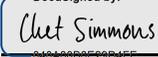


City of Los Alamitos Administrative Regulation

Regulation:	9.2	
Title:	Guidelines for Posting to City Bulletin Boards	
Authority:	City Manager	<small>DocuSigned by:</small>  <small>018A000E28B4FE</small>
Date:	September 20, 2023	
Revised:		
		Chet Simmons, City Manager

1. Purpose: Notification to the City's residents is an important part of the City's efforts to have an informed community and ensure transparency. The guidelines outlined in this policy will ensure important information is freely accessible to members of the public.

2. Application: The City shall utilize and manage Official City Bulletin Boards in a consistent manner across all its departments and divisions to advance the City's transparent communication efforts.

3. Policy:

A. Location: There are three bulletin boards located throughout the City. The City Clerk's Office and a designee from each Department shall have a key to the bulletin boards.

- City Hall – 3191 Katella Ave.
- Community Center – 10911 Oak St.
- Museum – 11062 Los Alamitos Blvd.

B. Guidelines:

- Signs, posters, brochures, announcements and notices are not to exceed 8.5 x 11 inches. All postings should be clear and legible.
- Postings layouts should be 2-on-1 copy. This standard copy setting allows two original pages to be copied onto a single sheet of paper by reducing each image.
- Only postings announcing and promoting City events, activities and programs are permitted. All other postings are subject to removal.
- Postings may not cover or block previously posted materials.
- Departments are responsible for removing their postings no later than three days following the event and/or mandated posting time frame.

- Postings shall be posted by thumbtacks. The use of tape and staples is prohibited.

C. Electronic Notification: Postings to the City Bulletin Boards should also be posted to the City's website.

D. Legal Requirements: Use of the Bulletin Boards shall be in combination with all legally required postings requirements. All employees are responsible for consulting with the City Clerk and City Attorney's Office to ensure legal mandates are being met.