

ADMINISTRATIVE REGULATION
CITY OF COSTA MESA

A. R. 2.13 (Revised)

Section 1-4

September 1, 1990

Page 1 of 2

SPECIAL EVENT CITY SERVICES: Fees and Remuneration

I. Purpose:

The purpose of this regulation is to establish the policy and procedure regarding: 1) the payment of personnel performing special event duty and 2) the establishment of fees to be collected from the party receiving the service.

II. Policy:

- A. The Director of Finance will compute the rate charged and submit it to the City Manager for approval.
- B. Coverage for all special events will require a four-hour minimum charge.
- C. Requests for more than four sworn Police Officers will require one Sergeant position and requests for more than three Sergeants will require one Lieutenant position.
- D. The following variables will be used to compute the per-officer hour fee charges to the party receiving the service:
 1. The current top, hourly pay step of positions involved at time and one half.
 2. The current applicable fringe benefit percentage rate.
 3. The current administrative and collection costs.
- E. The rates will be reviewed periodically, and if needed, will be revised by the City Manager as variables within the rate structure change.
- F. The personnel performing the requested services will receive pay at their appropriate overtime rates.

III. Procedure:

- A. All requests for special event coverage involving police personnel only must be submitted in writing on Form PD34, "Request for Police Service." These forms will be obtained from the Police Department. For all other involved departments, use Form XXXX, "Request for City Services." These forms can be obtained from the Finance Department.
- B. After the services have been rendered, the involved Department(s) shall transmit the completed written request(s) with the appropriate information to the Finance Department.
- C. The Finance Department/Revenue Division shall be responsible for invoicing and collecting the appropriate fee from the party receiving the services.

IV. Effective Date:

The effective date of this Administrative Regulation is September 1, 1990.


ALLAN L. ROEDER
CITY MANAGER

CITY OF COSTA MESA, CALIFORNIA

RATE DETERMINATION

Effective: March 1, 2010

In accordance with Administrative Regulation 2.13, the following is a list of frequently asked for hourly rates:

| Other City Positions | Straight Time ¹ | Special Event | Fire/Police Positions | Straight Time ¹ | Special Event |
|-------------------------------|----------------------------|----------------------------|--------------------------------|----------------------------|----------------------------|
| | | Overtime Rate ² | | | Overtime Rate ² |
| Animal Control Officer | \$ 74.68 | \$ 93.03 | Battalion Chief | \$ 164.80 | \$ 199.54 |
| Assistant Engineer | 91.62 | 114.54 | Fire Captain | 134.76 | 164.57 |
| Associate Engineer | 107.17 | 134.28 | Fire Engineer | 116.16 | 141.69 |
| Code Enforcement Officer | 72.99 | 90.89 | Fire Fighter | 97.99 | 119.30 |
| Combination Inspector | 78.88 | 98.36 | Fire Fighter (Paramedic) | 114.99 | 140.44 |
| Communications Officer | 70.70 | 87.97 | Police Cadet | 18.29 | 25.06 |
| Communications Supervisor | 89.69 | 112.15 | Police Corporal | 137.49 | 166.91 |
| Community Services Specialist | 66.67 | 82.75 | Police Lieutenant | 184.72 | 224.90 |
| Construction Inspector | 78.88 | 98.36 | Police Officer | 125.22 | 151.90 |
| Crime Prevention Specialist | 73.34 | 91.32 | Police Officer (Motorcycle) | 129.24 | 157.11 |
| Crime Scene Specialist | 79.15 | 98.73 | Police Officer (Reserve) | 39.83 | 54.57 |
| Custody Officer | 81.32 | 101.51 | Police Recruit | 39.08 | 53.52 |
| Equipment Mechanic II | 66.85 | 83.09 | Police Sergeant | 151.41 | 183.94 |
| Equipment Mechanic III | 71.51 | 89.00 | Police Sergeant (Motorcycle) | 156.32 | 190.30 |
| Facilities & Equip Supervisor | 99.84 | 124.97 | Police Support Svcs Reserve | 23.70 | 32.47 |
| Facilities Maintenance Tech | 65.12 | 80.89 | Sr Police Officer | 131.20 | 159.22 |
| General Aide II | 18.29 | 25.06 | Sr Police Officer (Motorcycle) | 135.43 | 164.69 |
| Lead Equipment Mechanic | 79.78 | 99.50 | | | |
| Lead Maintenance Worker | 75.38 | 93.91 | | | |
| Maintenance Assistant | 53.68 | 66.36 | | | |
| Maintenance Services Mgr | 137.07 | 170.42 | | | |
| Maintenance Supervisor | 87.27 | 109.02 | | | |
| Maintenance Worker | 58.61 | 72.63 | | | |
| Office Specialist I | 52.09 | 64.35 | | | |
| Office Specialist II | 55.64 | 68.86 | | | |
| Sr Maintenance Worker | 63.20 | 78.46 | | | |

Rates are based on FY 08-09 Memorandums of Understanding.

1. Includes annual Salary at top step, Other Compensation, benefits, Overhead and Administrative costs divided 1,800 (productive) hours/annually.

2. Includes Straight Time hourly rate, plus 1/2 of the basic rate [(annual Salary, Other Comp, Workers' Comp, and Medicare) divided by 2,080 hours. Other benefits, Overhead and Administrative costs are excluded from this portion of the calculations.]

Submitted by:



Assistant Director of Finance

Approved by:



City Manager

Date:

March 17, 2010