



Dr. Marc-Antonie Cooper
City Manager

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Interoffice Memorandum

Date: April 4, 2022

To: Mayor and City Council

From: Dr. Marc-Antonie Cooper, City Manager

CC: Mike Williams, City Attorney

The City Manager is requesting approval of the attached new city flag design and the authorization to purchase 19 new flags with the same design.

The flags will display the new seal placed on a template size of 5'w X 3'h with a crème background and tagline "Established 1908". Some will be used on the external of city buildings and the interior presentation flags will be displayed using hardware. The cost breakdown is as follows:

<u>Description</u>	<u>Cost</u>	<u>Units</u>	<u>Total</u>
Presentation Flags Hardware	\$279	15	\$4,185.00
Presentation Flags	\$399	16	\$6,384.00
Outdoor Flags (extra)	\$299	3	\$897.00
Origination Art	\$300	onetime cost	\$300.00
Set Up Fee	\$65	Onetime cost	\$65.00
TOTAL			\$11,831.00

Exterior flags will be single sided and have bleed to back side of seventy-five percent (75%). Image printed by dye sublimation onto mesh car flag fabric, outdoor header and grommets, and UV spray for better outdoor longevity.

Interior flags will be double sided with the image printed by dye sublimation onto Dacron fabric (looks like nylon). Interior liner for better opacity, and pole pocket for a 1.5" pole, with yellow gold fringe on 2 sides.

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Flag presentation hardware will include 8' dark oak poles, 1.25" diameter, Anodized bases, Finial Spear with yellow gold cord and tassels.