


Date: December 28, 2023

To: Mayor and Members of the City Council

From: Thomas B. Modica, City Manager 

Subject: **Revisions to Administrative Regulations 8-18: Display of National, State, and Other Flags and 16-2: Commemorative Light Programming of City-Owned or Operated Buildings and Assets**

The purpose of Administrative Regulation 8-18 (AR 8-18) is to set forth City policy relative to the display of National, State, and other flags, and Administrative Regulation 16-2 (AR 16-2) establishes City-wide policy for the lighting of City-owned and operated infrastructure and assets.

Consistent with the directive issued by the City Council on [June 6, 2023](#), the following updates have been made:

- Attachment “A” of AR 8-18 (attached) has been updated to replace the Pride Flag with the Progress Pride Flag.
- AR 16-2 (attached) has been amended to include lighting of City assets in recognition of Harvey Milk Day and LGBTQ+ Pride Month.
- General updates to AR 8-18 have also been completed, including an update to the Port of Long Beach Flag displayed in Attachment “A” to its new design and the removal of the section on temporary flagpoles following the completion of Civic Center construction.

Per Administrative Regulation 1-1: Issuance and Revision Instruction for Administrative Regulations, the City Attorney and City Auditor have reviewed and approved the proposed AR 8-18 and 16-2 revisions.

Next Steps

Electronic notice of the revised ARs will be sent to all City departments, and the ARs will be posted on the Citywide intranet and the City’s website.

If you have any questions, please contact Tyler Curley, Deputy City Manager, at (562) 570-6979 or tyler.curley@longbeach.gov.

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DEPARTMENT HEADS



Administrative Regulations

AR 8-18

Subject: Display of National, State, and Other Flags

I. Purpose

The purpose of this Administrative Regulation is to set forth a City-wide policy relative to the display of National, State and other 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, State and other 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 a 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 Civic Center complex includes five flagpoles at the corner of Ocean Boulevard and Magnolia Avenue. The area is intended to accommodate the needs of both the City and Port. The following flags will be flown on the permanent flagpoles:

- 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.

b. Special Flags

There are a number of flags that fall into the category of “Special Flags” representing different interests the City wishes to acknowledge. Special Flags will be rotated each month, flying on the first business day after on the beginning of the month and replaced the first business day of the following month. The City Manager has the discretion to change the order of the Special Flag schedule. The City Manager has the discretion to fly an appropriate flag not listed on the Special Flags list for a single day, if a public purpose is served by flying the flag. Attachment A provides a list of all approved Special Flags, additions or deletions to the Special Flag list must be approved by City Council.

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 by the City Manager 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.

APPROVED:



CITY MANAGER

12-28-2023

DATE

Attachment A
Civic Center Special/Rotating Flag Images and Descriptions



Progress Pride: A symbol of lesbian, gay, bisexual, and transgender (LGBTQ+) pride and social movements. The five-colored chevron places an emphasis on inclusion and progression and represents communities of color and the transgender pride flag.



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.



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



Administrative Regulations

AR 16-2

Subject: Commemorative Light Programming of City-Owned or Operated Buildings and Assets

I. Purpose

The City of Long Beach (City) owns or operates several locations where buildings or structures have display lighting program capacity. The purpose of this administrative regulation is to set forth a City-wide policy regarding display lighting of City-owned and operated infrastructure and assets.

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 elected and other independent offices and departments also comply with this procedure as it may apply to them.

III. Amendment

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

IV. Policy

In determining the light programming for City-owned or operated buildings, facilities, and assets, the City Manager will consider the following policy guidelines:

- Promotes a State or Federal holiday or day (or period) of remembrance.
- Local organization request received with intention to educate or enlighten the public about a significant cause.
- Intended to draw public attention to an activity or event sponsored or supported by the City of Long Beach.

- Promotes an event scheduled at a City-owned or operated building, facility, or asset as approved by Special Events and Filming.
- Recognizes a significant milestone of a local and community-based organization or effort.
- Recognizes a hometown sports team or secondary educational institution.
- Supports a national or international movement or major event.

In addition to these guidelines, City Manager will also evaluate an event, cause, or request to ensure alignment with existing City Council priorities or policies to the best of their ability.

The City Manager shall provide approval to the applicable department which will coordinate the implementation of the light programming.

The City observes the following standard scheduling. Some of these events have dates that change from year to year. The list below includes the month and event. Each year, City staff shall ensure an updated schedule including dates is disseminated to the appropriate team(s) programming each respective facility and asset.

