

1 RESOLUTION NO. 2019-R\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
4 OF CULVER CITY, CALIFORNIA, ADOPTING CITY  
5 COUNCIL POLICY ENTITLED *FLAGS ON CITY FLAG*  
6 *POLES*.

7 WHEREAS, City Council policies are developed for the purpose of  
8 establishing standard practices and procedures for City Council, City Boards and  
9 Commissions and City staff to follow; and

10 WHEREAS, while these policies are updated from time to time to ensure that  
11 they are legally compliant and reflect current City practices, it has been many years since  
12 there has been a comprehensive review of all City Council Policy Statements; and

13 WHEREAS, on May 23, 2016, the City Council created an Ad Hoc City  
14 Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from  
15 the City Clerk's and City Attorney's Offices to conduct a comprehensive review of the City  
16 Council Policy Statements and make recommendations to City Council as appropriate; and

17 WHEREAS, during the course of this review, the Subcommittee was  
18 requested by City Council to review the City's Administrative Policy Statement No. I-05,  
19 entitled *Flags on City Flag Poles* ("Flag Policy"), recommended changes to the Flag Policy,  
20 and recommended that the Flag Policy be established as a City Council Policy rather than  
21 an Administrative Policy.  
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24 NOW, THEREFORE, the City Council of the City of Culver City, California,  
25 DOES RESOLVE as follows:  
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1. The City Council hereby adopts a City Council Policy entitled *Flags on City Flag Poles*, which Policy is attached hereto as Exhibit "A" to this Resolution and shall replace the existing Administrative Policy Statement No. I-05.

2. The City Manager is hereby authorized to format the attached City Council Policy in a format consistent with other City Council adopted policies and shall include the final version of this adopted Policy with other adopted Policies.

3. The City Manager shall distribute the attached City Council Policy to interested parties, which include, but are not limited to, City Staff.

APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**MEGHAN SAHLI-WELLS, MAYOR**  
City of Culver City, California

**ATTEST:**

APPROVED AS TO FORM:

**JEREMY GREEN, City Clerk**

A19-00701

CAROL A. SCHWAB, City Attorney

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

Policy Number **XXXX**

General Subject: Administration

Date Issued 09/23/19

Specific Subject: Flags on City Flag Polls

Effective Date 09/23/19

Resolution No. **2019-RXX**

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**PURPOSE:**

The primary purpose of City flag poles is displaying the American, California and Culver City flags. On occasion, the City Council or City Manager may permit the appearance of some other flag. As that can be interpreted as a political or patriotic statement, the decision to allow display of other flags must be weighed carefully and approval must be based upon fair and consistent standards.

**STATEMENT OF POLICY:**

Flag protocol, respecting the U.S. Flag and the display standards established by the U.S. Congress, shall be observed.

As a matter of custom and practice, the City Manager shall order the lowering of flags to half-staff over City buildings and facilities in respect for:

- a. City employees, Council Members and Commissioners who die while in City service (up to five days)
- b. Observance of Veterans' and Memorial Day holidays (on the day)
- c. Observance of National days of mourning (as specified by Presidential or Congressional declaration)

The City Manager or City Council, in their discretion, may authorize a lowering of the U.S. Flag to half-staff at one or more City facilities for other observances. The duration of such observances shall be at the discretion of the City Manager and City Council.

Should the U.S. Flag already be at half-staff at the time of a state or national declaration of mourning, the U.S. Flag should be hoisted to the top of the flag pole and then lowered to half-staff in observance of such declaration of mourning.

Display of other flags for the purpose of participation in a period of local, state or national observance shall be determined by the City Manager, and the display shall be limited to that specific period.