility increases, step back, offer to contact a supervisor, or call MPD for assistance.

- iii. **Logging:** Document the encounter including names, date, time, and description of the situation.

b. Providing Information to Park Users

Park Rangers are often the first point of contact for visitors seeking help.

- i. **Demeanor:** Park Rangers should be approachable and courteous, greeting all park users with a positive tone.
- ii. **Be Prepared:**
 - (1) Know the *park rules* such as operating hours.
 - (2) Be familiar with *park features*, *upcoming events*, and *department programs*.
 - (3) Understand the *surrounding area* in case directions to other City resources or commercial businesses are requested.
 - (4) *Direct* the public to the department's landing page on the *website* for further information at www.MurrietaCA.gov/CSD.
 - (5) Have relevant information handy in *printed format* as needed.
- iii. **Addressing Complaints and Feedback:** All complaints or constructive feedback, whether in person, by phone, or online, must be handled respectfully and taken seriously. Maintaining positive relationships with the public builds credibility and supports long-term stewardship of Murrieta's parks.
 - (1) *Listen* actively without interrupting or dismissing concerns.
 - (2) *Log* the complaint in the daily report, including the individual's name (if given), nature of the issue, and any actions taken.
 - (3) *Forward the issue* to the Park Ranger supervisor or follow the appropriate protocol in reporting parks maintenance issues or other City safety concerns (e.g., streetlight outage).
 - (4) *Ensure* the issue is being addressed and thank the community member for bringing the concern forward.

5. DOCUMENTATION AND LOGS

Accurate documentation is essential for accountability, communication, and maintaining park safety and standards. All Park Rangers are expected to complete daily logs and reports thoroughly and on time.

a. Daily Activity Log

Park Rangers must complete a Daily Activity Log during each shift. This record helps track patrols, observations, and interactions with the public. Include the following for each log:

- i. **Times:** Start and end times for each shift.
- ii. **Locations:** The various parks patrolled should be noted and time stamped.
- iii. **Issues:** Specify notable maintenance issues such as broken irrigation or graffiti, public interactions such as assistance provided or enforcement actions taken, and suspicious activity or rule violations.
- iv. **Weather:** Note anything relevant about the weather.
- v. **Submission:** Logs should be turned in digitally by the end of each shift and retained per department recordkeeping guidelines.

b. Incident Report Form

Park Rangers must complete the Incident Report Form for the follow types of situations. Note that the Park Ranger Supervisor reviews all Incident Reports and may be forwarded the report to MPD or Risk Management as needed.

- i. **Injuries:** Damage or harm to the body of visitors or staff.
- ii. **Property Damage:** Physical harm or destruction to real (City) property, which was a result from negligence, a willful act, or natural events (e.g., non-arson fire).
- iii. **Criminality:** Any behavior that is contrary to or forbidden by criminal law.
- iv. **Aggressive Human Behavior:** Any confrontation manifesting as direct physical actions like fighting, or verbal attacks.
- v. **Aggressive Animal Behavior:** Any threatening or harmful action directed toward an individual or group such as growling, lunging, or biting.
- vi. **Emergency Response:** The immediate, systematic action taken to address a dangerous event to save lives, protect property, and mitigate harm to the environment. It includes initial actions by first responders, providing medical care, evacuating people, and implementing a pre-established plan to contain the threat and restore normalcy.
- vii. **Include** the following:
 - (1) *Date, time, location.*
 - (2) *Detail narrative of what occurred.*
 - (3) *Names and contact information of involved parties or witnesses.*
 - (4) *Photos if applicable.*
 - (5) *Actions taken or follow-up needed.*

c. Lost and Found Protocol

Items found in the park should be handled with care and logged in the Lost and Found Log using the following procedure:

- i. **Tag:** Ensure that the item is labeled with the date, time, and location.
- ii. **Secure:** Place item in the designated Lost and Found bin at the Park Ranger office.
- iii. **Log:** Include information about the item in the Lost and Found logbook, including a brief description and initials.
- iv. **Claiming:** Verify the owner's identity, log the return, and have the individual sign the logbook.
- v. **Valuables:** Wallets, phones, credit cards, IDs must be placed in a locked drawer or secure storage and reported to the Park Ranger supervisor immediately.

6. UNIFORM AND APPEARANCE

To ensure a neat, clean, and professional appearance that aligns with the organization's image, discipline, and values.

a. Dress Code Standard Uniform

- i. **Pants:** Dark brown.
- ii. **Shirt:** Class A with all required insignia.
- iii. **Work Boots:** Choice of black or brown.
- iv. **Duty Belt:** Equipped with all necessary gear.
- v. **Jacket:** Choice of black or brown for cold or inclement weather.

b. Style

- i. **Uniforms** must be kept clean, neatly pressed, and worn correctly during each shift.

