STATE of CALIFORNIA
COMMISSION ON STATE MANDATES

November 12, 2026

Mr. Troy Grunklee
City of La Puente
15900 East Main Street
La Puente, CA 91744

Mr. Chris Hill
Department of Finance
915 L Street, 10th Floor
Sacramento, CA 95814

And Parties, Interested Parties, and Interested Persons (See Mailing List)

Re: Proposed Decision and Parameters and Guidelines Amendment
Internet Websites and Email Addresses, 25-PGA-02
Statutes 2023, Chapter 586 (AB 1637); Government Code Section 50034(a)(1)-(2) and (b)
City of La Puente, Requester

Dear Mr. Grunklee and Mr. Hill:

The Proposed Decision and Parameters and Guidelines Amendment for the above-captioned matter is enclosed for your review.

Hearing: This matter is set for hearing on **Friday, December 4, 2026, in person at 10:00 a.m., at The Jesse M. Unruh State Office Building, 915 Capitol Mall, Room 121, The Boardroom, Sacramento, California, 95814 and via Zoom.**

The Commission is committed to ensuring that its public meetings are accessible to the public and that the public has the opportunity to observe the meeting and to participate by providing written and verbal comment on Commission matters whether they are physically appearing at the in-person meeting location or participating via Zoom. If you want to speak during the hearing and you are in-person, please come to the table for the swearing in and to speak when your item is up for hearing. If you are participating via Zoom or via telephone, you must use the "Raise Hand" feature in order for our moderators to know you need to be unmuted.

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Testimony at the Commission Hearing: If you plan to address the Commission on an agenda item, please notify the Commission Office **not later than noon on December 1, 2026**. Please also include the names of the people who will be speaking for inclusion on the witness list and the names and email addresses of the people who will be speaking both in person and remotely to receive a hearing panelist link in Zoom. When calling or emailing, please identify the item you want to testify on and the entity you represent. The Commission Chairperson reserves the right to impose time limits on presentations as may be necessary to complete the agenda.

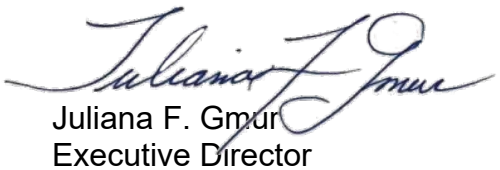
Time to File Written Comments: Any person may submit comments in writing on any agenda item by filing them in accordance with section 1181.3 of the Commission's regulations. If you plan to file any written document, please note that comments filed at least 15 days in advance of the meeting shall be included in the Commissioners' hearing binders, a copy of which is available for public viewing at the Commission meeting. Additionally, comments filed more than five days in advance of the meeting shall be included in the Commission's meeting binders, if feasible, or shall be provided to the Commission when the item is called, unless otherwise agreed by the Commission or the executive director. (Cal. Code Regs., tit. 2, § § 1181.3 and 1181.10(b)(1)(A-B)).

However, written comments filed less than five days in advance of the meeting, the commenter shall electronically file (or e-file) a PDF copy with the Commission via the Commission's e-filing system, available on the Commission's website https://www.csm.ca.gov/dropbox.shtml at least 24 hours prior to the meeting. Commission staff shall provide copies of the comments to the Commission and shall place a copy on a table for public review when the item is called or, in the case of participation via teleconference, shall provide an electronic copy to the Commission and post a copy on the Commission's website, and may share the document with the Commission and the public using the "share" function. (Cal. Code Regs., tit. 2, § § 1181.3 and 1181.10(b)(1)(C)).

Postponement: If you would like to request postponement of the hearing, please refer to section 1187.9(b) of the Commission's regulations.

Special Accommodations: For any special accommodations such as a sign language interpreter, an assistive listening device, materials in an alternative format, or any other accommodations, please contact the Commission Office at least five to seven working days prior to the meeting.

Very truly yours,



Juliana F. Gmur
Executive Director

Hearing Date: December 4, 2026

ITEM 5
PROPOSED DECISION
AND
PARAMETERS AND GUIDELINES AMENDMENT

Government Code Sections 50034(a)(1)-(2) & (b) as Added by Statutes 2023, Chapter 586 (AB 1637)

Internet Websites and Email Addresses

25-PGA-02 (24-TC-04)

City of La Puente, Requester

EXECUTIVE SUMMARY

Summary of the Mandate and Request to Amend the Parameters and Guidelines

Government Code section 50034(a)(1)-(2) and (b), as added by Statutes 2023, chapter 586 (the test claim statute), effective January 1, 2024, requires cities and counties to ensure that their Internet websites used by the public and public employee email addresses use either ".gov" or ".ca.gov" domain names by January 1, 2029. On December 5, 2025, the Commission on State Mandates (Commission) adopted a Decision finding that the test claim statute imposes a reimbursable state-mandated program upon local agencies (specifically limited in the test claim statute to mean a "city, county, or city and county"[1]) within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514.[2] On February 13, 2026, the Commission approved Parameters and Guidelines that identified the following reimbursable one-time activities, beginning January 1, 2024:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[3]
2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or

[1] See Government Code section 50034(c).

[2] Exhibit F (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses,* 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 5.

[3] Government Code section 50034(a)(1)

county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[4]

3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[5] [6]

The City of La Puente (requester) seeks to amend the Parameters and Guidelines by specifying the reimbursable activities to include the following reasonably related costs of implementing the mandate:

1. Costs to pay for duplicate email licenses (to have both old and new email addresses active during the transition period); and
2. Costs for printing new business cards and letterhead.[7]

Staff recommends that the Commission adopt the Proposed Decision and Parameters and Guidelines Amendment to partially approve the Request for Parameters and Guidelines Amendment.

Claims

The following chart provides a brief summary of the claims and issues raised and staff's recommendation.

Issue	Description	Staff Recommendation
Should the request to add costs for maintaining duplicate email licenses during the transition period be approved as a reasonably necessary cost?	Government Code section 17557(d) authorizes a local agency, school district, or the state to file a written request with the Commission to amend the parameters or guidelines consistent with the test claim decision to clarify the reimbursable activities and to add new reimbursable activities that are reasonably necessary for the performance of the state-mandated program.	*No, however approve alternate language that allows reimbursement for one-time costs to maintain ownership of old domain name during transition period.* No evidence in the record supports reimbursement for "duplicate email licenses" as most email providers allow users to designate aliases on their existing email licenses for

[4] Government Code section 50034(a)(2)

[5] Government Code section 50034(b).

[6] Exhibit F (2), Commission on State Mandates, Decision and Parameters and Guidelines on *Internet Websites and Email Addresses,* 24-TC-04, adopted February 13, 2026, https://csm.ca.gov/matters/24-TC-04/doc18.pdf (accessed on September 11, 2026), page 2.

[7] Exhibit A, Request for Parameters and Guidelines Amendment, page 1.

Issue	Description	Staff Recommendation
	"Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any	free.[9] The Cybersecurity and Infrastructure Security Agency (CISA), the government agency in charge of the ".gov" domain name registrar, recognizes that "most mail services support aliases so that mail sent to a prior domain name is still delivered" when changing domain names.[10] However, a local agency needs to own a domain name to use it in an alias.[11] Therefore, one-time costs to maintain ownership of the old domain name during a transition period for the purpose of using the non-compliant domain name in email aliases would be reasonably necessary, and

[9] Exhibit F (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 1; Exhibit F (11), Microsoft Q&A, *Change of License*, January 28, 2025, https://learn.microsoft.com/en-us/answers/questions/5423042/change-of-license (accessed August 26, 2026), pages 2-3; Exhibit F (12), Google Workspace Help, *Add or Delete an Alternate Email Address (Email Alias),* updated August 26, 2026, https://knowledge.workspace.google.com/admin/users/add-or-delete-an-alternate-email-address-email-alias (accessed August 28, 2026), page 3.

[10] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

[11] Exhibit F (14), Microsoft Learn, *Add a Custom Domain Name to Microsoft 365,* updated May 8, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide&tabs=domain-connect (accessed August 28, 2026), page 4. Exhibit F (15), Google Workspace Help, *Add a User Alias Domain or Secondary Domain,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/add-a-user-alias-domain-or-secondary-domain (accessed August 28, 2026), page 4.

Issue	Description	Staff Recommendation
	proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section 1187.5 of these regulations.[8]	should be approved as a clarifying amendment to Section IV.3.
Should costs for printing new city business cards and letterheads be added as a reasonably necessary cost?	"Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section	*Yes, reasonably necessary for the performance of the state-mandated program.* Substantial evidence supports this to be reasonably necessary. Both Legislative analysis and recommended best practices anticipate the need to replace these materials.[13] Therefore, one-time costs to replace claimants' existing stock of letterhead and business cards are reasonably necessary for the performance of this mandated program, and the proposed amendment should be approved as a new reimbursable activity in Section IV.4.

[8] California Code of Regulations, title 2, section 1183.7(d).

[13] Exhibit F (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3; Exhibit F (5), CISA, *Moving to .Gov*, https://get.gov/domains/moving (accessed July 30, 2025), page 6.

Issue	Description	Staff Recommendation
	1187.5 of these regulations.[12]	
Will the proposed amendments apply to the entire reimbursement period?	A parameters and guidelines amendment submitted within 90 days of the claiming deadline for initial claims, as specified in the claiming instructions pursuant to Section 17561, shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines.[14]	*Yes, filed within the deadline.* The deadline for submitting initial reimbursement claims is September 16, 2026.[15] This Parameters and Guidelines Amendment request was filed on June 6, 2026, within 90 days of the claiming deadline for initial claims.[16] These amendments therefore apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines, which began January 1, 2024.

Discussion

Government Code section 17557(d) authorizes a local agency, school district, or the state to file a written request with the Commission to amend the parameters or guidelines consistent with the test claim decision to clarify the reimbursable activities and to add new reimbursable activities that are reasonably necessary for the performance of the state-mandated program.

Section 1183.7(d) of the Commission's regulations defines "reasonably necessary activities" as follows:

> "Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that

[12] California Code of Regulations, title 2, section 1183.7(d).

[14] Government Code section 17557(d)(1).

[15] Exhibit F (6) Office of the State Controller, Claiming Instructions, Internet Websites and Email Addresses Program 394, page 1.

[16] Exhibit A, Request for Parameters and Guidelines Amendment.

compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section 1187.5 of these regulations.

Government Code section 50034(a)(1) requires local agencies (defined in the statute to be limited to mean "a city, county, or city and county") ensure that their internet websites used by the public utilize either a ".gov" top-level domain or a ".ca.gov" second-level domain by January 1, 2029, and Government Code section 50034(a)(2) requires that any websites that do not have a compliant domain name the local agencies continue to maintain after that deadline redirect users to a website with a compliant domain name. Government Code section 50034(b) also requires the local agencies ensure that the public email addresses they provide for their employees utilize either a ".gov" or ".ca.gov" domain name by January 1, 2029. The Test Claim Decision found that the Legislature's use of the word "website," in the test claim statute was intended to include any web pages, web applications, or other related resources within the website.

The requester asks the Commission to amend and clarify the Parameters and Guidelines for this program so it includes the following reasonably related costs of implementing the mandate:

1. "Costs for duplicate email licenses (the city had to have both old and new email addresses active for a certain transition period),"
2. "Costs for printing of new city business cards and letterhead."[17]

Staff finds there is no evidence in the record to support reimbursement for the cost of "duplicate email licenses," as most email providers allow users to designate aliases on their existing licenses for free.[18] In fact, the Cybersecurity and Infrastructure Security Agency (CISA), the government agency in charge of the ".gov" domain name registrar, recognizes that "most mail services support aliases so that mail sent to a prior domain name is still delivered" when changing domain names.[19] However, a local agency

[17] Exhibit A, Request for Parameters and Guidelines Amendment.

[18] Exhibit F (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 1; Exhibit F (11), Microsoft Q&A, *Change of License*, January 28, 2025, https://learn.microsoft.com/en-us/answers/questions/5423042/change-of-license (accessed August 26, 2026), pages 2-3; Exhibit F (12), Google Workspace Help, *Add or Delete an Alternate Email Address (Email Alias),* updated August 26, 2026, https://knowledge.workspace.google.com/admin/users/add-or-delete-an-alternate-email-address-email-alias (accessed August 28, 2026), page 3.

[19] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

needs to own a domain name to use it in an alias.[20] Therefore, staff recommends that the Commission amend the Parameters and Guidelines to add one-time costs to maintain ownership of the old domain name during a transition period for the purpose of using the non-compliant domain name in aliases as a reasonably necessary cost to comply with the mandate.

As for printing business cards and letterhead, both Legislative analysis and recommended best practices anticipate the need to replace these materials.[21] Therefore, staff finds that one-time costs to replace claimants' existing stock of letterhead and business cards are reasonably necessary for the performance of this mandated program, and this amendment is added as Section IV.4 to the Proposed Parameters and Guidelines.

As the requester filed this request within 90 days of the deadline to file initial reimbursement claims for this program,[22] these amendments apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines, beginning January 1, 2024.[23]

Conclusion

Staff recommends that the Commission adopt the Proposed Decision and Parameters and Guidelines Amendment to partially approve the Request for Parameters and Guidelines Amendment.

In addition, staff recommends that the Commission authorize staff to make any technical, non-substantive changes to the Proposed Decision and Parameters and Guidelines following the hearing.

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[20] Exhibit F (14), Microsoft Learn, *Add a Custom Domain Name to Microsoft 365,* updated May 8, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide&tabs=domain-connect (accessed August 28, 2026), page 4. Exhibit F (15), Google Workspace Help, *Add a User Alias Domain or Secondary Domain,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/add-a-user-alias-domain-or-secondary-domain (accessed August 28, 2026), page 4.

[21] Exhibit F (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3; Exhibit F (5), CISA, *Moving to .Gov*, https://get.gov/domains/moving (accessed July 30, 2025), page 6.

[22] Exhibit A, Request for Parameters and Guidelines Amendment, page 1; Exhibit F (6) Office of the State Controller, Claiming Instructions, Internet Websites and Email Addresses Program 394, page 1.

[23] Government Code section 17557(d)(1).

BEFORE THE

COMMISSION ON STATE MANDATES

STATE OF CALIFORNIA

IN RE PARAMETERS AND GUIDELINES AMENDMENT Government Code Sections 50034(a)(1)-(2) & (b) as Added by Statutes 2023, Chapter 586 (AB 1637) Filed on June 8, 2026 City of La Puente, Requester	Case No.: 25-PGA-02 (24-TC-04) *Internet Websites and Email Addresses* DECISION PURSUANT TO GOVERNMENT CODE SECTION 17500 ET SEQ.; CALIFORNIA CODE OF REGULATIONS, TITLE 2, DIVISION 2, CHAPTER 2.5, ARTICLE 7. (*Adopted December 4, 2026*)

DECISION

The Commission on State Mandates (Commission) heard and decided this Request for Parameters and Guidelines Amendment during a regularly scheduled hearing on December 4, 2026. [Witness list will be included in the adopted Decision and Parameters and Guidelines Amendment.]

The law applicable to the Commission's determination of a reimbursable state-mandated program is article XIII B, section 6 of the California Constitution, Government Code sections 17500 et seq., and related case law.

The Commission [adopted/modified] the Proposed Decision and Parameters and Guidelines Amendment by a vote of [vote will be included in the adopted Decision], as follows:

Member	**Vote**
Lee Adams, County Supervisor	
Deborah Gallegos, Representative of the State Controller	
Karen Greene Ross, Public Member	
William Pahland, Representative of the State Treasurer, Vice Chairperson	
Michele Perrault, Representative of the Director of the Department of Finance, Chairperson	
Alexander Powell, Representative of the Director of the Governor's Office of Land Use and Climate Innovation	

I. Summary of the Mandate and Request for Amendment of Parameters and Guidelines

Government Code section 50034(a)(1)-(2) and (b), as added by Statutes 2023, chapter 586 (the test claim statute), effective January 1, 2024, requires cities and counties to ensure that their Internet websites used by the public and public employee email addresses use either ".gov" or ".ca.gov" domain names by January 1, 2029. On December 5, 2025, the Commission on State Mandates (Commission) adopted a Test Claim Decision on *Internet Websites and Email Addresses,* 24-TC-04.[24] The Commission found that the test claim statute imposes a reimbursable state-mandated program upon local agencies (specifically limited in the test claim statute to mean a "city, county, or city and county"[25]) within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514, beginning January 1, 2024.[26] Specifically, the Commission found that the test claim statute requires cities and counties ensure their internet websites for use by the public (including webpages, web applications, and other related resources within the website) and public email addresses for their employees utilize either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029, and that any websites with a non-compliant domain name they continue to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[27]

On February 13, 2026, the Commission adopted the Decision and Parameters and Guidelines for claiming costs beginning January 1, 2024.[28] Section IV. of the Parameters and Guidelines identifies the following reimbursable one-time activities:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a

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[24] Exhibit F (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses*, 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 3.

[25] See Government Code section 50034(c).

[26] Exhibit F (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses*, 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 5.

[27] Exhibit F (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses*, 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 5.

[28] Exhibit F (2), Commission on State Mandates, Decision and Parameters and Guidelines on *Internet Websites and Email Addresses,* 24-TC-04, adopted February 13, 2026, https://csm.ca.gov/matters/24-TC-04/doc18.pdf (accessed on September 11, 2026), page 2.

".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[29]

2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[30]
3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[31] [32]

The City of La Puente (requester) seeks to amend the Parameters and Guidelines to include the following reasonably related costs of implementing the mandate:

1. "Costs to pay for duplicate email licenses (the city had to have both old and new email addresses active for a certain transition period)"; and
2. "Costs for printing of new city business cards and letterhead."[33]

II. Background

A. Legislative History

In 2023, the Legislature passed the test claim statute, Statutes 2023, chapter 586 (AB 1637). The test claim statute added Government Code section 50034, which states the following:

(a) (1) No later than January 1, 2029, a local agency that maintains an internet website for use by the public shall ensure that the internet website utilizes a ".gov" top-level domain or a ".ca.gov" second-level domain.

(2) If a local agency that is subject to paragraph (1) maintains an internet website for use by the public that is noncompliant with paragraph (1) by January 1, 2029, that local agency shall redirect that internet website to a domain name that does comply with paragraph (1).

(b) No later than January 1, 2029, a local agency that maintains public email addresses for its employees shall ensure that each email address provided to its employees utilizes a ".gov" domain name or a ".ca.gov" domain name.

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[29] Government Code section 50034(a)(1)

[30] Government Code section 50034(a)(2)

[31] Government Code section 50034(b).

[32] Exhibit F (2), Commission on State Mandates, Decision and Parameters and Guidelines on *Internet Websites and Email Addresses,* 24-TC-04, adopted February 13, 2026, https://csm.ca.gov/matters/24-TC-04/doc18.pdf (accessed on September 11, 2026), pages 9-10 (Section IV.).

[33] Exhibit A, Request for Parameters and Guidelines Amendment, page 1.

(c) For purposes of this section, "local agency" means a city, county, or city and county.[34]

The test claim statute noted the addition of Government Code section 50034 addresses a matter of statewide concern, and as such applies to all cities, including charter cities.[35] The Legislature made the following findings explaining its reasoning behind this statute:

a) The Cybersecurity and Infrastructure Security Agency (CISA), within the Department of Homeland Security, sponsors the ".gov" top-level domain and makes it available solely to United States-based government organizations and publicly controlled entities, including California's local agencies.

b) California's local agencies qualify for a ".gov" domain name without paying any fee.

c) Using ".gov" increases security by enforcing multifactor authentication on all accounts in the ".gov" registrar, requiring browsers to only use a Hypertext Transfer Protocol Secure (HTTPS) connection with ".gov" domains, and enabling the addition of a security contact, making it easier for the public to alert the agency about potential security issues with the agency's online services.

d) The Government Operations Agency oversees the ".ca.gov" second-level domain, the Department of Technology manages the registration, change, and renewal process for ".ca.gov" domain names. Agencies are not required to pay any fee for a ".ca.gov" domain.

e) To administer the ".ca.gov" second-level domain, the Department of Technology has established policies and protocols consistent with federal policy, including, but not limited to, the federal Interagency Committee on Government Information's Recommended Policies and Guidelines for Federal Public Websites and the federal .gov Registrar administered by CISA.

f) Users of websites or other internet services with a ".ca.gov" domain can be assured they are accessing an official California governmental resource.[36]

Legislative analysis explained that a major concern this statute was intended to address was reducing the risk of members of the public being fooled by fake government websites, and ensuring the public's confidence that a city's or county's websites are legitimate.[37] The original top-level domains were intended to be exclusively used by particular groups, and while some such as ".edu," and ".mil" have retained their exclusivity, others such as ".com," and ".org" have not and can be easily obtained by just about anyone, not to mention the numerous other top-level domains that were

[34] Government Code section 50034, as added by statutes 2023, chapter 586, section 2.

