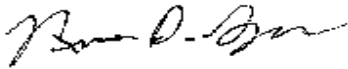


# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Richard Spitler  
**PREPARED BY:** Lynn Goldberg, Planning & Building Director  
**DATE:** April 1, 2014  
**SUBJECT:** Flag Display Policies

APPROVAL FOR FORWARDING:



Richard Spitler, City Manager

**ITEM:** Policies for flag displays on City property.

1 **RECOMMENDATION:** Adopt attached resolution establishing policies for half-staff and  
 2 non-governmental flag displays.

3 **BACKGROUND:** The City of Calistoga does not have an adopted policy regarding non-  
 4 governmental flags that may be displayed on City-owned properties, or guidelines for the  
 5 flying of flags at half-staff.

6 At its March 4th meeting, the Council directed staff to draft such policies.

7 **PROPOSED POLICIES:** The attached resolution contains the following:

- 8 • Half-staff flag displays

9 The City Manager would be authorized to direct flags on City property to be flown at  
 10 half-staff under traditional federal and state directives, such as the death of a president.

11 The Mayor would be authorized to direct the City Manager to fly flags on City property at  
 12 half-staff to show respect for the death of a local citizen or City employee.

- 13 • Non-governmental flag displays

14 The Mayor would be authorized to direct the City Manager to display “non-  
 15 governmental” flags on City property, guided by certain criteria.

16 **ENVIRONMENTAL REVIEW:** The adoption of policies related to flag display is not a  
 17 project that is subject to environmental review.

18 **FISCAL IMPACT:** The adoption of policies related to flag display may have the  
19 following fiscal impacts:

- 20 • If the display of “non-governmental” flags is not allowed on the City’s existing flag  
21 poles (as proposed), there will be costs associated with the purchase and installation  
22 of a new pole.
- 23 • There will be staff costs associated with preparing an application form for “non-  
24 governmental” flag display requests, the review of such requests, and the  
25 raising/lowering of approved flags.

26 **ATTACHMENT**

- 27 1. Draft resolution

RESOLUTION NO. 2014-XXX

1 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF  
2 NAPA, STATE OF CALIFORNIA, ESTABLISHING POLICIES FOR THE OUTDOOR  
3 DISPLAY OF GOVERNMENTAL AND NON-GOVERNMENTAL FLAGS ON CITY  
4 PROPERTY

5 WHEREAS, there is a need to establish a uniform policy to govern the flying of  
6 the national and City flags on City-owned properties at half-staff to pay homage to the  
7 deceased; and

8 WHEREAS, the City desires to allow the display of flags promoting appropriate  
9 public awareness, non-profit organizations and local cultural celebrations under certain  
10 circumstances; and

11 WHEREAS, in accordance with Section 15061(b)(3) of the California  
12 Environmental Quality Act (CEQA) Guidelines, the proposed policies are not subject to  
13 CEQA because it can be seen with certainty that there is no possibility that they could  
14 have a significant effect on the environment.

15 NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the  
16 policies as shown in Exhibits A and B attached hereto.

17 PASSED AND ADOPTED by the City Council at a regular meeting held the 1st  
18 day of April, 2014 by the following vote:

19 AYES:  
20 NOES:  
21 ABSTAIN:  
22 ABSENT:  
23

24  
25 \_\_\_\_\_  
CHRIS CANNING, Mayor

26 ATTEST:  
27

28 \_\_\_\_\_  
29 KATHY FLAMSON, Deputy City Clerk  
30

31 Exhibit A

32 **Policy on Flying Flags on City Property at Half-Staff**

33  
34 Purpose

35 The purpose of this administrative policy is to establish a uniform policy to govern the  
36 flying of the United States and City of Calistoga flags at half-staff on City-owned  
37 property to pay homage to the deceased.

38 Applicability

- 39 1. National flags on City-owned property shall be flown at half-mast upon order of the  
40 President of the United States or authorization by the Governor of California, and on  
41 Memorial Day until noon.
- 42 2. National and/or City flags on City-owned property may also be flown at half-staff at  
43 the direction of the Mayor upon the death of:
- 44 • A City Councilmember, past or present
  - 45 • A City employee whose death occurred during the discharge of duty
  - 46 • A City employee or retiree having served the City for 25 or more years
  - 47 • A prominent citizen not holding or having held elected public office, whose  
48 accomplishments and contributions to the community clearly demonstrated a  
49 commitment over and beyond that which would be normally associated with the  
50 performance of work.

51 For the above circumstances, flags will be flown at half-staff as soon as practicable  
52 following the notification of a death, and will ordinarily be continued for 48 hours.

53 Public Notice

54 The public shall be notified of the reason for flying the national and/or City flags at half-  
55 staff, when feasible. This notice may include posting information on the City's web site.

56

57 Exhibit B

58 **Policy on the Display of Non-Governmental Flags on City Property**

59 Purpose

60 The purpose of this administrative policy is to allow the display of certain flags  
61 promoting public awareness, non-profit organizations and local cultural celebrations on  
62 City property.

63 Approval Process

- 64 1. An application for the display of a non-governmental flag on City property may be  
65 filed by a City resident with the City Clerk and shall be accompanied by the  
66 information requested on the application form. Such information shall include, at  
67 minimum, the reason(s) for the display, the flag design, the period of time to be  
68 displayed, and evidence that the applicant is authorized to make the request on  
69 behalf of the organization sponsoring the flag.
- 70 2. The Mayor is authorized to approve the display of non-governmental flags, subject to  
71 appropriate terms and conditions.
- 72 3. The Mayor may deny a flag display application for flags related to:
- 73 a. The promotion of profit-making ventures, products or entities
- 74 b. Matters of extreme political controversy, ideological or religious beliefs, or  
75 individual conviction
- 76 c. Events or organizations with no direct relationship to the City of Calistoga
- 77 d. Campaigns or events that the City finds demeaning or disrespectful.

78 Flag location

79 Non-governmental flags may not be displayed on a pole on which the U.S. flag is flown.