- ii. **Grooming** standards include well-kept hair, neutral or minimal accessories, and overall cleanliness.
- c. Purchase
 - i. Uniform items are purchased **online** through the City's approved uniform vendor.
 - ii. Park Rangers should contact their supervisor for **ordering instructions** and current vendor information.

7. PROPER USE OF RADIOS AND COMMUNICATION GEAR

Park Rangers are required to carry and properly secure their radio and communication equipment at all times during their shift. The following guidelines must be followed.

- a. Wearing Equipment

Radios should be worn on the duty belt or securely clipped to the uniform. Ensure all gear is fastened properly to prevent loss or damage. Equipment must remain on your person and accessible at all times; do not leave radios unattended.
- b. Access Control

Radios and communication devices must only be used by assigned personnel. Do not share or allow others to access your issued gear.
- c. End-of-Shift Procedure

All radios and communication equipment must be returned to the Park Ranger office at the Community Center at the end of each shift. Ensure the following:

 - i. **Storage:** Radios are stored properly in their designated location.
 - ii. **Charging:** Devices are plugged in and charging for the next day's use.
 - iii. **Damage:** Any damaged or malfunctioning equipment is reported immediately to a supervisor for replacement or repair.
- d. Call Signs
 - i. **Call Signs:** Each Park Ranger is assigned a unique call sign used for radio communication. These identifiers ensure clear and organized transmissions:
 - (1) *Park 2* – Ranger Price
 - (2) *Park 3* – Ranger Orozco
 - (3) *Park 4* – Ranger Melendez
 - ii. **Radio Language Systems:** All Park Rangers are required to use their assigned call signs when transmitting over the radio. Communication should remain clear and professional at all times. Park Rangers will utilize the following radio language systems for consistency and interoperability.
 - (1) *Revised Official APCO 10-Codes:* Be familiar with the most common 10-codes, 11-codes, and emergency response priority codes (e.g., 10-4 "message received," 11-24 "abandoned vehicle," Code 2 "urgent," Code 3 "emergency, lights and sirens").
 - (2) *California State Criminal Codes:* Be familiar with the most common Penal Codes (e.g., 211 for robbery, 459 for burglary, 242 for battery).
 - (3) *California State Police Codes:* Be familiar the local customs for radio codes (e.g., California often uses 211 for robbery rather than the corresponding 10-code).

- (4) *NATO phonetic alphabet*: This alphabet is a standardized spelling alphabet used to avoid confusion during voice communication over radio or telephone (e.g., A=Alpha, B=Beta, C=Charlie, D=Delta, ...Z=Zulu).

e. Radio Etiquette and Language

Ensure that communication on the radio is professional and reflects the integrity of the park Ranger program. The following guidelines apply:

- i. **Voice:** Speak clearly and concisely.
- ii. **ID:** Make sure you identify yourself by call sign before transmitting (e.g., Park 2, Park 3, Park 4).
- iii. **Remarks:** Avoid using slang, personal chatter, or unprofessional remarks.
- iv. **Transmission:** Avoid interrupting the transmission unless there is an emergency.

f. Emergency Communication Protocol

In the event of an emergency, the following communication protocol must be followed:

- i. **Clear the Channel:** Announce “Emergency Traffic Only” to prioritize urgent communication.
- ii. **State the Emergency:** Provide your call sign, location, nature of the emergency, and any immediate needs (e.g., medical, law enforcement).
- iii. **Notify Dispatch of MPD if Necessary:** If the situation requires outside assistance (e.g., police, fire, EMS), notify your supervisor and request the proper agency through the approved channels.
- iv. **Maintain Radio Silence:** Only those directly involved in the emergency should communicate until the situation is resolved.
- v. **Documentation:** All emergencies must be documented in an incident report and reported to a supervisor immediately after the situation is under control.

8. VEHICLE USEAGE AND MAINTENANCE

a. City Vehicle Use Policy

Only authorized Park Rangers with a valid California driver’s license and those that have completed the City’s vehicle operator training may operate City vehicles.

- i. **Use:** Vehicles are only for official City business only. Personal use, including errands, is not permitted.
- ii. **Laws:** Park Rangers must follow all traffic laws and City driving policies.
- iii. **Parking:** Place vehicles in designated areas when they are not in use and ensure they are locked and secured.
- iv. **Incidents:** Any traffic violations, collisions, or incidents involving City vehicles must be reported immediately to a supervisor.

b. Vehicle Check

Perform a comprehensive assessment of a vehicle’s safety and operational systems on a regular basis to ensure it is roadworthy and to catch potential problems before they become serious.

