



Date: November 15, 2016
To: Patrick H. West, City Manager *T.H.W.*
From: *C.A.B.* Craig A. Beck, Director of Public Works
For: Mayor and Members of the City Council
Subject: **Civic Center Flags**

On August 2, 2016, the City Council approved an action, *"To request the City Manager to conduct a study regarding the flags at the Civic Center, and that the LGBTQ Pride flag fly until the study is complete."* Following Council adoption, the Pride flag was raised at a ceremony on August 9, 2016.

As stated in Administration Regulations AR8-18 (Exhibit A), the United States (U.S.) flag and California State flag must be flown daily from sunrise to sunset, except in inclement weather. The U.S. flag is to be flown in the first position of honor, on the western most flagpole, with the Missing in Action flag flown on the same flagpole. The California state flag is to be flown in the second position of honor, immediately next to the U.S. flag. All other flags on display at the Civic Center must be governmentally recognized flags and flown on remaining, separate flagpoles, unless otherwise specified by the City Council. Flags not governmentally recognized may only be flown following City Council approval.

Staff has compiled a review of the flags that were previously flown in the Civic Center Centennial Plaza (images and descriptions attached as Exhibit B). There was a total of 11 flagpoles, where 14 flags were raised in the morning and taken down in the late afternoon when City Hall is open. These flags primarily represent various National, State and City interests, with a number of them focusing on the United States Revolutionary war.

The closure of Centennial Plaza and Lincoln Park has resulted in the removal of all 11 flagpoles. While the City is not able to fully replace the current number of flagpoles, three temporary poles have been erected near the Ocean Boulevard entrance to City Hall. Staff is recommending the following flags are flown on the temporary poles (Exhibit C):

- Pole 1: American flag and Prisoner of War flag
- Pole 2: California State flag and County of Los Angeles flag
- Pole 3: City of Long Beach flag and a second special flag to be rotated each month

The Pride flag is currently being flown in the rotating flag position and has been on display since August 9, 2016. Staff plans to replace the Pride flag with the Port flag on December 1, 2016. After that, various flags will be rotated to temporarily occupy the special flag position. The rotation will include the following flags: Pride, Port, Purple Heart, Gold Star Mothers and Beach.

The design team for the new Civic Center complex has identified an area to place five flagpoles at the corner of Ocean Boulevard and Magnolia Avenue (Exhibit D). The area is intended to accommodate the needs of both the City and Port. Staff has discussed the flag display with Port staff and recommends the following display (Exhibit E):

- Pole 1: American flag and Prisoner of War flag
- Pole 2: California State flag and County of Los Angeles flag
- Pole 3: City of Long Beach flag and special rotating flag
- Pole 4: Port Logo flag and Green Port flag
- Pole 5: Port E flag and/or Port special event/guest dignitary flag (flag would be of a country, state of company from which the dignitary came from).

Next Steps

The City Manager will update the Administrative Regulation to reflect the aforementioned changes. At any time, the City Council can give additional direction on the City's flag policy at a City Council meeting based on this study or other factors, or requests for specific flags.

If you have any questions regarding this matter, please call Craig Beck, Director of Public Works, at (562) 570-6771.

CB:JC

ATTACHMENTS: EXHIBIT A – ADMINISTRATIVE REGULATIONS – AR8-18
EXHIBIT B – CURRENT FLAG IMAGES & DESCRIPTIONS
EXHIBIT C – INTERIM FLAG IMAGES
EXHIBIT D – NEW CIVIC CENTER FLAG LOCATION
EXHIBIT E – NEW CIVIC CENTER FLAG IMAGES

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
ARTURO SANCHEZ, DEPUTY CITY MANAGER
REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER
DEPARTMENT HEADS



Administrative Regulations

Number AR8-18
Issue 2

Subject: DISPLAY OF NATIONAL AND STATE FLAGS

I. Purpose

The purpose of this administrative regulation is to set forth a City-wide policy relative to the display of National and State flags.

