



CITY OF HUNTINGTON BEACH

Memorandum

TO: Mayor and City Council Members

FROM: City Manager's Office

DATE: October 14, 2022

SUBJECT: **Correction to October 18, 2022 City Council Meeting Agenda Item 22-829 (Citywide Flag Policy and Authorization of Commemorative Flags)**

Staff has made a correction in the Request for Council Action (RCA) report under Agenda Item 22-829. In the RCA, City Council is requested to consider a Commemorative Flag policy that lays out the process of selecting Commemorative Flags for display at City-owned flagpoles; Commemorative Flags are defined as an expression of the City's official stance on certain matters.

As the City's official representatives, only the City Council would be authorized to select Commemorative Flags (by vote during a City Council meeting). However, the first sentence in this paragraph in the RCA incorrectly implies that Flags could also be chosen based solely on requests from the public. To avoid further confusion, staff has removed that sentence (see below):

~~If the City Council chooses to fly certain flags upon request of the public, it is important that the requests are reviewed uniformly. The City Council may authorize the flying of Commemorative flags as an expression of the City's official stance on an issue of importance to the Huntington Beach community. As such, AR 705 Section 5, Commemorative Flags, when adopted by City Council via the City Council Manual, would provide direction to implement flying of a Commemorative flag.~~

The complete, revised RCA report is attached. Please note that public comment is always welcome and encouraged by the City Council.

Attachment:

1. Revised Report for October 18, 2022 City Council Meeting [Agenda Item 22-829](#)

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Al Zelinka, City Manager

VIA: Travis K. Hopkins, Assistant City Manager

PREPARED BY: Shannon Levin, Council Policy Analyst

Subject:

..title

Citywide Flag Policy and Authorization of Commemorative Flags

..body

Statement of Issue:

Flags play an important role in communicating the City's official sentiments on prominent matters in Huntington Beach. As such Administrative Regulation 705 establishes guidelines to fly the City's Standard and Commemorative flags at City-owned facilities.

Financial Impact:

Not applicable

Recommended Action:

..recommendation

A) Approve *Commemorative Flags* section and adopt into Huntington Beach City Council manual; and,

B) Receive and file Administrative Regulation 705: Citywide Flag Policy.

..end

Alternative Action(s):

Do not approve one or more of the recommended actions, and direct staff accordingly.

Analysis:

Government and Commemorative flags are commonly flown over Huntington Beach facilities. To promote consistency concerning the flying of flags, guidelines have been drafted via Administrative Regulation (AR) 705 and City Council Manual.

By authority of the powers granted to the City Manager under Section 401 of the City Charter, the Administrative Regulation, authorized by the City Manager, provide guidance on the City's standard operating procedures for administrative functions.

The AR 705 covers the flying of Standard flags on City-owned flagpoles. Standard flags include the United States, State of California, City of Huntington Beach, and Prisoners of War/Missing in Action (POW/MIA) flags.

~~If the City Council chooses to fly certain flags upon request of the public, it is important that the requests are reviewed uniformly.~~ The City Council may authorize the flying of Commemorative flags as an expression of the City's official stance on an issue of importance to the Huntington

Beach community. As such, AR 705 Section 5, *Commemorative Flags*, when adopted by City Council via the City Council Manual, would provide direction to implement flying of a Commemorative flag.

The AR 705, with the authorization of the Commemorative Flag section, will allow the City Manager to exercise proper flag display at City-owned flagpoles throughout the City. Certain days of observation, such as Memorial Day, observe special flag etiquette which is described for staff to properly execute. Additionally, AR 705 calls out for sufficient inventory of flags and lighting of City-owned flagpoles in order to fly flags 24 hours a day at certain locations.

Environmental Status:

Not applicable

Strategic Plan Goal:

Non Applicable - Administrative Item

Attachment(s):

1. Administrative Regulation 705: Citywide Flag Policy
2. Flag Policy PowerPoint Presentation