GENERAL

Section 3.42.010 of the Chula Vista Municipal Code states that the City Council shall adopt, by resolution, a Master Fee Schedule, indicating therein the fees for all services, administrative acts and other legally required fees, which resolution may be amended from time to time ; provided, however, such resolutions may specify therein their applicability, if any, to applications currently in the process of review.

A copy of the Master Fee Schedule shall be maintained in the office of the City Clerk and in each department of the City.

Print copies of the Master Fee Schedule may be purchased.

Fee per printed schedule $6.00

DELINQUENT PAYMENT

Unless otherwise specified by ordinance, resolution, Master Fee Schedule or invoice, a payment shall be considered delinquent or late if it is not received within thirty (30) days of billing. Delinquent payments shall be subject to the Delinquent Payment Penalty detailed in Fee Bulletin 13-100.

FEE WAIVERS

The fees set forth in the Master Fee Schedule may be waived or deferred, in whole or in part, by the Waiving Authority, as defined below:

Waiving Authority, as the term is used herein, shall mean the City Manager, or designee, if the amount of such waiver is less than or equal to the greater of (1) $7,500 or (2) 25% of the fee imposed by the Master Fee Schedule. If the amount of the waiver is greater than the greater of $7,500 or 25% off the original fee imposed by the Master Fee Schedule, the Waiving Authority, as used herein shall mean the City Council. Further, the Waiving Authority for cumulative waivers to a single applicant within a 12 month period in excess of $7,500 shall mean the City Council. For purposes of this provision, each school site shall be considered a separate applicant.

Any person requesting a reduction, waiver or deferral, or a combination thereof, of a fee herein charged shall request said adjustment in writing, addressed to the Waiving Authority, and shall set forth therein, with specificity, the reasons for requesting said abatement of all or any portion of the fees.

Prior to adjusting all or any portion of a fee established in the master fee schedule, the Waiving Authority shall make at least one of the following findings:

(1) the fee, when applied in the particular case under review, would require the applicant to pay an amount which is significantly and disproportionately larger than other fee payers given the rights of enjoyment of, or benefits of, the facility or program for which the fee is paid, or

(2) the applicant will suffer a peculiar economic hardship or other injustice from the payment of the fee which outweighs, when balanced against, the need of the City for revenue and the need for a uniform method of recovering same from those against whom it is imposed.

(3) the applicant is a nonprofit organization and the value of public service performed by the organization merits the waiver requested.

The Waiving Authority shall issue a notice of decision, including imposition of such terms and conditions on the waiver as deemed appropriate. Due consideration shall be given to terms and

conditions involving interest on amount deferred and security to assure the eventual collection.

Decisions of the City Manager, or designee, as Waiving Authority shall be subject to appeal to the City Council. Applicants wishing to make such an appeal must submit their request in writing to the City Clerk, within ten (10) business days of issuance of the City Manager's notice of decision. The appeal shall be addressed to the City Council, and shall set forth therein, with specificity, the reasons for requesting said appeal of the City Manager's decision. The City Council shall consider the appeal within 60 days of filing, or as soon thereafter as practical. Decisions of the City Council as Waiving Authority shall be deemed final.

In no instance will lost revenues resulting from a fee waiver be recouped from other fee payers. Impacts to enterprise funds will be offset using discretionary funds.

LOW INCOME HOUSEHOLDS

Eligibility for City programs or fee schedules restricted to low income households shall be based on the 80% level of median family income for the San Diego Metropolitan Statistical Area as determined annually by the federal Department of Housing and Urban Development (HUD) and detailed below:

NO. IN HOUSEHOLD	MAXIMUM ANNUAL FAMILY INCOME (Gross for Eligibility)
1	$92,700
2	$105,950
3	$119,200
4	$132,400
5	$143,000
6	$153,600
7	$164,200
8	$174,800

An additional $1,000 annual income allowed for each additional person in household in excess of eight (8).

[2025 HUD Median Income Data, effective June 1,2025]

The maximum annual family income rates are not adopted by the City Council and are provided in the Master Fee Schedule for informational purposes only. Rates listed in the Master Fee Schedule may be updated administratively based upon HUD action without Council approval.

COST RECOVERY

The Master Fee Schedule reports fees for services that are provided to our citizens and visitors. The cost of providing these services includes both direct staff costs and various support and overhead costs. Fees that do not recover the full cost of providing services result in a subsidy which shifts funds away from critical, high priority needs such as public safety initiatives and infrastructure maintenance.

In November 1982 the City Council adopted Resolution 11063 adopting a policy of full cost recovery, under which both the direct and overhead costs associated with providing public services are identified and, when possible, recovered. To facilitate this process, City staff annually develops a set of fully burdened hourly rates (FBHR), providing a convenient method for calculating the full costs of services. A discussion of the costs included in the calculation of the FBHR, as well as the current fiscal year rate for each classification in the City is detailed in Fee Bulletin 1-200.

The City's fully burdened rates serve as a basis for identifying the true cost of providing services, calculating fixed fee levels, and understanding the fiscal impacts of fee subsidies.

The City's fully burdened rates are not subject to annual Council adoption and are included in the Master Fee Schedule for informational purposes only. Rates may be updated administratively without additional Council action. Please contact the Finance Department to confirm current rates.

1. Full Cost Recovery Deposits

Significant variances in staff time required to provide certain services make application of a fixed fee schedule impracticable. In these instances, the

applicant is charged for services provided on a reimbursement basis, using the fully burdened hourly staff rates. These reimbursement based fees are designated in the Master Fee Schedule as "full cost recovery".

Initial Deposit

For each such fee, an initial deposit is required. The average initial deposit amount, or an initial deposit schedule, is provided in the Master Fee Schedule for each full cost recovery deposit based fee. In all instances, the department shall determine the appropriate deposit for each application and shall attempt to limit that deposit to a reasonable amount.

Additional Deposits

If, at any time, it appears that the deposit amount will be insufficient to cover accumulated City costs, the applicant shall deposit additional amounts as required by the Department Head.

Consultant Services

If the City determines that consultants are required to assist in the processing of any permit, the City reserves the right to retain and pay such consultants from fees collected from the applicant.

Release of Deposit

Any funds remaining on deposit at the time of the completion or withdrawal of the application shall be returned to the depositor, after accounting for expenses, including overhead, incurred to date.