II. Scope

This regulation shall be applicable to all City departments and offices directly responsible to the City Manager. However, in the interest of uniformity, effectiveness and completeness, it is requested that elective offices and other independent offices and departments also comply with this procedure.

III. Amendment

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. Policy

The City's policy relative to the display of National and State flags at City facilities shall be in accordance with United States Code (U.S.C.A.), Title 36, Chapter 10 and California Government Code, Sections 430 - 439.

A. Display

The United States (U.S.) flag and the State of California flag shall be flown daily at all City operated facilities. It is universal custom to fly flags only from sunrise to sunset. They should not be flown on days when weather is inclement, except when an all-weather flag is used.

The U.S. flag and the State flag shall be of the same size. When using separate flagpoles for the U.S. and State flags, the flagpoles shall be of equal length. When hung from the same pole, the U.S. flag shall be flown above the State flag; and the State flag shall be hung in such a manner as not to interfere with any part of the U.S. flag. When displaying various flags, the

U.S. flag shall be placed in the position of first honor at all times and the State flag shall be placed in the position of second honor.

1. Display of Flags in the Civic Center Plaza

The City of Long Beach's policy is to fly only governmentally recognized flags in the Civic Center Plaza. The U.S. flag shall be flown in the first position of honor. This position is the western most flagpole of the 11 permanent flagpoles in the Plaza.

The State of California flag shall be flown on a separate flagpole in the second position of honor. This position is immediately next to the U.S. flag.

The National League of Families Prisoner of War / Missing in Action flag shall be flown on the same flagpole as the U.S. flag. It shall be flown below the U.S. flag.

Any other flag approved for the Civic Center Plaza shall be flown on a separate flagpole unless otherwise specified by the City Council. If necessary, the City Council will provide direction on which existing flag shall be replaced by a new flag.

Only upon approval by the City Council may flags not recognized by federal, state, and other local governments be flown in the Plaza.

2. Display of Flags in the City Council Chamber

The U.S. flag shall be displayed in the first position of honor. This position is on the Mayor and City Council's right as they face the audience.

The State flag shall be displayed in the second position of honor. This position is on the Mayor and City Council's immediate left as they face the audience.

Any other flag approved by the City Council for the Council Chamber shall be displayed to the left of the State flag (to the Mayor and City Council's far left as they face the audience).

3. Display of Flags in the City Council Chamber Lobby

The U.S. flag shall be displayed in the first position of honor. This position is on the left side of the lobby upon entrance. No flag shall be placed to the left of the U.S. flag (as one faces the flag).

The State flag shall be displayed in the second position of honor. This position is on the right side of the lobby upon entrance.

Any other flag approved by the City Council for the Chamber lobby shall be displayed to the right of the State flag (as one faces the flags).

B. Display of Flags at Half Staff

The flags shall be flown at half staff for a period to be prescribed under the following circumstances:

1. On the death of the following individuals:
 - a. President, ex-President, or President elect
 - b. Vice President, Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives
 - c. Other designated federal officials.
2. At the direction of the President.
3. At the direction of the Governor.
4. On Memorial Day from sunrise to noon.
5. In those instances when employees of the City of Long Beach have been killed in the line of duty or have died as a direct result of injuries incurred while in the performance of official duties.
6. On other occasions at the direction of the City Council or City Manager.

C. Honoring the Flag

The flag should be hoisted briskly and lowered ceremoniously. When flown at half staff, the flag should be first hoisted to the peak for an instant and then lowered to half staff position. The flag should be again raised to the peak before it is lowered for the day.

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present, except those in uniform, should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove the headdress with their right hand and hold it at the left shoulder, the hand being over the heart.

During rendition of the national anthem when the flag is displayed, all present, except those in uniform, should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act the same manner they would if the flag were displayed there.