[35] Statutes 2023, chapter 586 (AB 1637), section 3.

[36] Statutes 2023, chapter 586 (AB 1637), section 1.

[37] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, pages 2-4.

added over the years.[38] Because cities and counties were not previously required to use ".gov" domain names, and because the application process for receiving a ".gov" domain name can be a bit time-consuming, many cities and counties chose to use easier to obtain top-level domains such as ".com," ".net," or ".org."[39] Since so many cities and counties use domain names with these commonly available top-level domains, it is very easy for a malicious actor to register their own similar-looking domain name and create a fake website or email addresses pretending to belong to that government agency.[40] These fake websites can even be made convincing enough that search engines mistakenly present them as legitimate search results, and as the use of these top-level domains is so widespread among cities and counties, members of the public have no reason to be suspicious and there is no quick, convenient way to verify the authenticity of the website.[41] The fake websites can then be used to spread misinformation or trick members of the public into making payments or revealing private information to these malicious actors.[42] "The main benefit of this measure will be to ensure that members of the public know that when they access a California local governmental website with an internet address ending with ".gov," or ".ca.gov," or email a government employee at such an address, that they are not going to be the victim of a hacker's fake website."[43]

The Assembly Committee on Appropriations' analysis of the fiscal impacts from the test claim statute noted that "Local agency costs to migrate their systems include IT costs, often for vendors, as well as labor costs and indirect costs, such as changes to outreach and promotional materials, business cards, letter head, and election materials."[44]

B. The Cybersecurity and Infrastructure Security Agency

The Cybersecurity and Infrastructure Security Agency (CISA) is the government agency in charge of the ".gov" domain name registrar. It published a checklist of best practices and things to consider when a government agency moves over to a ".gov" domain

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[38] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 2.

[39] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, pages 2-3.

[40] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 3.

[41] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 3.

[42] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 3.

[43] Exhibit F (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 4.

[44] Exhibit F (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3.

name.[45] Two of these recommendations address moving email addresses to a ".gov" domain name and the agency's offline branding. On moving email addresses, CISA had this to say:

> Moving your email to .gov depends on your current infrastructure or provider, but most mail services support aliases so that mail sent to a prior domain name is still delivered. Search the documentation of your mail server/provider along with "custom domain."
>
> If you're currently using a free email address (@gmail.com, @outlook.com, @icloud.com, @yahoo.com), you'll need to pay for an email service or manage your own email servers in order to use a .gov domain for email.[46]

On offline branding, CISA says:

> Domain names show up in more places than just online. They're printed on paper products (like letterhead or business cards), vehicles (painted on or included on license plates), or public signage (advertising, road signs). Create a timeline for reviewing and updating this content.[47]

III. Procedural History

On June 8, 2026, the requester filed the Request for Parameters and Guidelines Amendment.[48] The request was issued for comment on June 15, 2026. The Controller filed a letter stating it had no comments on June 30, 2026.[49] The County of Santa Clara filed comments on July 6, 2026.[50] The requester did not file rebuttal comments. On September 14, 2026, Commission staff issued the Draft Proposed Decision and Parameters and Guidelines Amendment.[51] The Controller filed comments on the Draft Proposed Decision and Parameters and Guidelines Amendment on September 29,

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[45] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving/ (accessed July 30, 2025).

[46] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving/ (accessed July 30, 2025), page 4.

[47] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving/ (accessed July 30, 2025), page 6.

[48] Exhibit A, Request for Parameters and Guidelines Amendment.

[49] Exhibit B, Controller's Comments on the Request for Parameters and Guidelines Amendment.

[50] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment.

[51] Exhibit D, Draft Proposed Decision and Parameters and Guidelines Amendment.

2026, stating that it had no comments.[52] No other comment letters were filed on the Draft Proposed Decision and Parameters and Guidelines Amendment.

IV. Positions of the Parties

A. City of La Puente (Requester)

The City of La Puente (requester) requests the Commission amend the Parameters and Guidelines to clarify and include the following costs as reasonably related to implementing the mandate:

1. "Costs for duplicate email licenses (the city had to have both old and new email addresses active for a certain transition period)",
2. "Costs for printing of new city business cards and letterhead."[53]

The requester says these costs would not have been required had this new law not been mandated, but did not provide any further details as to why these costs are reasonably necessary for implementing the mandate. The requester did not file rebuttal comments in response to any public comments. The requester did not file any comments in response to the Draft Proposed Decision and Parameters and Guidelines Amendment.

B. State Controller's Office

On June 30, 2026, the Controller filed a letter stating that it had no comments on the proposed amendments in the Request for Parameters and Guidelines Amendment.[54] On September 29, 2026, the Controller filed comments on the Draft Proposed Decision and Parameters and Guidelines Amendment stating it had no comments.[55]

C. County of Santa Clara

On July 6, 2026, the County of Santa Clara (Santa Clara), the original claimant on the Test Claim for this program, filed comments on this proposed amendment.[56] It begins by asking for clarification on whether the cost of having old and new email addresses active during a transition period was already included in the Parameters and Guidelines as part of the reimbursable activity of migrating to a .gov or .ca.gov domain name. If not, then it joins the requester in asking for this to be included as a reimbursable

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[52] Exhibit E, Controller's Comments on the Draft Proposed Decision and Parameters and Guidelines Amendment.

[53] Exhibit A, Request for Parameters and Guidelines Amendment.

[54] Exhibit B, Controller's Comments on the Request for Parameters and Guidelines Amendment.

[55] Exhibit E, Controller's Comments on the Draft Proposed Decision and Parameters and Guidelines Amendment.

[56] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment.

mandated one-time activity.[57] It also supports the request to include one-time costs for printing letterheads and identification cards to replace those with outdated web and email addresses.

In support of its position that concurrently hosting old and new email addresses is already included as part of the costs of migrating to a ".gov" or ".ca.gov" domain name, or if it isn't it should be added as a reasonably necessary activity, Santa Clara explains that the purpose of maintaining legacy email addresses in "alias mode" for a limited time after migrating to a new domain is to ensure that any emails sent to the outdated addresses will still be received and forwarded to the recipient "so the public is not thwarted from communicating with their local governments overnight."[58] Santa Clara also cites to CISA's recommended best practices when migrating to a ".gov" domain name. These recommendations support the use of aliases when moving to a new email address, as they ensure "that email sent to a prior domain name is still delivered."[59] "This part of the migration process is critical to compliance with the Test Claim Statute in a manner that permits a seamless transition to the .ca.gov or .gov domain without putting community members' access to essential programs and services at risk."[60] It therefore argues that temporarily maintaining duplicate email addresses is already contemplated by the Parameters and Guidelines as part of what is necessary for migrating to a new domain name, or if it isn't, the Parameters and Guidelines should be amended to incorporate it as a reasonably necessary one-time compliance activity.

Regarding printing new letterhead and business cards, Santa Clara argues these need to be replaced because it would undermine legislative intent to continue using letterhead and identification cards that show the old domain name. The Legislature's reason for requiring cities and counties only use ".gov" or ".ca.gov" for the domain names in their websites and email addresses was to ensure that "when Californians look for government information or services, they can know with confidence they are receiving official information."[61] If cities and counties continue to use old paper products that still direct the public to their old websites and email addresses, it invites confusion and risks misdirecting users to false websites run by malicious actors that could spread misinformation or lure users into providing personal information or other compromising activities. CISA's best practice recommendations also advise replacing outdated paper

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[57] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 1.

[58] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 2.

[59] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 2, citing CISA, *Moving to .Gov*, https://get.gov/domains/moving/.

[60] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3.

[61] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3, quoting the Test Claim Decision.

materials when migrating to a new domain name.[62] The Legislature also acknowledged in its analysis of the test claim statute that the costs for migrating to a new domain name would include "changes to outreach and promotional materials, business cards, letter head, and election materials."[63]

Furthermore, Santa Clara argues printing new materials is reasonably necessary because there are state laws that require cities and counties to provide up-to-date contact information on their written communications. Government Code section 7525 requires official stationery state and local agencies use in communications with the public to include the entity's telephone number on the letterhead or in another prominent location, while Government Code section 7526 also requires the letterhead to include the address and specific telephone number at which inquiries can be made regarding the subject matter of that specific communication, if different from the agency's telephone number. Government Code section 7530 similarly requires cities and counties to identify themselves as such on letterhead and identification cards. Santa Clara notes that when these code sections were originally enacted, the Legislature found that providing this information on letterhead and official stationary was a matter of statewide importance as it allowed "citizens of this state to avail themselves of contact with local agencies."[64] Although Santa Clara acknowledges there is no requirement to include email addresses or websites alongside the mandatory addresses and phone numbers, it argues that it has become standard practice to include this information. It is therefore reasonably necessary to reprint these materials because "[t]o do otherwise would put a local government's residents at risk of losing access to accurate information and essential programs, developing mistrust in government, and sharing personal information with bad actors."[65]

Santa Clara did not file any comments in response to the Draft Proposed Decision and Parameters and Guidelines Amendment.

V. Discussion

Government Code section 17557(d) authorizes a local agency, school district, or the state to file a written request with the Commission to amend the parameters or guidelines consistent with the test claim decision for the following reasons:

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[62] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3, citing CISA, *Moving to .gov*, https://get.gov/domains/moving/.

[63] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3, quoting Assembly Committee on Privacy and Consumer Protection, Analysis on AB 1637, as amended March 16, 2023.

[64] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 4, quoting Statutes of 1975, Chapter 117, section 2; Statutes of 1976, Chapter 573, section 2.

[65] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 4.

(A) Delete any reimbursable activity that has been repealed by statute or executive order after the adoption of the original or last amended parameters and guidelines.

(B) Update offsetting revenues and offsetting savings that apply to the mandated program and do not require a new legal finding that there are no costs mandated by the state pursuant to subdivision (e) of Section 17556.

(C) Include a reasonable reimbursement methodology for all or some of the reimbursable activities.

(D) Clarify what constitutes reimbursable activities.

(E) Add new reimbursable activities that are reasonably necessary for the performance of the state-mandated program.

(F) Define what activities are not reimbursable.

(G) Consolidate the parameters and guidelines for two or more programs.

(H) Amend the boilerplate language.[66]

Section 1183.7(d) of the Commission's regulations defines "reasonably necessary activities" as follows:

> "Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section 1187.5 of these regulations.

For the reasons below, the Commission finds that while maintaining old email addresses as aliases is reasonably necessary for migrating employees' email addresses to a compliant domain name, the record does not support that the costs of "duplicate email licenses" are needed to comply with the mandate, as most email providers allow users to add aliases to existing licenses for free. Therefore, without evidence, this request is denied. However, maintaining ownership of the city's or county's old domain name during a transition period for the purpose of email aliases is reasonably necessary to comply with the mandate, and the Commission amends Section IV.3. of the Parameters and Guidelines to add clarifying language in this respect. Finally, substantial evidence supports the costs of printing new business cards and letterhead as reasonably necessary to comply with the mandate, and the

[66] See also California Code of Regulations, title 2, section 1183.17(a).

Commission therefore approves an amendment adding this in Section IV.4. of the Parameters and Guidelines.

A. <u>There Is No Evidence in the Record to Support Reimbursement for the Cost of "Duplicate Email Licenses," as Most Email Providers Allow Users to Designate Aliases on Their Existing Licenses for Free. However, the Parameters and Guidelines Are Amended to Clarify, as a Reasonably Necessary Activity, that Maintaining Ownership of the Claimant's Previous Domain Name if Needed to Maintain Email Aliases During the Transition Period to Compliant Email Addresses Is Eligible for Reimbursement.</u>

This state-mandated program requires cities and counties to ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029. Functionally, this means that every city or county that was not already using ".gov" or ".ca.gov" in the domain names for its employees' public email addresses needs to issue new email addresses to its employees, and should stop using their old email addresses by at least 2029. The requester seeks reimbursement for the costs of duplicate email licenses, which it alleges are necessary because it needs to have "both old and new email addresses active for a certain transition period."[67]

The requester did not provide any additional details with its request; however, the County of Santa Clara provided its own explanation. It submitted a comment letter written by Santa Clara's Deputy County Counsel, which he certified to be true and complete to the best of his personal knowledge, information, or belief. Santa Clara explains that temporarily maintaining old email addresses in "alias mode" for a limited time after migrating to a new email address ensures that any emails sent to the old email address are still received and forwarded to the new email address, "so the public is not thwarted from communicating with their local governments overnight."[68] Santa Clara argues that "This part of the migration process is critical to compliance with the Test Claim Statute in a manner that permits a seamless transition to the .ca.gov or .gov domain without putting community members' access to essential programs and services at risk."[69] CISA's recommended best practices when moving to a ".gov" domain name discuss the need to move emails over to the new domain name as well, noting that while the exact process depends on the current infrastructure or provider, "most mail services support aliases so that mail sent to a prior domain name is still delivered."[70] CISA's Guidance supports that setting up the employee's old email address as an alias is a recommended best practice when migrating to a new email address, and therefore

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[67] Exhibit A, Request for parameters and Guidelines Amendment, page 1.

[68] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 2.

[69] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3.

[70] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

is reasonably necessary for ensuring that the public email addresses provided for cities' and counties' employees utilize a ".gov" or ".ca.gov" domain name.

However, no evidence provided supports that the costs of "*duplicate email licenses*" are reasonably necessary to comply with the mandate. To be able to send, receive, and store emails, you need access to an email server. Many local governments choose to contract with a service that allows users access to its servers (for example, Microsoft 365 or Google Workspace). Microsoft explains how licenses for its Microsoft 365 service work as follows:

> When you buy a subscription, you specify the number of licenses that you need, based on how many people you have in your organization. After you buy a subscription, you create accounts for people in your organization, and then assign a license to each person. As your organizational needs change, you can buy more licenses to accommodate new people, or reassign licenses to other users when someone leaves your organization.[71]

Google Workspace similarly requires each user on the account to have a license for it to allow users to use it for email or any other features it provides.[72]

Thus, an email license is a subscription to a service that hosts the servers that allow users to send, receive, and store email. Email licenses can be thought of like mailboxes, with one mailbox provided per license, intended for one user. Each license has a primary email address associated with it, but most systems also allow users to designate additional email addresses as aliases so that any emails addressed to that alias go to that mailbox. Microsoft, again, describes how primary email addresses and aliases work like this:

> A primary email address in Microsoft 365 is usually the email address a user was assigned when their account was created. When the user sends email to someone else, their primary email address is what typically appears in the From field in email apps. They can also have more than one email address associated with their Microsoft 365 for business account. These additional addresses are called aliases. You can create up to 400 aliases for a user. No additional fees or licenses are required.[73]

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[71] Exhibit F (7), Microsoft Learn, *Understand Subscriptions and Licenses in Microsoft 365 for Business,* updated June 30, 2026, https://learn.microsoft.com/en-us/microsoft-365/commerce/licenses/subscriptions-and-licenses?view=o365-worldwide (accessed August 26, 2026), page 1.

[72] Exhibit F (8), Google Workspace Help, *How Licensing Works,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/billing/how-licensing-works (accessed August 28, 2026), page 1.

[73] Exhibit F (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-

This same article also provides instructions for how to add an alias in Microsoft 365, which notes that when adding an alias that uses a certain domain name, that domain name needs to be on a list of domain names that have been verified to belong to the organization.[74] Microsoft 365 allows up to 5,000 domains and subdomains to be added to an organization's account, depending on the specific type of subscription purchased.[75]

Microsoft 365 also provides instructions for how to transfer existing licenses to a new domain name and email address without requiring duplicate licenses and so that "[a]ll your data, including emails, OneDrive files, and Teams history, will remain intact."[76]

Google Workspace similarly allows up to 30 aliases for each license on the organization's account for free.[77] It also allows one primary domain name, for which there is one primary email address for each user's license, and 599 additional domain names can be registered to the organization's Google Workspace account, up to 20 of which can be "user alias domains"—domain names that are designated as an alias for another domain name associated with that account, which automatically creates an alias email address for all users on the account with an email address that uses that domain name.[78] When moving the organization to a new domain name in Google

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365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 1.

[74] Exhibit F (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 2.

[75] Exhibit F (10), Microsoft Learn, *Domains Frequently Asked Questions,* updated May 6, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/domains-faq?view=o365-worldwide (accessed August 28, 2026), page 4.

[76] Exhibit F (11), Microsoft Q&A, *Change of License*, January 28, 2025, https://learn.microsoft.com/en-us/answers/questions/5423042/change-of-license (accessed August 26, 2026), pages 2-3.

[77] Exhibit F (12), Google Workspace Help, *Add or Delete an Alternate Email Address (Email Alias),* updated August 26, 2026, https://knowledge.workspace.google.com/admin/users/add-or-delete-an-alternate-email-address-email-alias (accessed August 28, 2026), page 3.

[78] Exhibit F (13), Google Workspace Help, *FAQ for Multiple Domains,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/faq-for-multiple-domains (accessed August 28, 2026), page 3. For example, if a county created its Google Workspace account with "county.com" set as its primary domain, employee John Smith's email might have the primary email address "JSmith@county.com." If the county then adds "county.gov" as a user alias domain, it automatically adds "JSmith@county.gov" as an alias to "JSmith@county.com," and both email addresses will send and receive messages at the same inbox.

Workspace, it advises doing so by either making the new domain name a user alias domain, or by going through the steps to designate it as the new primary domain.

As CISA said, "most mail services support aliases so that mail sent to a prior domain name is still delivered" when changing domain names.[79] Thus, it is common practice for email providers to allow users to add aliases to email licenses and change the email addresses and domain names associated with a license for free, without the need for additional fees or licenses. This shows that rather than needing duplicate licenses to have both the old and new email addresses simultaneously active during a transition period, claimants can take their employees' existing email licenses, reassign them to the new email address, and designate their old email address as an alias. Although it is possible that a claimant's existing email provider does not allow using aliases and requires a separate license for each individual email address instead, no evidence in the record shows this to be the case. Unless a claimant's existing system is set up in a way that requires it to maintain both its old and new email addresses on separate, simultaneously active licenses when moving to the new domain name, which has not been established with any evidence in the record, the cost of duplicate email licenses is not reasonably necessary for ensuring claimants' employees' public email addresses utilize a ".gov" or ".ca.gov" domain name.

That said, a local agency needs to own a domain name to be able to create email addresses that use that domain name, and by extension aliases.[80] This means that to keep employees' old email addresses active as aliases while moving to the new email addresses, claimants need to retain their ownership of the old domain name during this transition period. Therefore, while the evidence in the record does not support "duplicate email licenses" as a reasonably necessary cost, one-time costs to maintain ownership of the old domain name during a transition period for the purpose of using the non-compliant domain name in email aliases, as recommended by CISA, is reasonably necessary to comply with the mandate. The Commission therefore amends Section IV.3. of the Parameters and Guidelines to add the following clarifying information: "This includes costs to maintain ownership of the city's or county's previous non-compliant domain name if needed to maintain email aliases during the transition to compliant email addresses."

