CITY OF NAPA

Staff Reports Details (With Text)

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Title:	Display of Flags Policy and the Official City Flag			
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Attachments:	1. ATCH 1 - Resolution, 2. EX A - Display of Flags Policy, 3. EX B - City of Napa Flag Visual			

Date	Ver.	Action By	Action	Result
9/17/2019	1	CITY COUNCIL OF THE CITY OF NAPA	adopted	Pass

To:	Honorable Mayor and Members of City Council
From:	Steve Potter, City Manager
Prepared By:	Desiree Brun, Deputy City Manager

TITLE:
Display of Flags Policy and the Official City Flag

RECOMMENDED ACTION:
Adopt a resolution approving the Display of Flags Policy, the Official City Flag, and the installation of new flagpoles in front of City Hall; and approving an increase in appropriations of $22,100 to the Non-Recurring General Fund budget.

DISCUSSION:
Display of Flags Policy

On May 21, 2019, City Council adopted Resolution R2019-044 commemorating June 2019 as Pride Month and authorizing the City Manager to display the Rainbow Flag at City Hall in celebration of Pride Month. During the discussion preceding this action, Council directed staff to research and report back on future policy and procedures regarding the establishment of a ceremonial flagpole. In response, staff has conducted the research and drafted a "Display of Flags Policy" (Exhibit A to Attachment 1) for review and adoption by City Council.

Staff is also in the process of drafting an Administrative Regulation titled "Display of Flags at City Facilities," which will establish the procedural details for the City's display of all flags at City facilities in accordance with federal and state laws, as well as the City's Display of Flags Policy. Other than ceremonial flags that are authorized to be displayed in accordance with the City's Display of Flags

Policy, only the Flag of the United States and the Flag of the State of California will be authorized to be displayed at City facilities.

Official City Flag

On May 19, 2015, the City Council adopted Resolution No. 2015-055 approving the official City Logo and official City Seal. The existing City Flag contains the outdated City logo and needs to be replaced with a flag bearing the new official City Logo. A visual of the Official City Flag bearing the official City Logo in a 3'x5' and 5'x8' format is attached (Exhibit B to Attachment 1).

Installation of New Flagpoles at City Hall

Display of the City Official Flag and commemorative flags at City Hall necessitates the erection of new flagpoles to display such flags. Staff is recommending that two new flagpoles be erected in front of City Hall. The adjacent flagpoles will display the United States Flag, the State of California Flag and the Official City Flag. The third flagpole, from which the Official City Flag will be displayed, will also be utilized to display commemorative flags as directed by City Council through resolution. The cost to install two flagpoles is $22,100.

FINANCIAL IMPACTS:
The cost of the staff recommended installation of two new flagpoles at City Hall is $22,100. Should City Council prefer to install only one additional pole the cost will be approximately to $15,275, which includes installation, equipment and contingency. This cost was not anticipated in the FY2019-20 Adopted Budget therefore, a budget appropriation in the amount of $21,100 will be added to the Non-Recurring General Fund.

CEQA:
The City Manager has determined that the recommended action described in this agenda report is exempt from CEQA, pursuant to CEQA guidelines Section 15301 (minor alteration to existing public facilities.

DOCUMENTS ATTACHED:
ATCH 1 - Resolution
EX A - Display of Flags Policy
EX B - City of Napa Flag Visual

NOTIFICATION:
None.