The Pledge of Allegiance to the Flag should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it over the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

D. Police and Fire Departments

Because of the paramilitary nature of their operations, the Police and Fire Departments may issue detailed departmental regulations concerning displaying and honoring the flag. However, they shall comply with this AR, U.S.C.A. Title 36, Chapter 10, and California Government Code Sections 430 – 439.

Exhibit B
Civic Center Flag Images and Descriptions

Pole 1: American Flag & Prisoner of War Flag (POW/MIA)



American Flag: The national flag of the United States of America. The American flag has been modified 26 times since its adoption in 1777. The current version was adopted in 1960.



POW/MIA: An American flag designed as a symbol of citizen concern about U.S. Military personnel taken as prisoners of war or listed as missing in action.

Pole 2: California State Flag



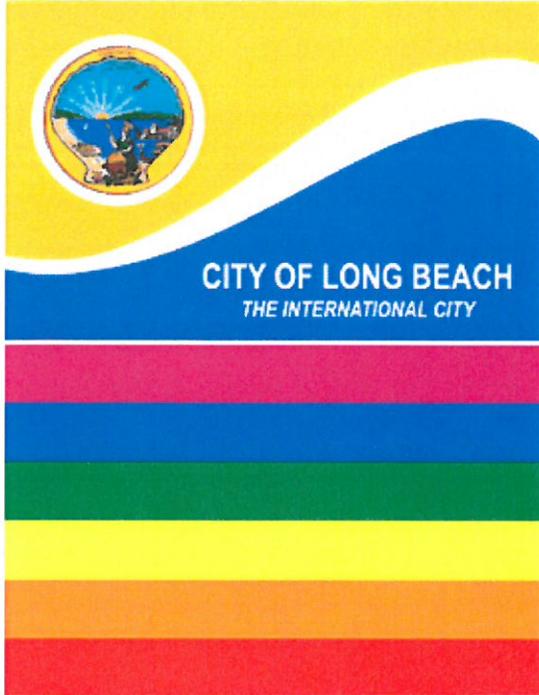
California State Flag (or Bear Flag): The official flag of the state of California. The flag was first flown during the 1846 Bear Flag Revolt. The flag was adopted by California State Legislature and signed into law in 1911 as the official state flag.

Pole 3: County of Los Angeles Flag



County of Los Angeles: The official flag of the County of Los Angeles. The flag was adopted in 1967 and first flown in the County Courthouse in 1968. The blue signifies clear skies, the green border is to keep Los Angeles beautiful and the gold lettering stands for land of opportunity.

Pole 4: City of Long Beach & Pride Rainbow Flag



Long Beach Flag: The official flag of the City of Long Beach.

Pride: The rainbow flag, commonly known as the gay pride flag and LGBTQ pride flag, is a symbol of lesbian, gay, bisexual, and transgender (LGBTQ) pride and LGBTQ social movements.

Pole 5: Port of Long Beach Flag

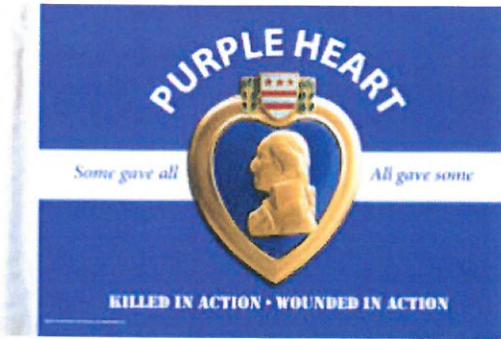


Port of Long Beach E-Flag: The official flag of the Port of Long Beach.

Pole 6: Pine Tree Flag and Purple Heart Flag

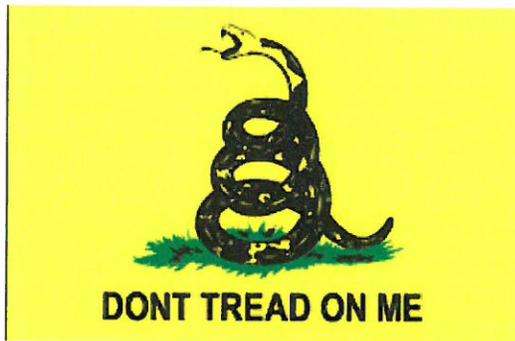


Pine Tree: Adopted as Massachusetts Navy flag in 1776. The flag was used so other American ships could recognize one another.