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[79] Exhibit F (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

[80] Both Microsoft 365 and Google Workspace include verifying you own the domain name in their steps to linking a domain name to your account. Exhibit F (14), Microsoft Learn, *Add a Custom Domain Name to Microsoft 365,* updated May 8, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide&tabs=domain-connect (accessed August 28, 2026), page 4. Exhibit F (15), Google Workspace Help, *Add a User Alias Domain or Secondary Domain,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/add-a-user-alias-domain-or-secondary-domain (accessed August 28, 2026), page 4.

B. There Is Substantial Evidence to Support One-Time Costs to Replace Claimants' Existing Stock of Business Cards and Letterhead as Reasonably Necessary for the Performance of this Program.

This state-mandated program requires cities and counties to ensure their public websites and public employee email addresses utilize either a ".gov" or ".ca.gov" domain name by January 1, 2029. The requester also asks that "costs for printing of new city business cards and letterhead," be added as a reasonably necessary cost to implement this mandate.[81]

The requester did not provide any additional information about why this activity was necessary, and the test claim statute does not say anything about printing business cards and letterheads. However, the Legislature anticipated this activity as a potential cost to the program, as it noted in its analysis that "Local agency costs to migrate their systems include[…] changes to[…] business cards, [and] letter head[…]."[82] Additionally, CISA's recommendations for best practices when moving to a .gov domain name note that domain names can be found printed on paper materials such as letterhead and business cards, and advised that organizations should "create a timeline for reviewing and updating this content."[83]

The Commission finds this evidence substantially supports that one-time costs to replace claimants' existing stock of letterhead and business cards are reasonably necessary for the performance of this mandated program. Therefore, the requested amendment is approved, and "One-time costs to print new business cards and letterhead to replace existing supply that displays non-compliant domain names are eligible for reimbursement," is added as a new reimbursable activity in Section IV.4.

C. These Amendments Apply to All Years Eligible for Reimbursement.

According to Government Code section 17557(d)(1), "a parameters and guidelines amendment submitted within 90 days of the claiming deadline for initial claims, as specified in the claiming instructions pursuant to Section 17561, shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines." A parameters and guidelines amendment filed more than 90 days after the claiming deadline for initial claims, as specified in the claiming instructions pursuant to Section 17561, and on or before the claiming deadline following a fiscal year, shall establish reimbursement eligibility for that fiscal year.[84]

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[81] Exhibit A, Request for Parameters and Guidelines Amendment, page 1.

[82] Exhibit F (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3.

[83] Exhibit F (5), CISA, *Moving to .Gov*, https://get.gov/domains/moving (accessed July 30, 2025), page 6.

[84] Government Code section 17557(d)(1).

According to the claiming instructions issued for this program, the deadline for submitting initial reimbursement claims is September 16, 2026.[85] This Parameters and Guidelines Amendment request was filed on June 6, 2026, before the deadline to submit initial reimbursement claims had even passed, and accordingly was submitted within 90 days of the claiming deadline for initial claims.[86] This request therefore was filed early enough that it can apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines, which began January 1, 2024.

VI. Conclusion

Based on the foregoing analysis, the Commission partially approves the Request for Parameters and Guidelines Amendment, as specified above.

[85] Exhibit F (6) Office of the State Controller, Claiming Instructions, Internet Websites and Email Addresses Program 394, page 1.

[86] Exhibit A, Request for Parameters and Guidelines Amendment.

Amended: December 4, 2026

AMENDMENT TO PARAMETERS AND GUIDELINES

Government Code Sections 50034(a)(1)-(2) & (b) as Added by Statutes 2023, Chapter 586 (AB 1637)

Internet Websites and Email Addresses

25-PGA-02, (24-TC-04)

City of La Puente, Requester

This amendment is effective beginning January 1, 2024

Period of reimbursement begins January 1, 2024

I. SUMMARY OF THE MANDATE

These Parameters and Guidelines address new state mandated activities and costs resulting from Government Code section 50034(a)(1)-(2) and (b), as added by Statutes 2023, chapter 586 (the test claim statute) effective January 1, 2024. The test claim statute requires that cities and counties ensure that their web pages and email addresses use either ".gov" or ".ca.gov" domain names by January 1, 2029.

On December 5, 2025, the Commission on State Mandates (Commission) adopted a Decision finding that the test claim statute imposes a reimbursable state-mandated program upon local agencies (specifically limited in the test claim statute to mean a "city, county, or city and county"[87]) within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514. The Commission approved this Test Claim for the following reimbursable one-time activities:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[88]
2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[89]

[87] See Government Code section 50034(c).

[88] Government Code section 50034(a)(1).

[89] Government Code section 50034(a)(2).

3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[90]

II. ELIGIBLE CLAIMANTS

Any city, county, or city and county, special district subject to the taxing restrictions of articles XIII A and XIII C, and the spending limits of article XIII B, of the California Constitution, whose costs for this program are paid from proceeds of taxes and incurs increased costs as a result of this mandate, is eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557(e) states that a test claim shall be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The claimant filed the Test Claim on December 16, 2024, establishing eligibility for reimbursement for the 2023-2024 fiscal year. Therefore, costs incurred are reimbursable on or after July 1, 2023. However, because the test claim statute has an effective date of January 1, 2024, the period of reimbursement begins on January 1, 2024.

Reimbursement for state-mandated costs may be claimed as follows:

1. Actual costs for one fiscal year shall be included in each claim.
2. Pursuant to Government Code section 17561(d)(1)(A), all claims for reimbursement of initial fiscal year costs shall be submitted to the State Controller (Controller) within 120 days of the issuance date for the claiming instructions.
3. Pursuant to Government Code section 17560(a), a local agency may, by February 15 following the fiscal year in which costs were incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.
4. If revised claiming instructions are issued by the Controller pursuant to Government Code section 17558(c), between November 15 and February 15, a local agency filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim. (Gov. Code §17560(b).)
5. If the total costs for a given fiscal year do not exceed $1,000, no reimbursement shall be allowed except as otherwise allowed by Government Code section 17564(a).
6. There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source

[90] Government Code section 50034(b).

documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event, or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant that incurs increased costs, the following one-time activities are reimbursable:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[91]
2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[92]
3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[93] <u>This includes costs to maintain ownership of the city's or county's previous non-compliant domain name if needed to maintain email aliases during the transition to compliant email addresses.</u>
4. <u>One-time costs to print new business cards and letterhead to replace existing supply that displays non-compliant domain names are eligible for reimbursement.</u>

V. CLAIM PREPARATION AND SUBMISSION

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV., Reimbursable Activities, of this document. Each claimed

[91] Government Code section 50034(a)(1).

[92] Government Code section 50034(a)(2).

[93] Government Code section 50034(b).

reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

4. Fixed Assets

Report the purchase price paid for fixed assets (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

B. Indirect Cost Rates

Indirect costs are costs that are incurred for a common or joint purpose, benefiting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both: (1) overhead costs of the unit performing the mandate; and (2) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement in accordance with the Office of Management and Budget Circular 2 CFR, Chapter I and Chapter II, Part 200 et al. Claimants have the option of using the federal de minimis indirect cost rate percentage of direct labor identified in the Office of Management and Budget Circular, at Code of Federal Regulations, title 2, section 200.414(f), excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds the federal de minimis rate.[94]

If the claimant chooses to prepare an ICRP, both the direct costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.) and the indirect costs shall exclude capital expenditures and unallowable costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.). However, unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable.

The distribution base may be: (1) total direct costs (excluding capital expenditures and other distorting items, such as pass-through funds, major subcontracts, etc.); (2) direct salaries and wages; or (3) another base which results in an equitable distribution.

In calculating an ICRP, the claimant shall have the choice of one of the following methodologies:

1. The allocation of allowable indirect costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.) shall be accomplished by: (1) classifying a department's total costs for the base period as either direct or indirect; and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate which is used to distribute indirect costs to mandates. The rate should be expressed as a percentage that the total amount of allowable indirect costs bears to the base selected; or
2. The allocation of allowable indirect costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.) shall be accomplished by: (1) separating a department into groups, such as divisions or sections, and then classifying the division's or section's total costs for the base period as either direct or indirect; and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate that is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount of allowable indirect costs bears to the base selected.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5(a), a reimbursement claim for actual costs filed pursuant to this chapter[95] is subject to the initiation of an audit by the

[94] Effective October 1, 2024, the federal de minimis rate was raised from 10 percent to 15 percent. (Code of Federal Regulations, title 2, § 200.414(f) (89 FR 30046, 30092.)

[95] This refers to title 2, division 4, part 7, chapter 4 of the Government Code.

Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV., must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Any offsetting revenue the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate from any source, including but not limited to, state and federal funds, any service charge, fee, or assessment authority to offset all or part of the costs of this program, and any other funds that are not the claimant's proceeds of taxes shall be identified and deducted from any claim submitted for reimbursement.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558(b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than 90 days after receiving the adopted parameters and guidelines from the Commission, to assist local governments in claiming costs to be reimbursed. The claiming instructions shall be derived from these parameters and guidelines and the decisions on the test claim and parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561(d)(1), issuance of the claiming instructions shall constitute a notice of the right of the eligible claimants to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of an eligible claimant, the Commission shall review the claiming instructions issued by the Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557(d), and California Code of Regulations, title 2, section 1183.17.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The decisions adopted for the test claim and parameters and guidelines are legally binding on all parties and interested parties and provide the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record. The administrative record is on file with the Commission.

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On November 12, 2026, I served the:

- **Current Mailing List dated November 5, 2026**
- **Proposed Decision and Parameters and Guidelines Amendment issued November 12, 2026**

  Internet Websites and Email Addresses, 25-PGA-02
  Statutes 2023, Chapter 586 (AB 1637); Government Code Section 50034(a)(1)-(2) and (b)
  City of La Puente, Requester

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on November 12, 2026 at Sacramento, California.

Jill Magee
_____

Jill Magee
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 11/5/26

Claim Number: 25-PGA-02 (24-TC-04)

Matter: Internet Websites and Email Addresses

Requester: City of La Puente

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

Jose Acosta, Utility Director, *City of Solvang*
1644 Oak Street, Solvang, CA 93463
Phone: (805) 688-5575
jacosta@cityofsolvang.com

Jackie Acosta, Finance Director, *City of Union City*
34009 Alvarado-Niles Road, Union City, CA 94587
Phone: (510) 675-5338
JackieA@unioncity.org

Gabe Adams, Acting City Manager, *City of Trinidad*
409 Trinity Street, PO Box 390, Trinidad, CA 95570
Phone: (707) 677-3876
cityclerk@trinidad.ca.gov

Aaron Adams, City Manager, *City of Temecula*
41000 Main Street, Temecula, CA 92590
Phone: (951) 506-5100
aaron.adams@temeculaca.gov

Trevor Agrelius, Finance Director, *City of Laguna Niguel*
30111 Crown Valley Parkway, Laguna Niguel, CA 92677
Phone: (949) 362-4358
TAgrelius@cityoflagunaniguel.org

Adaoha Agu, *County of San Diego Auditor & Controller Department*
Projects, Revenue and Grants Accounting, 5530 Overland Avenue, Ste. 410 , MS:O-53, San Diego, CA 92123
Phone: (858) 694-2129
Adaoha.Agu@sdcounty.ca.gov

Ron Ahlers, Chief Financial Officer, *City of Calabasas*
Finance Department, 100 Civic Center Way, Calabasas, CA 91302
Phone: (805) 517-6249
RAhlers@cityofcalabasas.com

Jason Al-Imam, Director of Finance, *City of Newport Beach*
3300 Newport Blvd, Newport Beach, CA 92663
Phone: (949) 644-3123
jalimam@newportbeachca.gov

Emily Aldrich, Finance Director, *City of Yreka*
701 Fourth Street, Yreka, CA 96097
Phone: (530) 842-4836
ealdrich@yrekaca.gov

Douglas Alessio, Administrative Services Director, *City of Livermore*
Finance Department, 1052 South Livermore Avenue, Livermore, CA 94550
Phone: (925) 960-4300
finance@cityoflivermore.net

Kristina Alfaro, Director of Finance, *Town of Los Gatos*
110 E. Main Street, Los Gatos, CA 95031
Phone: (408) 354-6805
kalfaro@losgatosca.gov

Josefina Alvarez, Interim Finance Director, *City of Kerman*
850 South Madera Avenue, Kerman, CA 93630
Phone: (559) 846-4682
jalvarez@cityofkerman.org

Karina Alvarez, Auditor-Controller, *County of Imperial*
940 W. Main Street, Suite 108, El Centro, CA 92243
Phone: (442) 265-1299
karinabalvarez@co.imperial.ca.us

Joe Ames, Assistant City Manager, *City of Laguna Hills*
24035 El Toro Road, Laguna Hills, CA 92653
Phone: (949) 707-2610
james@lagunahillsCA.gov

Rachelle Anema, Assistant Auditor-Controller, *County of Los Angeles*
Accounting Division, 500 W. Temple Street, Los Angeles, CA 90012
Phone: (213) 974-8321
RANEMA@auditor.lacounty.gov

Michael Antwine II, City Manager, *City of Bell*
6330 Pine Avenue, Bell, CA 90201
Phone: (323) 588-6211
mantwine@cityofbell.org

Donna Apar, Finance Director, *City of San Marcos*
1 Civic Center Drive, San Marcos, CA 92069
Phone: (760) 744-1050
dapar@san-marcos.net

Lili Apgar, Specialist, *State Controller's Office*
Local Reimbursements Section, 3301 C Street, Suite 740, Sacramento, CA 95816

Phone: (916) 324-0254
lapgar@sco.ca.gov

Socorro Aquino, *State Controller's Office*
Division of Audits, 3301 C Street, Suite 700, Sacramento, CA 95816
Phone: (916) 322-7522
SAquino@sco.ca.gov

Samantha Argabrite, City Manager, *City of Simi Valley*
2929 Tapo Canyon Road, Simi Valley, CA 93063
Phone: (805) 583-6701
citymgr@simivalley.org

Jolene Arredondo, Deputy City Manager, *City of Susanville*
66 North Lassen Street, Susanville, CA 96130
Phone: (530) 252-5106
jarredondo@cityofsusanville.gov

Jose Arreola, City Manager, *City of King City*
212 South Vanderhurst Avenue, King City, CA 93930
Phone: (831) 386-5925
jarreola@kingcity.com

Elisa Arteaga, City Administrator, *City of Gridley*
685 Kentucky Street, Gridley, CA 95948
Phone: (530) 846-3631
earteaga@gridley.ca.us

Louis Atwell, City Manager, *City of Inglewood*
1 Manchester Boulevard, Inglewood, CA 90301
Phone: (310) 412-5301
latwell@cityofinglewood.org

Carol Augustine, Director of Finance, *City of Burlingame*
501 Primrose Road, Burlingame, CA 94010
Phone: (650) 558-7210
caugustine@burlingame.org

Abel Avalos, City Manager, *City of Artesia*
18747 Clarkdale Avenue, Artesia, CA 90701
Phone: (562) 865-6262
aavalos@cityofartesia.us

Aaron Avery, Legislative Representative, *California Special Districts Association*
1112 I Street Bridge, Suite 200, Sacramento, CA 95814
Phone: (916) 442-7887
Aarona@csda.net

Ana Aviles Avila, City Manager, *City of Pinole*
2131 Pear Street, Pinole, CA 94564
Phone: (510) 724-9837
aavilesavila@pinole.gov

Bill Ayub, City Manager, *City of Ventura*
501 Poli Street, Ventura, CA 93001
Phone: (805) 654-7740
bayub@cityofventura.ca.gov

Karina Bañales, City Manager, *City of Rolling Hills*
2 Portuguese Bend Road, Rolling Hills, CA 90274
Phone: (310) 377-1521
KBanales@CityofRH.net

Van Bach, Accounting Manager, *City of San Rafael*
1400 Fifth Avenue, San Rafael, CA 94901
Phone: (415) 458-5001
van.bach@cityofsanrafael.org

Erin Backs, Finance Director, *City of Westminster*
8200 Westminster Boulevard, Westminster, CA 92683
Phone: (714) 898-3311
ebacks@westminster-ca.gov

Happy Bains, Interim Finance Director, *City of Livingston*
Administrative Services, 1416 C Street, City of Livingston , CA 95334
Phone: (209) 394-8041
hbains@livingstonca.gov

Anna Barich, Attorney, *Commission on State Mandates*
980 9th Street, Suite 300, Sacramento, CA 95814
Phone: (916) 323-3562
Anna.Barich@csm.ca.gov

Robert Barron III, Finance Director, *Town of Atherton*
Finance Department, 91 Ashfield Rd, Atherton, CA 94027
Phone: (650) 752-0552
rbarron@ci.atherton.ca.us

Dan Barros, City Manager, *Town of Colma*
1198 El Camino Real, Colma, CA 94014
Phone: (650) 997-8300
dbarros@colma.ca.gov

David Bass, Vice Mayor, *City of Rocklin*
3970 Rocklin Road, Rocklin, CA 95677
Phone: (916) 663-8504
David.Bass@rocklin.ca.us

Michael Beaton, Assistant County Administrative Officer, *County of Monterey*
County Administrative Office, 168 W. Alisal Street, 3rd Floor , Salinas, CA 93901
Phone: (831) 755-3835
beatonm@countyofmonterey.gov

Gerry Beaudin, City Manager, *City of Alameda*
2263 Santa Clara Ave, Room 320, Pleasanton, CA 94501
Phone: (510) 747-4700
gbeaudin@alamedaca.gov

Jennifer Becker, Financial Services Director, *City of Burbank*
275 East Olive Avenue, Burbank, CA 91502
Phone: (818) 238-5500
jbecker@burbankca.gov

Mary Bedard, Auditor-Controller, *County of Kern*
1115 Truxtun Avenue, 2nd Floor, Bakersfield, CA 93301

Phone: (805) 868-3599
bedardm@co.kern.ca.us

Ray Beeman, Chief Fiscal Officer, *City of Gardena*
1700 West 162nd Street, Gardena, CA 90247
Phone: (310) 217-9516
rbeeman@cityofgardena.org

Cameron Begbie, Interim City Manager, *City of Plymouth*
P.O. Box 429, Plymouth, CA 95669
Phone: (209) 245-6941
CBegbie@cityofplymouth.org

Jason Behrmann, Interim City Manager, *City of Elk Grove*
8401 Laguna Palms Way, Elk Grove, CA 95758
Phone: (916) 478-2201
jbehrmann@elkgrovecity.org

Aimee Beleu, Finance Director/Town Treasurer, *Town of Paradise*
5555 Skyway, Paradise, CA 95969
Phone: (530) 872-6291
abeleu@townofparadise.com

Ginni Bella Navarre, Deputy Legislative Analyst, *Legislative Analyst's Office*
925 L Street, Suite 1000, Sacramento, CA 95814
Phone: (916) 319-8342
Ginni.Bella@lao.ca.gov

Paul Benoit, City Administrator, *City of Piedmont*
120 Vista Avenue, Piedmont, CA 94611
Phone: (510) 420-3042
pbenoit@ci.piedmont.ca.us

Ben Benoit, Auditor-Controller, *County of Riverside*
4080 Lemon Street, 11th Floor, Riverside, CA 92502
Phone: (951) 955-3800
bbenoit@rivco.org

Wendy Berry, Administrative Services Director, *City of Solvang*
Finance, 1644 Oak Street, Solvang, CA 93463
Phone: (805) 688-5575
wendyb@cityofsolvang.com

Kevin Biersack, Financial Services Director, *City of Cathedral City*
Administrative Services, 68700 Avenida Lalo Guerrero, Cathedral City , CA 92234
Phone: (760) 770-0378
kbiersack@cathedralcity.gov

Christy Billings, Interim Finance Director, *City of Ojai*
401 S. Ventura Street, Ojai, CA 93023
Phone: (805) 646-5581
christy.billings@ojai.ca.gov