- i. **Tires:** Check tire pressure and overall tire condition.
- ii. **Fuel:** Maintain a fuel tank at least half full at all times.
- iii. **Lights:** Test headlights, brake lights, and turn signals.
- iv. **Alerts:** Ensure horns and sirens as well as public address systems are in proper working order.

- v. **Communications:** Confirm radio and communication equipment is functional.
- vi. **Visual Inspection:** Check for visible damage, leaks, or unusual smells.
- vii. **Supplies:** Inspect emergency gear such as first aid kits, fire extinguisher, cones, tools, etc. to ensure they are properly stocked.
- viii. **Document:** Report any issues or concerns to your supervisor before taking the vehicle into the field.

c. Fueling and Reporting Mechanical Issues

- i. **Fueling:** Use the assigned City fuel card when refueling with assigned pin code. Record mileage and vehicle number.
- ii. **Mechanical Issue:** If a vehicle is not operating properly, do not use it. Immediately notify your supervisor.
- iii. **Maintenance Needs:** Minor concerns should be noted and scheduled for routine service. Urgent issues should be escalated right away to avoid field risk.

9. TRAINING AND EVALUATION

New hire and ongoing training as well as regular performance evaluations ensure Park Rangers are well-prepared, knowledgeable, and aligned with City standards. Park Rangers are expected to complete all required training and actively participate in professional development.

a. Required Certification

Park Rangers must maintain current certifications in the following areas:

- i. **CPR, First Aid, and AED:** These required certificates must be obtained within the first 30 days of hiring and kept valid throughout service.
- ii. **PC 832:** This required certificate must be obtained within the first six (6) months of employment and kept valid throughout service.
- iii. **Mandated Reporter:** This training is required for all staff coming in contact with children.
- iv. **City Onboarding:** This introduction includes an overview of the City policies required throughout staff's tenure on harassment prevention, workplace safety, ethics, and general City protocols.
- v. **Radio and Safety Equipment:** This training provides an overview and basic understanding of the protocol for the use of City radios, emergency procedures, and defensive safety practices (e.g., pepper spray, flashlights).
- vi. **Miscellaneous City Training:** Additional training may be assigned based on your role, seasonal needs, or department updates. Throughout the course of the year, the City Manager's Office may forward links to various training videos relating to such topics as Ladder Safety, De-escalation, Blood Borne Pathogen Protocol, Active Shooter, and the like. Follow the link, stay attentive to the material, take the comprehension quiz (if applicable), and provide the certificate to your supervisor.

b. Onboarding Timeline

New Park Rangers follow a structured onboarding process designed to introduce duties, familiarize each with department policy, and ensure readiness.

i. **First 30 Days:**

- (1) *Certifications:* Complete those trainings or obtain those certificates required.
- (2) *Park Ranger Manual:* Review and ask follow-up questions as needed.

- (3) *MMC Title 12*: Review and ask follow-up questions as needed.
- (4) *Increase your Knowledge Base*: Become familiar with patrol zones and radio protocols.
- (5) *Ride Along*: Shadow senior Park Rangers during their patrols.
- (6) *City's Vehicle Operator Training*: The Park Ranger supervisor will assist in coordinating this training with Administrative Services.

ii. **By 60 Days:**

- (1) *Certifications*: Complete those trainings or obtain those certificates required for this timeframe.
- (2) *Logging*: Demonstrate proficiency in daily logging and incident reporting.
- (3) *Solo Patrols*: Work toward solo patrols with supervisor check-ins.
- (4) *Increase competence* with enforcement procedures and communication expectations.

iii. **By 90 Days:**

- (1) *Certifications*: Complete those trainings or obtain those certificates required.
- (2) *Onboarding*: Complete onboarding evaluation with Park Ranger supervisor.
- (3) *Murrieta Municipal Code*: Demonstrate a full understanding of the City's Municipal Code, particularly Title 12: Streets, Sidewalks, and Public Places.
- (4) *Public Engagement*: Display the capability to manage public interactions independently.

iv. **By 180 Days:**

- (1) *PC 832*: Will have obtained this certification.
- (2) *Firm grasp of department policies, protocols, codes, guidelines, and patrol areas*.

c. Performance Review Schedule

All Park Rangers receive regular performance evaluations to provide feedback, recognize strengths, and identify areas for growth. The Park Ranger supervisor may also provide informal feedback throughout the year to support ongoing improvement.

