

**RESOLUTION NO. 22-026**

**A RESOLUTION OF THE CITY OF DIXON CITY COUNCIL  
ESTABLISHING A CITY PROCLAMATION AND FLAG POLICY**

**WHEREAS**, the City of Dixon (the "City") desires to recognize exceptional individuals and events through the issuance of proclamations; and

**WHEREAS**, the City has an interest in ensuring proclamations are efficiently issued and present the City in a positive and professional manner; and

**WHEREAS**, the City has an interest in ensuring flags flown on City-owned flagpoles present the City in a positive and professional manner.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF DIXON** adopts the City of Dixon Proclamation and Flag Policy, attached hereto as **Exhibit A**.

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE DIXON ON THIS 1ST DAY OF FEBRUARY, 2022 BY THE FOLLOWING VOTE:**

**AYES:** Ernest, Hendershot, Johnson, Pederson, Bird

**NOES:** None

**ABSENT:** None

**ATTEST:**

  
\_\_\_\_\_  
Kristin Janisch  
Elected City Clerk

  
\_\_\_\_\_  
Steve Bird  
Mayor

## **CITY OF DIXON PROCLAMATION AND FLAG POLICY**

The City of Dixon (the "City") recognizes exceptional individuals and events through issuance of proclamations. City Councilmembers, City residents, or organizations may request a proclamation designating a day or a certain period of time to recognize a person or an event. Proclamations are not statements of policy or endorsement by the City or the City Council, but only a special recognition of a person or an event by the City.

The City also has an interest in ensuring that flags flown on City-owned flagpoles present the City in a positive and professional manner.

The purpose of this policy (the "Policy") is to provide the criteria for issuance of proclamations and display of flags on City-owned flagpoles.

### **Policy:**

#### **Proclamations**

Proclamations of certain days or periods of time shall be made at the discretion of the Mayor in accordance with the criteria specified in this Policy. Only proclamations related to City-sponsored events or programs or in recognition of outstanding community service may be read and presented at Council meetings.

Requests for proclamations may be made by:

- The Mayor or a Councilmember at a City Council meeting during "Items from the City Council" agenda item.
- City resident or a representative of a local organization for which the proclamation is requested.

Only proclamations that qualify under one of the following categories may be issued:

- Recognition of extraordinary achievement or outstanding community service.
- Charitable fundraising events of local non-profit organizations (i.e., a Dixon or Solano County non-profit or a local branch of a state or national non-profit organization).
- Special days for an individual or organization such as major birthdays or anniversary milestones.
- Retirements of individuals who have made significant contributions to the community.
- Local art and cultural celebrations.
- Public awareness campaigns.

The Mayor retains the right to modify, edit or otherwise amend any proposed proclamation to meet City requirements, needs or policy determinations. The Mayor also reserves the right to deny any request for a proclamation.

If the Mayor denies a request for a proclamation, all City Councilmembers shall be notified. A City Councilmember may request that the City Council reconsider a denial of a request for a proclamation by the Mayor. If a City Councilmember requests reconsideration, the request for proclamation shall be placed on an agenda of a meeting of the City Council for City Council reconsideration and discussion. Requests for reconsideration shall be in the sole discretion of City Councilmembers. Upon reconsideration and discussion, the City Council, in its discretion, may grant or deny a request for a proclamation.

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Regardless of whether a proclamation qualifies for issuance of a proclamation under one of the categories specified in this Policy, no proclamation shall be issued if the proclamation would relate to matters in at least one (1) of the following categories:

- Ideological or religious beliefs.
- Individual convictions.
- Political and legislative issues which may suggest an official City position on a matter under consideration or to be voted upon by the City Council.
- Recognition of a group whose policies or objectives advocate violence, hatred or any other position contrary to the well-being of the City residents.

Proclamations shall not be used as part of an advertisement or commercial promotion without express permission of the City.

#### Display of Flags on City Flagpoles

City-owned flagpoles are not intended to serve as a forum for free expression by the public. City-owned flagpoles are to be used exclusively by the City and shall only display the United States flag, State of California flag and City of Dixon flag. The City will not display any commemorative flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

#### Procedure for Proclamation Requests from the Public:

Requests from the public for proclamations shall be submitted at least two (2) – four (4) weeks in advance of the requested date of proclamation. The following information shall be included with the request:

- Contact person's first and last name, email contact, address and telephone number.
- A brief summary and/or background of the event, individual or organization.
- The name and date(s) of the day, week, month or event to be recognized.
- Proposed text for the proclamation.
- Whether the proclamation should be mailed or will be picked up.
- Date when the proclamation is needed.

Request shall be emailed, faxed or mailed to the Administrative City Clerk, who shall process the request for the Mayor's consideration.