



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 \* Fax - 916-354-2082

### SECURITY COMMITTEE

*(Director Linda Butler)*

Regular Meeting

February 6, 2025 at 10:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

### AGENDA

#### 1. Call to Order

#### 2. *Discussion Item* Review of Revenue Sources and Expenditure Distribution

#### 3. *Discussion Item* Review Position with RMA

#### 4. *Discussion Item* Review Security Structure

#### 5. Comments from the Public

*If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments. We will hold all comments until the Public Comment section.*

#### 6. Director and Staff Comments/Suggestions

#### 7. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or [awilder@rmcsd.com](mailto:awilder@rmcsd.com). Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on January 30, 2025, at the District Office at 12:30 p.m.

## MEMORANDUM

Date: February 6, 2025  
 To: Security Committee  
 From: Mark Matulich, Director of Finance and Administration  
 Subject: Security Report

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**OPERATIONS UPDATE:**

- There is one full-time Administrative Sergeant.
- There are 6 full-time and 8 part-time Gate Officers.
- There are 4 full-time Community Service Officers (CSO’s).
- Two new iPads are set up in patrol vehicles so CSO’s can complete additions to security log while in the field, thus keeping CSO’s visible in the community a greater part of their shift.
- Weekly security logs are posted to the District website.
- Video monitoring equipment at the gate houses has access to real time feeds from security surveillance cameras at Calero, Clementia, and over 30 cameras throughout the community.
- Policy and Procedures manual rewrite is in progress.

**Review of Revenue Sources and Expenditure Distribution:**

Security operations are divided into three categories: Administration, Gates, and Patrol. Administration primarily consists of the Administrative Sergeant who is responsible for scheduling, general day-to-day management of the department, and is the primary point of contact for the community in security related matters. Gates consists of Gate Officers, the gate houses, gate arms, bar code readers, cameras and related equipment, and ABDI software. Patrol consists of Community Service Officers, patrol vehicles, fuel costs, and ABDI software. The following table shows **approximately 93% of Security operating expenses are attributable to the community behind the gates:**

	Operating Expenses		
	Amended Budget FY 24-25	Attributable to Behind the Gates	Attributable to Behind the Gates
Security Admin	\$ 206,978	82%	\$ 169,722
Security Gates	799,168	100%	799,168
Security Patrol	449,348	87%	390,933
<b>Total Direct Security Expense</b>	<b>1,455,494</b>	<b>93%</b>	<b>1,359,823</b>
CSD Admin Overhead	250,117	93%	233,677
<b>Total Operating Expense</b>	<b>\$ 1,705,611</b>		<b>\$ 1,593,499</b>

The allocation of Patrol costs to behind the gates was based on the following information:

- 87% of patrol service calls are inside the gates.
- 90% of the residential addresses are inside the gates.
- Patrol assists with RMA compliance issues.
- Most of the territory which requires routine patrol is inside the gates.
- Community Service Officers relieve Gate Officers for breaks and cover open gate shifts as needed (e.g. when someone calls in sick or must leave on short notice).

The following table shows **approximately 84% of monthly Security service billing revenue is derived from inside the gates.**

	Active Accounts	Monthly Rate	Annual Revenue (Amended Budget)	% of Total
<i>Inside the Gates</i>				
Residential	2,412	\$32.82	\$ 949,942	
Other Residential - Developers/Undeveloped			340,868	
Other Commercial - RMCC and Open Spaces			26,231	
<b>TOTAL</b>			<b>1,317,041</b>	<b>84%</b>
<i>Outside the Gates</i>				
Residential Outside the Gates	266	\$7.92	25,281	
Commercial Outside the Gates			234,551	
<b>TOTAL</b>			<b>259,832</b>	<b>16%</b>
<b>Total Monthly Service Bill Revenue Budgeted</b>			<b>\$ 1,576,873</b>	

The following table is a comparison of Security revenue, -i.e. monthly service bills, derived from inside the gates to operating expenses attributable to inside the gates.

