

# City of Los Alamitos

## Administrative Regulation

Regulation:	<b>2.7</b>
Title:	<b>City Council Handbook</b>
Authority:	<b>City Council Resolution 2024-14</b>
Date:	<b>August 19, 2024</b>
Revised:	

- 1. Purpose:** The Council Member Handbook serves as a valuable resource for Council Members, providing guidance, procedures, and best practices to assist them in carrying out their duties and responsibilities effectively. The goal of the Handbook is to reflect current practices and legislation while assisting with the needs of Council Members and the community.

The Council Member Handbook introduces the City and its organization and provides a brief overview of Council meetings and legislative procedures. The goal is to help Council Members better understand their roles and proper protocols for interacting with residents, staff, and outside agencies. The Handbook is meant to serve as a tool for most everyday situations. It does not include every possible scenario.

- 2. Application:** This Administrative Regulation shall apply to each member of the City Council.
- 3. Regulation:** Adopted by City Council Resolution.
- 4. History:**

City Council Resolution 2024-14 (August 19, 2024)

**RESOLUTION NO. 2024-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING THE COUNCIL MEMBER HANDBOOK (2024 EDITION)**

**WHEREAS**, the City of Los Alamitos has prepared its own Council Handbook to assist the City Council by documenting accepted practices and clarifying expectations; and,

**WHEREAS**, through the agreement of the City Council and staff to be bound by these practices, the administration of City Council affairs is greatly enhanced; and,

**WHEREAS**, while attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Council Members in their actions; and,

**WHEREAS**, the Council Member Handbook provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a City Council; and,

**WHEREAS**, the City Council acknowledges additional laws, plans and documents exist which bind the City Council to specific courses of action and practices outside of the Council Member Handbook.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council hereby adopts the Council Member Handbook (2024 Edition), attached hereto as Exhibit A.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of August, 2024.

Signed by:  
  
20FB50B2CE0B450...  
Jordan B. Nefulda, Mayor

ATTEST:

Signed by:  
  
548CC26B4CA8409...  
Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Signed by:

*Michael S. Daudt*

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 19<sup>th</sup> day of August, 2024, by the following vote, to wit:

AYES: COUNCILMEMBERS: Hasselbrink, Doby, Hibard, Murphy, Nefulda  
NOES: COUNCILMEMBERS: None  
ABSENT: COUNCILMEMBERS: None  
ABSTAIN: COUNCILMEMBERS: Nine

Signed by:

*Windmera Quintanar*

Windmera Quintanar, MMC, City Clerk

# COUNCIL MEMBER ... HANDBOOK

Welcome to the City of Los Alamitos



 3191 Katella Ave., Los Alamitos, CA 90720  
 [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org)

Adopted by City Council Resolution 2024-14  
Effective August 19, 2024

## INTRODUCTION

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The Los Alamitos City Council is the legislative body of the City and is composed of five members who are elected by the registered voters of their respective District to serve a four-year term. The City Council elects the Mayor and Mayor Pro-Tem annually. The City's Municipal elections are held the first Tuesday after the first Monday in November of even-numbered years.

The City Council meets regularly once a month on the third Monday of the month. Through the City Manager, the City Council establishes local laws, sets policy, and develops civic goals for the City Staff to implement. The City Council has the authority to appoint the City Manager, City Attorney, City Treasurer, and Council Members to various local and regional committees, commissions, and boards.

The City of Los Alamitos is a Charter City, as opposed to a General Law City. A Charter is a written document that has been approved by the electorate and acts as a “Constitution” for the City. Amendments, revisions, and repeals of the Charter are handled in the same manner as the adoption – by a vote of the people. The California Constitution grants Charter Cities supremacy over “municipal affairs” but reserves supremacy over topics of state-wide interest.

The local laws of the City are established by Council Ordinance and are compiled in a book called the Los Alamitos Municipal Code. Other directives and policies of the City Council are recorded in Council Resolutions and Council Minutes.

The Los Alamitos City Charter stipulates that the official officers of the City are as follows: Council Members, City Manager, City Attorney, City Clerk, and the City Treasurer.

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# 1. LOCAL GOVERNMENT IN LOS ALAMITOS

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The City of Los Alamitos was incorporated in 1960 with all the regulatory and corporate powers of a municipal corporation.

The City Council acts as the City's governing body and is responsible for establishing policy direction for the City. In this role, the City Council serves much like the board of directors would for a private company and is responsible for developing long- and short-term goals for the organization to pursue. As with any municipal board, the City Council's authority to provide direction is based on actions taken by the Council as a body at open and public meetings. In this regard, no individual Council member retains authority over policy decisions, and all actions require majority support of the City Council to see policy decisions enacted or goals pursued. The City Council is responsible to the community's citizens to see that local policies and laws address the needs of the City.

As the City Council serves as the City's governing board, the City Manager is responsible for implementing those policies and goals established by the City Council. In this role, the City Manager serves as the City's Chief Executive Officer. The City Manager is responsible for the day-to-day operations of the City's various departments, including but not limited to decisions related to resource allocation, direction of City staff, workload management, project execution, and timing. The City Manager also serves as the City's Director of Emergency Operations and is the liaison between the City Council and the City's various employee groups.

Teamwork between the City Council, the City Manager, and the City's staff is essential. The pooling of skills is crucial to resolving the many complex problems that face the City. The City Council and City Manager seek to enhance the effectiveness of local policy-making and municipal operations by bringing together skilled lawmakers, community representatives, and experts in municipal administration and management.

## 1.1 Mayor and Council Members

The Mayor and Members of the Council are elected to provide leadership in setting community goals and in formulating broad-based policies. The City Council is the focal point for identifying and interpreting the citizens' wishes and translating these into policy discussions. The City Council deliberates the merit of these issues and requests staff to develop potential policies or projects for the board's consideration.

In Los Alamitos, the Mayor is not directly elected by the populous, but rather by their Council colleagues. In this role, the Mayor serves as the presiding officer of the City Council. The Mayor is charged with conducting the general business of the City Council's meeting with the assistance of the City Clerk. This generally includes calling meetings to order, announcing the order of business as detailed on the agenda, calling for motions and votes, facilitating and monitoring discussions, maintaining order, and enforcing the City Council's rules and parliamentary procedures. While the Mayor represents the City in all ceremonial

and official affairs, it is important to remember that the Mayor does not hold any additional voting powers than the City's other Council members.

With City Council approval, the Mayor signs all Ordinances, Resolutions, and other records of proceedings approved by the City Council. The Mayor Pro-Tem serves in the capacity of the Mayor during any absence or incapacitation of the Mayor. When the Mayor and Mayor Pro-Tem are absent from any meeting of the City Council, the most senior member of the City Council, as determined by years of service on the City Council or as appointed by the Mayor, shall be the presiding officer.

Successful goal setting and policy formulation largely depend on a good working relationship among City Council members. Open and honest communication about the potential City goals and objectives and their overall merit allows staff to develop effective and efficient policies for the City Council to consider. While the staff assists in analyzing community needs, suggesting action programs, and calculating the costs of proposals, the City Council has the final responsibility for establishing local policies that are appropriate for the Los Alamitos community.

## 2. YOUR ROLE AS A CITY COUNCIL MEMBER

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### 2.1 Responsibilities

The City Council is the elected legislative and policy-making body of the City government. The City Council is responsible to the citizens for:

- Establishing community-wide goals that address short- and long-range needs
- Formulating policies that define a course of action that shape City operations
- Providing quality services within available resources
- Acting as a link between the Staff and local citizens

Council Members are local leaders. The electorate expects the City Council to set the tone and direction for the goals and objectives of the City. Strategic planning and goal setting are the tools that enable a City Council to define its vision and determine the resources that will be made available for the staff to accomplish those goals.

### 2.2 Policy and Administration

A dictionary definition of "policy" states that it is "any plan or course of action designed to influence and determine decisions, actions, and other matters." For a City Council, policy is the business of making decisions about the community. Examples of policy decisions include:

- The decision to submit to voters a bond measure for capital improvements
- Approval of land-use policies
- Decisions concerning projects which involve Federal and State grants as well as local expenditures

The distinction between policy and administration can sometimes be confusing. In its simplest terms, policy is the process of determining *what* is to be done, while administration is the process of determining *how* to do it. As such, a clear line exists between what is considered policy and what is considered administration. As a Council member, it is important to acknowledge and respect the different roles that each member of the organization plays in the policy development and implementation process.