Teresa Binkley, Director of Finance, *City of Taft*
Finance Department, 209 E. Kern St. , Taft, CA 93268
Phone: (661) 763-1350
tbinkley@cityoftaft.org

Benjamin Bitter, City Manager, *City of Maricopa*
400 California Street, Maricopa, CA 93252
Phone: (520) 316-6811
eziegler@bak.rr.com

Nathan Black, Auditor-Controller, *County of Sutter*
1160 Civic Center Blvd., Suite D, Yuba City, CA 95993
Phone: (530) 822-7127
nblack@co.sutter.ca.us

Michael Blay, City Manager, *City of Upland*
460 N. Euclid Avenue, Upland, CA 91786-4732
Phone: (909) 931-4106
CityManager@UplandCA.gov

Todd Bodem, City Administrator, *City of Guadalupe*
918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434
Phone: (805) 356-3891
todd.bodem@cityofguadalupe.org

Joanne Bohren, Auditor/Controller, *County of Contra Costa*
1025 Escobar Street, Martinez, CA 94553
Phone: (925) 608-9300
info@ac.cccounty.us

Konrad Bolowich, City Manager, *City of Grand Terrace*
22795 Barton Road, Grand Terrace, CA 92313-5295
Phone: (909) 954-5175
kbolowich@grandterrace-ca.gov

Ryan Bonk, City Manager, *City of Portola*
P.O. Box 1225, Portola, CA 96122
Phone: (530) 832-6800
citymanager@cityofportola.com

Matthew Boring, Interim Director of Finance, *City of Manteca*
1001 West Center Street, Manteca, CA 95337
Phone: (209) 456-8730
mboring@manteca.gov

Jonathan Borrego, City Manager, *City of Oceanside*
300 North Coast Highway, Oceanside, CA 92054
Phone: (760) 435-3065
citymanager@oceansideca.org

Jaime Boscarino, Finance Director, *City of Thousand Oaks*
2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362
Phone: (805) 449-2220
jboscarino@toaks.gov

Laura Bowers, Interim Auditor-Controller/Treasurer-Tax Collector, *County of Santa Cruz*
Auditor-Controller's Office, 701 Ocean Street, Room 100, Santa Cruz, CA 95060-4073
Phone: (831) 454-2500
laura.bowers@santacruzcounty.us

Dennis Bozanich, Administrative Services Director, *City of Clayton*
6000 Heritage Trail, Clayton, CA 94517

Phone: (925) 673-7308
DennisB@claytonca.gov

Maz Bozorginia, Director of Public Works/City Engineer, *City of Brisbane*
50 Park Place, Brisbane, CA 94005
Phone: (415) 508-2131
MBozorginia@brisbaneca.gov

Jason Bradford, Finance Director, *City of Glendale*
141 N. Glendale Ave, Room 346, Glendale, CA 91206
Phone: (818) 548-2085
jbradford@glendaleca.gov

Roger Bradley, City Manager, *City of Downey*
11111 Brookshire, Downey, CA 90241-7016
Phone: (562) 904-7284
citymanager@downeyca.org

David Brandt, City Manager, *City of Cupertino*
10300 Torre Avenue, Cupertino, CA 95014-3202
Phone: 408.777.3212
manager@cupertino.org

Kerry Breen, Director of Finance & Information Systems, *City of Brentwood*
150 City Park Way, Brentwood, CA 94513
Phone: (925) 516-5460
kbreen@brentwoodca.gov

Molly Brennan, Director of Finance, *City of National City*
1243 National City Blvd., National City, CA 91950
Phone: (619) 336-4330
finance@nationalcityca.gov

Sean Brewer, Interim City Manager, *City of Coalinga*
155 West Durian, Coalinga, CA 93210
Phone: (559) 935-1533
sbrewer@coalinga.com

Kathy Brewton, Finance Director, *City of Ridgecrest*
100 West California Avenue, Ridgecrest, CA 93555
Phone: (760) 499-5021
kbrewton@ridgecrest-ca.gov

Roel Briones, Interim Finance Director, *City of Farmersville*
909 W Visalia Road, Farmersville, CA 93223
Phone: (559) 747-0458
fdtemp@cityoffarmersville-ca.gov

Matthew Bronson, City Manager, *City of Grover Beach*
154 South 8th Street, Grover Beach, CA 93433
Phone: (805) 473-4567
mbronson@groverbeach.org

Joshua Brooks, Deputy Director of Administrative Services, *City of Irvine*
1 Civic Center Plaza, Irvine, CA 92606
Phone: (949) 724-6263
JoBrooks@cityofirvine.org

Jessica Brown, Chief Financial Officer, *City of Fontana*
8353 Sierra Avenue, Fontana, CA 92335
Phone: (909) 350-7679
jbrown@fontana.org

Troy Brown, City Manager, *City of Moorpark*
323 Science Drive, Moorpark, CA 93021
Phone: (805) 517-6212
citymanager@moorparkca.gov

Dan Buckshi, City Manager, *City of Walnut Creek*
1666 North Main Street, Walnut Creek, CA 94596
Phone: (925) 943-5812
Buckshi@walnut-creek.org

Christa Buhagiar, Director of Finance/Treasurer, *City of Chino Hills*
14000 City Center Drive, Chino Hills, CA 91709
Phone: (909) 364-2460
cbuhagiar@chinohills.org

Buffy Bullis, Administrative Services Director/Finance Director, *City of Monrovia*
415 S. Ivy Ave, Monrovia, CA 91016
Phone: (626) 932-5513
bbullis@ci.monrovia.ca.us

Dahle Bulosan, Director of Administrative Services, *City of Irvine*
One Civic Center Plaza, Irvine, CA 92606
Phone: (949) 724-6263
DBulosan@cityofirvine.org

Guy Burdick, Consultant, *MGT Consulting*
2251 Harvard Street, Suite 134, Sacramento, CA 95815
Phone: (916) 833-7775
gburdick@mgtconsulting.com

Allan Burdick,
7525 Myrtle Vista Avenue, Sacramento, CA 95831
Phone: (916) 203-3608
allanburdick@gmail.com

Jeffrey Burgh, Auditor Controller, *County of Ventura*
800 S. Victoria Avenue, Ventura, CA 93009-1540
Phone: (805) 654-3151
Jeff.Burgh@venturacounty.gov

Aaron Busch, Interim City Manager, *City of Lodi*
221 W Pine Street, Lodi, CA 95240
Phone: (209) 333-6700
citymanager@lodi.gov

Rod Butler, City Manager, *City of Jurupa Valley*
8930 Limonite Avenue, Jurupa Valley, CA 92509
Phone: (951) 332-6464
rbutler@jurupavalley.org

Stephanie Butters, Assistant Director of Finance, Auditor-Controller, *County of Mono*
25 Bryant Street, PO Box 556, Bridgeport, CA 93517

Phone: (760) 932-5496
sbutters@mono.ca.gov

Rica Mae Cabigas, Chief Accountant, *Auditor-Controller*
Accounting Division, 500 West Temple Street, Los Angeles, CA 90012
Phone: (213) 974-8309
rcabigas@auditor.lacounty.gov

Elizabeth Cabrera, City Manager, *City of San Joaquin*
21900 Colorado Avenue, San Joaquin, CA 93660
Phone: (559) 693-4311
elizabethc@cityofsanjoaquin.org

Demetrius Cagampan, IT Director, *City of Alameda*
2263 Santa Clara Ave., Alameda, CA 94501
Phone: (510) 747-7493
dcagampan@alamedaca.gov

Evelyn Calderon-Yee, Bureau Chief, *State Controller's Office*
Local Government Programs and Services Division, Bureau of Payments, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 324-5919
ECalderonYee@sco.ca.gov

Daniel Calleros, Interim City Administrator, *City of Vernon*
4305 Santa Fe Avenue, Vernon, CA 90058
Phone: (323) 583-8811
Dcalleros@cityofvernonCA.gov

Rebecca Campbell, Finance Director, *City of Santa Maria*
110 E. Cook Street, Santa Maria, CA 93454
Phone: (805) 925-0951
rcampbell@cityofsantamaria.org

Lisa Cardella-Presto, Auditor-Controller, *County of Merced*
2222 M Street, Merced, CA 95340
Phone: (209) 385-7511
lisa.cardella-presto@countyofmerced.com

Melissa Cardinale, Acting Town Manager, *Town of Woodside*
2955 Woodside Road, Woodside, CA 94062
Phone: (650) 851-6790
mcardinale@woodsideca.gov

Steve Carmona, City Manager, *City of Pico Rivera*
6615 Passons Boulevard, Pico Rivera, CA 90660
Phone: (562) 801-4371
scastro@pico-rivera.org

Pamela Caronongan, City Administrator, *City of Angels Camp*
200 Monte Verda Street, Ste. B, PO Box 667 Angels Camp, Angels Camp, CA 95222
Phone: (209) 736-2181
pamelacaronongan@angelscamp.gov

Pete Carr, City Manager/Finance Director, *City of Orland*
PO Box 547, Orland, CA 95963
Phone: (530) 865-1602
CityManager@cityoforland.com

Manuel Carrillo, Director of Finance and Administrative Services, *City of Bell Gardens*
7100 Garfield Ave, Bell Gardens, CA 90201
Phone: (562) 806-7700
MCarrillo@bellgardens.org

Roger Carroll, Finance Director/Treasurer, *Town of Loomis*
Finance Department, 3665 Taylor Road, Loomis, CA 95650
Phone: (916) 652-1840
rcarroll@loomis.ca.gov

Yulia Carter, Interim City Manager, *City of Pacifica*
170 Santa Maria Avenue, Pacifica, CA 94044
Phone: (650) 738-7409
ycarter@pacifica.gov

Nicole Casey, Administrative Services Director, *Town of Truckee*
10183 Truckee Airport Road, Truckee, CA 96161
Phone: (530) 582-2935
ncasey@townoftruckee.com

Susan Casey, Interim Administrative Services Director, *City of St. Helena*
1088 College Avenue, City Hall, St. Helena, CA 94574
Phone: (707) 968-2649
scasey@cityofsthelena.gov

Grace Castaneda, Finance Director, *City of Belmont*
One Twin Pines Lane, Belmont, CA 94002
Phone: (650) 595-7436
gcastaneda@belmont.gov

Arturo Castillo, Administrative Services Director, *City of San Pablo*
1000 Gateway Avenue, San Pablo, CA 94806
Phone: (510) 215-3021
AECastillo@sanpabloca.gov

Leslie Caviglia, City Manager, *City of Visalia*
707 West Acequia Avenue, Visalia, CA 93291
Phone: (559) 713-4332
leslie.caviglia@visalia.city

Julissa Ceja Cardenas, Legislative Analyst, *California State Association of Counties (CSAC)*
Government Finance and Administration, 1100 K Street, Suite 101, Sacramento, CA 95814
Phone: (916) 327-7500
jcejacardenas@counties.org

Mitchell Celaya, Interim City Manager, *City of Calistoga*
1232 Washington Street, Calistoga, CA 94515
Phone: (707) 584-6201
mcelaya@calistogaca.gov

David Cerda, Acting City Manager, *City of Parlier*
1100 East Parlier Avenue, Parlier, CA 93648
Phone: (559) 646-3545
dcerda@parlier.ca.us

Javier Chagoyen-Lazaro, Chief Financial Officer, *City of Oxnard*
300 West Third Street, Third Floor, Oxnard, CA 93030

Phone: (805) 200-5400
javier.chagoyenlazaro@oxnard.org

Ellis Chang, Director of Administrative Services, *City of Mission Viejo*
200 Civic Center, Mission Viejo, CA 92691
Phone: (949) 470-3059
adminservices@cityofmissionviejo.org

Brett Channing, City Manager, *City of Aliso Viejo*
12 Journey, Suite 100, Aliso Viejo, CA 92656-5335
Phone: (949) 425-2513
bchanning@avcity.org

Ashley Chaparro, Deputy Finance Director, *City of Port Hueneme*
250 North Ventura Road, Port Hueneme, CA 93041
Phone: (805) 986-6524
achaparro@ci.port-hueneme.ca.us

Sheri Chapman, General Counsel, *League of California Cities*
1400 K Street, Suite 400, Sacramento, CA 95814
Phone: (916) 658-8267
schapman@calcities.org

Rolando Charvel, Chief Financial Officer, *City of San Diego*
202 C Street, 9th Floor, San Diego, CA 92101
Phone: (619) 236-6218
rcharvel@sandiego.gov

Diego Chavez, Administrative Services Director, *City of Murrieta*
1 Town Square, Murrieta, CA 92562
Phone: (951) 461-6437
dchavez@murrietaca.gov

Veronica Chavez, Director of Finance, *City of Palm Desert*
73510 Fred Waring Drive, Palm Desert, CA 92260
Phone: (760) 776-6320
vchavez@palmdesert.gov

Ali Chemkhi, Senior Supervising Accountant/Auditor, *County of San Bernardino*
Office of Auditor-Controller, 268 West Hospitality Lane, Fourth Floor, San Bernardino, CA 92415-0018
Phone: (909) 382-7035
ali.chemkhi@sbcountyatc.gov

Henry Chen, Acting Financial Services Manager, *City of Arcadia*
240 West Huntington Drive, Arcadia, CA 91007
Phone: (626) 574-5427
hchen@ArcadiaCA.gov

Erick Cheung, Finance Manager, *City of Pleasant Hill*
100 Gregory Lane, Pleasant Hill, CA 94523
Phone: (925) 671-5231
echeung@pleasanthillca.org

Matthew Chidester, City Manager, *City of Half Moon Bay*
501 Main Street, Half Moon Bay, CA 94019
Phone: (650) 726-8272
MChidester@hmbcity.com

Annette Chinn, Consultant, *Cost Recovery Systems, Inc.*
705-2 East Bidwell Street, #294, Folsom, CA 95630
Phone: (916) 939-7901
achinncrs@aol.com

David Chiu, City Attorney, *City and County of San Francisco*
Office of the City Attorney, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102
Phone: (415) 554-4700
cityattorney@sfcityatty.org

Lawrence Chiu, Finance Director, *City of Emeryville*
1333 Park Ave, Emeryville, CA 94608
Phone: (510) 596-4352
Lawrence.Chiu@emeryville.org

DeAnna Christensen, Director of Finance, *City of Modesto*
1010 10th Street, Suite 5200, Modesto, CA 95354
Phone: (209) 577-5371
dachristensen@modestogov.com

Carmen Chu, Assessor-Recorder, *City and County of San Francisco*
1 Dr. Carlton B. Goodlett Place, City Hall, Room 190, San Francisco, CA 94102-4698
Phone: (415) 554-5596
assessor@sfgov.org

Carolyn Chu, Senior Fiscal and Policy Analyst, *Legislative Analyst's Office*
925 L Street, Suite 1000, Sacramento, CA 95814
Phone: (916) 319-8326
Carolyn.Chu@lao.ca.gov

Paul Chung, Director of Finance, *City of El Segundo*
350 Main Street, El Segundo, CA 90245-3813
Phone: (310) 524-2315
pchung@elsegundo.org

City Clerk, City Clerk, *City of Amador City*
14531 East School Street, P.O. Box 200, Amador City, CA 95601
Phone: (209) 267-0682
city.clerk@amador-city.com

Justin Clifton, City Manager, *City of Murrieta*
1 Town Square, Murrieta, CA 92562
Phone: (951) 461-6010
jclifton@murrietaca.gov

Nicole Coburn, Assistant County Executive Officer, *County of Santa Cruz*
809 Center Street, Rm 101, Santa Cruz, CA 95060
Phone: (831) 454-2100
nicole.coburn@santacruzcountyca.gov

Luv Cofresi, Finance Director , *City of Milpitas*
455 East Calaveras Boulevard, Milpitas, CA 95035
Phone: (408) 586-3111
lcofresi-howe@milpitas.gov

Steve Colangelo, Interim City Manager, *City of Stockton*
425 North El Dorado Street, Stockton, CA 95202

Phone: (209) 937-8212
city.manager@stocktonca.gov

Kevin Cole, City Manager, *City of Twentynine Palms*
6136 Adobe Road, Twentynine Palms, CA 92277
Phone: (760) 367-6799
kcole@29palms.org

Michael Coleman, Fiscal Policy Advisor, *Coleman Advisory Services*
2217 Isle Royale Lane, Davis, CA 95616
Phone: (530) 758-3952
coleman@muni1.com

Ashley Collick, City Manager, *City of San Juan Bautista*
311 Second Street P.O. Box 1420, San Juan Bautista, CA 95045
Phone: (831) 623-4661
citymanager@san-juan-bautista.ca.us

Steve Conway, Interim Assistant City Manager/Admin Services Director, *City of Morro Bay*
595 Harbor Street, Morro Bay, CA 93442
Phone: (805) 772-6217
sconway@morrobayca.gov

Bryan Cook, City Manager, *City of Temple City*
9701 Las Tunas Drive , Temple City , CA 91780
Phone: (626) 285-2171
bcook@templecity.us

Cass Cook, Auditor-Controller/Treasurer-Tax Collector, *County of Tulare*
221 South Mooney Blvd, Room 101 E, Visalia, CA 93291
Phone: (559) 636-5200
tulareauditor@co.tulare.ca.us

Julia Cooper, Director of Finance, *City of San Jose*
Finance, 200 East Santa Clara Street, San Jose, CA 95113
Phone: (408) 535-7000
Finance@sanjoseca.gov

Lisa Cooper, Paralegal, *California Department of Technology*
1325 J Street, #1600, Sacramento, CA 95814
Phone: (916) 926-7657
lisa.cooper@state.ca.gov

Christine Cordon, City Manager, *City of Westminster*
8200 Westminster Blvd, Westminster, CA 92683
Phone: (714) 548-3178
CCordon@westminster-ca.gov

Melanie Correa, Interim City Manager, *City of Gustine*
352 Fifth Street, Gustine, CA 95322
Phone: (209) 854-9407
mcorrea@cityofgustine.com

Erika Cortez, Administrative Services Director, *City of Imperial Beach*
825 Imperial Beach Boulevard, Imperial Beach, CA 91932
Phone: (619) 423-8303
ecortez@imperialbeachca.gov

Oana Cosma, Budget and Finance Director, *County of Orange*
400 W. Civic Center Dr., 5th Floor, Santa Ana, CA 92701-4062
Phone: (714) 834-7410
Oana.Cosma@ceo.oc.gov

Elisa Cox, City Manager, *City of Rancho Cucamonga*
10500 Civic Center Drive, Rancho Cucamonga, CA 91730
Phone: (909) 477-2700
elisa.cox@cityofrc.us

Mallory Crecelius, Interim City Manager, *City of Blythe*
235 N. Broadway, Blythe, CA 92225
Phone: (760) 922-6161
msutterfield@cityofblythe.ca.gov

Kuyler Crocker, Interim City Manager, *City of Lindsay*
251 E. Honolulu St., Lindsay, CA 93247
Phone: (559) 562-7102
kcrocker@lindsay.ca.us

Robert Cross, Financial Services Manager, *City of Lompoc*
100 Civic Center Plaza, Lompoc, CA 93438-8001
Phone: (805) 736-1261
r_cross@ci.lompoc.ca.us

Sean Crumby, Interim City Manager, *City of Irvine*
One Civic Center Plaza, Irvine, CA 92623-9575
Phone: (949) 724-6246
scrumby@cityofirvine.org

Nate Cruz, Finance Director, *City of Foster City*
610 Foster City Blvd., Foster City , CA 94404
Phone: (650) 286-3204
ncruz@fostercity.org

Amy Cunningham, Administrative Services Director, *City of Novato*
922 Machin Avenue, Novato, CA 94945
Phone: (415) 899-8918
ACunningham@novato.org

Cindy Czerwin, Director of Administrative Services, *City of Watsonville*
250 Main Street, Watsonville, CA 95076
Phone: (831) 768-3450
cindy.czerwin@cityofwatsonville.org

Stacey Dabbs, Finance Director, *City of Colton*
650 N La Cadena Drive, Colton, CA 92324
Phone: (909) 370-5052
sdabbs@coltonca.gov