### Revenue vs. Expense - Inside the Gates

Monthly Billing Inside Gates	\$	1,317,041
Op Ex Inside Gates		1,593,499
<b>Surplus/(Deficit)</b>	<b>\$</b>	<b>(276,458)</b>

The following table shows a pro-rata share of the monthly residential service bill applied to the different Security service areas.

<b>Monthly Household Security Costs per Service Address Inside the Gates</b>		
\$	4.23	Security Admin
	19.91	Security Gates
	9.74	Security Patrol
<hr/>		
\$	33.89	Total Direct Security Costs (per household)
\$	5.82	CSD Admin Overhead (attributed to households)
<hr/>		
\$	39.71	monthly cost per household
<hr/>		
\$	32.82	monthly bill per household
<hr/>		
\$	(6.89)	Excess/(shortage) of monthly bill per household
<b>\$ (199,400.95)</b>		<b>Annual surplus/(shortfall) of monthly household bills</b>
	(444,156)	Pro-rata annual cost inside the gates other
	367,099	Pro-rata annual revenue inside the gates other
<hr/>		
\$	(77,057)	Pro-rata annual surplus/(shortfall) other
<hr/>		
\$	<b>(276,458)</b>	<b>Surplus/(deficit)</b>

The following table presents the analyses shown above except 55% of Security Patrol services are allocated to inside the gate rather than 87% as estimated based on the factors enumerated above.

	<b>Operating Expenses</b>		
	<b>Amended Budget FY 24-25</b>	<b>Attributable to Behind the Gates</b>	<b>Attributable to Behind the Gates</b>
Security Admin	\$ 206,978	72%	\$ 149,024
Security Gates	799,168	100%	799,168
Security Patrol	449,348	55%	247,141
Total Direct Security Expense	<hr/> 1,455,494	82%	<hr/> 1,195,334
CSD Admin Overhead	250,117	82%	205,410
<b>Total Operating Expense</b>	<hr/> <b>\$ 1,705,611</b>		<hr/> <b>\$ 1,400,744</b>

<b>Revenue vs. Expense - Inside the Gates</b>	
Monthly Billing Inside the Gates	\$ 1,317,041
Op Ex Inside the Gates	<hr/> 1,400,744
<b>Surplus/(Deficit)</b>	<b>\$ (83,703)</b>



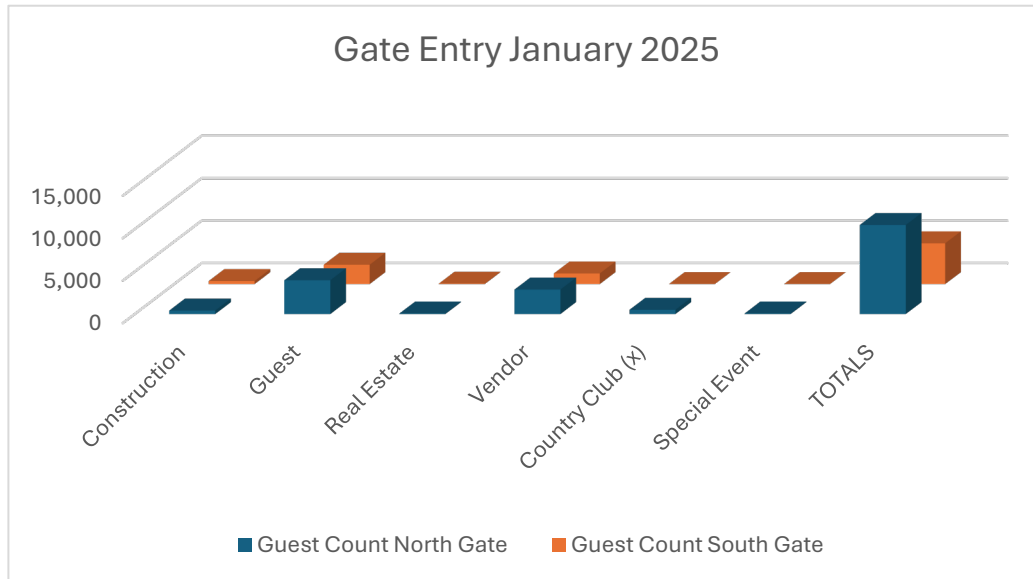
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Carrying Passengers											0	0
Motorcycle											0	0
No drivers license											0	0
Speeding											0	56
Speeding - twice speed limit											0	0
Stop signs											0	1
Bus stop signs											0	0
Use of streets											0	1
Parking:											0	
Driveway parking											0	1
Guest parking											0	1
Overnight street parking											7	4
Unauthorized Vehicle (24 hr pass)											1	0
No Parking Areas											0	0
Accumulation/dumping of debris											1	1
Boat Usage											0	0
Barbeques, open fires, bonfires											1	0
Carrying passengers/overloaded cart											0	0
Chickens											0	0
Commercial vehicle lettering											0	0
Construction overnight parking											0	0
Discharge of firearm											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Golf Cart Decals											0	0
Guest w/o resident in comm areas											1	0
Home business activities											0	0
Interference-Identification RMA/RMCSD											0	0
Noxious activities											0	1
Open garage doors											0	0
Park hours / curfew											6	0
Pets - off leash / teathered / noise											0	2
Property maintenance											0	6
Sign rules											0	0
Sports equip/trampoline/basketball											0	0
Storage of building materials											0	1
Stored vehicles											0	2
Trash containers											0	1
Unlawful Activity											0	1
Use of common areas & facilities											0	0
Use of Fireworks											0	0
Vandalism											0	0
Vehicle repair or maintenance											0	0
Working days & hours											0	0
<b>Total Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>79</b>
Citations written by RMCS D		0		0		0		0		0		17
Citations written by RMA		0		0		0		0		0		79
<b>Total Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>96</b>

