ADMINISTRATION MEMORANDUM 23-01

SUBJECT: Policy for Display of Flags at City Facilities

SOURCE: John Holt, City Manager

DATE ADOPTED: March 31, 2023

PURPOSE

To establish guidelines for the exhibition of the flag of the United States of America, the California State flag, and the City of Clovis flag at City Hall and all City facilities and City property.

POLICY

It is the policy of the City of Clovis that all City-owned, operated, or controlled flagpoles, stands, supports, or any other means by which flags may be temporarily or permanently affixed to City facilities or City property for display in public view at City Hall and all City facilities and City property ("City flag display resources") shall be used only to display the flag of the United States of America, the flag of the State of California, and the flag of the City of Clovis, unless otherwise authorized by a majority vote of the entire membership of the City Council at a duly noticed City Council meeting.

The display of flags in public view using City flag display resources at City Hall and all City facilities and City property is intended and shall be deemed to constitute the speech and/or expression of only the City and not any other person, organization, or entity. To that end, all City flag display resources, including without limitation flagpoles, stands, supports, or any other means by which flags may be displayed for public view at City Hall and all City facilities and City property are not intended and shall not be used to serve as a forum for free speech or expression by the public or anyone else other than the City of Clovis.

The City Manager or designee is responsible for ensuring the proper execution of this Policy.

It is the policy of the City of Clovis that City flag display resources shall be used only to display authorized flags in conformance with the Federal Flag Code (4 U.S.C.§ 1 et seq.), the State of California Government Code Section 430 et seq., and this Policy.
STANDARDS

The following standards should be followed in displaying any flags authorized by this Policy.

1. The United States flag, the California State flag, and the City of Clovis flag may be displayed on separate poles or the same pole, with the following limitations:
   a. Whether on the same pole or different poles, the United States flag shall always be flown in the highest position, with the State flag in the next highest position, and the City flag in the third highest position.
   b. Where the United States flag and California State flag are used, they shall be of the same size.
   c. No flag shall be placed to the right of the United States flag.

2. Weather permitting, flags should be displayed daily in front of or at a location near City Hall and all other public buildings belonging to the City of Clovis, including the Police Department and Fire Department, during regular business hours.

3. Flags should not be displayed in inclement weather. However, all-weather flags may be flown on a 24-hour basis as long as they are illuminated from sunset to sunrise.

4. Indoor City flags shall be displayed at a minimum in the City Council Chambers.

5. The United States flag may be flown at half-staff on Memorial Day, Peace Officers Memorial Day (unless it is also Armed Forces Day), Patriot Day (September 11), and upon order or proclamation of the President of the United States or the Governor of the State of California. When the United States flag is flown at half-staff, all other flags shall be flown at half-staff to ensure the United States flag maintains the position of first honor. The City Manager may also order that the City flag be flown at half-staff in honor of the death of a current or former City official or current City employee killed in the line of duty, or other occasion(s) as he or she may deem appropriate.

This Policy may only be amended or repealed by the City Manager. If this Policy is approved by the City Council of the City of Clovis, then it may only be amended or repealed by a majority vote of the entire membership of the City Council at a duly noticed City Council meeting.