



City & Borough of Sitka
Municipal Clerk's Office
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Memorandum

To: Mayor and Assemblymembers
Thru: Municipal Administrator Mark Gorman
From: Colleen Ingman, Municipal Clerk
Date: September 2, 2014
Subject: Policy Language City Seal

An incident happened recently in the state where a candidate used a city seal for campaign purposes. Current use of CBS seal is not codified. It is my advice that we codify its use similar to the State's language (listed below):

"Sec. 44.09.015. Use of seal without permission prohibited.

- (a) A person may not use or make a die or impression of the state seal for any advertising or commercial purpose, unless written permission has first been obtained from the lieutenant governor.
- (b) Violation of this section is a misdemeanor, and upon conviction is punishable by a fine of not more than \$500, or by imprisonment for not more than six months, or by both."

The attached ordinance clarifies official and prohibitive use of the city seal in detail.

Attachement

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2014-32

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA PROPOSING TO AMEND TITLE 1, ADMINISTRATION, OF THE SITKA GENERAL CODE BY ADDING SECTION 1.04.90 USE OF CITY SEAL

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

2. SEVERABILITY. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person or circumstances shall not be affected.

3. PURPOSE. The seal of the City and Borough of Sitka is maintained by the Municipal Clerk for official and appropriate purposes only. It represents the city's reputation for integrity and service to the public, so its usage must be protected. The purpose of this Section is to restrict use of the City Seal to official City business.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that:

A. Title 1, General Provisions, of the Sitka General Code is hereby amended by adding Section 1.04.90 to read as follows:

* * *

1.04.90 Use of City Seal.

A. The official seal of the City and Borough of Sitka is a symbol of authority and jurisdiction of the city. As a valuable asset of the city and its citizens, the assembly seeks to insure that it is used only for appropriate purposes.

B. The municipal clerk shall have charge of the seal of the City and Borough of Sitka and shall affix the City Seal to all certificates required by law, by this Code, or by ordinance of the city. The municipal clerk may issue written permission for ceremonial or other permitted purposes as deemed appropriate by the clerk or assembly.

C. Municipal officers, employees, members of the assembly, and members of Municipal Boards and Commissions may use stationery and printed materials with the City Seal, or facsimile thereof, while acting within the scope of their office or employment.

D. Except as provided for in this Section, no person, other than the City and Borough of Sitka, shall reproduce, use, give away, sell, or distribute any seal or facsimile thereof purporting to be or represented to be the City Seal.

E. A person may not use or make a die or impression of the City seal for any

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advertising or commercial purpose.

F. Violation of this section is a misdemeanor, and upon conviction is punishable by a fine of not more than \$500, or by imprisonment for not more than six months, or by both.

* * *

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 23rd day of September, 2014.

Mim McConnell, Mayor

ATTEST:

Colleen Ingman, MMC
Municipal Clerk