Purple Heart: A United States military decoration awarded in the name of the President to those who have been wounded or killed while serving with the U.S.

Pole 7: Gadsden Flag



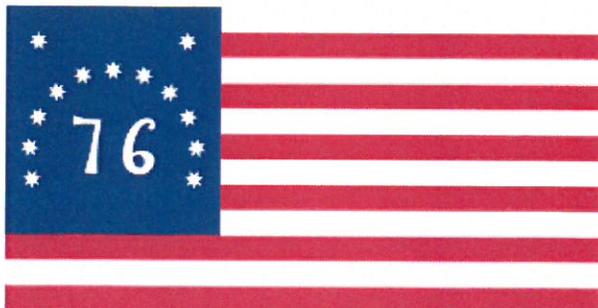
Gadsden Flag: Named after American general and statesman Christopher Gadsden (1724–1805), who designed it in 1775 during the American Revolution. It was used by the Continental Marines as an early motto flag. Contemporary uses of the Gadsden flag include political movements such as right-wing libertarianism and the American Tea Party.

Pole 8: Continental Flag (Bunker Hill Flag)



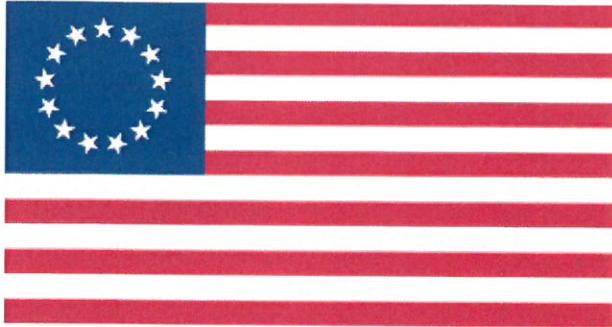
Continental Flag (or Bunker Hill Flag): Was flown by colonists at the Battle of Bunker Hill during the Revolution. The flag is a combination of the British red and New England pine tree.

Pole 9: Bennington Flag



Bennington Flag: A version of the American flag associated with the American Revolution Battle of Bennington, from which it derives its name.

Pole 10: Betsy Ross Flag



Betsy Ross Flag: An early design of the flag of the United States. The first documented usage of this flag was in 1792. The flag features 13 stars to represent the original 13 colonies with the stars arranged in a circle.

Pole 11: Bi-Centennial Flag

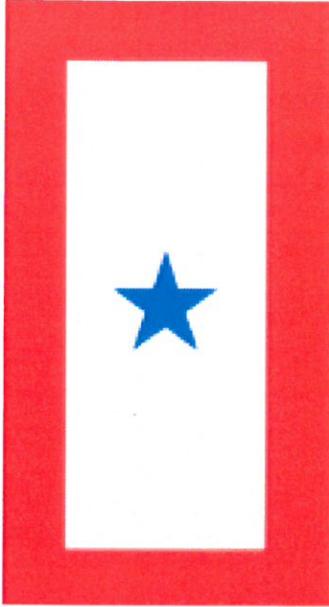


Bi-Centennial Flag: Pays tribute to historical events leading up to the creation of the United States of America as an independent republic. Celebrates the 200th anniversary of the adoption of the Declaration of Independence.

Additional/Rotating Flags:



Gold Star Mothers Flag: Pays tribute to the American mothers who lost sons and daughters in combat in the United States Armed Forces.



Blue Star Mothers Flag: Flag contains a blue star for each family member serving in the United States Armed Forces and is displayed during any period of war or hostilities in which the United States Armed Forces is engaged.



Beach Flag: Flag representing California State University Long Beach.



