

Sponsored by: Sorensen  
Postponed: January 8, 2024

**CITY OF SEWARD, ALASKA  
RESOLUTION 2023-134**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA, ADOPTING THE CALENDAR YEAR 2024 CITY OF SEWARD  
FEE SCHEDULE**

**WHEREAS**, various titles of Seward City Code state “fees shall be established by City Council”; and

**WHEREAS**, while City Code and the Utility Tariff documents include rates for the Harbor, Water, Sewer, Electric, permits, and other fees; there are fees which need to be approved by City Council annually in a fee schedule; and

**WHEREAS**, the City of Seward has determined that the proposed 2024 City of Seward Fee Schedule represents the reasonable fees to be charged for various services to the public.

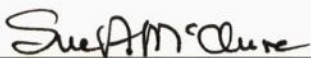
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA** that:

**Section 1.** The rates incorporated herein and attached hereto as the “City of Seward 2024 Fee Schedule” are effective January 1, 2024 until December 31, 2024.

**Section 2.** This resolution shall be effective ten (10) days upon adoption.

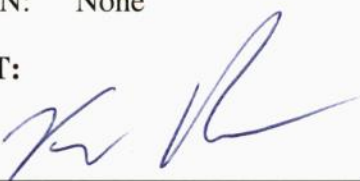
**PASSED AND APPROVED** by the City Council of the City of Seward, Alaska, this 8<sup>th</sup> day of January, 2024.

**THE CITY OF SEWARD, ALASKA**

  
\_\_\_\_\_  
Sue McClure, Mayor

AYES: Osenga, Barnwell, Crites, Calhoon, Wells, McClure  
NOES: Finch  
ABSENT: None  
ABSTAIN: None

**ATTEST:**

  
\_\_\_\_\_  
Kris Peck  
City Clerk



**City Council Agenda Statement**



**Meeting Date:** December 18, 2023  
**To:** City Council  
**From:** Kat Sorensen, City Manager  
**Subject:** Resolution 2023-134: Adopting the Calendar Year 2024 City of Seward Fee Schedule

**Background and justification:**

Seward City Code in various titles clarifies that “fees shall be set by resolution of the City Council”. These fees are necessary and appropriate in order to recoup at least a portion of the cost of delivering the various services and related supplies to the public. While many of the charges associated with electric, water, and wastewater utility costs are included in the tariff; other costs such as permits, inspections, and licenses are not. The 2024 Fee Schedule represents the costs of services not listed in City Code or the 2024 Tariff documents.

**Comprehensive and Strategic Plan Consistency Information**

This legislation is consistent with (citation listed):  
 Comprehensive Plan: 2.2.8 City Government  
 Strategic Plan: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Certification of Funds**

Total amount of funds listed in this legislation: \$ 0

This legislation (✓):

- Creates revenue in the amount of: \$ Included in projected 2024 Department Budget
- Creates expenditure in amount of: \$ \_\_\_\_\_
- Creates a savings in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): Projected revenues are included in various Department Budgets
- Not budgeted \_\_\_\_\_
- Not applicable \_\_\_\_\_

**Fund Balance Information**

Affected Fund (✓):

- |                                      |                                  |                                   |                                     |
|--------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> General     | <input type="checkbox"/> SMIC    | <input type="checkbox"/> Electric | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Boat Harbor | <input type="checkbox"/> Parking | <input type="checkbox"/> Water    | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Motor Pool  | <input type="checkbox"/> Other   | _____                             |                                     |

*Note: amounts are unaudited*

Available Fund Balance \$ \_\_\_\_\_

Finance Director Signature: *Sully Jusino*

**Attorney Review**

Yes                      Attorney Signature: \_\_\_\_\_  
 Not applicable        Comments: \_\_\_\_\_  
\_\_\_\_\_

**Administration Recommendation**

Adopt Resolution  
 Other: \_\_\_\_\_



# City of Seward 2024 Fee Schedule

## Table of Contents

<b>Animal Control</b> .....	3
<b>City Clerk’s Office</b> .....	3
<b>Community Development</b> .....	3
<b>Fire Department</b> .....	4
<b>Library</b> .....	4
<b>Parks and Recreation</b> .....	5
<b>Cemetery</b> .....	6
<b>Harbor</b> .....	6

