

**RESOLUTION NO. 31-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA ADOPTING AN ADMINISTRATIVE POLICY NO. 83 "THE DISPLAY OF FLAGS AT CITY FACILITIES"**

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**WHEREAS**, the City desires to establish clear guidelines regarding the display of flags at City facilities; and

**WHEREAS**, the City also desires to establish a uniform policy to govern the flying of the National, State and City flags on City-owned properties at half-staff; and

**WHEREAS**, the City wishes to establish a policy regarding the Ceremonial Pride Flag, which will be flown during the month of June at City Hall and on the City's flagpole on Beach Boulevard; and

**WHEREAS**, the City's flagpole areas are not intended to be a forum for free expression by the public; and

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Pacifica hereby adopts Administrative Policy No. 83 in Attachment 1, which is attached hereto and incorporated herein by this reference.

. . . . .

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on the 24<sup>th</sup> day of May 2021, by the following vote:

**AYES**, Councilmembers: Beckmeyer, Bier, Bigstyc, O'Neill, Vaterlaus.

**NOES**, Councilmembers: n/a.

**ABSENT**, Councilmembers: n/a.

**ABSTAIN**, Councilmembers: n/a.

  
\_\_\_\_\_  
Sue Beckmeyer, Mayor

ATTEST:


  
\_\_\_\_\_  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michelle Kenyon, City Attorney

# ATTACHMENT 1

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|  <p style="text-align: center;"><b>CITY OF PACIFICA</b><br/>ADMINISTRATIVE POLICY</p> | <p>No.<br/><br/>83</p>            |
| <p style="text-align: center;">DISPLAY OF FLAGS AT CITY FACILITIES</p>   | <p>DATE ISSUED:<br/>5/24/2021</p> |

PURPOSE:

The purpose of this policy is to standardize the manner in which the national, State, City and Ceremonial flags, as identified herein, are to be displayed at certain City of Pacifica facilities. The City's flagpoles are not intended to serve as a forum for free expression by the public.

Nothing set forth in this policy is intended to prohibit or curtail individuals from displaying a flag on private property under his or her control or to wear or carry a flag.

POLICY:

1. Outdoor Display

The United States, State ("Bear"), City and Ceremonial flags may be flown from separate staffs or may be flown from the same flag staff as follows:

- a. When two or more flags are flown from the same staff, the flag of the United States should always be at the peak of the staff.
- b. When three flags are flown on the same staff, the United States flag shall be on top followed by the Bear Flag of the State of California followed by City and Ceremonial flags.
- c. When three or more flags are grouped and displayed from separate staffs, the flag of the United States should be at the center and at the highest point. The Bear Flag of the State of California is accorded the next place of honor on the viewer's left as they face the building (refer to 1(a) above).
- d. Flags should be displayed between 8:00 a.m. and 5:00 p.m. Illuminated flags may be displayed 24 hours a day. Flags should not be flown in inclement weather.

2. Indoor Display

a. City Council Chambers

The United States flag should be displayed on a staff in the position of honor on the right side of the City Council. Any City or Ceremonial flags should stand on the left side of the City Council. All flags should be on the same riser.

b. Auditoriums, Meeting Halls

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he/she faces the audience. Any other flag so displayed should be placed on the left of the speaker or to the right of the audience.

3. Flying Flags at Half Staff

- a. "Half-staff" is a style of flag display where a flag is flown approximately one-half the distance between the top and bottom of the staff.
- b. All flags displayed on City-owned property pursuant to this policy will be flown at half-staff on the following occasions:
  - i. By required order through proclamation by the President of the United States
  - ii. By required order through proclamation by the Governor of California
  - iii. Memorial Day, last Monday in the month of May from sunrise to noon

4. Ceremonial Flags

Ceremonial flags, as identified below, will be flown at City Hall and on the Beach Boulevard Promenade only for the time period specified. The City's flagpoles are not intended to serve as a forum for free expression by the public.

The following Ceremonial flags may be displayed by the City as an expression of the City's official sentiments:

Pride Flag

- The Ceremonial Pride flag may be displayed below the United States, Bear flag and City flag annually during the month of June.

5. Care of All Flags

Flags are to be dry-cleaned or replaced when they have been soiled. Flags that are torn are not to

be flown but are to be burned, if made from a material that is safe to burn. Otherwise, the flag will be donated to a VFW, American Legion or other appropriate flag retirement donation center.

6. Responsibility

The Department of Public Works is responsible for bringing the flag displays at certain City facilities (City Hall, Sharp Park Library, the Beach Boulevard Promenade) into compliance with this policy. On weekends and holidays, Public Works shall be responsible for bringing the flag displays at those City facilities into compliance with this policy.

The Park, Beaches and Recreation Department is responsible for bringing flag displays at the Community Center into compliance with this policy.

The Fire Department is responsible for bringing the flag displays at the Fire Stations on City property into compliance with this policy.

The Police Department is responsible for bringing the flag displays at the Police Station into compliance with this policy.