Port Logo Flag: Flag representing the Port of Long Beach.



Green Port Flag: Flag representing the environmental achievements of the Port of Long Beach.

Exhibit C
Interim Civic Center Flags

Pole 1: American Flag & Prisoner of War Flag (POW/MIA)



Pole 2: California State Flag



Pole 3: City of Long Beach & "Rotating" (Special Event) Flag

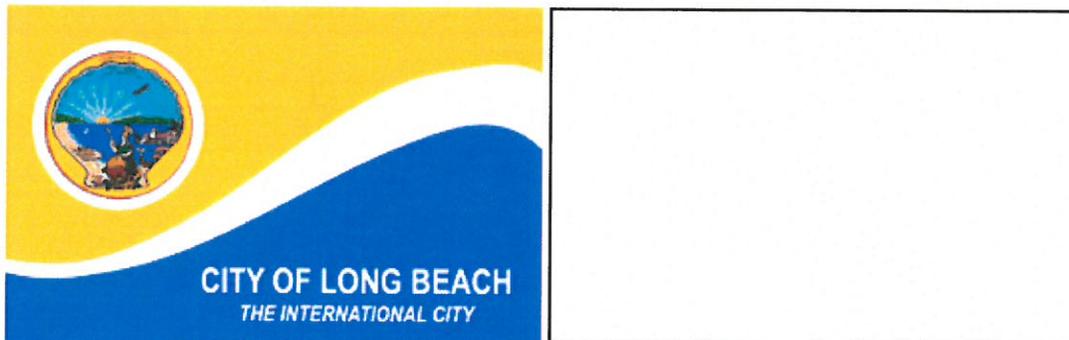


Exhibit D
New Civic Center Flag Location

