

RESOLUTION NO. 2020-28

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY
OF ST. AUGUSTINE, FLORIDA PROVIDING FOR CRITERIA
FOR EVALUATING REQUESTS TO USE THE CITY SEAL.**

WHEREAS, the municipal code at Section 2-1 requires written consent of the City Commission for the use of the City Seal for purposes other than the official business of the City; and

WHEREAS, the unauthorized use of the City Seal is a crime punishable as a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes, and

WHEREAS, the authorized use of the City Seal is intended to further the public purpose, goals, and Vision Plan of the City, and

WHEREAS, the City Commission finds that it is in the best interest of public health, safety, and general welfare that the following be adopted consistent with the requirements of Section 166.021(4), Florida Statutes.

**THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF
ST. AUGUSTINE, FLORIDA:**

Section 1 - Application. Individuals or entities wishing to use the City of St. Augustine City Seal must first submit an application in writing to the City Commission, filed at the City Manager's office.

Section 2 - Information. Each application for use of the City Seal must include the following information:

- a) The name, address, and contact information of the applicant, and whether the applicant is applying as an individual, a for-profit corporation, a not-for-profit corporation, or using a fictitious name ("doing business as").
- b) If applying as a corporation or "doing business as" a fictitious name, include a copy of the Division of Corporations form showing the registration is currently active and in good standing.
- c) A written description of the intended use of the City Seal, along with a sketch or other visual depiction of the location, size, and placement of the City Seal on the intended finished product. If the City Seal will be used with other visual elements, or other text, include a description of those items.
- d) A statement describing the number of objects intended to include the City Seal. For example, if an artist's limited print, include the number of prints.

- e) A statement describing the duration of the requested approval to use the City Seal. For example, for printing on a charity calendar for the year 2021.
- f) A narrative statement describing how the requested use of the City Seal furthers the City of St. Augustine's Vision Plan. Specifically, identify how the requested use of the City Seal will further the goals of Livability, Authenticity, Vitality, and Character of St. Augustine as a distinctive community.
- g) Identify if the requested use of the City Seal is in conjunction with a City sponsored event or other government sponsored event. If the use of the City Seal is intended for a private event, please describe the public benefit of the event, if any.

Section 3 - Completeness Review. Each application will be reviewed by the City Manager or designee for compliance with the required information. If the application is found to be complete, it will be placed on the next reasonably available City Commission regular agenda.

Section 4 - Criteria and Conditions. The City Commission will review and determine whether the complete application furthers the City's public purpose and the goals of the City's Vision Plan. The Commission may deny the use, may approve the use as requested, or may modify the use as it deems appropriate. The Commission may also place conditions on the use of the City Seal. Any violation of the terms of approval will be deemed an unauthorized use of the City Seal and punishable by law. Any request to renew a prior approval will be subject to the same review as provided herein, and no prior approval should be deemed a pre-approval of the renewal application.

Section 5 - Effective Date. This Resolution shall become effective upon passage.

ADOPTED in Regular Session of the City Commission of the City of St. Augustine, Florida, this 27th day of July, 2020.

ATTEST

Darlene Galambos

Darlene Galambos, City Clerk

(SEAL)

T. W. Upchurch

Troy Upchurch, Mayor-Commissioner