The City Council has the final say in major decisions such as: adoption of the budget, acceptance of a new classification and compensation plan, selling a bond issue, or instituting a General Plan Update. While it has a dominant role in the decision to adopt or reject certain policy matters, the City Manager, Staff, and citizens play a prominent role in the development of those policies.

The City Council and Staff should discuss and clarify their respective roles and expectations of one another. The benefit is a more effective and harmonious partnership.

## 2.3 Administrative Rules and Regulations

The City's rules and regulations, as adopted by the City Council and implemented by the City Manager, are compiled in the "Administrative Rules and Regulations". These are available to Council Members and Staff via the City's website here: <http://cityoflosalamitos.org/207/Administrative-Rules-Regulations>.

Council is encouraged to read through each policy thoroughly and contact the City Manager with any questions. Below is a quick summary of important day-to-day policies included within the Administrative Rules and Regulations.

### [Administrative Regulation 1.4 – Contacts by Employees of the City](#)

### [Administrative Regulation 1.5 – Media Contact](#)

The purpose of these regulations are to govern contact with the media, City Attorney, City Council and other Officials.

### [Administrative Regulation 1.9 – Requests for Inspection and/or Copying of Public Records](#)

The purpose of this regulation is to provide uniform procedures by which the City will respond to requests for records under the Public Records Act. Public Records Requests are coordinated through the City Clerk's Office on a routine basis. In general, the City Council is not advised of requests that are received as they are routine in nature. However, Council will be made aware of any requests that require them to produce records and/or involve records related to a Council Member.

### [Administrative Regulation 2.2 – City Council Agenda Policy](#)

The purpose of this Regulation is to provide a uniform procedure for the preparation of the City Council agenda. The Council agenda is prepared in the City Clerk's Office through coordination with each Department.

### [Administrative Regulation 6.2 – Travel Policy](#)

The purpose of this policy is to establish guidelines for the reimbursement of certain actual and necessary expenses, incurred in the performance of assigned and/or official duties, by the City Council Members, appointed officials who are members of legislative bodies (as defined by Government Code Section 54952), Officials, the City Manager and Employees of the City of Los Alamitos.

## 2.4 Communication/Public Input

Elected officials not only represent their constituents and make decisions on their constituents' behalf, but they also have the opportunity to communicate with the public.

The City Council can take a leadership role in promoting two-way communication with the public. Citizens' views can be sought in a variety of ways: public meetings, advisory committees, citizen surveys, and volunteer assistance in City government. Similarly, the City Council can express its view by speaking to local civic groups and working with the press and other news media to provide accurate and up-to-date information.

## **2.5 Constituent Requests**

Members of the City Council will frequently receive requests or complaints from residents or business owners. In most cases, City Staff can resolve these concerns. The important thing is for the Council Member to get the basic information and then pass this on to the City Manager. Concerns related to the provision of City services and/or requests for assistance communicated to the Mayor or City Council shall be given to the City Manager.

The City Manager will coordinate with Staff who will contact the resident with the concern directly. The City Manager shall provide direction to Staff for responding to the concern and the City Manager's Office will coordinate the response.

Staff's goal is to respond to the person within 48 hours, or on the first working day following a holiday or weekend, if at all possible. It is imperative for the proper flow of city activities that Council Members communicate and coordinate any complaints received from residents or business owners to the City Manager to allow for proper follow-up.

Council Members are discouraged from responding directly to concerns without coordinating with the City Manager's Office to ensure a unified response and to prevent dual efforts in the event another department is already preparing a response.

## **2.6 Majority Decision Vs. Individual Opinion**

If a member of the City Council appears before another governmental agency or organization to give a statement on an issue affecting the City, the Council Member should first indicate the majority position and opinion of the City Council. Personal opinions and comments may be expressed only if the Council Member clarifies that these statements do not represent the position of the City Council.

### 3. STATUTORY REQUIREMENTS/REGULATIONS

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#### 3.1 The Los Alamitos Municipal Code

The Los Alamitos Municipal Code sets forth the regulatory, penal, and administrative laws of general application to the City. Local Ordinances adopted by the City Council are codified in the Municipal Code. These laws are enforceable by the City and violation constitutes a misdemeanor or infraction. The Municipal Code is divided into the following categories:

- Charter
- General Provisions
- Administration and Personnel
- Revenue and Finance
- Business Licenses and Regulations
- Animals
- Health and Safety
- Public Peace and Welfare
- Vehicles and Traffic
- Streets, Sidewalks and Public Places
- Public Services
- Buildings and Construction
- Subdivisions
- Zoning

The City's Municipal Code is available on the City's website and listed in the Quick Links to Useful Resources at the end of this Handbook.

#### 3.2 The Brown Act

The Ralph M. Brown Act is a state law which provides that all meetings of a legislative body, City Council or its appointed advisory bodies, shall be open and public and all persons shall be permitted to attend. Notices of such meetings must be made 72 hours prior to the regularly scheduled meeting. A "meeting" takes place whenever a quorum is present and subject matter related to the City business is heard, discussed, or deliberated upon.

A guide to the Ralph M. Brown Act is available online and listed in the Quick Links to Useful Resources at the end of this Handbook.

#### 3.3 The Political Reform Act

The Political Reform Act (Act) of 1974 defines the economic conflict of interest law for the Mayor and Council Members. The Act prohibits a public official from using his or her official position to influence a governmental decision in which he or she has a financial interest. As stated in the California Government Code § 87100 (2023) "A public official at any level of state or local government shall not make, participate in making, or in any way attempt to

use the public official's official position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest. The interests of spouses and dependent children must also be considered.

Economic interest is defined broadly and includes:

- Sources of income
- Real property interest worth \$2,000 or more
- Investments such as stocks or bonds
- Interest in business entities worth \$2,000 or more
- Any business entity in which the individual is a director, officer, partner, trustee, employee or any position of management
- Interest in trusts
- Loans
- Gift or gifts from any single source with an aggregate value of \$50 or more in a calendar year
- Any other economic interest that might benefit, directly or indirectly, the individual or his or her immediate family

### **3.4 Fair Political Practices Commission (FPPC)**

The Fair Political Practices Commission has primary responsibility for the impartial and effective administration of the Political Reform Act. The Act regulates campaign financing, conflicts of interest, lobbying, and governmental ethics. The Commission's objectives are to ensure that public officials act in a fair and unbiased manner in the governmental decision-making process, to promote transparency in government, and to foster public trust in the political system.

To learn more about the FPPC, please visit them online at: <https://www.fppc.ca.gov/>.

### **3.5 Conflict of Interest**

Whenever a Council Member believes that there may be an economic conflict of interest, he or she should seek an opinion from the Fair Political Practices Commission. At any time, it is safest to err on the side of caution by publicly identifying the conflict and then abstaining from votes on issues that he or she believes might pose an economic conflict of interest. If a Council Member abstains, the reason for the abstention must be declared for the public record.

Conflict of interest is a complex issue. Council Members should carefully consider and monitor "gifts" from any person or organization whether the gift is financial support, loans, event tickets, meals, etc. Many of these gifts may need to be reported and may present a conflict of interest when considering and/or voting on projects or issues related to the person presenting the gift. Questions relating to conflict of interest should be directed to the City Attorney or your personal attorney.

In addition, the City is required to determine which of its other officials, commissioners, and employees perform duties that involve potential conflicts of interest. The City has designated these employees in its Conflict of Interests Code, which is adopted by Resolution and updated bi-annually. These employees are required to disclose their economic interests. The City's conflict of interest code reflects the current structure of the agency and properly identifies all officials and employees who should be filing a Form 700.

### **3.6 State Mandated Economic Disclosure Statements (Form 700)**

The Political Reform Act of 1974 provides that certain municipal officers must disclose their "economic interests" annually on forms provided by the Fair Political Practices Commission (FPPC). These municipal officials are members of the City Council, City Manager, City Treasurer, City Attorney, and members of the City Planning Commission.