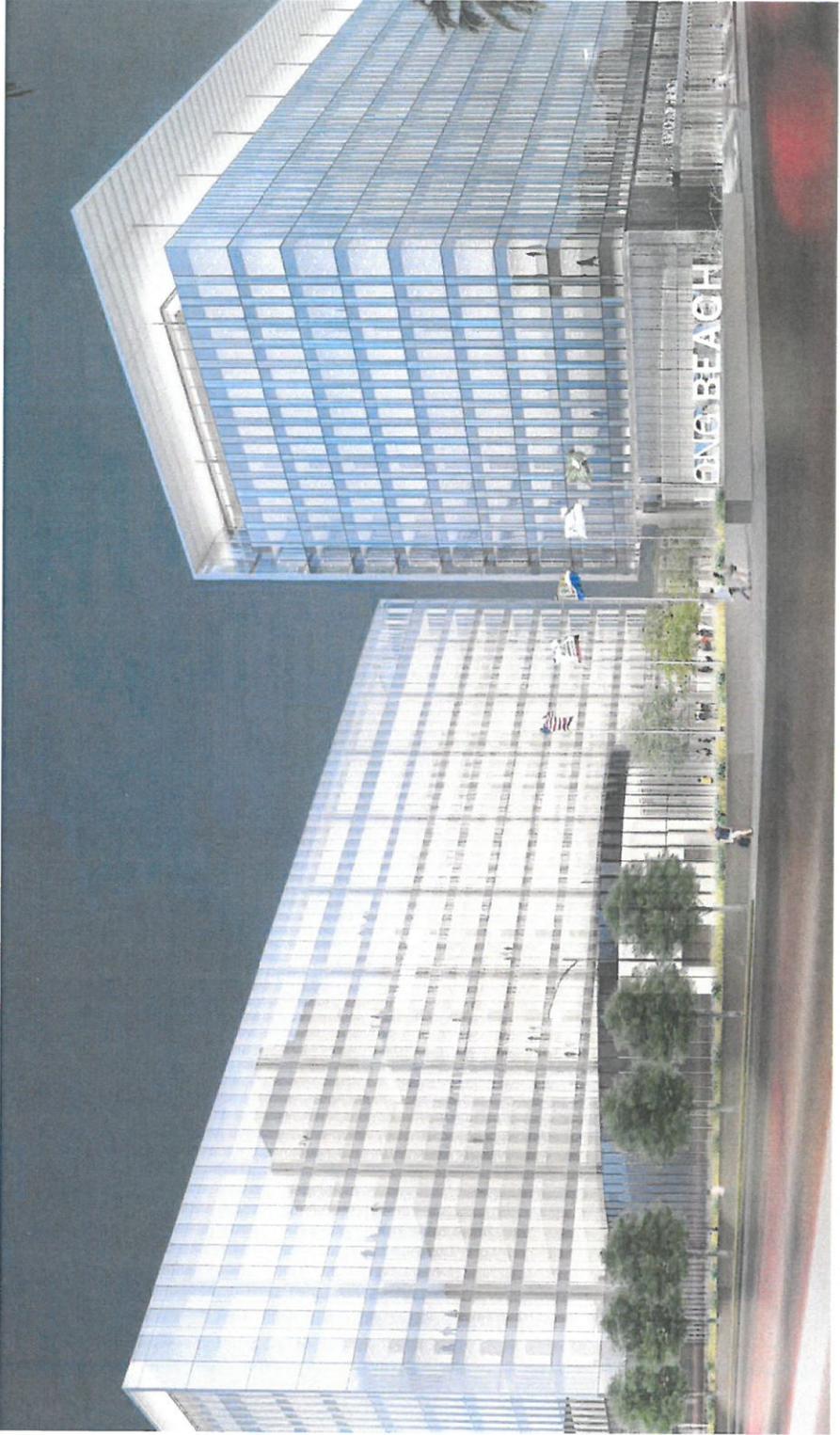
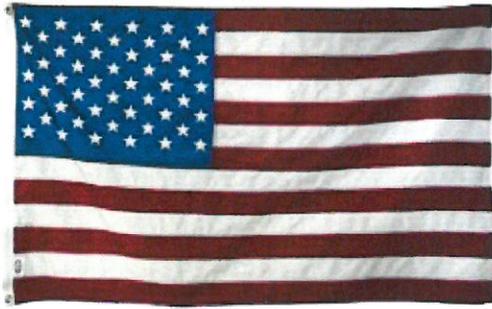


Exhibit E
New Civic Center Flags

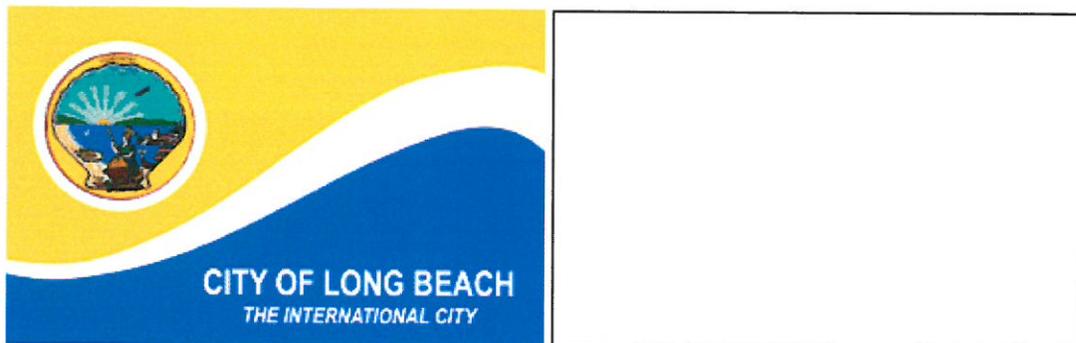
Pole 1: American Flag & Prisoner of War Flag (POW/MIA)



Pole 2: California State Flag & County of Los Angeles Flag



Pole 3: City of Long Beach & "Rotating" (Special Event) Flag



Pole 4: Port Logo Flag & Green Port Flag



Pole 5: Port E-Flag & Port Special Event/Dignitary Flag

