



CITY DEPARTMENTS -TOP PROJECTS LIST

ADMINISTRATIVE SERVICES:

Risk

- ADA Transition Plan implementation
- Technology implementation for the Certificate of Insurance review process
- Liability and Workers' Compensation root cause and data analysis
- Partner with risk pool on new general liability program changes

Information Systems

- City core switch replacements
- Telework technology coordination
- Technology procurement policy
- Citywide support and training on the transition from shared drives to SharePoint
- Finalize customer service guiding principles and survey the organization

Human Resources

- Telework policy implementation
- Employee Handbook and policy updates
- Implementation of new legislative requirements, including SB 1100 and AB 2561
- Classification and compensation studies and associated changes
- Support new employee development initiatives, including training management

CITY CLERK:

Administrative Improvements

- Agenda workflow process improvements
- Full utilization of Commissions, Committees, and Boards (CCBs) software
- City Council and Administrative Policy Review
- Department service ticketing system for internal and external customers

Election

- Pursue installation of Permanent Ballot Boxes

City Clerk Procedural Legal Compliance

- Assembly Bill 1170 - *Political Reform Act of 1974: filing requirements*
- Assembly Bill 557 – *Open meetings: local agencies: teleconferences* (Brown Act)
- Assembly Bill 764 – *Local redistricting*
- Assembly Bill 63 – *Canvass of the vote: reporting results*
- Website and Meetings Accessibility (Americans with Disability Act)
- Form 700 Biennial Review of Positions
- Fair Political Practices Commission Audit (Annual)

Informational Governance

- **Records Accessibility**
 - Public and employee access to OnBase Unity, the Electronic Content Management System (ECMS)
 - Continued paperless initiative: Scan and upload paper records into the City's ECMS
 - GovPartner to EnerGov migration for record accessibility: Partner with Development Services on a mitigation plan
 - Records Management project for Off-Site Facilities (9 Locations)
 - Off-Site Storage facility (Corodata) records audit: Non-inventoried boxes at Corodata
- **Public Records Legal Compliance**
 - Immutable Cloud: Establish an immutable cloud backup solution for City records to satisfy State mandates
 - City Council and Administrative Records Audit: Align the City to conform with legal mandates and records management best practices

Engagement and Participation

- Explore implementation of citywide digital information kiosks
 - Implementation would eliminate the manual process for delivering and posting paper copies of legally required public notices and meeting agendas
 - During Fiscal Year 2025/2026, Clerk's Office staff will work with Information Technology to explore implementation of one kiosk in each of the five City Council districts, including potential devices and locations, in order to calculate a potential project budget for future City Council consideration
 - This project would increase public access to all City notices and other City information, as well as greatly enhance staff productivity and efficiency
- Efforts to encourage voter registration by Murrieta citizens
- Improved recruitment for Committees, Commissions, and Boards (CCBs)
- Partner with Murrieta Valley Unified School District to foster awareness among high school students of their civic responsibilities and opportunities
- CCB training and resources

CITY MANAGER'S OFFICE:

- Provide staff support for regional effort to expand four-year public education opportunities in Southwest Riverside County, working with Mt. San Jacinto College and many other stakeholders from various sectors
- Provide staff support for Southwest Elected Leaders Collaborative, with a current focus on advocacy for long-range improvement to regional traffic and transportation
- Support City Council-led efforts related to advocacy about local control of land use and housing development
- Oversee strategic communications efforts across the organization to inform and educate the community on important City initiatives and projects
- Public Safety Training Facility
 - No work is planned at this time, pending more information from Mt. San Jacinto College on their financial readiness to participate in funding the project
- Equestrian Center
 - No work is planned at this time, other than emergency or critically necessary repairs
- Fire Station 6
 - Complete the property purchase following the due diligence and escrow processes
 - Begin to identify alternative operational models, including interim solutions prior to construction
 - Begin architect selection process once escrow has closed AND the City feels financially ready to move to the next phase of the project
- Town Square Amphitheater
 - For 2025, oversee year two (2) of events with Newman Hospitality Group, and complete a review of the two-year pilot to determine next steps. and activate the space with other nonprofit groups during the 24-Month Pilot period with CSD
- Solid Waste/Environmental Programs
 - Continued work implementing the CalRecycle requirements and managing the City's franchise agreement with Waste Management
- Manage administration of the Community Development Block Grant program
- Develop a proposed Public Art program (presently on Tier 3)
- Public Works Yard Improvements
 - During FY 2025/26, complete construction of retaining wall, installation of trailers, security upgrades, annexation into the water/sewer system, and consolidation of Public Works staffing at one facility
- Work with the Fire Department on remodel projects at Fire Station 1 (2025) and in the future, 2 and 3, as well as installation of new generators at City Hall and Fire Station 1, anticipated for late spring/summer 2025 upon availability of the generators
- Complete the re-roofing project for City Hall
- The City Hall HVAC was completed in FY 23, and a City Hall Master Plan has not been established
- Continue to pursue development of the Los Alamos Soccer Complex, including resolution of pending environmental issues
- Surplus Land process and sale for various parcels of City property
- Work with the Fire Department to oversee organization-wide emergency preparedness and response efforts, including staff training