Santino Danisi, Finance Director / City Controller, *City of Fresno*
2600 Fresno St. Rm. 2157, Fresno, CA 93721
Phone: (559) 621-2489
Santino.Danisi@fresno.gov

Chuck Dantuono, Director of Administrative Services, *City of Highland*
Administrative Services , 27215 Base Line , Highland, CA 92346

Phone: (909) 864-6861
cdantuono@cityofhighland.org

Fran David, City Manager, *City of Hayward*
Finance Department, 777 B Street, Hayward, CA 94541
Phone: (510) 583-4000
citymanager@hayward-ca.gov

Jon Davis, Town Manager, *Town of Windsor*
9291 Old Redwood Hwy, Bldg 400, Windsor, CA 95492
Phone: (707) 838-5335
jdavis@townofwindsor.ca.gov

Doug Davis, City Manager, *Town of Hillsborough*
1600 Floribunda Ave, Hillsborough, CA 94010
Phone: (650) 375-7400
citymanager@hillsborough.net

Rob de Geus, City Manager, *City of Westlake Village*
31200 Oakcrest Drive, Westlake Village, CA 91361
Phone: (808) 706-1613
rob@wlv.org

Thomas Deak, Senior Deputy, *County of San Diego*
Office of County Counsel, 1600 Pacific Highway, Room 355, San Diego, CA 92101
Phone: (619) 531-4810
Thomas.Deak@sdcounty.ca.gov

Gigi Decavalles-Hughes, Director of Finance, *City of Santa Monica*
Finance, 1717 4th Street, Suite 250, Santa Monica, CA 90401
Phone: (310) 458-8281
gigi.decavalles@smgov.net

Sharon Del Rosario, Finance Director, *City of Stanton*
7800 Katella Ave, Stanton, CA 90680
Phone: (714) 890-4226
sdelrosario@stantonca.gov

Kikie DeLong, Chief Deputy Auditor-Controller, *County of Mendocino*
501 Low Gap Road, Room 1080, Ukaih, CA 95482
Phone: (707) 234-6873
delongk@mendocinocounty.gov

Shannon DeLong, City Manager, *City Of Cypress*
5275 Cypress Ave, Cypress, CA 90630
Phone: (714) 229-6680
adm@cypressca.org

Keith DeMartini, Director of Finance, *City of Santa Barbara*
P.O. Box 1990, Santa Barbara, CA 93102-1990
Phone: (805) 564-5336
KDemartini@SantaBarbaraCA.gov

Jeremy Dennis, City Manager, *City of Brisbane*
50 Park Place, Brisbane, CA 94005
Phone: (415) 508-2110
jdennis@brisbaneca.gov

Nicole Denow, Chief Deputy City Attorney, *City of San Diego*
Environment Section, 1200 Third Avenue, Suite 1100, San Diego, CA 92101
Phone: (619) 533-6173
NDenow@sandiego.gov

Mandip Dhillon, Auditor Controller, *County of Stanislaus*
1010 10th Street, Modesto, CA 95354
Phone: (209) 525-6398
auditor@stancounty.com

Lana Dich, Director of Fiance and Administrative Services, *City of Santa Fe Springs*
11710 East Telegraph Road, Santa Fe Springs, CA 90670
Phone: (562) 409-7520
lanadich@santafesprings.org

Cheryl Dillingham, Auditor-Controller, *County of Humboldt*
825 Fifth Street, Room 126, Eureka, CA 95501
Phone: (707) 476-2452
ctyauditor@co.humboldt.ca.us

Deston Dishion, City Administrator, *City of Bishop*
377 West Line Street, Bishop, CA 93514
Phone: (760) 873-5863
ddishion@cityofbishop.ca.gov

Steven Dobrenen, Finance Director, *City of Cudahy*
5220 Santa Ana Street, Cudahy, CA 90201
Phone: (831) 386-5925
sdobrenen@cityofcudahyca.gov

Ken Domer, City Manager, *City of La Verne*
3660 “D” Street, La Verne, CA 91750
Phone: (909) 596-8726
kdomer@cityoflaverne.org

Dario Dominguez, Interim City Manager, *City of Orange Cove*
633 Sixth Street, Orange Cove, CA 93646
Phone: (559) 626-4488
ddominguez@cityoforangecove.com

Christie Donnelly, Finance Director, *City of South San Francisco*
400 Grand Ave, South San Francisco, CA 94080
Phone: (650) 877-8505
christie.donnelly@ssfca.gov

Tracy Drager, Auditor and Controller, *County of San Diego*
1600 Pacific Highway, Room 166, San Diego, CA 92101
Phone: (619) 531-5413
tracy.drager@sdcounty.ca.gov

June Du, Finance Director, *City of Los Altos*
1 North San Antonio Road, Los Altos, CA 94022
Phone: (650) 947-2700
jdu@losaltosca.gov

Tom DuBois, City Manager, *City of Sutter Creek*
18 Main Street, Sutter Creek, CA 95685

Phone: (209) 215-4890
info@cityofsuttercreek.org

G. Harold Duffey, City Manager, *City of Brentwood*
150 City Park Way, Brentwood, CA 94513
Phone: (925) 516-5440
CityManager@brentwoodca.gov

David Dunn, City Administrator, *City of Montague*
230 South 13th Street, Montague, CA 96064
Phone: (530) 459-3030
clerk@cityofmontagueca.com

Randall L. Dunn, City Manager, *City of Colusa*
Finance Department, 425 Webster St. , Colusa, CA 95932
Phone: (530) 458-4740
citymanager@cityofcolusa.com

Jimmy Duran, Interim City Manager, *City of Brawley*
383 Main Street, Brawley, CA 92227
Phone: (760) 351-3048
jduran@brawley-ca.gov

Janet Dutcher, Finance Director, *County of Mono*
25 Bryant Street, PO Box 556, Bridgeport, CA 93517
Phone: (760) 932-5496
jdutcher@mono.ca.gov

Pamela Eastlick, City Clerk/Director of Finance, *City of Etna*
442 Main Street, PO Box 460, Etna, CA 96027-0460
Phone: (530) 467-5256
p.eastlick@etnaca.gov

Richard Eberle, Auditor-Controller, *County of Yuba*
915 8th Street, Suite 105, Marysville, CA 95901
Phone: (530) 749-7810
reberle@co.yuba.ca.us

Michael Egan, City Manager, *City of La Palma*
7822 Walker Street, La Palma, CA 90623
Phone: (714) 690-3300
citymanager@lapalmaca.gov

Ann Eifert, Director of Financial Services/City Treasurer, *City of Aliso Viejo*
12 Journey, Suite 100, Aliso Viejo, CA 92656-5335
Phone: (949) 425-2520
aeifert@avcity.org

Cody Einfalt, Acting City Manager, *Town of Los Altos Hills*
26379 Fremont Road, Los Altos Hills, CA 94022
Phone: (650) 941-7222
ceinfalt@losaltoshills.ca.gov

Adam Ennis, City Administrator, *City of Exeter*
100 North C Street, P.O. Box 237, Exeter, CA 93221
Phone: (559) 592-4539
adam@exetercityhall.com

Edward Enriquez, Interim Assistant City Manager/CFO Treasurer, *City of Riverside*
3900 Main Street, Riverside, CA 92501
Phone: N/A
EEnriquez@riversideca.gov

Tina Envia, Finance Manager, *City of Waterford*
Finance Department, 101 E Street, Waterford, CA 95386
Phone: (209) 874-2328
finance@cityofwaterford.org

Vic Erganian, Deputy Finance Director, *City of Pasadena*
Finance Department, 100 N. Garfield Ave, Room S348, Pasadena, CA 91109-7215
Phone: (626) 744-4355
verganian@cityofpasadena.net

Chris Erias, Interim City Manager, *City of Galt*
380 Civic Drive, Galt, CA 95632
Phone: (209) 366-7100
cerias@cityofgalt.org

Eric Erickson, Director of Finance and Human Resources , *City of Mill Valley*
Department of Finance and Human Resources , 26 Corte Madera Avenue , Mill Valley, CA 94941
Phone: (415) 388-4033
finance@cityofmillvalley.org

Angie Ervin, Acting Finance Manager, *City of Jackson*
Administration / Finance, 33 Broadway, Jackson, CA 95642
Phone: (209) 223-1646
angelica@ci.jackson.ca.us

Paul Espinoza, Interim Finance Director, *City of Paramount*
16400 Colorado Avenue, Paramount, CA 90723
Phone: (562) 220-2200
pespinoza@paramountcity.com

Fernando Estrada, Administrative Services Director, *City of Rolling Hills Estates*
4045 Palos Verdes Drive North, Rolling Hills Estates, CA 90274
Phone: (310) 377-1577
Fernando@rollinghillsestates.gov

Ashley Feeney, City Manager, *City of Citrus Heights*
6360 Fountain Square Drive, Citrus Heights, CA 95621
Phone: (916) 725-2448
citymanager@citrusheights.net

Nadia Feeser, Administrative Services Director, *City of Pismo Beach*
Finance Department, 760 Mattie Road, Pismo Beach, CA 93449
Phone: (805) 773-7010
nfeeser@pismobeach.org

Matthew Fertal, City Manager, *City of Garden Grove*
Finance Department, 11222 Acacia Parkway, Garden Grove, CA 92840
Phone: (714) 741-5000
CityManager@ci.garden-grove.ca.us

Laura Fischer, City Manager , *City of Westmorland*
355 S.Center Street, Westmorland, CA 92281

Phone: (760) 344-3411
lfischer@cityofwestmorland.net

Kevin Fisher, Assistant City Attorney, *City of San Jose*
Environmental Services, 200 East Santa Clara Street, 16th Floor, San Jose, CA 95113
Phone: (408) 535-1987
kevin.fisher@sanjoseca.gov

Tim Flanagan, CIO-Registrar of Voters, *County of Solano*
Registrar of Voters, 678 Texas Street, Suite 2600, Fairfield, CA 94533
Phone: (707) 784-3359
Elections@solanocounty.com

Alan Flora, Finance Director, *City of Clearlake*
14050 Olympic Drive, Clearlake, CA 95422
Phone: (707) 994-8201
aflora@clearlake.ca.us

Bruce Foltz, Director of Finance, *City of Corona*
400 South Vicentia Ave., Corona, CA 92882
Phone: (951) 279-3532
Bruce.Foltz@coronaca.gov

Sandy Fonseca, Interim Finance Director, *City of Calexico*
608 Heber Ave, Calexico, CA 92231
Phone: (760) 768-2123
sfonseca@calexico.ca.gov

Anthony Forestiere, Acting Finance Director, *City of Madera*
205 West Fourth Street, Madera, CA 93637
Phone: (559) 661-5454
aforestiere1@madera.gov

Christine Foster, Interim Town Manager, *Town of Fairfax*
142 Bolinas Road, Fairfax, CA 94930
Phone: (415) 453-1584
cfoster@townoffairfaxca.gov

Aaron France, City Manager, *City of Buena Park*
6650 Beach Boulevard, Second Floor, Buena Park, CA 90621
Phone: (714) 562-3550
afrance@buenapark.com

Steve Franks, City Manager, *City of Villa Park*
17855 Santiago Blvd, Villa Park, CA 92861
Phone: (714) 998-1500
sfranks@villapark.org

Jaylen French, Interim City Manager, *City of Escalon*
2060 McHenry Avenue, Escalon, CA 95320
Phone: (209) 691-7400
jfrench@cityofescalon.org

Nora Frimann, City Attorney, *City of San Jose*
200 East Santa Clara Street, 16th Floor, San Jose, CA 95113
Phone: (408) 535-1900
nora.frimann@sanjoseca.gov

Elizabeth Fuchen, Interim Finance Director, *City of El Centro*
1275 Main Street, El Centro , CA 92243
Phone: (760) 337-4573
efuchen@cityofelcentro.org

Mike Futrell, City Manager, *City of Hercules*
111 Civic Drive, Hercules, CA 94547
Phone: (510) 799-8216
mfutrell@herculesca.gov

Melanie Gaboardi, Assistant Finance Director, *City of Tulare*
411 East Kern Ave., Tulare, CA 93274
Phone: (559) 685-2300
mgaboardi@tulare.ca.gov

Christine Gaffney, Auditor-Controller, *County of Trinity*
11 Court Street, P.O. Box 1230, Trinity, CA 96093
Phone: (530) 623-1317
cgaffney@trinitycounty.org

Patrick Gallegos, Interim City Manager, *City of Seal Beach*
211 8th Street, Seal Beach, CA 90740
Phone: (562) 431-2527
pgallegos@sealbeachca.gov

Rose Gallo-Vasquez, County Clerk and Recorder, *County of Colusa*
546 Jay Street, Ste. 200, Colusa, CA 95932
Phone: (530) 458-0500
clerkinfo@countyofcolusa.org

Marlene Galvan, Deputy Finance Officer, *City of Fontana*
8353 Sierra Ave, Fontana, CA 92335
Phone: (909) 350-7671
Mgalvan@fontana.org

Alex Gammelgard, Interim City Manager/Police Chief, *City of Grass Valley*
125 East Main Street, Grass Valley, CA 95945
Phone: (530) 274-4312
chief@grassvalleyca.gov

Anna Garan, Finance Director, *City of Bellflower*
Finance Department, 16600 Civic Center Dr, Bellflower, CA 90706
Phone: (562) 804-1424
agaran@bellflower.ca.gov

Jorge Garcia, Interim City Manager, *City of Pismo Beach*
760 Mattie Road, Pismo Beach, CA 93449
Phone: (805) 773-7007
finance@pismobeach.org

Danielle Garcia, Director of Finance, *City of Redlands*
PO Box 3005, Redlands, CA 92373
Phone: (909) 798-7510
dgarcia@cityofredlands.org

Martha Garcia, Director of Management Services, *City of Monterey Park*
320 West Newmark Ave, Monterey Park, CA 91754

Phone: (626) 307-1349
magarcia@montereypark.ca.gov

Marisela Garcia, Finance Director, *City of Riverbank*
Finance Department, 6707 Third Street , Riverbank, CA 95367
Phone: (209) 863-7109
mhgarcia@riverbank.org

Rebecca Garcia, Executive Assistant To City Manager, *City of San Bernardino*
300 North , San Bernardino, CA 92418-0001
Phone: (909) 384-7272
garcia_re@sbcity.org

Oscar Garcia, Auditor-Controller/Treasurer-Tax Collector, *County of Fresno*
2281 Tulare Street, Room 105, Fresno, CA 93721
Phone: (559) 600-3496
ogarcia@fresnocountyca.gov

Enedina Garcia, Auditor-Controller, *County of Monterey*
168 West Alisal Street, 3rd Floor, Salinas, CA 93901
Phone: (831) 755-5040
garciae13@countyofmonterey.gov

David Gassaway, City Manager, *City of Fairfield*
1000 Webster Street, Fairfield,
Phone: (707) 428-7398
dgassaway@fairfield.ca.gov

Greg Gatzka, City Manager, *City of Corcoran*
832 Whitley Avenue, Corcoran, CA 93212
Phone: (559) 992-2151
greg.gatzka@cityofcorcoran.com

Elizabeth Gibbs, City Manager, *City of Banning*
99 East Ramsey Street, Banning, CA 92220
Phone: (951) 922-3118
egibbs@banningca.gov

Carmen Gil, City Manager, *City of Gonzales*
147 FOURTH ST, P.O. BOX 647, Gonzales, CA 93926
Phone: (831) 675-5000
cgil@ci.gonzales.ca.us

Juliana Gmur, Executive Director, *Commission on State Mandates*
980 9th Street, Suite 300, Sacramento, CA 95814
Phone: (916) 323-3562
juliana.gmur@csm.ca.gov

Jose Gomez, Director of Finance and Administrative Services, *City of Lakewood*
5050 Clark Avenue, Lakewood, CA 90712
Phone: (562) 866-9771
jgomez@lakewoodcity.org

Joe Gonzalez, Auditor-Controller, *County of San Benito*
440 Fifth Street Room 206, Hollister, CA 95023
Phone: (831) 636-4090
jgonzalez@auditor.co.san-benito.ca.us

Grizelle Gonzalez, Administrative Services Director, *City of Hollister*
375 Fifth Street, Hollister, CA 95023
Phone: (831) 636-4301
Grizelle.Gonzalez@Hollister.CA.Gov

Sergio Gonzalez, City Manager, *City of Azusa*
213 E Foothill Boulevard, Azusa, CA 91702
Phone: (626) 812-5239
Sergio.Gonzalez@AzusaCa.Gov

Cristian Gonzalez, City Manager/Planning Director, *City of Mendota*
643 Quince St., Mendota, CA 93640
Phone: (559) 655-4298
cristian@cityofmendota.com

Jim Goodwin, City Manager, *City of Live Oak*
9955 Live Oak Blvd., Live Oak, CA 95953
Phone: (530) 695-2112
liveoak@liveoakcity.org

Chris Gorsky, City Administrator, *City of Sonora*
94 North Washington Street, Sonora, CA 95370
Phone: (209) 532-4541
cgorsky@sonoraca.com

Greg Grammar, City Manager, *City of Rolling Hills Estates*
4045 Rolling Hills Estates, Rolling Hills Estates, CA 90274
Phone: (310) 377-1577
GregG@rollinghillsestates.gov

Peter Grant, City Manager, *City of Yorba Linda*
4845 Casa Loma Avenue, Yorba Linda, CA 92886
Phone: (714) 961-7100
pgrant@yorbalindaca.gov

Sean Grayson, Interim City Manager, *City of California City*
21000 Hacienda Blvd, California City, CA 93505
Phone: (760) 373-7170
Sgrayson@californiacity-ca.gov

Kristin Griffith, City Manager, *City of Brea*
1 Civic Center Circle, Brea, CA 92821
Phone: (714) 990-7710
kristing@cityofbrea.gov

John Gross, Director of Finance, *City of Long Beach*
333 W. Ocean Blvd., 6th Floor, Long Beach, CA 90802
Phone: N/A
john.gross@longbeach.gov

Troy Grunklee, Director of Administrative Services, *City of La Puente*
Requester Representative/Requester Contact
15900 East Main Street, La Puente, CA 91744
Phone: (626) 855-1500
tgrunklee@lapuente.org

John Guertin, City Manager, *City of Del Rey Oaks*
650 Canyon Del Rey Road, Del Rey Oaks, CA 93940

Phone: (831) 394-8511
JGuertin@DelReyOaks.org

David Guhin, City Manager, *City of Sonoma*
1 The Plaza , Sonoma, CA 95476
Phone: (707) 933-2213
dguhin@sonomacity.org

Hillary Guirola-Leon, Finance Director, *City of San Marino*
2200 Huntington Drive, San Marino, CA 91108
Phone: (626) 300-0708
hguirola-leon@sanmarinoca.gov

Shelly Gunby, Director of Financial Management, *City of Winters*
Finance, 318 First Street, Winters, CA 95694
Phone: (530) 795-4910
shelly.gunby@cityofwinters.org

Diana Gunn, Finance Director, *City of Adelanto*
11600 Air Expressway, Adelanto, CA 92301
Phone: (760) 246-2300
dgunn@adelantoca.gov

Jane Guo, Director, *City of Pico Rivera*
Administrative Services Department, 6615 Passons Boulevard, Pico Rivera, CA 90660
Phone: (562) 801-4392
FinanceDepartment@Pico-Rivera.org

Graciela Gutierrez, Auditor-Controller, *County of Butte*
25 County Center Drive, Suite 120, Oroville, CA 95965
Phone: (530) 552-3599
GGutierrez@ButteCounty.net

Laura Gutierrez, City Manager, *City of Calipatria*
125 North Park Avenue, Calipatria, CA 92233
Phone: (760) 348-4141
l_gutierrez@calipatria.com

Anna Guzman, Director of Finance, *City of Weed*
550 Main Street, PO Box 470, Weed, CA 96094
Phone: (530) 938-5020
guzman@ci.weed.ca.us