Statement of Economic Interests forms must disclose investments and business positions in business entities, interest in real property held, and income received during the reporting period from sources that are located or doing business in the City of Los Alamitos. Gifts valued at \$50 or more are reportable regardless of jurisdiction. Council Members are generally prohibited from receiving a gift or gifts totaling more than \$590 (Effective January 1, 2023 - December 31, 2024) from a single individual or entity in a calendar year (this amount is adjusted for inflation every odd-numbered year). Newly elected Council Members must file an Assuming Office Statement that discloses any investments or interests in real property held by the Member on the date he or she assumed office. The statement must also disclose income received during the 12 months prior to the date the office was assumed.

Statements of Economic Interests are submitted by these officials to the FPPC in Sacramento. These forms are required within 30 days of assuming or leaving office, as well as annually, and are public records.

A copy of the Political Reform Act, as amended, is available on the FPPC's website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### **3.7 Ethics Training (AB 1234)**

The California State Legislature adopted AB 1234 in 2006, which requires all elected and some appointed local government officials to receive ethics training once every two years. Training may be completed by attending a training session or through an approved online course. Certificates of completion are to be kept on file with the City Clerk. The City Clerk will provide information on training courses, or it may be obtained from the Fair Political Practices' website at <http://www.localethics.fppc.ca.gov/>. Individuals who do not complete the required training will not be eligible for reimbursement from the City for travel and training.

### **3.8 Harassment Training (AB 1661)**

The California State Legislature adopted AB 1661 in 2017, which requires all elected

officials receive sexual harassment prevention and education once every two years. Training may be completed by attending a training session or through an approved online course. Certificates of completion are to be kept on file with the City Clerk. The City Clerk will provide information on training courses. Individuals who do not complete the required training will not be eligible for reimbursement from the City for travel and training.

## 4. CODE OF CONDUCT

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The City promotes freedom of expression and open communication. It is expected that all Council Members and Appointed Officials will follow the outlined code of Conduct when representing the City and will avoid offending, participating in serious disputes, and disrupting workplaces.

In interactions with each other, City staff and the community, Council Members will:

- Be respectful, especially when there is disagreement.
- Be honest and truthful.
- Treat each other and everyone with courtesy and refrain from behavior that is contrary to this Policy or derogatory comments.
  - Refrain from inciting such behavior or derogatory comments.
- Make our community feel welcome and strive to make people feel heard by listening carefully, asking clarifying questions, and seeking to understand.
- Model good leadership by being professional, demonstrating effective leadership for our community, and adhering to this Policy.
- Recognize and pay deference to the roles and responsibilities of various members of the organization.
- Confront challenging topics directly and resolve conflicts directly.
- Keep an open mind; be willing to change views with new information, data, etc.
- Be accountable and responsible for their actions and words, even when it is uncomfortable to do so. This includes apologizing when a Council Member's behavior falls short of the Policy's aspirational standards.
- Be open to constructive feedback.
- Present problems in a way that promotes discussion and resolution.
- Credit others' contributions to moving our community's interests forward.
- Treat City staff professionally and refrain from publicly criticizing employees.
- Assume good intentions and do not pre-judge others.
- Acknowledge mistakes and move on from them.
- Debate the facts of the situation and avoid personalities and personal attacks.
- Endeavor to resolve interpersonal issues between Council Members outside of a City Council meeting and not permit interpersonal issues to impact the governance team.
- Explain disagreement in a way that focuses on the merits of an issue and recognizes that reasonable people of differing interests/good intentions can disagree on what is best for our community.
- Act in a manner that reflects the belief that Council Members, City staff and others who serve the City are on the same team in service to our community, even though we have different roles.
- Fact-check information with colleagues, the City Manager, the City Attorney and City Staff prior to making statements.

- Exercise self-control and avoid threats and personal attacks against anyone including Council Members, City Staff, Vendors, or the public.
- Focus on the issue at hand and avoid personalizing debates.
- Avoid engaging in disorderly or boisterous conduct that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
- Obey any lawful order of the Mayor or Presiding Officer to enforce this Policy.
- Focus discussion on current agenda items.

## 5. GOVERNANCE PROTOCOLS

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To promote a positive governance team culture, Council Members will:

- G1. Prepare for and engage in meetings.
- G2. Debate the merits of decisions with fellow Council Members.
- G3. Make decisions based on their sense of our community's best interests. Remain mindful of the nonpartisan nature of city, county, school, and judicial offices provided for in California's Constitution.
- G4. Work collaboratively to improve Los Alamitos' quality of life and promote our community's best interests.
- G5. Consider the larger picture and gather community input to make the best decision for the City of Los Alamitos.
- G6. Consider the short-, medium-, and long-term effects of decisions.
- G7. Be prepared to make unpopular decisions when our community's best interests require it.
- G8. Attempt to build consensus through dialogue. When this is not possible, the majority vote shall prevail, and the majority shall show respect for the opinion of the minority.
- G9. Be fair, impartial, and unbiased when voting on quasi-judicial actions and provide fair and equal treatment for all persons and matters.
- G10. Explain the official positions of the City to the best of their ability when authorized to do so.
- G11. Be clear in stating personal views and make it clear that those views may not represent the City's position.
- G12. Do not commit the City to an action/position without the majority of the City Council's approval.
- G13. Preserve order and decorum during meetings.
- G14. Keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves.
- G15. Alert the City Manager or City Attorney in advance when planning to ask questions about an agenda item so City staff can be prepared to provide the most complete answer to inform the City Council and our community.
- G16. Act on the understanding that Council Members are part of a group decision-making process and that the City Manager and City Attorney take direction from City Council collective action.
- G17. Speak directly to the City Manager in a timely manner about concerns about City operations, City staff analyses, or City staff performance.

G18. Support the City Manager's efforts to implement City Council policy decisions through the City's administrative service.

G19. Understand that City staff's role is to provide objective information and analysis to inform the decision-making process within the resources that they have available, even if this information and analysis do not support the decision an individual Council Member believes is best.

G20. Work through the City Manager on matters that involve another public agency or City contractor.

G21. Participate in regular educational activities to enhance understanding of a wide variety of issues, including completing all State or City-required training in a timely manner.

G22. Understand the impact of gratuitous demands on City staff resources and time.

G23. Read their City emails at least three times per week.

G24. Read all weekly reports before the next weekly report is distributed.

G25. Respond to notices and event RSVP deadlines. If no response is received, City staff will assume that the Council Member will not attend.

G26. Respond to inquiries and requests for feedback/review by the established deadline.

G27. Start and end meetings on time, work from an agenda, and be present, attentive, and prepared.

G28. Attend, and actively participate in, all meetings of organizations, boards and committees to which a Council Member is appointed by the City Council. If a Council Member cannot attend a meeting, they shall immediately alert the alternative representative, Mayor and City Manager.

G29. Adhere to the Brown Act, maintain confidentiality, and only disclose confidential information when a majority vote of the City Council has authorized such disclosure.

G30. Address all comments to the City Council as a whole and not to any individual member.

## 6. CODE OF ETHICS

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The following principles shall constitute the Los Alamitos Code of Ethics, applicable to all members of the City Council. Council Members entering office shall sign a statement affirming they read and understood the Code of Ethics. In addition, this Code of Ethics shall be periodically reviewed and updated by the City Council:

E1. Act in the public interest: Recognizing that stewardship of the public interest must be their primary concern, Council Members will work for the common good of the community and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the City Council.

E2. Comply with the law: Council Members shall comply with the laws of the nation, the State of California, and the City of Los Alamitos in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; the Charter; the Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government. Council Members shall also comply with all applicable City policies and procedures.

E3. Conduct of Council Members: The professional and personal conduct of Council Members must be above reproach and should avoid even the appearance of impropriety. Council Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character of other members of the City Council, City staff, or members of the public.

E4. Respect for the process: Council Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

E5. Incompatible employment: No Council Member, City employee, or other public official shall engage in or accept private employment or render services for private interests, when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

E6. Use of public property: No Council Member shall request or permit the use of City-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally, and in the same manner as available to the public, or are provided as City policy for the use of such official in the conduct of official business. No official shall use the time of any City employee during working hours for personal purposes.

E7. Contracts with City: Council Members shall not have a financial interest in any business transaction or contract with the City, or in the sale of real estate, materials, supplies or services to the City, except as permitted in the conflict of interest statutes of the state.

E8. Disclosure of interest in legislation: A Council Member who has a financial or other

private interest in any legislation shall disclose on the record of the City Council or other appropriate authority the nature and extent of such interest.