COMMUNITY SERVICES:

Parks and Recreation

- Completion of Parks Master Plan
 - Approval from Parks Commission
 - Approval from Planning Commission
 - Approval from City Council
- Completion of Trails Master Plan
 - Approval from Parks Commission
 - Approval from Planning Commission
 - Approval from City Council
- Tot Lot Replacement – determine if future tot lot replacement funding is available
- Planning for upcoming aquatics season at Vista Murrieta High School
- Special Events
 - Determine a standardized 5k course and maximum number of events that may cause street closures downtown
 - Continue dialogue on Town Square Amphitheater events and fee structure

Parks and Recreation CIP Projects

- Town Square Parking Lot Improvements - Under construction, estimated completion March 2025
- Glen Arbor Dog Park
 - Design is complete; currently advertising for construction bids
 - Estimated construction start date - April 2025
 - Estimated construction completion - Summer 2025
- Tot Lot Replacement
 - Phase I – Completion in March 2025
 - Planning ribbon cuttings
 - Phase II – Complete
 - Install fencing along certain Phase I projects for safety
- Pickleball Courts
 - Completed design for Firefighters Park
 - Complete design for Alderwood by February
 - Estimated date for Council to award construction at Alderwood - April/May 2025
 - Estimated beginning of construction - Summer 2025
 - Estimated completion of construction - 60 days after construction begins
- Plan for future Park's Department CIP projects
 - Community Center court lighting
 - Cal Oaks Park lighting
 - Pioneer Park
 - Cal Oaks skate park fencing (Public Works Maintenance project, CSD to assist)
 - Mapleton Park shade covering
 - Determine feasibility of Cal Oaks Pool project

Library

- Implementation of the Library Strategic Plan
 - Prepare for extended hours once staffing is in place
 - Library Children's Area Expansion project:
 - Complete the design phase
 - Complete the public bidding process to hire a construction contractor
 - Award a contract for construction
 - Break ground on construction in summer 2025
 - Construction is estimated for completion in summer 2026
- Plan for future Library CIP projects
 - Flooring/soundproofing
 - Building rain drainage mitigation
 - Community Room technology upgrade
 - Library book lockers/vending machine

Homeless Services

- Implementation of the Regional Homeless Action Plan
 - Formalize the four-city collaboration
- Implementation of the \$12.6 million Encampment Resolution Fund grant through a four-city collaboration
 - Approval of an agreement between Riverside County and City of Murrieta
 - Release an RFP to hire street outreach and housing navigator contractor
 - Release an RFP to hire a consultant to oversee regional collaboration and assist with implementation of Regional Homeless Action Plan
 - Implement personnel plan, consistent with the grant funding
- Create a regional by-name list
- Develop a strategic plan for Murrieta's Homeless Services division

DEVELOPMENT SERVICES:

- General Plan Consistency Update/ Climate Action Plan Update and Implementation
- Triangle Project Implementation
- Revised Site Plan Approval for Marketplace Shopping Center Development
- Murrieta Hills Specific Plan Implementation
- Vineyard Specific Plan Amendment & Tentative Tract Map for +/- 800 Units
- Completion of Hillside Ordinance revisions
- Madison Corridor Specific Plan (if funded)
- Implement City Council directives regarding the Keyhole area
- Process Improvement Review with all stakeholders.
- Next steps of environmental review for development of the Los Alamos Hills Soccer Complex Project
- Noise & Lighting Ordinance revisions
- Tiered Beer and Wine Ordinance
- Multi-Family Objective Design Standards Updates
- Complete implementation of the Code Enforcement Enterprise Permitting & Licensing (EP&L - formerly Energov) module, as well as facilitating EP&L modifications for Building/Planning/Code Enforcement with IT and staff user group
- 2025 Building Code Adoption
- Building Official Promotion/ Recruitment
- Support remaining Code Enforcement Ad Hoc Committee efforts, including next steps for implementation of any recommendations
- Support Planning-related efforts for implementation of a Public Art program, if Council opts to proceed (currently Tier 3)
- Begin building a Planning Division knowledge base for critical topics, procedures, and FAQs of commonly asked zoning questions
- Create a training plan for Planning & Intel (P&I) Emergency Operations Center (EOC) section members, mostly staffed by Planning Division employees
- Gather data on existing vulnerable populations for use in the EOC for the P&I section.
- Re-establish annual development agreement reporting
- Facilitate relevant “lunch and learn” training topics for Development Services Department staff

ECONOMIC DEVELOPMENT:

- Potentially proceed with next steps of the Madison Corridor Specific Plan, presently a Tier 1 project, and in order to proceed, funding approval is needed as part of the FY 2025/26 budget
- Consider developing an incentive program to attract new restaurants, similar to those offered by neighboring communities
- Explore potential expansion of the Revolving Fund for infrastructure in the Downtown to encourage development
- Pursue grant funds for ongoing lab management and supplies for the wet lab at the Murrieta Innovation Center
- Complete next steps for implementation of the freeway overpass branding signage. This project is on-hold pending funding

FINANCE:

- Master User Fee Annual Update
- Development Impact Fee Annual Update
- Annual update of fully burdened hourly rates for staff, used for calculating reimbursements
- Hourly Rate Annual Update
- Implementation of public safety and maintenance services Community Financing Districts (CFDs)
- Development of Biennial Operating Budget
- CIP Budget Development
- Develop a Fleet Replacement Program
- Complete preparation of Financial Statements and Single Audits
- Implement new software to automate, streamline, and manage citywide contracts
- Complete next steps to establish a loan from future Library Development Impact Fees for the Library Expansion Project
- Work with the Community Services and Public Works departments to 1) complete a review of the current status of the financial position of the landscape/lighting maintenance districts and Community Services District Lettered Zones and establish a plan to correct the negative cash flow for several districts, requiring the General Fund to fund their operating shortfalls. This endeavor would require a significant community engagement effort to be successful, and 2) review the current model for how the budgets for parks maintenance/landscape lighting district services are structured and divided for improved ease of administration
- Request for Proposals
 - Banking and Merchant Services
 - Municipal/Financial Advisor Services
 - Investment Advisor Services
- Major Projects
 - Lead the efforts to transition to a new Financial Management System. This project will involve issuing a Request for Proposal, selecting qualified vendors, and collaborating closely with key stakeholders across various departments and end users to ensure the new Financial Management System meets the needs of the City. This project will take two to three years to implement
- Financial Policies in order of Priority
 - Investment Policy (update)
 - Accounts Receivable/Write-off (new)
 - Budget Policy (new)
 - CIP Budget Policy (new)

FIRE DEPARTMENT:

Fire Suppression

- Truck Operations Training - Tiller truck implementation
- Hire three additional personnel to take the tiller-truck to a four-person crew
- Research and implement new traffic preemption systems
- Develop preplans for Target Hazards utilizing First Due Software
- Write SAFER Grant to hire nine personnel to support the opening of Fire Station 6
- Provide training to neighboring agencies on Public Safety Emergency Communications (PSEC) Radio System

Fire Prevention

- Conduct annual State Mandated business inspections
 - Hotels/Motels/Boarding Houses (all)
 - Apartment Buildings (all)
 - Schools (all private and public)
- Conduct annual Defensible Space Inspections of all properties in the Very High Fire Severity zone (14,000+)
- Complete business inspections for more than 3,000 businesses in the City and establish a regular schedule of reinspection
- Update the City's Community Risk Assessment, modeling high-risk occupancies and population groups within the City
- Process City-wide permits, development plans, and pre-fire considerations on projects
- Inspect all new construction in the City
- Convert record keeping for inspections to the new First Due Software Platform
- Implement the hazardous brush clearing program for City properties using grant funds

Emergency Management

- Update the City's Emergency Operations Plan
- Update the Safety Element of the General Plan
- Continue implementing Genasys Evacuation System for the City
- Continue training all EOC personnel to the level of Minimum Qualifications for their positions

Fire Administration

- Develop a Capital Replacement Plan for fixed and rolling Fire Department assets
- Continue tracking the implementation of EnerGov and ensuring the appropriate routing of revenue is occurring
- Develop a Fire Department onboarding and offboarding process specific to individual employee positions
- Complete the remodel projects for Stations 1, 2, and 3
- Work on planning for the Public Safety Training Facility
- Early stage planning for future Fire Station 6

POLICE DEPARTMENT:

- Oversee acquisition of the Mobile Command Center using federal funding
- Implementation of the module for the public to submit low-level police reports online, estimated to occur in approximately summer 2025, pending budget approval
- Remodel the Traffic Bureau office space, pending budget approval
- Implementation of the “Drone as First Responder (DFR)” Program
- If/when the design phase proceeds for Fire Station 6, work on concepts/needs assessment for a potential Police sub-station to be included

PUBLIC WORKS/ENGINEERING:

- Continued progress toward completion of the Keller Road at I-215 Interchange, including completion of the environmental document, the design phase, and right-of-way acquisition
- Oversee completion of the Public Works Yard improvements and relocation of staff from other off-site areas
- Implementation of the ADA Transition Plan, based on requirements of the Consent Decree
- Develop a Citywide Open Channel Annual Maintenance Program, including completion of the permitting requirements
- Complete construction of the Murrieta Hot Springs Road widening project from Margarita Road to Winchester Road
- Complete construction of the Murrieta Hot Springs Road right-turn lane to the Murrieta Plaza shopping center