Month	Lighting Occasion	Colors Displayed
February	Black History Month	Red/Green
February	President's Day	Red/White/Blue
March	International Women's Day	Purple
March	St. Patrick's Day	Green
April	World Autism Awareness Day	Blue
April	1st Day of Passover	Blue/White
April	Easter	Purple
April	Earth Day	Green
April	1st Day of Khmer New Year (Chol Chhnam Thmei)	Blue/Red
May	Asian American/Pacific Islander Heritage	Blue/Orange, or Red/Yellow
May	Memorial Day	Red/White/Blue
May	Harvey Milk Day	Rainbow colors
June	LGBTQ+ Pride Month	Rainbow colors
July	4th of July	Red/White/Blue
September	Labor Day	Red/White/Blue
September	1st Day of Rosh Hashanah	Blue/White
September/October	Hispanic Heritage Month	Red/Yellow/Green/Blue
October	Halloween	Orange/Black

October	Breast Cancer Awareness Month Domestic Violence Awareness Month	Pink/Purple
November	Veterans Day	Yellow, or Red/White/Blue
November	Native American Heritage Month	Red/White/Black/Yellow
November	Thanksgiving	Brown/Burgundy/Orange
December	1st Night of Hanukah	Blue/White
December	1st Night of Kwanzaa	Red/Black/Green
December	Holiday Season	Red/Green
December	World AIDS Day	Red
December/January	New Year's Eve and Day	Pre-programmed color
Varies Annually	Long Beach Pride Event	Rainbow colors

The City Manager may elect to decline any requests for light programming due to various reasons including environmental concerns, misalignment with City values or City Council priorities or policies, staff or timing constraints, facility or asset operational challenges, or burden on resources to change or program lighting. On days or occasions not specifically identified in the table above, the Harbor Department shall have sole authority to light the Long Beach International Gateway Bridge with colors at its discretion and in accordance with its own policies and procedures.

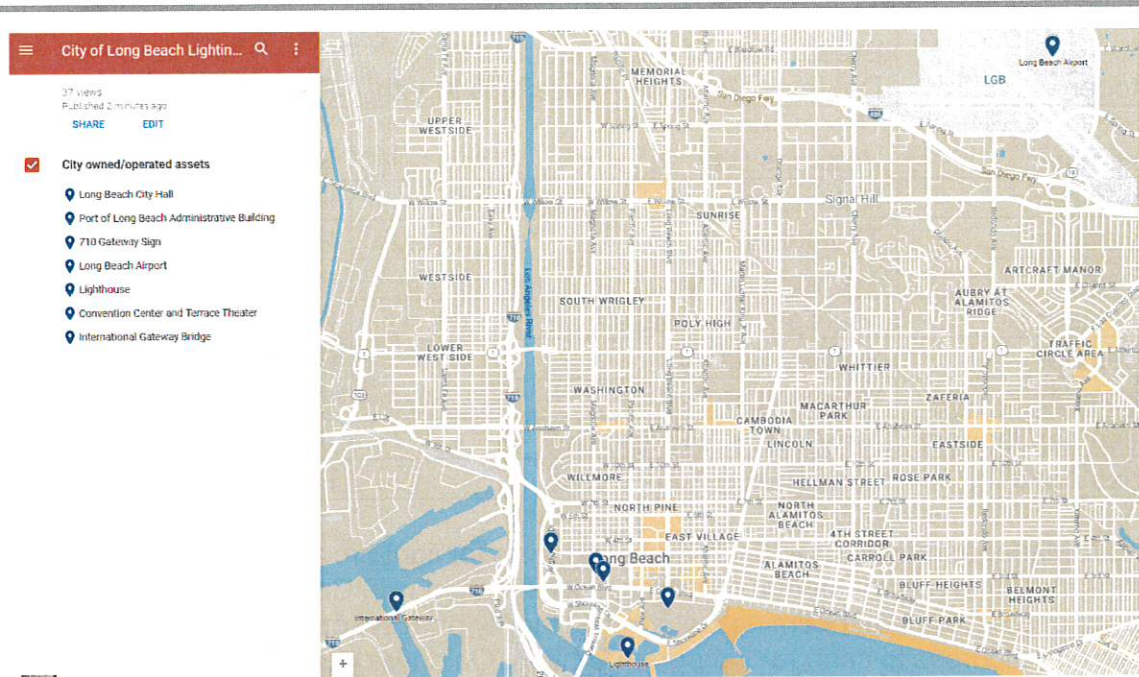
V. Process

Lighting requests should be submitted to CityManager@longbeach.gov where they will be routed for internal review, and City Manager approval or denial. All requests that are not already listed in the standard schedule should be made at minimum, two weeks prior to start of requested light programming. The City may not be able to accommodate programming requests made within less than two weeks of the start of a lighting request due to coordination challenges across the various lighting facility and asset. Lighting requests for days or occasions not identified in the table above that pertain to the Long Beach International Gateway Bridge shall be submitted to the Harbor Department's Communications and Community Relations main line at (562) 283-7700.

V. Appendices

A. Lighting asset map

(<https://www.google.com/maps/d/viewer?mid=1JkW0VNGJypuseWOOHv4S1B5I2i7KSD9Q&usp=sharing>)



B. Facilities and structures available for light programming:

- a. City Hall and Port Administration Building
- b. Airport
- c. 710 Gateway Sign
- d. International Gateway Bridge
- e. Lighthouse and Rainbow Harbor
- f. Convention Center and Terrace Theater

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