Lani Ha, Finance Manager/Treasurer, *Town of Danville*
510 La Gonda Way, Danville, CA 94526
Phone: (925) 314-3311
lha@danville.ca.gov

Isaiah Hagerman, City Manager, *City of Rancho Mirage*
69825 Highway 111, Rancho Mirage, CA 92270
Phone: (760) 324-4511
isaiahh@ranchomirageca.gov

Andy Hall, City Manager, *City of San Clemente*
910 Calle Negocio, San Clemente, CA 92673
Phone: (949) 361-8341
HallA@san-clemente.org

Nathan Hamburger, City Manager, *City of Agoura Hills*
30001 Ladyface Court, Agoura Hills, CA 91301
Phone: (818) 597-7300
nhamburger@ci.agoura-hills.ca.us

Andrew Hamilton, Auditor-Controller, *County of Orange*
1770 North Broadway, Santa Ana, CA 92706
Phone: (714) 834-2450
Andrew.Hamilton@ac.ocgov.com

James Hamilton, Auditor-Controller/Treasurer-Tax Collector/Public Administrator, *County of San Luis Obispo*
1055 Monterey Street, San Luis Obispo, CA 93408
Phone: (805) 781-5040
jhamilton@co.slo.ca.us

Greta Hansen, Chief Operating Officer, *County of Santa Clara*
70 W. Hedding Street, San Jose, CA 95110
Phone: (408) 292-7240
greta.hansen@cco.sccgov.org

Anne Haraksin, Assistant City Manager, *City of La Mirada*
13700 La Mirada Blvd., La Mirada, CA 90638
Phone: N/A
aharaksin@cityoflamirada.org

Joe Harn, Auditor-Controller, *County of El Dorado*
360 Fair Lane, Placerville, CA 95667
Phone: (530) 621-5633
joe.harn@edcgov.us

Robin Harnish, Acting Director of Finance, *City of Fountain Valley*
10200 Slater Avenue, Fountain Valley, CA 92708
Phone: (714) 593-4681
robin.harnish@fountainvalley.gov

George Harris, Finance Director, *City of Lancaster*
44933 Fern Avenue, Lancaster, CA 93534
Phone: (661) 723-5988
gharris@cityoflancasterca.org

Janine Harris, Auditor-Controller, *County of Solano*
675 Texas Street, Suite 2800, Fairfield, CA 94533
Phone: (707) 784-6280
auditorcontroller@solanocounty.gov

Sydnie Harris, Finance Director, *City of Barstow*
220 East Mountain View Street, Suite A, Barstow, CA 92311
Phone: (760) 255-5125
sharris@barstowca.org

Joei Harrison, Finance Director, *City of Willows*
201 North Lassen Street, Willows, CA 95988
Phone: (530) 934-7041
jharrison@cityofwillows.org

Molly Haviland, City Manager, *City of Point Arena*
451 School Street, 24000 S. Highway 1, Point Arena, CA 95468

Phone: (707) 882-2122
cm@pointarena.ca.gov

Tom Haynes, Chief Financial Officer, *County of Yolo*
Financial Services, 625 Court Street, Room 102, Woodland, CA 95695
Phone: (530) 666-8190
Tom.Haynes@yolocounty.gov

Jim Heller, City Treasurer, *City of Atwater*
Finance Department, 750 Bellevue Rd, Atwater, CA 95301
Phone: (209) 357-6310
finance@atwater.org

Alexander Henderson, City Manager, *City of Kingsburg*
1401 Draper Street, Kingsburg, CA 93631
Phone: (559) 897-5821
ahenderson@cityofkingsburg-ca.gov

Eric Hendrickson, Finance Director, *City of Laguna Hills*
24035 El Toro Road, Laguna Hills, CA 92653
Phone: (949) 707-2623
ehendrickson@lagunahillsca.gov

Jennifer Hennessy, Finance Director, *City of Temecula*
41000 Main St., Temecula, CA 92590
Phone: N/A
Jennifer.Hennessy@cityoftemecula.org

Ernie Hernandez, City Manager, *City of Commerce*
2535 Commerce Way, Commerce, CA 90040
Phone: (323) 722-4805
ehernandez@ci.commerce.ca.us

Erika Herrera-Terriquez, Interim City Manager, *City of Fillmore*
250 Central Avenue, Fillmore, CA 93015
Phone: (805) 524-1500
eherrera@fillmoreca.gov

Jenavive Herrington, Auditor-Controller/County Clerk, *County of Lake*
255 N. Forbes Street, Lakeport, CA 95453
Phone: (707) 263-2311
jenavive.herrington@lakecountyca.gov

Robert Hicks, Director of Finance, *City of Berkeley*
2180 Milvia Street, Berkeley, CA 94704
Phone: N/A
finance@ci.berkeley.ca.us

Chris Hill, Principal Program Budget Analyst, *Department of Finance*
Local Government Unit, 915 L Street, 8th Floor, Sacramento, CA 95814
Phone: (916) 445-3274
Chris.Hill@dof.ca.gov

Stephanie Hill, Acting City Manager, *City of Scotts Valley*
1 Civic Center Drive, Scotts Valley, CA 95066
Phone: (831) 440-5600
shill@scottsvalley.gov

Ryan Hinchman, Administrative Services Director, *City of Saratoga*
13777 Fruitvale Avenue, Saratoga, CA 94025
Phone: N/A
rhinchman@saratoga.ca.us

Tiffany Hoang, Fiscal Analyst, *State Controller's Office*
Local Government Programs and Services Division, Bureau of Payments, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 323-1127
THoang@sco.ca.gov

Jason Holley, City Manager, *City of American Canyon*
4381 Broadway Street, Suite 201, American Canyon, CA 94503
Phone: (707) 647-5323
jholley@cityofamericancanyon.org

Linda Hollinsworth, Finance Director, *City of Hawaiian Gardens*
21815 Pioneer Blvd., Hawaiian Gardens, CA 90716
Phone: (562) 420-2641
lindah@hgcity.org

Christina Holmes, Director of Finance, *City of Escondido*
201 North Broadway, Escondido, CA 92025
Phone: (760) 839-4676
cholmes@escondido.org

Susie Holmes, Finance Director, *City of Cloverdale*
124 N Cloverdale Blvd, Cloverdale, CA 95425
Phone: (707) 894-2521
sholmes@ci.cloverdale.ca.us

Willie Hopkins, City Manager, *City of Compton*
205 S Willowbrook Ave, Compton, CA 90220
Phone: (310) 605-5500
whopkins@comptoncity.org

Travis Hopkins, City Manager, *City of Huntington Beach*
2000 Main Street, Huntington Beach, CA 92648
Phone: (714) 536-5202
THopkins@surfcity-hb.org

Ken Howell, Senior Management Auditor, *State Controller's Office*
Audits, Compliance Audits Bureau, 3301 C Street, Suite 725A, Sacramento, CA 95816
Phone: (916) 323-2368
KHowell@sco.ca.gov

Betsy Howze, Finance Director, *City of Rohnert Park*
130 Avram Avenue, Rohnert Park, CA 94928-1180
Phone: (707) 585-6717
bhowze@rpcity.org

Stephanie Hranac, Auditor Controller, *County of Lassen*
221 South Roop Street, Ste. 1, Susanville, CA 96130
Phone: (530) 251-8220
shranac@co.lassen.ca.us

Susan Hsieh, Director of Finance, *City of Pleasanton*
123 Main Street, PO Box 520, Pleasanton, CA 94566

Phone: (925) 931-5400
shsieh@cityofpleasantonca.gov

Matt Huffaker, City Manager, *City of Santa Cruz*
809 Center Street, Room 10, Santa Cruz, CA 95060
Phone: (831) 420-5010
mhuffaker@santacruzca.gov

Lewis Humphries, Finance Director, *City of Newman*
Finance Department, 938 Fresno Street, Newman, CA 95360
Phone: (209) 862-3725
lhumphries@cityofnewman.com

Megan Hunter, City Manager, *City of Soledad*
248 Main Street, Soledad, CA 93960
Phone: (831) 223-5043
mhunter@cityofsoledad.gov

Chris Huot, Interim City Manager , *City of Paso Robles*
1000 Spring Street, Paso Robles, CA 93446
Phone: (805) 227-7276
citymanager@prcity.com

Scott Hurlbert, City Manager, *City of Wasco*
746 8th Street, Wasco, CA 93280
Phone: (661) 758-7214
schurlbert@cityofwasco.org

Kevin Ingram, City Manager, *City of Lakeport*
225 Park Street, Lakeport, CA 95453
Phone: (707) 263-5615
kingram@cityoflakeport.com

Emily Jackson, Finance Director, *City of San Luis Obispo*
Finance & Information Technology Department, 990 Palm Street, San Luis Obispo, CA 93401
Phone: (805) 781-7125
ejackson@slocity.org

Rachel Jacobs, Finance Director/Treasurer, *City of Solana Beach*
635 South Highway 101, Solana Beach, CA 92075-2215
Phone: (858) 720-2463
rjacobs@cosb.org

Chris Jeffers, Interim City Manager, *City of South Gate*
8650 California Ave, South Gate, CA 90280
Phone: (323) 563-9503
cjeffers@sogate.org

Brooke Jenkins, District Attorney, *City and County of San Francisco*
350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103
Phone: (628) 652-4000
districtattorney@sfgov.org

Dena Jenkins, Finance Manager, *City of Citrus Heights*
Finance Department, 6237 Fountain Square Dr, Citrus Heights , CA 95621
Phone: (916) 725-2448
Finance@citrusheights.net

Heather Jennings, Director of Finance, *City of Santee*
10601 Magnolia Avenue, Building #3, Santee, CA 92071
Phone: (619) 258-4100
hjennings@cityofsanteeca.gov

Jason Jennings, Director, *Maximus Consulting*
Financial Services, 808 Moorefield Park Drive, Suite 205, Richmond, VA 23236
Phone: (804) 323-3535
SB90@maximus.com

Carolyn Johnson, Director of Administrative Services, *City of Simi Valley*
2929 Tapo Canyon Road, Simi Valley, CA 93063
Phone: (805) 583-6700
adminservices@simivalley.org

Jestin Johnson, City Administrator, *City of Oakland*
1 Frank H Ogawa Plaza, Oakland, CA 94612
Phone: (510) 238-3301
cityadministratorsoffice@oaklandca.gov

Christa Johnson, Town Manager and Finance Director, *Town of Ross*
31 Sir Francis Drake Boulevard, PO Box 320, Ross, CA 94957
Phone: (415) 453-1453
cjohnson@townofross.org

Derek Johnson, County Executive, *County of Marin*
3501 Civic Center Drive, Suite 325, San Rafael, CA 94903
Phone: (415) 473-6358
Derek.Johnson@marincounty.gov

Talika Johnson, Director of Administrative Services, *City of Azusa*
213 E Foothill Blvd, Azusa, CA 91702
Phone: (626) 812-5203
finance@azusaca.gov

Jeff Jones, City Manager, *City of Arvin*
200 Campus Drive, Arvin, CA 93203
Phone: (661) 854-3134
jeffjones@arvin.org

Hamed Jones, Finance Director, *City of Tehachapi*
Finance Department, 115 S. Robinson St., Tehachapi, CA 93561
Phone: (661) 822-2200
hjones@tehachapicityhall.com

Dewayne Jones, City Manager, *City of Dos Palos*
2174 Blossom Street, Dos Palos, CA 93620
Phone: (209) 392-2174
djones@cityofdp.com

Daniel Jordan, City Manager, *City of La Cañada Flintridge*
One Civic Center Drive, La Cañada Flintridge, CA 91011
Phone: (808) 706-1613
Dan@wlv.org

Angelo Joseph, Fiscal Analyst, *State Controller's Office*
Local Government Programs and Services Division, Bureau of Payments, 3301 C Street, Suite 740, Sacramento, CA 95816

Phone: (916) 323-0706
AJoseph@sco.ca.gov

Todd Juhasz, City Manager, *City of Mount Shasta*
305 N. Mt. Shasta Boulevard, Mount Shasta, CA 96067
Phone: (530) 926-7510
tjuhasz@mtshastaca.gov

Emma Jungwirth, Senior Legislative Advocate, *California State Association of Counties (CSAC)*
1100 K Street, Ste 101, Sacramento, CA 95814
Phone: (916) 650-8115
ejungwirth@counties.org

Kim Juran Karageorgiou, Administrative Services Director, *City of Rancho Cordova*
2729 Prospect Park Drive , Rancho Cordova, CA 95670
Phone: (916) 851-8731
kjuran@cityofranchocordova.org

Seimone Jurjis, City Manager, *City of Newport Beach*
100 Civic Center Drive, Newport Beach, CA 92660
Phone: (949) 644-3001
sjurjis@newportbeachca.gov

Will Kaholokula, Finance Director, *City of San Gabriel*
425 South Mission Drive, San Gabriel, CA 91776
Phone: (626) 308-2812
wkaholokula@sgch.org

Kerry Kallman, City Manager, *City of Palos Verdes Estates*
340 Palos Verdes Dr West, Palos Verdes Estates, CA 90274
Phone: (310) 378-0383
kkallman@pvestates.org

Harshil Kanakia, Administrative Services Manager, *County of San Mateo*
Controller's Office, 555 County Center, 4th Floor, Redwood City, CA 94063
Phone: (650) 599-1080
hkanakia@smcgov.org

Anne Kato, Acting Chief, *State Controller's Office*
Local Government Programs and Services Division, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 322-9891
akato@sco.ca.gov

Dennis Kauffman, Finance Director, *City of Roseville*
311 Vernon Street, Roseville, CA 95678
Phone: (916) 774-5313
dkauffman@roseville.ca.us

Jeff Kay, City Manager, *City of Healdsburg*
401 Grove Street, Healdsburg, CA 95448
Phone: (707) 431-3396
jkay@ci.healdsburg.ca.us

Kevin Kearney, City Manager, *City of Bradbury*
600 Winston Ave, Bradbury, CA 91008
Phone: (626) 358-3218
kkearney@bradburyca.gov

Naomi Kelly, City Administrator, *City and County of San Francisco*
City Hall, Room 362, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102
Phone: (415) 554-4851
city.administrator@sfgov.org

Jon Kennedy, Interim City Manager, *City of Isleton*
101 2nd Street, PO Box 716, Isleton, CA 95641
Phone: (916) 777-7770
jon@civassist.com

Anita Kerezsi, Principal Consultant, *AK & Company*
2425 Golden Hill Road, Suite 106, Paso Robles, CA 93446
Phone: (805) 239-7994
akcompanysb90@gmail.com

Marissa Kersey, City Clerk, *City of Woodland*
300 First Street, Woodland, CA 95695
Phone: (530) 661-5830
marissa.kersey@cityofwoodland.gov

Joanne Kessler, Fiscal Specialist, *City of Newport Beach*
Revenue Division, 100 Civic Center Drive , Newport Beach, CA 90266
Phone: (949) 644-3199
jkessler@newportbeachca.gov

Kari Kibler, City Manager, *City of Redding*
777 Cypress Avenue 3rd Floor, Redding, CA 96001
Phone: (530) 225-4060
kkibler@cityofredding.gov

Dave Kiff, City Manager, *City of Laguna Beach*
505 Forest Avenue, Laguna Beach, CA 92651
Phone: (919) 497-0754
dkiff@lagunabeachcity.net

Daniel Kigel, Finance Manager II, *County of Monterey*
Administration and Finance, County Administrative Office (CAO), 168 W. Alisal Street, 3rd Floor (Room 35048), Salinas, CA 93901
Phone: (831) 755-5119
KigelD@countyofmonterey.gov

Yvonne Kimball, City Manager, *City of Williams*
PO Box 310 , Williams, CA 95987
Phone: (530) 235-3275
ykimball@cityofwilliams.org

Rafaela King, Finance Director, *City of Monterey*
735 Pacific Street, Suite A, Monterey, CA 93940
Phone: (831) 646-3940
King@monterey.org

Jennifer King, Acting Finance Director, *City of Tustin*
300 Centennial Way, Tustin, CA 92780
Phone: (714) 573-3079
jking@tustinca.org

Tim Kirby, City Manager, *City of Sunnyvale*
456 West Olive Avenue, Sunnyvale, CA 94086

Phone: (408) 730-7911
citymgr@sunnyvale.ca.gov

Kyle Knopp, City Manager, *City of Rio Dell*
675 Wildwood Ave, Rio Dell, CA 95562
Phone: (707) 764-3532
knoppk@cityofriodell.ca.gov

Rob Knudson, Assistant Director of Finance, *County of Kings*
1400 W. Lacey Blvd, Hanford, CA 93230
Phone: (559) 852-2712
Robert.Knudson@co.kings.ca.us

Will Kolbow, City Manager, *City of Calimesa*
908 Park Ave, Calimesa, CA 92320
Phone: (909) 795-9801
wkolbow@calimesa.gov

Nick Kondoleon, Fiscal Analyst, *State Controller's Office*
Local Government Programs & Services Division, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 322-2294
NKondoleon@sco.ca.gov

Zach Korach, Finance Director, *City of Carlsbad*
1635 Faraday Ave., Carlsbad, CA 92008
Phone: (442) 339-2127
zach.korach@carlsbadca.gov

James Krueger, Director of Administrative Services, *City of Coronado*
1825 Strand Way, Coronado, CA 92118
Phone: (619) 522-7309
jkrueger@coronado.ca.us

Janet Kulbeck, Finance Supervisor, *City of Montclair*
5111 Benito Street, Montclair, CA 91763
Phone: (909) 626-8571
jkulbeck@cityofmontclair.org

Lisa Kurokawa, Bureau Chief for Audits, *State Controller's Office*
Compliance Audits Bureau, 3301 C Street, Suite 700, Sacramento, CA 95816
Phone: (916) 327-3138
lkurokawa@sco.ca.gov

Edward Lamb, Director of Finance, *County of Glenn*
516 West Sycamore Street, Willows, CA 95988
Phone: (530) 934-6421
ttc@countyofglenn.net

Ramon Lara, City Administrator, *City of Woodlake*
350 N. Valencia Blvd., Woodlake, CA 93286
Phone: (559) 564-8055
rlara@ci.woodlake.ca.us

Nancy Lassey, Finance Administrator, *City of Lake Elsinore*
130 South Main Street, Lake Elsinore, CA 92530
Phone: N/A
nlassey@lake-elsinore.org

Deborah Lauchner, Chief Financial Officer, *City of Santa Rosa*
90 Santa Rosa Avenue, City Hall Annex, 2nd Floor, Santa Rosa, CA 95404
Phone: (707) 543-3140
finance@srcity.org

Government Law Intake, *Department of Justice*
Attorney General's Office, 1300 I Street, Suite 125, PO Box 944255, Sacramento, CA 94244-2550
Phone: (916) 210-6046
governmentlawintake@doj.ca.gov

Eric Lawyer, Legislative Advocate, *California State Association of Counties (CSAC)*
Government Finance and Administration, 1100 K Street, Suite 101, Sacramento, CA 95814
Phone: (916) 650-8112
elawyer@counties.org

Maggie Le, City Manager, *City of Fountain Valley*
10200 Slater Avenue, Fountain Valley, CA 92708
Phone: (714) 593-4410
Maggie.Le@fountainvalley.gov

Kim-Anh Le, Deputy Controller, *County of San Mateo*
555 County Center, 4th Floor, Redwood City, CA 94063
Phone: (650) 599-1104
kle@smcgov.org

Linda Leaver, Finance Director, *City of Crescent City*
377 J Street, Crescent City, CA 95531
Phone: (707) 464-7483
lleaver@crescentcity.org

Kathy LeBlanc, City Clerk, *City of Loyalton*
605 School Street, P.O. Box 128, Loyalton, CA 96118
Phone: (530) 993-6750
ofclerk-cityofloyalton@psln.com

Krysten Lee, Finance Director, *City of Newark*
37101 Newark Blvd, Newark, CA 94560
Phone: (510) 578-4288
krysten.lee@newark.org