E9. Conflict of interest: In order to assure their independence and impartiality on behalf of the common good, Council Members shall not use their official positions to influence government decisions in which they have a material financial interest. In accordance with the law, Council Members shall disclose investments, interests in real property, sources of income, and gifts; and abstain from participating in deliberations and decision-making where conflicts, as determined under applicable laws, may exist. Council Members should endeavor to consult with the City Attorney before any Council meeting to allow an evaluation by the City Attorney of any potential conflict.

E10. Confidential information: Council Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or other private interests.

E11. Advocacy: When representing the City while serving on or appearing before other government agencies or in court, Council Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When representing the City while serving on or appearing before other government agencies or in court, Council Members shall advocate policies that are in the best interest of the City over their own personal interests. When presenting their individual opinions and positions, Council Members shall explicitly state they do not represent the City Council or the City and shall not allow the inference that they do.

E12. Positive workplace environment: Council Members are responsible for and shall support a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Council Members shall recognize their special role in dealings with City employees and not provide direction to City staff in violation of the City Charter.

E13. Interference: Council Members are responsible for the comments and actions that they take as individuals and as a body. These actions shall not infringe or interfere with the authority and responsibilities of the City's appointed officers or staff.

## 7. LIMITED PRINTING POLICY

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### 7.1 Summary

In support of environmental sustainability, cost reduction, and operational efficiency, the City of Los Alamitos emphasizes a Limited Printing Policy. This policy restricts printing to essential documents only and encourages the use of digital alternatives wherever possible. This policy applies to all City Council Members for the City of Los Alamitos.

### 7.2 Objectives

1. **Environmental Responsibility:** Reduce paper consumption and waste to support environmental sustainability initiatives.
2. **Cost Reduction:** Decrease expenses related to paper, ink, printers, and maintenance through limiting the publication, printing, and storage of hard copy documents when permitted by law and when consistent with applicable records retention requirements.
3. **Efficiency and Productivity:** Streamline operations through the use of digital tools, reducing time spent on printing, filing, and retrieving paper documents. Identify and use alternatives to printing with collaborative software and other cloud computing tools to distribute, store and edit documents.
4. **Data Security:** Enhance the security of sensitive information by minimizing the risk of document loss or unauthorized access associated with physical paper.

### 7.3 Policy Jurisdiction

This policy applies to City Council Members and applies to the use of City of Los Alamitos internal printers. It covers all types of documents, including but not limited to:

- Internal and external correspondence (e.g., emails, memos)
- Reports and presentations
- Meeting agendas and minutes
- Forms and applications
- Marketing and promotional materials

### 7.4 Procedures and Guidelines

#### 7.4.1 Digital Tools and Resources

To support the reduction of printing, the City of Los Alamitos provides access to the following digital tools and resources:

1. **Laserfiche:** Must be used for all document storage as the centralized platform for storing, organizing, and accessing digital documents.
2. **Collaboration Software:** Tools such as Microsoft Teams, Zoom, Webex, or other online real-time communication and document sharing software should be used to coordinate edits or to collaborate on working documents.

3. **Electronic Signatures:** Platforms like DocuSign, Adobe Sign, or other signature programs should be used for securely signing documents without printing.

#### **7.4.2 Printing Restrictions**

Printing is limited to the following essential circumstances:

1. **Legal or Regulatory Compliance:** Documents required by law or regulation to be in physical form.
2. **Public Records Requests:** Documents specifically requested through the formal public records request may be provided to the requestor in hard copy with applicable charges associated to the printing of the materials.
3. **Critical Operational Needs:** Documents necessary for critical operational functions that cannot be effectively handled electronically. A hard copy may be provided with applicable charges associated to the printing of the materials.

#### **7.4.3 Printing Best Practices**

When printing is deemed necessary, the following best practices must be followed:

1. **Double-Sided Printing:** Utilize double-sided printing to reduce paper usage.
2. **Print Preview:** Use the print preview function to avoid printing errors and unnecessary pages.
3. **Draft Mode:** Print in draft mode for non-final documents to save ink.
4. **Page Limits:** Limit the number of pages printed to the minimum required.

#### **7.4.4 Exceptions**

Exceptions to the following “Printing Restrictions” may include routine printing of small documents, individual papers, or other such printing expenses which are not cumbersome to produce with either supplies or employee time.

The City Council may request particular documents to be printed which exceed the threshold of a small print job only with a majority vote.

A small print job is considered a document printing of no more than 10 pages.

## **8. ENFORCEMENT OF THE POLICY FOR COUNCIL MEMBERS**

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### **8.1 Policy**

The Policy establishes guiding principles for appropriate conduct and behavior and sets forth the expectations of Council Members. The Policy establishes a process and procedure that:

- Allows the community, Council Members, and City staff to report Policy violations or other misconduct.
- Provides guidelines to evaluate Policy violations or other misconduct and implement appropriate disciplinary action.

The City Council may discipline Council Members who violate the Charter, the Municipal Code, the Policy or engage in other misconduct. In determining the sanction imposed, the following factors may be considered:

- Nature of the violation.
- Prior violations by the same individual.
- Other factors which bear upon the seriousness of the violation.

At the discretion of the City Council, sanctions may be imposed for violating the Charter, the Municipal Code, the Policy, or engaging in other misconduct. These sanctions may be applied individually or in combination. They include, but are not limited to:

### **8.2 Admonishment**

A warning to an individual City Councilmember about a particular action/behavior that violates City policy.

### **8.3 Direction to Correct**

Direction to an individual Council Member to correct the result of a particular action/behavior that violates law or City policy.

### **8.4 Informal Reprimand**

Reprimand to an individual Council Member when a particular action/behavior (or set of actions/behaviors) violates law or City policy but is considered by the City Council to be not sufficiently serious to require censure.

### **8.5 Revocation of Special Privileges**

Revocation of a Council Member's committee assignments, regional boards and commissions, and community-generated board/committee appointments; suspension of official travel, conference participation, City Council salary, stipends, and ceremonial titles.

## **8.6 Censure**

A censure is an official City Council reprimand of a Council Member. Council Members have the ability to request censure from fellow Council Members if the individual willfully and deliberately acts against specifically outlined items listed in the Code of Conduct, Governance Protocols, or the Code of Ethics.

## **9. COMPENSATION AND BENEFITS**

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### **9.1 City Council**

#### **9.1.1 Compensation**

The City Council, in accordance with Section 503 of the City of Los Alamitos Charter, and Government Code Section 36516, sets the salary for the City Council. Currently, Ordinance No. 09-01 sets the salary at \$400.00 per month.

Compensation to City Council Members is paid bi-weekly through the City's payroll system. There are deductions for taxes and mandatory retirement benefits.

#### **9.1.2 Group Health Insurance**

The City offers medical, dental, vision, and life insurance coverage for its Council Members. These plans are optional and are paid for by the individual Council Member. In order to receive medical coverage, you must enroll in CalPERS.

#### **9.1.3 Retirement**

The City of Los Alamitos is a non-social security covered agency. The City must provide optional retirement benefits for their employees and Nationwide serves Los Alamitos with retirement plan solutions.

The California Public Employees' Retirement Law (PERL) provides optional membership rights for certain elected and appointed officers. CalPERS Optional Membership details are available as an option for retirement.

## **10. TRAINING, MEETINGS, AND CONFERENCES**

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All travel and training expenses are subject to the policies and procedures set forth in the adopted City Council Travel Policy.

Attendance at Training, Meetings, and Conferences shall be coordinated through the City Clerk's Office in accordance with the City Council Travel and Reimbursement Policy and within the City's adopted budget. Council Members shall report attendance for all events during Council Comments at the first meeting immediately following the event.

Should a Council Member RSVP to an event and be unable to attend, reimbursement for the total price of the ticket and/or any cancellation fees shall be provided to the City within 30 days of the event. Failure to reimburse the City within 30 days will result in the loss of future prepaid reservations.

The City Council Travel Policy can be found [here](#).

## **11. CITY COUNCIL MEETINGS**

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The Los Alamitos City Council holds regular meetings on the third Monday of each month at 6:00 p.m. An agenda of each meeting is posted at City Hall and on the City's website. Regular Meetings may be adjourned or continued to a specified time and place.

City Council meetings are broadcast live on Los Al TV Cable Channel 3. Recordings are typically available for no fee on the City's website via video streaming 48 hours after the meeting.

