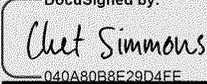


City of Los Alamitos Administrative Regulation

Regulation: 9.5	<small>DocuSigned by:</small>  <small>040A80B8E29D4FF</small> Chet Simmons, City Manager
Title: Guidelines for Publishing Notices	
Authority: City Manager	
Date: 4/14/25	
Revised: 9/25/25	

- 1. Purpose:** Public notices are official announcements required by law to inform the public about legal proceedings, business actions, or governmental decisions. They ensure transparency and allow the public to participate in or be aware of important matters.

- 2. Application:** As required by California Law and/or the Los Alamitos Municipal Code, the City shall publish legally required notices in a newspaper of general circulation in a consistent manner across all its departments and divisions.

- 3. Policy:**

A. Newspaper of General Circulation: Existing law requires a newspaper of general circulation to meet certain criteria, including publication, a bona fide subscription list of paying subscribers, and printing and publishing at regular intervals in the state, county, or city where publication is to be given.

In an effort to ensure notices can be provided in a timely fashion and in the most cost-effective manner, the City shall use the **Orange County Reporter** for all legally required publications.

B. Contact Information:

Orange County Reporter
600 W. Santa Ana Blvd., Suite 812
Santa Ana, CA 9270
Phone (714) 543-2027
www.ocreporter.news/
orangecountyreporter@dailyjournal.com

Rates vary depending on the type of legal notice you need to publish. Contact Orange County Reporter for quotes.

When requesting an item for publication from the Orange County Reporter, send an email to orangecountyreporter@dailyjournal.com, copy the City Clerk's Office (cityclerk@cityoflosalamitos.org) and include the following:

- The document you would like published
- Date to be published
- Published in the Orange County Reporter

C. Publication Days: The Orange County Reporter publishes three (3) days per week, Monday, Wednesday, and Friday, except on major holidays.

D. Standard Deadlines: Two (2) business days prior to publication at 3:00 pm. Business days are Monday through Friday (except legal holidays).

E. Guidelines:

- All Departments are responsible for consulting with the City Clerk and City Attorney's Office to ensure legal mandates are being met.
- Departments are responsible for ensuring all proper publication deadlines are met.
- Common items including a published notice include, but are not limited to:
 - Budget Adoption
 - Fees
 - Land Use Changes
 - Ordinances
 - Public Hearing Notices
- Published notices should also be placed on the City's website and on the three posting boards located throughout the City.