

City of Los Alamitos
Administrative Regulation

Regulation	1.22	 DocuSigned by: <i>Chet Simmons</i> 040A80B8E29D4FE... Chet Simmons, City Manager
Title	City Hall Tour Program	
Authority	City Manager	
Date	November 26, 2024	
Revised:		

- 1. Purpose:** The purpose of this policy is to establish guidelines and procedures for a City Hall Tour Program. The objective of each tour is to provide education regarding City Hall operations and foster community engagement.
- 2. Application:** This policy applies to all employees, Councilmembers, and Commissioners.
- 3. Regulation:** The City Clerk’s office will coordinate and arrange all tours of City Hall requests with the requestor. The guidelines and procedures are outlined below.

A. General Information

Various groups will request a tour of City Hall (i.e. a Girl Scout Troop will request a tour with the City Council). Tours may be conducted by City Council or with Staff. If Council is requested, the Mayor will have first right, then the Mayor Pro Tem, and then the most senior Council Member.

The time limit for a tour is 45 minutes.

The city will not collect any fees for a scheduled tour.

B. Scheduling a Tour

When a request is received by Staff for a city tour, requestor shall provide Staff with the following information:

- 1) Group Name
- 2) Contact Name
- 3) Contact Phone Number
- 4) Contact Email Address
- 5) Requested Date/Time of Tour
- 6) Requested Duration for the Tour
- 7) Reason for Request
- 8) Number of participants

Staff shall forward all requests to the City Clerk's office for coordination. The City Clerk's office will contact the group if further information is necessary.

The City Clerk's office will coordinate with the appropriate staff member and or Council Member to determine availability to host a tour. Once a date and time are confirmed, the group contact will be notified with the detailed tour information (date, time and meeting location).

The City Clerk's Office will send a calendar invitation to all parties and include the City Manager for his reference.

C. City Tour Operations

A tour will be provided by the appropriate staff member and/or City Council. If City Council is providing the tour, Police Personnel will be requested to join.

A representative from the City Clerk's Office will be present at the start of the meeting to greet the group and provide handouts (i.e. pens, lapel pins, stickers).

In general, the appropriate staff member and/or Council Member will meet with the group inside the Council Chamber where an overview of City operations and Council duties will take place.

For longer tours, a representative from each department may participate to provide a short overview of department operations. The requesting group will provide their reason for the tour and the City Clerk's office will contact departments as needed.



CITY OF LOS ALAMITOS

CITY COUNCIL CITY TOUR PROGRAM

City Clerk's Office
3191 Katella Ave., Los Alamitos, CA 90720-5600
Phone: (562) 431-3538 Fax: (562) 493-0678

REQUESTOR INFORMATION

To be completed by the Requestor

Group Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

REQUESTED TOUR INFORMATION

The City Clerk's Office will coordinate and arrange the tour.

Requested Date of Tour: _____ Requested Time / Duration of Tour: _____

Reason for Request: _____

Number of participants: _____

Age range of participants (i.e. 12-14 years old): _____

QUESTIONS

FOR CITY CLERK'S OFFICE

Date/Time of Tour: _____

Meeting Location: _____

Host: _____

Email Confirmation sent to Contact on: _____