Below is a summary of [Chapter 2.04, City Council](#), of the Los Alamitos Municipal Code.

### **11.1 Parliamentary Procedure – Rules of Order**

Parliamentary procedure is a set of guidelines that regulate and standardize how the City Council conducts its business. The City Council's rules of order are contained in Los Alamitos Municipal Code Section 2.04.150. The City Council can modify these standard procedures to best suit its needs.

### **11.2 Rules of Conduct**

The Mayor has the responsibility to control the debate and the order of speakers. Each Council Member shall be allowed the opportunity to speak on each issue. The Mayor shall call upon all Council Members fairly.

### **11.3 Speaker Time Limits**

Members of the public speaking on an issue not listed on the agenda shall be limited to five minutes. This time can be changed at the discretion of the meetings presiding officer.

### **11.4 City Council Questions**

Council Members are prohibited from entering into "back and forth" exchange with speakers. If Council members have questions regarding comments that speakers make, they may direct them to staff, but only after being recognized by the Mayor.

### **11.5 Types of Council Meetings**

#### **11.5.1 Regular Meetings**

Regular Meetings of the City Council are required to be held at least once a month at a time fixed by ordinance, resolution or by law, and at a designated place within the corporate limits of the City. If a Regular Meeting falls on a holiday, it shall be held on the next business day.

#### **11.5.2 Adjourned Regular Meetings**

An adjourned regular meeting is accomplished by adjourning the previous regular meeting to a specific time, date, and place. A meeting cannot be adjourned past the next regular meeting date. Any subject matter within the City Council's jurisdiction may be handled at

an adjourned regular meeting. Posted notice is required to announce each adjourned meeting and must be posted within 24-hours of adjournment.

### 11.5.3 Special Meetings

The Mayor or two members of the City Council may call Special Meetings to review and discuss specific topics. Members of the City Council and local news media must receive notices of special meetings at least 24 hours prior to the time of the meeting. The notice must specify the time and location of the Special Meeting and the business to be transacted or discussed. Regular ordinances may not be adopted at special meetings; only urgency ordinances. Only items listed on the agenda shall be considered at the Special Meeting.

### 11.5.4 Study Sessions

Study Sessions are often referred to as “work sessions”, are usually informal, and are open to the public. The purpose of the study session is to give the City Council the opportunity to review items that require more in-depth study than time allows on the regular evening meeting agenda and to receive informational reports/items that may not require formal action.

### 11.5.5 Closed Session

Closed sessions may be held to discuss certain matters specified by law, including:

- Labor negotiations
- Pending and existing litigation
- Personnel matters to consider the appointment, employment, performance, or dismissal of a public employee
- Threat to public services or facilities
- License applications by persons with criminal records
- Real estate negotiations

Closed Sessions are attended by the City Council, City Manager, City Attorney, and appropriate Management Staff and occasionally by a special consultant or attorney, depending upon the matter under discussion. Closed Sessions are not open to the public. **Matters discussed during closed session are confidential and may not be discussed with anyone outside of the closed session or during a public meeting.** Violations of the Closed Session confidentiality requirement could put the City in a perilous position with respect to litigation and represent a violation of the law for the person violating the confidentiality requirement.

If any final decisions are made in the Closed Session, the agency must reconvene in open session where it may be required to report the specific votes and actions taken by the agency.

### 11.5.6 Emergency Meetings

Emergency meetings may be called by the City Council with one-hour notice to its members

and local news media. The City Council may not meet in Closed Session during an emergency meeting. Except for the 24-hour notice requirement, the Special Meeting requirements set forth above shall apply in Emergency Meetings.

All meetings, Regular, Special, Study Sessions, Emergency, or Closed Sessions must be conducted within the geographical boundaries of the governing body's jurisdiction, unless specifically exempted.

## **11.6 Agenda**

The City Clerk is responsible for preparing the agenda. The agenda is a listing and synopsis of each business item the City Council will consider during its meeting.

The agenda compilation process involves four steps listed below:

1. Various departments will compile and write reports for approval.
2. The City Clerk will review and edit as needed.
3. The City Attorney will review and approve as to form.
4. The City Manager will provide a final review and approval for City Council viewing.

The Council agenda packet is generally finalized on Thursday in the City Clerk's Office for the meeting on the following Monday. Unless a Council Member indicates otherwise, notice that the agenda is now available online will be sent via email to each Council Member.

Agenda packets are available for public viewing in the City Clerk's Office. The entire agenda packet is available on the City's website. Regular agendas must be posted by the City Clerk's Office at least 72 hours prior to the meeting in order to comply with the Brown Act.

## **11.7 Minutes and Record-Keeping**

The Minutes serve as a source of information for the City Council itself and for the public. Meeting Minutes are required to include the following information:

- Members present
- Motions, resolutions, orders, ordinances, and other items of business and their disposition
- Results of all votes including the vote of each member by name, when appropriate

The minutes are generally an action of what took place and do not include a verbatim transcript. Per City Council Resolution No. 2019-09, the City of Los Alamitos requires action minutes. Any minute component that does not serve the purpose of memorializing the final decision of the City Council will be minimized or eliminated. The City Clerk is responsible for recording, preparing, and maintaining City Council Minutes. Minutes of Council Meetings are available for review in the Office of the City Clerk and on-line at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org).

## **11.8 Types of Agenda Actions**

### 11.8.1 Consent Calendar

Items appearing on the Consent Calendar are routine in nature, generally non-controversial, and do not require in-depth discussion by the City Council. Consent Calendar items are grouped together and decided under a single vote unless a Council Member desires to have a discussion on one or multiple items listed under the Consent Calendar. If discussion is requested by a member of the Council, it is "removed" from the Consent Calendar and handled as a regular agenda item.

Typical Motion: "I move the Consent Calendar (with the exception of items which have been removed) be approved as recommended."

### 11.8.2 Ordinances

Ordinances are the laws of the municipality. City Councils are given the power to pass ordinances by Government Code Section 37100 as long as those ordinances are not in conflict with the laws and Constitution of the State of California or the United States. Approval of an ordinance requires a first reading or introduction and a second reading and adoption, with at least five days between readings (except an urgency ordinance). The passage of an ordinance requires the affirmative votes of at least three (3) Council Members. The ordinance is then published in the local newspaper and becomes effective thirty (30) days after adoption. An ordinance is an action that can be repealed or amended only by a subsequent ordinance.

- First Reading

An ordinance is introduced by reading its title (read by the Mayor), or by complete reading, if requested by a Council Member.

*Typical Motion:* "I move to introduce Ordinance No. \_\_ by title only and waive further reading."

- Second Reading

An ordinance is adopted by reading its title (read by the Mayor), or by complete reading, if requested by a Council Member.

*Typical Motion:* "I move to adopt Ordinance No. \_\_ by title only and waive further reading."

When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular or adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this section.

### 11.8.3 Urgency Ordinances

In matters deemed by the City Council to warrant immediate action to preserve peace, public safety or health, an emergency ordinance may be passed immediately upon introduction at

either a regular or special meeting. The ordinance can be effective immediately.

### **11.8.4 Resolutions**

A resolution expresses the policy of the City Council on directing certain types of procedural or administrative actions. It requires only one reading and may be changed by subsequent resolution. The passage of a resolution requires the affirmative votes of at least three (3) Council Members.

### **11.8.5 Proclamations**

A proclamation is a public declaration of the City Council's endorsement of something such as a special event. Such public announcements usually are made at the request of the organization sponsoring the event and not for functions of a personal nature such as a birthday, anniversary, etc.

### **11.8.6 Certificate of Appreciation/Commendation**

A Certificate of Appreciation or Commendation is a certificate endorsed by the City Council showing the City's appreciation to an individual who has given years of energy and knowledge to the growth and development of the City or has demonstrated outstanding achievement.

### **11.8.7 Public Hearings**

A public hearing is the open consideration of an issue within a regular meeting of the City Council, for which special public notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present information, offer support or objection for the subject under consideration. Public hearings are required for such items as zoning changes, annexations, weed abatement liens, etc.