## Gate Entries by Type

**01/01/2025-01/31/2025**

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	418	360	778
Guest	3,979	2,284	6,263
Real Estate	64	50	114
Vendor	2,881	1,251	4,132
Country Club (x)	503	2	505
Special Event	68	3	71
<b>TOTALS</b>	<b>10,488</b>	<b>4,806</b>	<b>15,294</b>

Prior Month Totals: 9,241 4,609 13,850

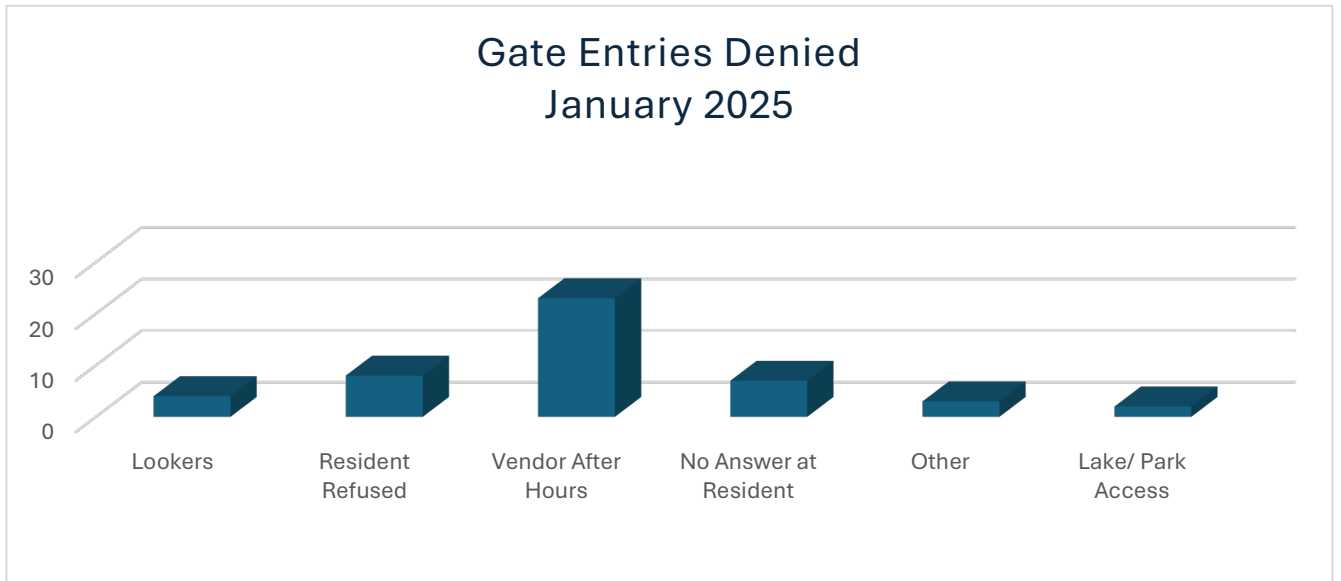


# Gate Entries Denied

January 1-31, 2025

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	4	8	23	7	3	2	47

**Prior Month Totals:**                      3                      1                      18                      6                      3                      2                      33







**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ABANDONED DISABLED VEH	3
ALARM	13
ANIMAL COMPLAINT	7
ASSAULT	1
ASSIST OTHER AGENCY	1
BURGLARY	1
CITATION	16
DISTURBANCE	5
EXTRA PATROL	71
FIRE	1
FOLLOW UP	5
GAS LEAK	1
GUN SHOTS	1
JUVENILE DELIQUENCY	9
LOST/FOUND PROPERTY	2
MEDICAL AID	1
MISCELLANEOUS	9
OPEN DOOR	1
PARKING	1
REFUSED ENTRY	47
RESIDENT COMPLAINT	10
RMA RULE VIOLATION	13
SAFETY ADVISAL	1
SPEEDING COMPLAINT	1
SUSPICIOUS ACTIVITY	2

SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	2
TRESPASSING	2
VEHICLE ACCIDENT	5
WATER LEAK	5
WELFARE CHECK	2
Total	246



## INCIDENTS OF NOTE

On Monday, January 20<sup>th</sup> after midnight at 0050 hours, RMCSO security was on routine patrol of North back area behind Lake Calero and located two vehicles after hours burning a bonfire.

The group attempted to leave the area once they observed the RMCSO patrol vehicle. RMCSO Officer used the vehicle-equipped public address system requesting the group to put out the bonfire. The group complied and attempted to extinguish the fire but was unsuccessful. The group were guests without residents present.

