

**City of Los Alamitos
Administrative Regulation**

Regulation	1.23
Title	City Council Photos and Name Plates
Authority	City Clerk's Office
Date	June 2, 2025
Revised:	

Signed by:


Windmera Quintanar, MMC, City Clerk

1. **Purpose:** The purpose of this policy is to establish guidelines and procedures for City Council photos and name plates within public buildings.
2. **Application:** This policy applies to departments where City Council photos and name plates are located.
3. **Regulation:** Upon City Council Reorganization, City Council photos and name plates for new positions will be ordered and installed at approved locations. A list of locations will be kept on file in the City Clerk's Office, and currently include the following:
 - City Hall 1, 2, and 3
 - Council Chamber
 - Community Center 1 and 2
 - Police Department
 - Los Alamitos Museum

The City Clerk's Office will order name plates for new positions. Departments are responsible for maintaining previous name plates.

Example:

Council Member Joe is newly elected to the Council (new plate will be ordered)

Council Member Joe is elected to Mayor (new plate will be ordered)

Mayor Joe's term ends, and returns to Council Member Joe (no plate will be ordered)

A. City Clerk's Office

The City Clerk's Office will order the new photos and name plates for new positions upon City Council Reorganization and special circumstances as needed.

The City Clerk's Office will coordinate with the Department Secretaries or the designated individual to provide new photos and name plates to be installed.

B. Departments

The following Departments will maintain City Council photos and name plates:

- City Hall 1 and 3 – Development Services
- City Hall 2 – City Clerk’s Office
- Council Chamber – City Clerk’s Office
- Community Center 1 and 2 – Recreation and Community Services
- Police Department – Police
- Los Alamitos Museum – City Clerk’s office

Each department is responsible for purchasing matching 8’ x 10’ frames for the City Council photos. Frames should mirror City Hall 1 and 2 when possible.

Each department will maintain past name plaques for reuse as needed.

C. General Information

City Council photos and name plates will be installed in the following order, from left to right:

Mayor, Mayor Pro Tem, and three Council Members in alphabetical order by last name.

For the Council Chamber only, City Council photos and name plaques will be installed to match Council seating at the dais.

Should a change in nameplate design be required, the City Clerk’s Office will order new nameplates for each location to ensure uniformity within each building.