### **11.9 Rules for Persons Presenting Testimony to the City Council**

- The person must be clearly recognized by the Mayor and is to approach the podium and microphone before testifying
- The person must speak into the microphone directly in order to properly record their presentation into the record
- Name should be clearly stated for the record
- Testimony will not be received out of order of sequence outlined in the order of proceedings listed above
- All exhibits and documents used by witnesses shall be given to the City Clerk

### **11.10 Quorum**

A quorum is the minimum number of Council Members that must be present at any meeting to make the proceedings valid. The minimum number of Council Members required for a quorum is three.

### **11.11 Dress Code and Professional Standards Policy**

Clothing is one of the best ways to project a professional image. It is important that all Councilmembers dress in a professional and conservative manner. Appropriate professional and conservative attire includes, but is not limited to the following:

Male Councilmembers: Appropriate attire includes business suits, sport coats, sweaters, slacks, dress shirts with a collar and tie, socks and dress shoes. Hair and facial hair must be maintained to present a professional appearance – extreme colors or styles are not permitted.

Female Councilmembers: Appropriate attire includes business suits, slacks, dresses, skirts, sweaters, dress shirts/tops, blouses, dress shoes or boots, or dress sandals with a heel. Hair must be maintained to present a professional appearance – extreme colors or styles are not permitted.

Inappropriate Attire / Footwear: Listed below are items that are not appropriate in a council setting. This list is not intended to be all-inclusive.

- Casual or souvenir t-shirts or sweatshirts (unless for a special occasion such as a city event or a national awareness campaign similar to Breast Cancer Awareness).
- Denim jeans.
- Tank tops or tube tops.
- Bib Overalls.
- Warm up or jogging ensembles/exercise wear, leggings, spandex-like clothing, or any clothing that resembles pajamas.
- Ripped, soiled, patched, stained, faded, bleached, or revealing clothing.
- Excessively tight clothing.
- Bare back or low-cut dresses or tops.
- Exposed undergarments, see-through or sheer blouses.
- Mini dresses or miniskirts.
- Spaghetti-strap dresses or tops (unless worn under a suit jacket).
- Capri pants.
- Shorts of any type or length.
- Casual sandals or flip-flops.
- Slippers.
- Athletic type shoes.
- Attire with offensive print or slogans.

## **12. COMMUNICATIONS**

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### **12.1 Communications with Staff**

City Council is encouraged to contact the City Manager directly to ask questions for clarification or to request information.

A Council Member shall not direct Staff to initiate any action, change a course of action, or prepare any report that is significant in nature, nor shall a Council Member initiate any project or study without the approval of a majority of a quorum of Council at a properly agendaized meeting.

### **12.2 Request for Information**

Council may request additional information on subject matters of interest. All requests should be made to the City Manager. The City Manager will coordinate requests with the appropriate departments. The City Manager will take into consideration the amount of time and resources required to compile the requested information and advise the Council Member within 10 working days of an anticipated delivery date. Delivery dates are estimations based on current workloads, the number of information requests being received, available staff, etc.

Some information requested may take longer to retrieve. Anticipated delivery dates are subject to change at the City Manager's discretion. If the City Manager estimates compiling the requested information will require more than three hours of Staff time or otherwise necessitate a significant amount of Staff time to complete, then the City Manager will place the request on the next City Council Agenda for approval and authorization by a majority vote of a quorum of the City Council.

Information requests made by a Council Member and the resulting production of information, and records will be shared with the entire City Council to ensure equity in the distribution of information.

Responses will be provided in the most efficiently accessible way, including links to websites and electronic documents.

### **12.3 Undue Influence on Staff & Commissions/Boards**

Council Members shall not attempt to coerce or influence Staff or Commissioners/Board Members in making appointments, awarding contracts, selecting consultants, processing development applications, or granting City licenses or permits. The City Council shall not attempt to change or interfere with the operating policies and practices of any City department.

### **12.4 Complaints Regarding Performance of Staff**

Any concerns by a member of the City Council over the behavior or work of a City employee

should be directed to the City Manager privately to ensure the concern is resolved and investigated completely and equitably. Council Members shall not reprimand employees directly, nor shall they communicate their concerns to anyone other than the City Manager. Council Members shall refrain from berating, chastising, or speaking negatively about Staff to or in front of members of the public.

### **12.5 Out-of-Town Notification**

It is imperative that Staff be able to reach the Council in a timely manner for a number of reasons, including ensuring the business of the City moves forward without delay in the event of an emergency, scheduling special meetings, etc. Should a Council Member intend to be out of town overnight, the Council Member will notify the City Manager 72 hours or more before departure. The dates and location should be provided. For the intent of this provision, out-of-town includes anywhere outside the County of Orange, California or the County of Los Angeles, California.

The City's Charter dictates Council Members leaving the state for more than sixty (60) days requires permission from the City Council before leaving. The City Manager will notify the City Council upon receipt of notice of such an absence.

### **12.6 Handling of Litigation and Other Confidential Information**

Council Members shall keep all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to ensure that the City's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager.

Any questions regarding litigation or confidential information may be directed to the City Manager or the City Attorney.

## 13. CITY ORGANIZATION

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### 13.1 City Departments

This chapter provides a brief description of the functions and services performed by each department.

#### 13.1.1 City Manager/Administration

The City Manager, appointed by the City Council, is responsible for the implementation of policies and programs established by the City Council, the execution of the adopted budget, the identification of legislative priorities, and the overall management of each City Department. The City Manager is responsible for forecasting the program and service needs of the City and its related financial, personnel, and capital improvement requirements.

The City Manager's powers and duties are outlined in [Chapter 2.08, City Manager](#), of the Los Alamitos Municipal Code.

#### 13.1.2 City Attorney

The City Attorney is a contract position, appointed by the City Council, and is responsible for providing necessary legal services and guidance to the City Council, City Manager, Department Heads, and City Advisory Bodies to ensure that City functions are performed on a sound legal basis.

The City Attorney's powers and duties are outlined in [Chapter 2.20, City Attorney](#), of the Los Alamitos Municipal Code.

#### 13.1.3 City Clerk/Director of Communication

The City Clerk is the local official who administers the democratic processes, such as elections, access to City records and all legislative actions, ensuring transparency to the public. The City Clerk acts as the compliance officer for Federal, State, and local statutes including the Political Reform Act, Brown Act, Maddy Act, and Public Records Act. The City Clerk coordinates ethics training classes for City Council, Commissions, and Staff as required by Assembly Bill 1234.

The City Clerk is appointed by the City Council with day-to-day oversight from the City Manager. The City Clerk is responsible for preparing and posting City Council meeting agendas. The City Clerk attends all Council meetings to record the official transactions of the City Council and prepares and maintains minutes of all Council meetings. The City Clerk provides Staff support to the City Council Members.

The City Clerk conducts municipal elections and assists candidates in meeting legal responsibilities before, during and after an election. The City Clerk serves as the filing officer for Conflict of Interest and Campaign Disclosure Statements. The biennial review of the

City's Conflict of Interest Code is coordinated by the City Clerk, who updates the Code with any new designated filers and their appropriate disclosure categories and presents the amended Conflict of Interest Code to the City Council for approval.

All Public Records Act requests for City documents are received and managed by the City Clerk's Office, and responses and/or documents are provided in a timely manner in accordance with the Act.

The City Clerk's Office is responsible for the proper storage, retention, and indexing of all official City records pursuant to State law and the City's Record Retention Schedule. These documents include all Ordinances and Resolutions adopted by the City Council, City contracts and required insurance certificates, deeds, and other recorded documents. The City Clerk assists each department with the management of contracts.

The City Clerk publishes Ordinances, Resolutions, legal notices and other official City documents as required by law. The Los Alamitos Municipal Code and City Charter are maintained and updated by the City Clerk. The City Clerk is also the custodian of the official City seal.

The City Clerk's Office coordinates the recruitment of City Commissioners by publishing and posting Commission vacancies as required by State law, arranges interviews with the City Council, and maintains all rosters of City Commissioners and their term expiration dates.

All Proclamations, Commendations, and Certificates of Appreciation are prepared by the City Clerk's Office who coordinates the presentation of the awards with the Mayor and the recipients.

The City Clerk also assists with the maintenance and updates to the City's website and coordination of the City's social media team. The role of Director of Communications was established in 2022. Special projects and goals are coordinated and implemented in cooperation with the City Manager.

#### **13.1.4 Finance Director/City Treasurer**

The Finance Director is appointed by the City Manager and also holds the title of City Treasurer. The Finance Director/City Treasurer administers the financial affairs of the City.