William Lee, Chief Deputy District Attorney, *County of San Bernardino District Attorney's Office*
303 W. 3rd Street, San Bernardino, CA 92415-0502
Phone: (909) 382-3800
WLee@sbcda.org

Klaus Leitenbauer, Director of Finance, *County of Alpine*
P.O. Box 266, Markleeville, CA 96120
Phone: (530) 694-2284
kleitenbauer@alpinecountyca.gov

Fernando Lemus, Principal Accountant - Auditor, *County of Los Angeles*
Auditor-Controller's Office, 500 West Temple Street, Room 603, Los Angeles, CA 90012
Phone: (213) 974-0324
flemus@auditor.lacounty.gov

Lucas Leung, Fiscal Analyst, *State Controller's Office*
Local Government Programs & Services Division, 3301 C Street, Suite 740, Sacramento, CA 95816

Phone: (916) 720-3009
LLeung@sco.ca.gov

Jim Lewis, City Manager, *City of Atascadero*
Finance Department, 6500 Palma Ave, Atascadero, CA 93422
Phone: (805) 461-7612
jlewis@atascadero.org

Erika Li, Chief Deputy Director, *Department of Finance*
915 L Street, 10th Floor, Sacramento, CA 95814
Phone: (916) 445-3274
erika.li@dof.ca.gov

Midori Lichtwardt, City Manager, *City of Tracy*
333 Civic Center Plaza, Tracy, CA 95376
Phone: (209) 831-6115
cm@cityoftracy.org

Pearl Lieu, Director of Finance, *City of Alhambra*
111 South First Street, Alhambra, CA 91801
Phone: (626) 570-5020
plieu@cityofalhambra.org

Mark Linder, Interim Town Manager, *Town of Portola Valley*
765 Portola Road, Portola Valley, CA 94028
Phone: (650) 851-1700
pvtownmanager@portolavalley.net

Jim Lindley, City Manager, *City of Dixon*
600 East A Street, Dixon, CA 95620
Phone: (707) 678-7000
jlindley@cityofdixonca.gov

James Lindsay, Interim City Manager, *City of Auburn*
1225 Lincoln Way, Auburn, CA 95603
Phone: (530) 823-4211
jlindsay@auburn.ca.gov

Lance Lippincott, City Manager, *City of Shafter*
336 Pacific Ave. , Shafter, CA 93263
Phone: (661) 746-5000
LLippincott@Shafter.com

Dorothy Long, City Treasurer, *City of Alturas*
200 W. North Street, Alturas, CA 96101
Phone: (530) 233-2512
dlong@cityofalturas.us

Robert Lopez, City Manager, *City of Cerritos*
18125 Bloomfield Ave, Cerritos, CA 90703
Phone: (562) 916-1310
ralopez@cerritos.us

Antony Lopez, City Manager, *City of Avenal*
919 Skyline Boulevard, Avenal, CA 93204
Phone: (559) 401-9837
alopez@cityofavenal.us

Kenneth Louie, Chief Counsel , *Department of Finance*
915 L. Street, Sacramento, CA 95814
Phone: (916) 322-0971
Kenny.Louie@dof.ca.gov

Brian Loventhal, City Manager, *City of Campbell*
70 North First Street, Campbell, CA 95008
Phone: (408) 866-2100
dianaj@cityofcampbell.com

Suja Lowenthal, City Manager, *City of Lynwood*
11330 Bullis Road, Lynwood, CA 90262
Phone: (310) 603-0220
suja@lynwoodca.gov

Everett Luc, Supervisor, *State Controller's Office*
3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 323-0766
ELuc@sco.ca.gov

Jessaca Lugo, City Manager, *City of Shasta Lake*
4477 Main Street, Shasta Lake, CA 96019
Phone: (530) 275-7400
jlugo@cityofshastalake.org

Elizabeth Luna, Accounting Services Manager, *City of Suisun City*
701 Civic Center Blvd, Suisun City, CA 94585
Phone: (707) 421-7320
eluna@suisun.com

Janet Luzzi, Finance Director, *City of Arcata*
Finance Department, 736 F Street, Arcata, CA 95521
Phone: (707) 822-5951
finance@cityofarcata.org

Holly Lyon, Finance Supervisor, *City of West Sacramento*
Accounting and Audit, 1110 West Capitol Avenue, 3rd Floor, West Sacramento, CA 95691
Phone: (916) 617-5306
hollyl@cityofwestsacramento.org

Christopher Macon, City Manager, *City of Laguna Woods*
24264 El Toro Road, Laguna Woods, CA 92637
Phone: (714) 639-0500
cmacon@cityoflagunawoods.org

Van Maddox, Auditor/Treasurer/Tax Collector, *County of Sierra*
211 Nevada Street, 2nd Floor, P.O. Box 425, Downieville, CA 95936
Phone: (530) 289-3273
auttc@sierracounty.ca.gov

Martin Magana, City Manager/Finance Director, *City of Desert Hot Springs*
Finance Department, 65-950 Pierson Blvd, Desert Hot Springs, CA 92240
Phone: (760) 329-6411, Ext.
CityManager@cityofdhs.org

Jill Magee, Program Analyst, *Commission on State Mandates*
980 9th Street, Suite 300, Sacramento, CA 95814

Phone: (916) 323-3562
Jill.Magee@csm.ca.gov

Kathy Magenheimer, Acting Accounting/Grants Manager, *City of Marysville*
Administration and Finance Department, 526 C Street, Marysville, CA 95901
Phone: (530) 749-3903
kmagenheimer@marysville.ca.us

Amanda Mager, City Manager, *CIty of Blue Lake*
111 Greenwood Rd, Blue Lake, CA 95525-0458
Phone: (707) 668-5655
citymanager@bluelake.ca.gov

Jennifer Maguire, City Manager, *City of San Jose*
200 East Santa Clara Street, San Jose, CA 95113
Phone: (408) 535-8111
Jennifer.Maguire@sanjoseca.gov

Susan Mahoney, Finance Director, *City of Wheatland*
111 C St, Wheatland, CA 95692
Phone: (530) 633-2761
smahoney@wheatland.ca.gov

Jim Malberg, Finance Director, *City of Capitola*
Finance Department, 480 Capitola Ave, Capitola, CA 95010
Phone: (831) 475-7300
jmalberg@ci.capitola.ca.us

Licette Maldonado, Administrative Services Director, *City of Carpinteria*
5775 Carpinteria Avenue, Carpinteria, CA 93013
Phone: (805) 755-4448
licettem@carpinteriaca.gov

Lisa Malek-Zadeh, Interim Finance Director, *City of Piedmont*
120 Vista Avenue, Piedmont, CA 94611
Phone: (510) 420-3045
lmalekzadeh@Piedmont.ca.gov

Suresh Malkani, Finance Director, *Town of Apple Valley*
14955 Dale Evans Parkway, Apple Valley, CA 92307
Phone: (760) 240-7000
smalkani@applevalley.org

Darryl Mar, Manager, *State Controller's Office*
Local Reimbursements Section, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 323-0706
DMar@sco.ca.gov

Terri Marsh, Finance Director, *City of Signal Hill*
Finance, 2175 Cherry Ave., Signal Hill, CA 90755
Phone: (562) 989-7319
Finance1@cityofsignalhill.org

Fred Marsh, Administrative Services Director, *City of Pacific Grove*
300 Forest Avenue, Pacific Grove, CA 93950
Phone: (831) 648-3117
FMarsh@cityofpacificgrove.org

Barbara Martin, Administrative Services Director, *City of Chico*
411 Main St., Chico, CA 95927
Phone: (530) 879-7300
barbara.martin@chicoca.gov

Pio Martin, Finance Director, *City of Firebaugh*
Finance Department, 1133 P Street, Firebaugh, CA 93622
Phone: (559) 659-5901
pmartin@firebaugh.org

Patrick Martinez, City Manager, *City of Needles*
817 Third Street, Needles, CA 92363
Phone: (760) 326-2113
pmartinez@cityofneedles.com

Alma Martinez, City Manager, *City of El Monte*
11333 Valley Blvd, El Monte, CA 91731-3293
Phone: (626) 580-2274
amartinez@elmonteca.gov

Lana Martinez-Davis, Senior Adminstrative Analyst, *County of Santa Cruz*
701 Ocean Street, Room 520, Santa Cruz, CA 95060
Phone: (831) 454-2100
lana.martinezdavis@santacruzcountyca.gov

Mina Martinovich, Finance Director, *County of Marin*
3501 Civic Center Drive, Rm. 225, San Rafael, CA 94903
Phone: N/A
mina.martinovich@marincounty.gov

Ensen Mason, Auditor-Controller/Treasurer/Tax Collector, *County of San Bernardino*
268 West Hospitality Lane, San Bernardino, CA 92415-0018
Phone: (909) 387-8322
webinfo@sbcountyatc.gov

Ken Matsumiya, Director of Finance, *City of Vacaville*
650 Merchant Street, Vacaville, CA 95688
Phone: (707) 449-5450
Ken.Matsumiya@cityofvacaville.com

Dennice Maxwell, Finance Director, *City of Redding*
Finance Department, 3rd Floor City Hall, 777 Cypress Avenue, Redding, CA 96001
Phone: (530) 225-4079
finance@cityofredding.org

Frederick Mayo, Water Utilities Director, *City of Oceanside*
300 N. Coast Highway, Oceanside, CA 92054
Phone: (760) 435-5827
fmayo@oceansideca.org

Kevin McCarthy, Director of Finance, *City of Indian Wells*
Finance Department, 44-950 Eldorado Drive, Indian Wells, CA 92210-7497
Phone: (760) 346-2489
kmccarthy@indianwells.com

Suzanne McDonald, Financial Operations Manager, *City of Concord*
Finance Department, 1950 Parkside Drive, MS 06 , Concord, CA 94519

Phone: (925) 671-3136
Suzanne.McDonald@cityofconcord.org

Bridgette McInally, Accounting Manager, *City of Ventura*
Finance and Technology , 501 Poli Street, Ventura, CA 93001
Phone: (805) 654-7812
bmcinally@ci.ventura.ca.us

Randy McKeegan, Finance Director, *City of Bakersfield*
1600 Truxtun Avenue, Bakersfield, CA 93301
Phone: (661) 326-3742
RMcKeegan@bakersfieldcity.us

Jerrid McKenna, Director of Administrative Services, *City of Santa Clarita*
23920 Valencia Blvd, Santa Clarita, CA 91355
Phone: (661) 255-4997
jmckenna@santaclarita.gov

Larry McLaughlin, City Manager, *City of Sebastopol*
7120 Bodega Avenue, P.O. Box 1776, Sebastopol, CA 95472
Phone: (707) 823-1153
lwmclaughlin@juno.com

Ryan McLean, City Manager , *City of Diamond Bar*
21810 Copley Drive, Diamond Bar, CA 91765
Phone: (909) 839-7010
rmclean@diamondbarca.gov

Jon McMillen, City Manager, *City of La Quinta*
78-495 Calle Tampico, La Quinta, CA 92253
Phone: (760) 777-7030
jmcmillen@laquintaca.gov

Donald McNair, Auditor-Controller and Clerk, *County of Tuolumne*
2 South Green Street, Second Floor, Sonora, CA 95370
Phone: (209) 533-5551
auditor-controller@tuolumnecounty.ca.gov

Conal McNamara, City Manager, *City of Whittier*
13230 Penn Street, Whittier, CA 90602
Phone: (562) 567-9300
admin@cityofwhittier.org

Paul Melikian, Assistant City Manager, *City of Reedley*
1717 Ninth Street, Reedley, CA 93654
Phone: (559) 637-4200
paul.melikian@reedley.ca.gov

Brittany Mello, Administrative Services Director, *City of Menlo Park*
701 Laurel Street, Menlo Park, CA 94025
Phone: (650) 330-6675
bkmello@menlopark.gov

Erica Melton, Director of Finance / City Treasurer, *City of San Fernando*
117 Macneil Street, San Fernando, CA 91340
Phone: (818) 898-1212
EMelton@sfcity.org

Rebecca Mendenhall, Administrative Services Director, *City of San Carlos*
600 Elm Street, P.O. Box 3009, San Carlos, CA 94070-1309
Phone: (650) 802-4205
rmendenhall@cityofsancarlos.org

Michelle Mendoza, Business Engineer Lead and Senior Manager, *MAXIMUS*
17310 Red Hill Avenue, Suite 340, Irvine, CA 95403
Phone: (949) 440-0845
michellemendoza@maximus.com

Kari Mendoza, Interim Deputy City Manager, *City of Beaumont*
550 E. 6th Street, Beaumont, CA 92223
Phone: (951) 769-8520
KariM@beaumontca.gov

Luis Mercado, Auditor, *County of Mariposa*
4982 10th Street, PO Box 729, Mariposa, CA 95338
Phone: (209) 966-7606
lmercado@mariposacounty.org

Dawn Merchant, Finance Director, *City of Antioch*
P.O. Box 5007, Antioch, CA 94531
Phone: (925) 779-7055
dmerchant@ci.antioch.ca.us

Brant Mesker, City Manager, *City of Corning*
794 Third Street, Corning, CA 96021
Phone: N/A
bmesker@corning.org

Keith Metzler, City Manager, *City of Victorville*
14343 Civic Drive, PO Box 5001, Victorville, CA 92393-5001
Phone: (760) 955-5029
kmetzler@victorvilleca.gov

Ron Millard, Finance Director, *City of Vallejo*
Finance Department, 555 Santa Clara Street, 3rd Floor, Vallejo, CA 94590
Phone: (707) 648-4592
alison.hughes@cityofvallejo.net

Kristina Miller, City Manager, *City of Rio Vista*
One Main Street, Rio Vista, CA 94571
Phone: (707) 374-6451
kmiller@ci.rio-vista.ca.us

Leyne Milstein, Interim City Manager, *City of Sacramento*
915 I Street, 5th Floor, Sacramento, CA 98514
Phone: (916) 808-8491
lmilstein@cityofsacramento.org

Madlen Minasyan, Senior Accountant, *County of Los Angeles*
Auditor-Controller's Office, 500 West Temple Street, Room 603, Los Angeles, CA 90012
Phone: (213) 974-2645
mminasyan@auditor.lacounty.gov

Manuel Minjares, Assistant City Manager, *City of Fillmore*
250 Central Avenue, Fillmore, CA 93015

Phone: N/A
mminjares@fillmoreca.gov

Clara Miramontes, City Manager, *City of Perris*
101 N. D Street, Perris, CA 92570
Phone: (951) 943-6100
cmiramontes@cityofperris.org

Julian Miranda, City Manager, *City of Irwindale*
5050 N Irwindale Avenue, Irwindale, CA 91706
Phone: (626) 430-2217
jmiranda@irwindaleca.gov

Talyn Mirzakhanian, City Manager, *City of Manhattan Beach*
1400 Highland Ave., Manhattan Beach, CA 90266
Phone: (310) 802-5302
tmirzakhanian@citymb.info

Graham Mitchell, City Manager, *City of El Cajon*
200 Civic Center Way, El Cajon, CA 92020
Phone: (619) 441-1716
citymanager@elcajon.gov

Scott Mitnick, Town Manager, *Town of Moraga*
329 Rheem Boulevard, Moraga, CA 94556
Phone: (925) 888-7020
smitnick@moraga.ca.us

Brian Mohan, Chief Financial Officer, *City of Moreno Valley*
14177 Frederick Street, PO Box 88005, Moreno Valley, CA 92552
Phone: (951) 413-3021
brianm@moval.org

Carol Molina, Interim Finance Director, *City of Lynwood*
11330 Bullis Road, Lynwood, CA 90262
Phone: (310) 603-0220
cmolina@lynwoodca.gov

Monica Molina, Finance Manager/Treasurer, *City of Del Mar*
1050 Camino Del Mar, Del Mar, CA 92014
Phone: (858) 755-9354
mmolina@delmar.ca.us

Rachel Molina, City Manager, *City of Hesperia*
9700 Seventh Ave. , Hesperia, CA 92345
Phone: (760) 947-1018
rmolina@cityofhesperia.us

Gloria Molleda, Interim City Manager, *City of Hidden Hills*
6165 Spring Valley Road, Hidden Hills, CA 91302
Phone: (818) 888-9281
gloria@hiddenhills.gov

Kristopher Mooney, Director of Finance & Treasurer, *City of Palm Springs*
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Phone: (760) 322-8324
Kristopher.Mooney@palmspringsca.gov

Sean Moore, City Manager, *City of Yucaipa*
34272 Yucaipa Blvd, Yucaipa, CA 92399
Phone: (909) 797-2489
smoore@yucaipa.gov

Isaac Moreno, Finance Director, *City of Turlock*
156 South Broadway, Suite 230, Turlock, CA 95380
Phone: (209) 668-6071
IMoreno@turlock.ca.us

Debbie Moreno, Finance Director, *City of Anaheim*
200 S. Anaheim Boulevard, Anaheim, CA 92805
Phone: (716) 765-5192
DMoreno@anaheim.net

Dennis Morita, City Manager, *City of Imperial*
420 South Imperial Ave., Imperial, CA 92251
Phone: (760) 355-4373
dmorita@imperial.ca.gov

Matt Morley, City Administrator, *City of Gilroy*
7351 Rosanna Street, Gilroy, CA 95020
Phone: (408) 846-0202
Matt.Morley@cityofgilroy.org

Jennifer Morrison, Finance Director, *City of Gustine*
352 5th Street, Gustine, CA 95322
Phone: (209) 854-6471
finance@cityofgustine.com

Jill Moya, Financial Services Director, *City of Oceanside*
300 North Coast Highway, Oceanside, CA 92054
Phone: (760) 435-3887
jmoya@oceansideca.org

Donna Mullally, Finance Director, *City of Yorba Linda*
4845 Casa Loma Avenue, Yorba Linda, CA 92886
Phone: (714) 961-7140
dmullally@yorbalindaca.gov

Justin Murphy, City Manager, *City of Menlo Park*
701 Laurel Street, Menlo Park, CA 94025
Phone: (650) 330-6725
jicmurphy@menlopark.gov

Bill Mushallo, Finance Director, *City of Petaluma*
Finance Department, 11 English St., Petaluma, CA 94952
Phone: (707) 778-4352
financeemail@ci.petaluma.ca.us

John Nachbar, City Manager, *City of Culver City*
9770 Culver Blvd, Culver City, CA 90232
Phone: (310) 253-6000
john.nachbar@culvercity.org

Renee Nagel, Finance Director, *City of Visalia*
707 W. Acequia Avenue, City Hall West, Visalia, CA 93291

Phone: (559) 713-4375
Renee.Nagel@visalia.city

Tim Nash, Director of Finance, *City of Encinitas*
505 S Vulcan Avenue, Encinitas, CA 92054
Phone: N/A
finmail@encinitasca.gov

Olivia Nashed, City Clerk, *City of Lodi*
City Hall, 221 West Pine Street, Lodi, CA 95241-1910
Phone: (209) 333-6702
cityclerk@lodi.gov

Renee Neermann, Finance Manager, *City of Malibu*
23825 Stuart Ranch Road, Malibu, CA 90265
Phone: (310) 456-2489
RNeermann@malibucity.org

David Neill, Chief Counsel, *Office of Emergency Services*
3650 Schriever Ave, Mather, CA 95655
Phone: (916) 845-8510
David.Neill@caloes.ca.gov

Kaleb Neufeld, Assistant Controller, *City of Fresno*
2600 Fresno Street, Fresno, CA 93721
Phone: (559) 621-2489
Kaleb.Neufeld@fresno.gov

Keith Neves, Director of Finance/City Treasurer, *City of Lake Forest*
Finance Department, 100 Civic Center Drive, Lake Forest, CA 92630
Phone: (949) 461-3430
kneves@lakeforestca.gov

Tim Nevin, Director of Finance and Administrative Services, *City of Daly City*
333 90th Street, Daly City, CA 94015
Phone: (650) 991-8040
tnevin@dalycity.org