**Scheduled Rates, Charges, And Fees**

**\*NOTE: Unless exempt, there will be an additional 7% sales tax charged on top of the fee.**

<b>Animal Shelter and Control</b>	
License Dog/Cat (altered) / year	\$ 15.00
License Dog/Cat (unaltered) / year	\$ 30.00
Adoption Cat	\$ 40.00 (+50% spay/neut)
Adoption Dog	\$ 75.00 (+50% spay/neut)
Shelter Deposit (Refundable with Proof of Spay/Neuter)	\$ 40.00
Impound Fee 1st Offense	\$ 30.00 + Daily Fee
Impound Fee 2nd Offense	\$ 60.00 + Daily Fee
Impound Fee 3rd Offense	\$ 120.00 + Daily Fee
Boarding Fee Per Day	\$ 20.00

<b>City Clerk's Office</b>	
Business License	\$ 30.00
Mobile Vendor Permit (monthly)	\$ 300.00
Mobile Vendor Permit (full season May 15 – Sept 15)	\$ 1200.00
RV Park, Mobile Home/Camper Permit (Annual Fee)	\$ 200.00
Vehicle for Hire Permits	\$ 100.00
Copies, Black and White 8.5 x 11 only (per page)	\$ 0.25
Copies, Color 8.5 x 11 only (per page)	\$ 0.50

<b>Community Development</b>	
Conditional Use Permit	\$ 350.00
Copies, 8½ x 11 & 11 x 17 B&W Per Page	\$ 0.40
Copies, 8½ x 11 & 11 x 17 Color Per Page	\$ 1.00
Employee Campground Permit (Annual Fee)	\$ 200.00
Encroachment Permit	\$ 80.00
Floodplain Permit	\$ 100.00
Land Use Amendment	\$ 300.00
Large Format Printing - 17 x 22 Per Page	\$ 15.00
Large Format Printing - 22 x 34 Per Page	\$ 20.00
Large Format Printing - 24 x 36 Per Page	\$ 25.00
Large Format Printing - 28 x 40 Per Page	\$ 30.00
Large Format Printing - 34 x 44 Per Page	\$ 45.00
Large Format Printing - 36 x 48 Per Page	\$ 65.00
Large Format Printing - Custom	\$ 100.00+Staff Time
Non-Conforming Certification	\$ 50.00
Preliminary Plat Review	\$ 200.00
Recording Fees	Set by State of Alaska
Rezoning (Zone District Change)	\$ 300.00
Short-Term Rental Permit Fee (annual fee for each separate listing)	\$ 50.00
Sign Permit	\$ 30.00
Site Plan Review	Included in Building Permit
Street Address Assignment	No Charge
Variance - Land Development Requirement	\$ 350.00
Variance - Sign	\$ 350.00
Zoning Code Appeal	\$ 350.00

<b>Fire Department</b>	
Explosive Permit – Short-Term	\$ 125.00
Explosive Permit – Long-Term	\$ 250.00
Explosive - Permanent Storage	\$ 250.00
Explosive - Fire Department Stand By (Hourly)	\$ 125.00
Fire Inspections – Short Term Rental	\$ 45.00
Fire Inspections - Alcohol/Marijuana	\$ 50.00
Fire Inspections - Hotel/Motel	\$ 120.00
First Reinspection	\$ 75.00
Second Reinspection	\$ 150.00
Third Reinspection	\$ 300.00
False Alarm - 1-3 Calls	No Charge
False Alarm - 4th Call	\$ 100.00
False Alarm - 5th Call	\$ 125.00
False Alarm - 6th Call	\$ 300.00

<b>Library</b>	
Copies, Black and White – Self (per page)	\$ 0.20
Copies, Black and White – Staff (per page)	\$ 0.25
Copies, Color 8.5 x 14 (per page)	\$ 0.50
Copies, Color 11 x 17 (per page)	\$ 1.00
Bring Your Own New Paper	Half Price
Card Stock (Limited Availability)	\$ 0.50
Fax Rates - Up To 10 Pages	\$ 2.00
Fax Rates - Up To 20 Pages	\$ 4.00
Fax to Toll Free Number	Half Price
Fax Received (per page)	\$ 0.20
Printer Rate, Recycled Paper 1st 5 Free Then \$.10 per page	\$ 0.10
Printer Rate, New Paper (per page)	\$ 0.20
Printer Rate, Bring Your Own New Paper (per page)	\$ 0.10
Scan Rate - Per File	\$ 2.00
Notary Public Rate	\$ 3.00
Passports Execution Fee	\$ 35.00
Museum Admission Summer	\$ 4.00
Historic Trail DVD	\$ 15.00
Book Sales, Paperback	\$ 0.50
Book Sales, Large Paperback	\$ 1.00
Book Sales, Hard Cover	\$ 2.00
Book Sales, Auto/Video	\$ 2.00
Book Sales, Youth	Free
Magazines	Free
Lamination, Cold Self (per page)	\$ 1.00
Lamination, Cold Staff (per page)	\$ 1.50
8 GB USB Flash Memory Drive Purchase	\$ 5.00
Room Rental - Up To 3 Hours	\$ 25.00
Room Rental - 3-5 Hours	\$ 100.00
Room Rental - Up To 10 Hours	\$ 200.00