The Finance Department is responsible for the overall financial management of the City, preparing an Operating and Capital Improvement Budget, providing quarterly budget updates of both revenues and expenditures, preparing an Annual Comprehensive Financial Report (ACFR), managing the City's investment portfolio, and maintaining the City's Financial Software program. This department coordinates all financial audits, including the City's Annual Audit, and the Federal Single Audit. The Finance Department collects all taxes, fees, special assessment and utility charges, and provides the financial management of contracts including leases. The Finance Department also provides internal support services to all other City departments in the form of financial planning, accounting and financial reporting,

budgeting, payroll, accounts payable and receivable, and risk management.

### **13.1.5 Development Services Department**

The primary responsibility of the department is to establish the long-range vision for the City of Los Alamitos. Under the direction of the Development Services Director, the department consists of six divisions that plan, design, operate, maintain public infrastructure, uphold the City's zoning and Municipal Codes, and improve the economic well-being to promote livability, aesthetic value, and a quality of life for residents, property owners, business owners, and visitors to Los Alamitos.

The Development Services Department provides administrative support to the Planning and Traffic Commissions and is comprised of six (6) divisions: Current and Advance Planning, Building and Safety Inspection, Neighborhood Preservation Services (Code Enforcement), Engineering Services, Public Works, and Economic Development.

Current and Advance Planning provides comprehensive and long-range land, environmental, and policy planning, as well as short range planning functions that include maintaining and implementing the City's General Plan and Zoning Ordinance; facilitating interdepartmental coordination such as temporary special event permits and filming permits; reviewing proposed legislation; ensuring compliance with legislative mandates; reviewing all development applications for compliance with zoning and subdivision ordinances. The Planning Division also provides demographic data and analysis, as well as land use and environmental information to the public and City staff in order to facilitate an ongoing understanding of the community.

Building and Safety Inspection provides services to the community in their building and development projects. Professional, trained staff perform plan checks and field inspections at various phases of construction. These inspections are conducted to ensure that the project is in conformance with applicable Building Codes. The Building Department works collaboratively with other agencies to ensure that projects do not proceed without appropriate approvals. The Building Division is available for in-person counter hours in the mornings and field inspection in the afternoons. Residents and contractors may also utilize the on-line plan check and permitting system.

Neighborhood Preservation Services (Code Enforcement) provides enforcement of the City's Municipal Code as it relates to neighborhood and community issues. Through a combination of field inspections and research, violations are documented, and a Notice of Violation (NOV) may be issued if warranted. The Code Enforcement Officer follows a case from receipt to closure, sometimes involving court proceedings and Administrative Citations to gain compliance. The Code Enforcement Division assists with neighborhood preservation by planning and implementing a citywide cleanup event and monthly concentrated efforts to keep Los Alamitos within municipal codes and aesthetically pleasing.

Engineering Services is responsible for managing, programming, and implementing the City's Capital Improvement Program (CIP), seeking funding for all projects, and reviewing

encroachment and wide load permits. The division provides support to the department in the review of new developments for engineering-related issues. Additionally, the Engineering Division is responsible for managing the City traffic signal system and handling community requests for service related to traffic issues. The City Engineer is the City liaison to a number of regional transportation agencies such as OCTA and Caltrans.

Public Works maintains the public infrastructure including streets, street landscaping, parks, storm drains, buildings, vehicles, and equipment in an effort to safely, efficiently, and effectively protect the City's physical investments through periodic maintenance, replacement, and repair of all assets, thereby providing a safe, clean, and pleasant environment for the public.

The Public Works Division also oversees Garage Services and is responsible for purchasing, outfitting, and maintaining city vehicles and construction equipment. The division protects the City's physical investments safely, efficiently, and effectively through routine maintenance, replacement, and repair, thereby protecting the community investment in its vehicles and construction equipment.

The Economic Development Division develops programs, policies, and events that seek to improve the economic well-being and quality of life for Los Alamitos. The Division provides assistance with site selection, market and demographic information, and business resources. The Division provides assistance with business licenses, oversees the City's Public Art Program, and assists with the Development Services Department's outreach including banners, social media, and email blast.

### **13.1.6 Police Department**

The Los Alamitos Police Department is committed to providing the highest degree of professional service. With utmost integrity, the primary responsibility of the Police Department is to ensure the safety and security of the community. This is accomplished through a variety of programs and special enforcement strategies which are designed to enhance the quality of life in Los Alamitos.

Police Administration, under the direction of the Chief of Police, provides the administrative backbone necessary for the effective and efficient delivery of police service. Two Police Captains and a Support Services Manager oversee the Department's Administration/Investigation, Operations and Support Services Divisions. In 1998, the Department was among the first in the County to civilianize a commander position resulting in significant budgetary savings each year.

As the most visible representatives of the Department, Patrol Officers make customer service a priority while preventing crime, enforcing laws, and apprehending criminals. Detectives investigate crimes and prepare cases for court. Working with the Records Bureau and Court Liaison, Detectives develop detailed packages which lead to successful prosecution and reduce the risk of future crimes. Community Outreach is the mechanism

Police Officers use to interact and foster partnerships with our citizens. It combines traditional enforcement with creative problem-solving strategies. The Department is constantly striving to improve efficiency by implementing compassionate, creative law enforcement programs, which focus on prevention as well as apprehension.

Traffic enforcement is provided by a motorcycle officer, as well as other police officers assigned to patrol. Traffic activities include enforcing traffic laws, investigating collisions, and educating the community about traffic safety. Although routine collision investigations are handled by patrol officers, major injury and fatal collision investigations are conducted by specially trained members of the interagency Serious Accident Response (STAR) Team. Parking control and crossing guards are also part of the traffic program.

Police Dispatch is provided by the West Cities Police Communications Joint Powers Authority (West-Comm). Located in the Seal Beach Police Department, West-Comm provides professional police communication services to Cypress, Los Alamitos, and Seal Beach. Los Alamitos was a founding partner in the formation of the JPA in 1997.

Since the City of Los Alamitos contracts for Fire Protection with the Orange County Fire Authority, Emergency Preparedness is coordinated by the Police Department. Ensuring that the City is prepared to protect life, property, and the environment following a disaster, staff participate in an Emergency Preparedness Team which is managed by the Emergency Services Coordinator. The Team consists of representatives from all City Departments who meet to strategize and prepare for incidents of terrorism and natural disasters. Homeland Security falls within this program.

### **13.1.7 Recreation & Community Services**

The Recreation and Community Services Department operates recreation, instruction and special events for the community. The Department is composed of specific program areas including: administrative services, aquatics, community and senior services, day camp, park programs, sports, preschool program, special classes, and special events. The Department also supports the entire City in marketing and graphic design. The Department serves as the non-profit organizations' staff liaison and facilitates monthly meetings with the local non-profits serving the Los Alamitos community. The goal of the department is to enhance the sense of community and create quality of life in Los Alamitos.

Administration manages the financial and logistical operations of the Recreation and Community Services Department, and supports the following divisions: Aquatics, Community and Senior Services, Day Camp, Park Programs, Sports, Preschool Program, Special Classes and Special Events, and administrative support to the Parks, Recreation and Cultural Arts Commission.

The Los Alamitos Recreation and Community Services Department Aquatics Program is a seasonal summer program. The program goal is to offer Los Alamitos residents an affordable option for water safety courses for their family. Residents have the opportunity

to swim at the Los Alamitos High School Pool and the Joint Forces Training Base through this program. The Aquatics Program offers Lap Swim, Youth Swim Lessons, and Recreation/Open Swim. The program is operated in partnership with the Los Alamitos Unified School District as well as the Joint Forces Training Base.

Community Services is responsible for the development and implementation of year-round programming and services for the older adult population. The larger of these services include the Los Alamitos Senior Club, Balance and Fitness Class, and the Dine In & Dough House Senior Lunch Program. Community Services is also responsible for scheduling, reservations, policy renovation, and day-to-day operations associated with the Community Center facility and surrounding complex.

Day Camp is responsible for the development and coordination of the Los Alamitos Day Camp Program. With a 1:10 staff to participant ratio, by offering extended hours, this paid program helps meet the need of many working parents as a daycare alternative.