RMCSO security requested the Fire department for assistance with the bonfire. RM359 arrived and extinguished the bonfire. Both vehicles were escorted out of the back area, and the resident was cited for Park hours, bonfire, littering, and guest without resident.

On Monday, January 24<sup>th</sup> South gate received an animal complaint in Murieta South about a dog attacking another smaller dog.

RMCSO security contacted the smaller dog's owner who stated while she was walking her dog a large dog was loose and attacked her dog. As she picked up her dog to avoid further injury witnesses in the area assisted with subduing the aggressive dog. The large dog was ultimately returned to its owner's backyard.

The owner of the small took it to the Rancho Murieta Veterinary Clinic took where it was determined that the dog sustained a laceration and a fractured leg.

Sacramento County Animal Control arrived on scene to investigate and interview both parties of the incident. They gave specific instructions for the next action steps for the parties involved.

**Rancho Murieta CSD  
Community Service Officer ("CSO") Scheduler**

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAY 6AM - 2PM			WW	WW	WW	WW	WW
SWING 2PM - 10PM			WG	WG	WG	WG	WG
GRAVE 10PM - 6AM	VP	VP	VP PA	VP PA	VP PA	PA	PA

**Staffing and Shifts:**

**TOTAL SHIFTS = 21:** Three shifts every day: Day, Swing, and Grave. At three shifts per day and seven days per week, there are 21 shifts to fill (3 shifts/day x 7 days/wk = 21 total shifts).

**SHIFTS COVERED = 20:** With four full-time CSO's there is staffing to cover 20 shifts (4 CSO's x 5 shifts/wk = 20 shifts).

**Potential 4th Shift:** Flex Shift = 7PM - 3AM to provide double coverage at high-risk times on high-risk days.