<b>Parks and Recreation</b>	
Campground Premium RV Site - Summer Only	\$ 70.00
Campground Water/Electric Site - Summer/Winter	\$ 60.00/\$25.00
Campground RV Dry - Summer/Winter Site	\$ 45.00/\$15.00
Campground Tent Site - Summer Only	\$ 25.00
Campground Group Site Tent Site – Summer Only (4 sites)	\$ 100.00
Campground Change Fee	\$ 10.00
Campground Phone Reservation	\$ 10.00
Campground Processing Fee	\$ 5.00
Parking 0-2 hours in the North and South Lots	\$ Free
Parking after 2 hours in the North and South Lots (\$10 per 24 hours)	\$ 10.00
Parking, Daily Spring Creek	\$ 5.00
Parking, Seasonal Permits Commercial	\$ 350.00
Parking, Seasonal Permits Harbor Employees (All business in the harbor)	\$ 60.00
Parking, Seasonal Permits for Slip Holders	\$ 100.00
Parking, Seasonal Vehicle W/Trailer	\$ 200.00
Parking, Seasonal Visitor	\$ 150.00
Pavilion Branson Rental - 4 Hours	\$ 75.00
Pavilion First Lake Rental - 5 hours/Full Day	\$ 50.00/\$100.00
Pavilion Rotary Rental - 5 hours/Full Day	\$ 50.00/\$100.00
Ballfield Ryan Lewis & Citizen's Pavilion - 5 Hour	\$ 50.00
Ballfield Ryan Lewis & Citizen's Pavilion - Full Day	\$ 100.00
Ballfield Ryan Lewis & Citizen's Pavilion - Youth Program	\$ 25.00
Ballfield Ryan Lewis & Citizen's Pavilion - Non-Profit	No Charge
Ballfield John Perry Rental - 5 Hours/Full Day	\$ 50.00/\$100.00
Ballfield John Perry Rental - Youth Program	\$ 25.00
Ballfield John Perry Rental - Non-Profit	No Charge
Ballfield Little League Rental - 5 Hour/Full Day	\$ 50.00/\$100.00
Ballfield Little League Rental - Youth Program	\$ 25.00
Ballfield Little League Rental - Non-Profit	No Charge
Snow Clearing Service	Actual Cost + 25% Admin Fee

<b>Parks and Rec AVTEC Fee Schedule</b>								
<b>Gym Use</b>	<b>Daily</b>	<b>6 Punch</b>	<b>12 Punch</b>	<b>60 Punch</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Leagues</b>	<b>Programs</b>
Individuals Kids+ Seniors	\$3	\$20	\$40	N/A	N/A	\$80	Full	Full
Individuals Adults	\$5	\$20	\$40	N/A	N/A	\$180	Full	Full
Family	N/A	\$20	\$40	N/A	N/A	\$350	Full	Full
Private Businesses	\$5	\$20	\$40	\$200	N/A	\$180 pp	Full	Full
Non-Profits (up to 15 people)	\$3	\$20	\$40	\$180	\$225	\$180 pp	50%	50%
Non-Profits (up 15-30 people)	\$3	\$20	\$40	\$180	\$450	\$180 pp	50%	50%
Non-Profits (Over 30 people)	\$3	\$20	\$40	\$180	\$600	\$180 pp	50%	50%



<b>Cemetery</b>	
<b>Burial Permits</b>	
Full Size Plot (casket)	\$ 250.00
Cremains Plot	\$ 250.00
Columbaria Niche	\$ 350.00
Marker Deposit	\$ 1000.00
Site Closure Deposit	\$ 300.00
Niche Marker	\$ 200.00
<b>Burial Reservations</b>	
Full Size Plot (casket)	\$ 500.00
Cremains Plot	\$ 250.00
Columbaria Niche	\$ 350.00
<b>Harbor</b>	
Lease Amendment	\$ 130.00
Lease Assignment	\$ 80.00