



## Rancho Murieta Community Services District

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September 17, 2007

David C. Stiffler, General Manager  
Rancho Murieta Association  
7191 Murieta Parkway  
Rancho Murieta, CA 95683

RE: RMA Key Service

Dear Mr. Stiffler:

The Rancho Murieta Association (RMA) requested a Key Service proposal back in January 2006 and the District sent the RMA a proposal for the additional key service to be provided by the District's Security Department (attached).

The Security Department has been performing this service, as outlined in the letter, since February 2006. To date, the District has not charged RMA for this service. The proposed estimated cost was \$3,000 annually. The District will begin to bill RMA monthly beginning with the September 25 billing and will charge the RMA \$250 per month for this service. We will not back charge for any of the prior months.

If you have any questions, please call me.

Sincerely,

Les D. Tyler  
Director of Administration

cc: Edward R. Crouse, General Manager

**RANCHO MURIETA SECURITY DEPARTMENT  
MEMORANDUM**

Date: January 18, 2006  
To: Rod Hart, RMA Maintenance Manager  
From: Greg Remson, Chief  
Subject: RMA Key Service Request

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At your request I have included a proposed cost to RMA for additional key service to be provided by the CSD Security Department.

This service would include:

- Nightly, 7 days a week:
  - Locking the Stonehouse Park restrooms and Escuela Gate, the gazebo restrooms, and the Riverview Park restrooms.
- Mornings, Saturday/Sunday/RMA Holidays:
  - Unlocking the Stonehouse Park restrooms and Escuela Gate, the gazebo restrooms, and the Riverview Park restrooms.

The cost is based on the minimum of 5 minutes of time for each area to provide the key service and area check.

Nightly lockups: 365 days x 15 minutes= 5,475 minutes.

Weekend/holiday unlocks: Avg. 110 days X 15 minutes: 550 minutes.

Total time of 6,025 minutes or approximately 100 hours per year.

The billable rate for a patrol officer and vehicle is \$30 per hour, X 100 hours of service= \$3,000 per year.

The cost for the additional key service is \$3,000 per year.