- i. **Initial Probationary Review (informal)**: Conducted at the 90-day mark by the Park Ranger Supervisor to gauge knowledge base.
- ii. **City Probationary Review (formal)**: Conducted at the 180-day mark (six months) by the Park Ranger Supervisor to gauge proficiency based on certain establish metrics.
- iii. **Annual Review**: Conducted annually after the six-month review by the Park Ranger Supervisor to gauge job performance based on certain establish metrics such as the following:
 - (1) *Professionalism and communication*.
 - (2) *Reliability and punctuality*.
 - (3) *Patrol effectiveness and public engagement*.
 - (4) *Accuracy of logs and incident reporting*.
 - (5) *Compliance with policies and safety standards*.
- iv. **Performance Improvement Plan (if warranted)**: A Performance Improvement Plan (PIP) is a structured document that outlines specific performance deficiencies, the expected improvements, a timeline for achieving those goals, and the consequences of not meeting them. It is a tool to give a valued employee an opportunity to improve performance and succeed, but it serves as a formal warning

and can lead to disciplinary action, up to and including termination, if performance doesn't meet the set standards.

10. RESOURCES AND CONTACTS

This section provides essential reference materials, contract information, and documentation regularly used by the Park Rangers to support field operations, enforce park rules, and assist the public. All Park Rangers should be familiar with the contents and know where to access these materials during their shifts.

a. Contact List

- i. **MPD:** Non-emergency, duty sergeant
- ii. **Parks Maintenance:** On-call/after hours
- iii. **Municipal Services:** Includes facilities and roads on-call
- iv. **Various Departments:** General business numbers
 - (1) *Parks and Recreation:* (951) 304-PARK
 - (2) *City Hall:* (951) 304-CITY
 - (3) *Library:* (951) 304-BOOK
 - (4) *MPD:* (951) 304-COPS
 - (5) *Murrieta Fire & Rescue:* (951) 304-FIRE
 - (6) *Municipal Services/Public Works:* (951) 304-YARD

b. Murrieta Parks Map

- i. **Digital Copy:** Located on the shared drive and TEAMS channel.
- ii. **Printed Copy:** Keep as reference in patrol vehicle.
- iii. **Updates:** Completed annually or as needed (e.g., with the addition of new park features or the acceptance of a new park).

c. Field Use Policies

- i. **Digital Copy:** Located on the shared drive and TEAMS channel.
- ii. **Printed Copy:** Keep as reference in patrol vehicle.

d. Murrieta Municipal Code (MMC)

- i. **Digital Copy:** Located as link via the [City Clerk landing page](https://codelibrary.amlegal.com/codes/murrieta/latest/overview) on City's website:
<https://codelibrary.amlegal.com/codes/murrieta/latest/overview>
- ii. **Printed Copy:** Keep Title 12 as reference in patrol vehicle.



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 5.

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: Community Services Operating and Capital Impact Plan Budget Explained

RECOMMENDATION

Receive and file the report. No formal action required; item presented for informational purposes only.

PRIOR ACTION/VOTE

None.

CITY COUNCIL GOAL

Maintain a high performing organization that values fiscal sustainability, transparency, accountability and organizational efficiency.

BACKGROUND

Staff will provide a general overview of the Recreation Division's operating and capital impact plan budgets, including historical context on the formation of the district, primary revenue sources, and key budget considerations. While the 2018 organizational split that reassigned Park Maintenance oversight will be briefly referenced for context, this presentation will focus solely on the Recreation side of the budget. This item is presented for informational purposes only and is not intended to solicit formal action or approval.

FISCAL IMPACT

None. This item is for discussion only and does not involve any expenditure or financial commitment.

ATTACHMENTS

1. None at this time. Presentation materials will be provided at the meeting.



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 6.

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 1, 2026 Commission Meeting Date

RECOMMENDATION

Cancel the regular Parks and Recreation Commission meeting on Thursday, January 1, 2026, New Year's Day, a National Holiday, and discuss scheduling a special meeting date later in January 2026.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

The next regular Parks and Recreation Commission meeting falls on New Year's day, a 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 fireworks. Many people take time off work to celebrate with family and friends. Holding a commission meeting the day of a holiday could disrupt holiday plans for both commissioners and the public.
- 2. Attendance Challenges:** Given that the next Commission meeting falls on the day of 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 on 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 5, 2026, staff recommends that the Commissioner call for a special meeting and discuss an alternate date that is near the regular meeting date, allowing for necessary business to proceed without compromising holiday plans.

FISCAL IMPACT

None

ATTACHMENTS

None



CITY OF MURRIETA

Parks and Recreation Commission

Meeting Agenda Report

11/6/2025
Agenda Item No. 7.