Summer Parks Programs is responsible for drop-in programs at City parks providing children the opportunity to play in a safe and fun environment for the constructive use of their free time during the summer. The program provides mentoring and supervision to children who would otherwise be home alone, lets children build and strengthen friendships, and creates a safe, neighborhood environment. Free excursions are also offered to provide all children with equal opportunity to enjoy field trips in the summer.

The Sports division is responsible for the development and administration of Junior Pee-Wee, Youth and Adult sports programming. The division operates and maintains team registrations for the three Adults Sport seasons that include slow-pitch softball, soccer and basketball. The division also operates and maintains participation in a year-round Youth Sports program that includes soccer, basketball, track & field, volleyball, flag football and t-ball for youth participants.

The Lil' Oak Preschool Program creates a realistic classroom setting to best prepare students for the transition to kindergarten. Academics is a core component, with emphasis on sight words, reading, math, science, and art. The program provides an opportunity for children to establish relationships while experiencing a thematic, hands-on approach to learning. Three-year-old children develop language skills and cognitive and gross motor development through various programming and activities. Four and five-year-olds make new discoveries about themselves and others, learn how to problem solve and think independently in a learning environment designed to capture their interest while progressing at their own individual pace.

Special Classes division provides a comprehensive selection of special interest classes for all age groups. In this division, contract instructors teach a combination of over 100 different classes per quarter. Classes and camps are offered based on demand, viability and trend structure. Focus is placed on the instruction and development of skills in

specialized classes. Staff-led classes allow for Recreation staff to utilize their individual talents and expertise to develop classes and camps and teach them in house.

Special Events division coordinates the City's annual special events including the Weekend of Art, Spring Carnival, Elevate Teen Expo, Senior Prom, Summer Concert Series, 3<sup>rd</sup> of July Fireworks Spectacular, Senior Expo, Serve Los Al, Race Los Al, Celebrate Los Al, Elevate Women's Conference, Trunk or Treat, and Winter Wonderland.

The Recreation & Community Services Department provides graphic design support to all City Departments throughout the year. Staff produces a variety of marketing materials which are displayed throughout the Community Center, City-wide Departments, and all around the Los Alamitos community. One of the most important marketing tools is the seasonal Recreation Brochure with City News. It is an essential way of communicating about the classes, activities, events, and pertinent Citywide information and services being offered to the public within the season. The Department also produces social media posts, press releases, and the Weekly E-Newsletter as consistent prominent forms of community outreach.

The Recreation & Community Services Department serves as the liaison to local non-profits serving the Los Alamitos community. The Serve Los Al Committee meets on a monthly basis typically on the second Monday of the month at 1:00 p.m. The Serve Los Al citywide volunteer event takes place in September of each year and the committee meets each month to share valuable information and events to network and share resources. The Department organizes three donation drives each year to assist the local non-profits with good and supplies to help serve the families in need in the community.

### **13.1.8 Fire**

The City of Los Alamitos contracts for Fire, Emergency Medical and Rescue Services from the Orange County Fire Authority. Fire services include protection, prevention, and suppression.

The Orange County Fire Authority (OCFA) was formed on March 1, 1995, and is governed by a 24-member Board of Directors, comprised of representatives from the 22 cities it protects and the Orange County Board of Supervisors. Known as the Orange County Fire Department from 1980 to 1995, the OCFA is one of the largest regional fire service organizations in California. The OCFA serves a population of over 1.4 million in an area of 550 square miles including over 175,000 acres of wildland.

Of their 62 fire stations located throughout Orange County, the City of Los Alamitos is host to OCFA Fire Station #2. Located at 3642 Green Avenue, the station was established in 1944 and is designed to house 3 Fire Captains, 3 Engineers, and 3 Firefighters. [Visit the OCFA website.](#)

## **13.2 City Employees**

City employees comprise the majority of City government. They perform the day-to-day functions necessary to provide services to the community. Department Heads administer specific functions of City government and are responsible to the City Manager.

### **13.2.1 City Employee Salaries and Labor Groups**

The City of Los Alamitos' workforce is comprised of several different labor groups. They all work cooperatively together to ensure that Council policy is carried out and that residents continue to receive the outstanding service that makes Los Alamitos a unique place to live and work. Groups include:

- Non-represented employees include positions in executive management, middle management, and/or confidential employees.
- Police Officers Association (POA) consists of the Sergeants, Corporals, and Officers.
- California Teamsters 911 includes employees from all departments; the positions range from field personnel to office staff.
- Part-Time Employees are paid on an hourly basis to provide staffing to various departments throughout the City.

The Memorandums of Understanding (MOU) for the City of Los Alamitos can be found on the City's website at: <http://cityoflosalamitos.org/210/Salaries-and-Labor-Groups>

## **14. CITY COMMISSIONS**

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City Commissions serve in an advisory capacity to the City Council to facilitate public input and citizen participation in the determination of public policies.

Commission Members are appointed from the qualified electors of the City, none of whom hold any paid office or employment in the City government. Most members of advisory bodies serve three (3) year terms and shall serve until their respective successors are appointed and qualified.

Commissions and Board Members are appointed, and subject to removal, by motion of the City Council adopted by a majority vote. The following is a description of the City's Commissions.

### **14.1 Parks, Recreation, & Cultural Arts Commission**

This is a seven-member Commission, which meets on the first Wednesday of each month at 7:00 p.m. in the City Council Chamber. It is responsible for advising the City Council in all matters pertaining to public recreation and parks, including problems of development of recreation areas, facilities, programs and services and formulating policies on recreational services, and also programming yearly events within the community which promote fine arts.

### **14.2 Personnel Appeals Commission**

This is a five-member Commission, which meets on an as-needed basis. The Personnel Appeals Commission receives and hears appeals on personnel matters.

### **14.3 Planning Commission**

This is a seven-member Commission that meets on the fourth Wednesday of each month at 7:00 p.m. in the Los Alamitos Council Chamber. The Planning Commission is responsible for recommendations and implementation of the City's General Plan and zoning ordinances, as well as review of development proposals.

### **14.4 Traffic Commission**

This is a seven-member Commission that meets monthly on the second Wednesday of each month at 7:00 p.m. in the Los Alamitos Council Chamber. It is responsible for advising City Council in all matters pertaining to traffic conditions including reviewing complaints, requests or suggestions, and making recommendations to the City Council for any infrastructure improvements.

## **15. REPRESENTATIVES TO OTHER AGENCIES AND AD HOC COMMITTEES**

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The City Council Members represent the City on various County and regional boards and committees. These external bodies range from the League of California Cities to the Orange County Transportation Authority. The issues and topics covered by these bodies range from the budget to police dispatch services. Appointees serve as voting members on some of these boards and committees.

City Ad Hoc Committees, also referred to as standing committees, are committees that have either: (1) a continuing subject matter jurisdiction; or (2) a fixed meeting schedule. Even if it comprises less than a quorum of the City Council, a standing committee is subject to the Brown Act. Typically, the City Council appoints two members to standing committees.

Traditionally, as a follow-up to the annual City Council reorganization in December, the City Council reviews its current appointments and considers new appointments and reappointments. These appointments are typically for a year unless otherwise requested by the agency.

### **15.1 Fair Political Practices Commission - Form 806**

Form 806 is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards or commissions of a public agency, special district, or joint powers agency or authority. The State of California Fair Political Practices Commission (FPPC) Regulation 18705.5 requires Council Members to recuse themselves from voting on non-City positions that receive a stipend of \$250 or more per year. Should the City Council wish to vote for themselves on compensated committees, the City must post Form 806 regarding the appointments on the City's website.

The City is in compliance with this regulation and posts Form 806 on the website; therefore, it is not necessary for Council Members to recuse themselves from voting for themselves on compensated non-City positions.

The current appointment list and Form 806 can be found on the City's website at: <http://cityoflosalamitos.org/166/Representatives-to-Other-Agencies>.

## 16. QUICK LINKS TO USEFUL REFERENCE MATERIALS

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- A. [Los Alamitos Municipal Code](#)
- B. [List of City Council Representatives to Other Agencies](#)
- C. [Rosenberg's Rules of Order](#)
- D. [A Guide to the Ralph M. Brown Act](#)
- E. [Administrative Rules and Regulations](#)
- F. [General Plan](#)
- G. [City Financial Documents](#)
- H. [Los Alamitos Conflict of Interest Code](#)
- I. [Public Records Online](#)
- J. [FPPC](#)