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: Parks and Recreation Commission Agenda Forecast

RECOMMENDATION

Discuss future Parks and Recreation Commission topics.

PRIOR ACTION/VOTE

None

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

As the final item on the Parks and Recreation Commission agenda, this section invites Commissioners to shape upcoming discussions by suggesting additions, removals, or adjustments to future agenda topics.

Staff has prepared a forward-looking list of anticipated updates and discussion items, organized by proposed meeting dates. Commissioners are encouraged to review this list and:

- Recommend rescheduling items to a more suitable date
- Propose new topics with preferred timing
- Remove items that are no longer relevant or needed

This planning review will remain a standing item on future agendas to ensure ongoing alignment with Commission priorities.

FISCAL IMPACT

None

ATTACHMENTS

1. Parks and Recreation Commission Agenda Forecast



Parks and Recreation Commission			
AGENDA FORECAST			
Item	Meeting Date	Agenda Placement	Staff Presenter
Park Ranger Update	11/06/25	Admin Update	Park Rangers
Graffiti Removal Public v Private Property	11/06/25	Admin Update	Josh/Nolan
Park/Trail Clean ups/Volunteer Requests Guidelines	11/06/25	Admin Update	Lea
End of Pool Season Summary	11/06/25	Admin Update	Victor
Park Ranger Manual	11/06/25	Discussion	Victor/Rangers
Operating & CIP Budget 101 / Funding Sources Explained	11/06/25	Discussion	Lea/Crystal
Review Updated Strategic Plan	11/06/25	Discussion	Lea
Move 1/1/26 Meeting	11/06/25	Discussion	Lea
Agenda Forecast Discussion	11/06/25	Discussion	Lea
2025 Events & Events Processing (What's in Store?)	01/01/2026 Meeting TBD	Admin Update	Laura
2025 Senior Center Events (What's in Store?)	01/01/2026 Meeting TBD	Admin Update	Joe/Jeri
Adult Sports & Spring Youth Sports Allocations	01/01/2026 Meeting TBD	Admin Update	Victor
Municiple Code Update for Parks Sections	01/01/2026 Meeting TBD	Discussion	Victor/Rangers
Update to MVUSD Joint Use Agreement	01/01/2026 Meeting TBD	Discussion	Victor
Draft "Sponsorship" Program for Events	01/01/2026 Meeting TBD	Discussion	Laura/Nadine
Agenda Forecast Discussion	01/01/2026 Meeting TBD	Discussion	Lea
Swearing in of new Commissioners	03/05/26	Prior to Admin Update	City Clerk
Board Reorganization - After Roll Call	03/05/26	Prior to Admin Update	Lea
How Fix It App/Maintenance 101/Work Orders	03/05/26	Admin Update	Josh
Homeless Update	03/05/26	Admin Update	Lindsay
ARP Valentine's Dance Summary/ARP/Rec Classes	03/05/26	Admin Update	Michelle
Park Assignments	03/05/26	Discussion	Lea
Parks and Recreation Master Plan Annual Review	03/05/26	Discussion	Lea
Trails Master Plan Annual Review/MCRT	03/05/26	Discussion	Lea
Agenda Forecast Discussion	03/05/26	Discussion	Lea
CIP Update	05/07/26	Admin Update	Brian C.
Library Update	05/07/26	Admin Update	Melvin
Little Learners, Youth ARP, Spring/Summer Camps	05/07/26	Discussion	Ashley
Military Banner Update	05/07/26	Admin Update	Roseann
Discuss adding an "Adopt a Park" Program	05/07/26	Discussion	Lea
2026 Aquatics Season	05/07/26	Discussion	Victor
Agenda Forecast Discussion	05/07/26	Discussion	Lea
Senior Center Update - Balance of programs 2026	07/02/26	Admin Update	Joe/Jeri
Special Event Update - Balance of events 2026	07/02/26	Admin Update	Laura
Review National/World Clean up Day with Commission	07/02/26	Discussion	Lea
Brown Act Review and Discussion	07/02/26	Discussion	Lea
Agenda Forecast Discussion - Suggest Field Trip Interest	07/02/26	Discussion	Lea
2026/27 School Year Youth Center (What's in Store? - YAC)	09/03/26	Admin Update	Ashley
Adult Sports & Fall Youth Sports Allocations	09/03/26	Admin Update	Victor
EOC and the CSD	09/03/26	Discussion	Lea/Brian
Agenda Forecast Discussion	09/03/26	Discussion	Lea
Consent Topics on each Agenda			
1. Minutes to previous Commission meeting			
2. Recreation, Activities, and Events Report			
3. Parks, Projects, and Maintenance Report			