Dat Nguyen, Finance Director, *City of Morgan Hill*
17575 Peak Avenue, Morgan Hill, CA 95037
Phone: (408) 779-7237
dat.nguyen@morganhill.ca.gov

Trang Nguyen, Director of Finance, *City of Orange*
300 E. Chapman Avenue, Orange, CA 92866-1508
Phone: (714) 744-2230
nguyent@cityoforange.org

Rosanna Nguyen, Program Budget Manager, *Department of Finance*
Local Government Unit, 915 L. Street, Sacramento, CA 95814
Phone: (916) 445-3274
Rosanna.Nguyen@dof.ca.gov

Adam Nguyen, Finance Director, *County of Contra Costa*
1025 Escobar Street, 4th Floor, Martinez, CA 94553
Phone: (925) 655-2048
adam.nguyen@cao.cccounty.us

John Nibbelin, County Attorney, *County of San Mateo*
500 County Center, Redwood City, CA 94063
Phone: (650) 363-4757
jnibbelin@smcgov.org

Andy Nichols, Consultant, *Nichols Consulting*
1857 44th Street, Sacramento, CA 95819
Phone: (916) 455-3939
andy@nichols-consulting.com

Martee Nieman, Auditor-Controller, *County of Plumas*
520 Main Street, Room 205, Quincy, CA 95971
Phone: (530) 283-6246
marteenieman@countyofplumas.com

Amy Nilsen, City Manager, *City of Fortuna*
621 11th Street, Fortuna, CA 95540
Phone: (707) 725-1410
anilsen@ci.fortuna.ca.us

Robert Nisbet, City Manager, *City of Goleta*
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7501
rnisbet@cityofgoleta.org

David Noce, Accounting Division Manager, *City of Santa Clara*
1500 Warburton Ave, Santa Clara, CA 95050
Phone: (408) 615-2341
dnoce@santaclaraca.gov

Vibeke Norgaard, City Manager, *City of Sand City*
1 Pendergrass Way, Sand City, CA 93955
Phone: (831) 394-3054
vibeke@sandcityca.org

Vontray Norris, City Manager Director of Community Services, *City of Hawthorne*
4455 W 126th St, Hawthorne, CA 90250
Phone: (310) 349-2908
vnorris@hawthorneca.gov

Kiely Nose, Interim Director of Administrative Services, *City of Palo Alto*
250 Hamilton Avenue, Palo Alto, CA 94301
Phone: (650) 329-2692
Kiely.Nose@cityofpaloalto.org

Damien O'Bid, City Manager, *City of Cotati*
201 W Sierra Avenue, Cotati, CA 94931
Phone: (707) 665-3622
dobid@cotaticity.gov

Michael O'Brien, Administrative Services Director, *City of San Dimas*
245 East Bonita Ave, San Dimas, CA 91773
Phone: (909) 394-6200
mobrien@sandimasca.gov

Patrick O'Connell, County Clerk Recorder, *County of Alameda*
1221 Oak Street, Room 249, Oakland, CA 94512

Phone: (510) 272-6565
pat.oconnell@acgov.org

Michael O'Kelly, Director of Administrative Services, *City of Fullerton*
303 West Commonwealth Avenue, Fullerton, CA 92832
Phone: (714) 738-6803
mokelly@cityoffullerton.com

Jim O'Leary, Finance Director, *City of San Bruno*
567 El Camino Real, San Bruno, CA 94066
Phone: (650) 616-7080
webfinance@sanbruno.ca.gov

Scott Ochoa, City Manager, *City of Ontario*
393 E. B Street, Ontario, CA 91764
Phone: (909) 395-2010
sochoa@ontarioca.gov

Karen Ogawa, Finance Director, *City of West Covina*
1444 West Garvey Street South, West Covina, CA 91790
Phone: (626) 939-8438
kogawa@westcovina.org

Margaret Olaiya, Director of Finance, *County of Santa Clara*
70 West Hedding Street, East Wing, 2nd Floor, San Jose, CA 95110
Phone: (408) 299-5201
Margaret.Olaiya@fin.sccgov.org

Diane Olson, Auditor-Controller, *County of Siskiyou*
311 Fourth Street, Room 101, Yreka, CA 96097
Phone: (530) 842-8078
dlolson@co.siskiyou.ca.us

Brenda Olwin, Finance Director, *City of East Palo Alto*
2415 University Avenue, East Palo Alto, CA 94303
Phone: (650) 853-3122
financedepartment@cityofepa.org

Erika Opp, Administrative Analyst, *City of St. Helena*
City Clerk, 1480 Main Street, St. Helena, CA 94574
Phone: (707) 968-2743
eopp@cityofsthelena.gov

Steve Oppenheim, Consultant, *Local Government Consultants*
1420 E. Roseville Parkway, Suite 337, Roseville, CA 95661
Phone: (916) 209-8346
steve@lgconsultants.net

Mark Orme, City Manager, *City of Eastvale*
12363 Limonite Avenue, Suite 910 , Eastvale, CA 91752
Phone: (951) 703-4479
morme@eastvaleca.gov

Cathy Orme, Finance Director, *City of Larkspur*
Finance Department, 400 Magnolia Ave, Larkspur, CA 94939
Phone: (415) 927-5019
cathy.orme@cityoflarkspur.org

Manuel Orozco, Finance Director/City Treasurer, *City of Willits*
111 E. Commercial Street, Willits, CA 95490
Phone: (707) 459-4601
morozco@cityofwillits.org

Robert Osborne, Program Specialist II, *County of Los Angeles*
Auditor-Controller's Office, 500 West Temple Street, Room 603, Los Angeles, CA 90012
Phone: (213) 974-0200
rosborne@auditor.lacounty.gov

Patricia Pacot, Accountant Auditor I, *County of Colusa*
Office of Auditor-Controller, 546 Jay Street, Suite #202 , Colusa, CA 95932
Phone: (530) 458-0424
ppacot@countyofcolusa.org

Arthur Palkowitz, Attorney, *Law Offices of Arthur M. Palkowitz*
12807 Calle de la Siena, San Diego, CA 92130
Phone: (858) 259-1055
law@artpalk.onmicrosoft.com

Kirsten Pangilinan, Specialist, *State Controller's Office*
Local Reimbursements Section, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 322-2446
KPangilinan@sco.ca.gov

Deborah Paolinelli, Assistant County Administrative Officer, *County of Fresno*
2281 Tulare, Suite 304, Fresno, CA 93271
Phone: (559) 600-1710
dpaolinelli@fresnocountyca.gov

Alice Park-Renzie, Administrative Analyst, *County of Alameda*
County Administrator's Office, 1221 Oak Street, Oakland, CA 94612
Phone: (510) 272-3873
Alice.Park@acgov.org

Yamini Pathak, Director of Finance, *City of City of Industry*
15625 Mayor Dave Way, City of Industry, CA 91744
Phone: (626) 333-2211
ypathak@cityofindustry.org

Luis Patlan, City Manager, *City of Dinuba*
405 E. El Monte Way, Dinuba, CA 93618
Phone: (559) 591-5900
LPatlan@dinuba.ca.gov

Rob Patterson, Town Manager, *Town of Mammoth Lakes*
437 Old Mammoth Road, Mammoth Lakes, CA 93546
Phone: (760) 965-3601
rpatterson@townofmammothlakes.ca.gov

Bill Pattison, Finance Director, *City of Coachella*
1515 Sixth St., Coachella, CA 92236
Phone: (760) 398-3502
bpattison@coachella.org

Virginia Penaloza, City Manager, *City of Huron*
36311 Lassen Avenue, PO Box 339, Huron, CA 93234

Phone: (559) 945-3827
Virginia@cityofhuron.com

Diana Perkins, Interim City Manager, *City of Monte Sereno*
18041 Saratoga-Los Gatos Road, Monte Sereno, CA 95030
Phone: (408) 354-7635
cityclerk@cityofmontesereno.org

David Persselin, Finance Director, *City of Fremont*
3300 Capitol Ave, Fremont, CA 94538
Phone: (510) 494-4790
DPersselin@fremont.gov

Krista Peterson, Auditor-Controller, *County of Tehama*
444 Oak Street, Room J, Red Bluff, CA 96080
Phone: (530) 527-3474
kpeterson@tehama.gov

Chris Petlock, Director of Finance/Town Treasurer, *Town of Corte Madera*
300 Tamalpais Drive, Corte Madera, CA 94925
Phone: (415) 927-5054
cpetlock@cortemadera.gov

Jim Pia, interim City Manager, *City of Hollister*
375 Fifth Street, Hollister, CA 95023
Phone: (831) 636-4300
COH.Manager@hollister.ca.gov

Johnnie Pina, Legislative Policy Analyst, *League of Cities*
1400 K Street, Suite 400, Sacramento, CA 95814
Phone: (916) 658-8214
jpina@cacities.org

Steven Pinkerton, City Manager, *City of Mountain House*
251 E. Main Street, Mountain House, CA 95391
Phone: (209) 831-2300
spinkerton@sjgov.org

Adam Pirrie, City Manager and Acting Finance Director, *City of Claremont*
207 Harvard Ave, Claremont, CA 91711
Phone: (909) 399-5456
apirrie@ci.claremont.ca.us

Sheila Poisson, Finance Director, *City of Torrance*
Finance Department, 3031 Torrance Blvd., Torrance, CA 90503
Phone: (310) 618-5850
SPoisson@TorranceCA.Gov

Neil Polzin, City Treasurer, *City of Covina*
125 East College Street, Covina, CA 91723
Phone: (626) 384-5400
npolzin@covinaca.gov

Brian Ponty, Finance Director, *City of Redwood City*
1017 Middlefield Road, Redwood City, CA 94063
Phone: (650) 780-7300
finance@redwoodcity.org

Jack Ponvanit, Deputy Director of Finance, *City of La Habra*
110 E. La Habra Boulevard, La Habra, CA 90631
Phone: (562) 383-4050
JPonvanit@lahabraca.gov

Diona Pope, Finance Director, *City of Yuba City*
1201 Civic Center Blvd, Yuba City, CA 95993
Phone: (530) 822-4615
dpope@yubacity.net

Vanessa Portillo, Finance Director, *City of Ceres*
2220 Magnolia Street, Ceres, CA 95307
Phone: (209) 538-5757
vanessa.portillo@ceres.gov

Trevor Power, Accounting Manager, *City of Newport Beach*
100 Civic Center Drive, Newport Beach , CA 92660
Phone: (949) 644-3085
tpower@newportbeachca.gov

Rajneil Prasad, Deputy Finance Director, *City of Napa*
955 School Street, PO Box 660, Napa, CA 94559
Phone: (707) 257-9510
rprasad@cityofnapa.org

Tom Prill, Finance Director, *City of San Jacinto*
Finance Department, 595 S. San Jacinto Ave., Building B, San Jacinto, CA 92583
Phone: (951) 487-7340
tprill@sanjacintoca.gov

Rod Pruett, City Administrator, *City of Chowchilla*
130 South 2nd Street, Chowchilla, CA 93610
Phone: (559) 665-8615
RPruett@cityofchowchilla.org

Laura Pruneda, Finance Director, *City of Marina*
211 Hillcrest Avenue, Marina, CA 93933
Phone: (831) 884-1221
lpruneda@cityofmarina.org

Mubeen Qader, Acting Director of Finance, *City of Richmond*
450 Civic Center Plaza, Richmond, CA 94804
Phone: (510) 620-2077
Mubeen_Qader@ci.richmond.ca.us

Jonathan Quan, Associate Accountant, *County of San Diego*
Projects, Revenue, and Grants Accounting, 5530 Overland Ave, Suite 410, San Diego, CA 92123
Phone: 6198768518
Jonathan.Quan@sdcounty.ca.gov

Frank Quintero, City Manager, *City of Merced*
678 West 18th Street, Merced, CA 95340
Phone: N/A
quinterof@cityofmerced.org

Tarik Rahmani, Director of Finance & Management Services, *City of San Bernardino*
201 North E Street, Space 201A, San Bernardino, CA 92401

Phone: (909) 998-2100
Rahmani_Ta@sbcity.org

Juan Raigoza, Auditor-Controller, *County of San Mateo*
555 County Center, 4th Floor, Redwood City, CA 94063
Phone: (650) 363-4777
jraigoza@smcgov.org

Jerry Ramar, Interim City Manager, *City of Oakdale*
280 N. Third Avenue, Oakdale, CA 95361
Phone: (209) 845-3571
jramar@oakdaleca.gov

Marlon Ramirez, Interim Assistant Director of Finance, *City of Downey*
11111 Brookshire Avenue, Downey, CA 90241-7016
Phone: (562) 904-7265
mramirez@downeyca.org

Rosanna Ramirez, Acting City Administrator, *City of Placentia*
401 E. Chapman Avenue, Placentia, CA 92870
Phone: (714) 993-8141
rramirez@placentia.org

Claudia Ramirez, Junior Accountant, *City of Montclair*
5111 Benito Street, Montclair, CA 91763
Phone: (909) 626-8571
cramirez@cityofmontclair.org

Vina Ramos, Finance Director, *City of Rancho Palos Verdes*
30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275
Phone: (310) 544-5278
vramos@rpvca.gov

Derek Rampone, Finance and Administrative Services Director, *City of Mountain View*
500 Castro Street, Mountain View, CA 94041
Phone: (650) 903-6316
Derek.Rampone@mountainview.gov

James Ramsey, Finance Director, *City of Live Oak*
Finance, 9955 Live Oak Blvd, Live Oak, CA 95953
Phone: (530) 695-2112
jramsey@liveoakcity.org

Paul Rankin, Finance Director, *City of Orinda*
22 Orinda Way, Second Floor, Orinda, CA 94563
Phone: (925) 253-4224
prankin@cityoforinda.org

Noah Rau, Interim City Manager, *City of Hemet*
445 East Florida Avenue, Hemet, CA 92543
Phone: (951) 765-3712
nrau@hemetca.gov

Brad Raulston, Town Manager, *Town of Yountville*
6550 Yount Street, Yountville, CA 94599
Phone: (707) 944-8851
braulston@yville.com

Crystal Reams, Finance Director, *City of El Cerrito*
10890 San Pablo Ave, El Cerrito, CA 95430-2392
Phone: (510) 215-4335
creams@ci.el-cerrito.ca.us

Kelly Reenders, City Manager, *City of Dana Point*
33282 Golden Lantern, Dana Point, CA 92629-1805
Phone: (949) 248-3554
kreenders@danapoint.org

Linda Reich, City Manager, *City of Chino*
13220 Central Avenue, Chino, CA 91710
Phone: (909) 334-3304
lreich@cityofchino.org

Mike Reid, Interim City Manager, *City of Fowler*
2035 Tulare Street Suite 201, Fresno, CA 93721
Phone: (559) 834-3113
mreid@ci.fowler.ca.us

Ricardo Reyes, City Manager, *City of Huntington Park*
6550 Miles Ave, Huntington Park, CA 90255
Phone: (323) 584-6223
rreyes@hpca.gov

Jose Reynoso, City Manager, *City of Sierra Madre*
232 W. Sierra Madre Blvd, Sierra Madre, CA 91024
Phone: (626) 355-7135
jreynoso@sierramadreca.gov

Terry Rhodes, Accounting Manager, *City of Wildomar*
23873 Clinton Keith Rd., Suite 201, Wildomar, CA 92595
Phone: (951) 677-7751
trhodes@cityofwildomar.org

Marie Ricci, Administrative Services Director/City Treasurer, *City of Glendora*
116 East Foothill Road, Glendora, CA 91741-3380
Phone: (626) 914-8245
mricci@cityofglendora.org

David Richstone, Auditor-Controller, *County of Madera*
200 W. 4th Street, Madera, CA 93637
Phone: (559) 675-7707
David.Richstone@maderacounty.com

Jennifer Riedeman, Director of Finance, *City of Patterson*
1 Plaza Circle, Patterson, CA 95363
Phone: (209) 895-8046
jriedeman@ci.patterson.ca.us

Dustin Rief, City Manager, *City of Dunsmuir*
5915 Dunsmuir Ave, Dunsmuir, CA 96025
Phone: (530) 235-4822
citymanager@ci.dunsmuir.ca.us

Jessica Riley, Finance Director, *City of Seaside*
440 Harcourt Ave., Seaside, CA

Phone: (831) 899-6716
jriley@ci.seaside.ca.us

Chad Rinde, Director of Finance, *County of Sacramento*
700 H Street, Room 3650, Sacramento, CA 95814
Phone: (916) 874-7248
RindeC@SacCounty.gov

Brian Ring, City Administrator, *City of Oroville*
Office of the City Administrator, 1735 Montgomery Street, Oroville, CA 95965
Phone: (530) 538-2535
bring@cityoforoville.org

Rosa Rios, Finance Director, *City of Delano*
1015 11th Ave., Delano, CA 93216
Phone: N/A
rrios@cityofdelano.org

Luke Rioux, Finance Director, *City of Goleta*
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500
Lrioux@cityofgoleta.org

Mark Roberts, Director of Finance, *City of Salinas*
200 Lincoln Ave, Salinas, CA 93901
Phone: (831) 758-7211
Dof@ci.salinas.ca.us

David Roberts, City Manager, *City of Carson*
701 E. Carson St, Carson, CA 90745
Phone: (310) 952-1730
DRoberts@carsonca.gov

Becky Robertson, Acting Director of Finance , *City of West Sacramento*
1110 West Capitol Ave, West Sacramento, CA 95691
Phone: (916) 617-4509
beckyr@cityofwestsacramento.org

Jackie Rocco, City Manager, *City of West Hollywood*
8300 Santa Monica Blvd., West Hollywood, CA 90069
Phone: (323) 848-6400
citymanagerwebemailaddress@weho.org

Monica Rocha, Administrative Services Manager, *County of Santa Cruz*
Sheriff's Office Administration Bureau, 5200 Soquel Avenue, Santa Cruz, CA 95062
Phone: (831) 454-7600
monica.rocha@santacruzcountyca.gov

Rob Rockwell, Director of Finance, *City of Indio*
Finance Department, 100 Civic Center Mall, Indio, CA 92201
Phone: (760) 391-4029
rrockwell@indio.org

George Rodericks, City Manager, *Town of Atherton*
91 Ashfield Road, Atherton, CA 94027
Phone: (650) 752-0504
grodericks@ci.atherton.ca.us

Paul Rodrigues, Director of Finance, *City of Pittsburg*
65 Civic Avenue, Pittsburg, CA 94565
Phone: (925) 252-4848
prodrigues@pittsburgca.gov

Arnoldo Rodriguez, City Manager, *City of Madera*
205 W 4th Street , Madera, CA 93637
Phone: (559) 661-5402
arodriguez@madera.gov

Janie Rodriguez, Finance Director, *City of Porterville*
291 North Main Street, Porterville, CA 93257
Phone: (559) 782-7566
jrodriguez@ci.porterville.ca.us

Lucho Rodriguez, Acting City Manager/Director/City Engineer, *City of Lawndale*
14717 Burin Ave, Lawndale, CA 90260
Phone: (310) 973-3200
LRodriguez@lawndale.ca.gov

Erick Roeser, Auditor-Controller-Treasurer-Tax Collector, *County of Sonoma*
575 Administration Drive, Suite 104A, Santa Rosa, CA 95403
Phone: (707) 565-2281
Erick.Roeser@SonomaCounty.gov

Lydia Romero, City Manager, *City of Lemon Grove*
3232 Main Street, Lemon Grove, CA 91945
Phone: (619) 825-3819
lromero@lemongrove.ca.gov

Dominique Romo, City Manager, *City of Hughson*
Hughson City Hall, P.O. Box 9, Hughson, CA 95326
Phone: (209) 883-4054
dromo@hughson.org

Benjamin Rosenfield, City Controller, *City and County of San Francisco*
1 Dr. Carlton B. Goodlett Place, Room 316, San Francisco, CA 94102
Phone: (415) 554-7500
ben.rosenfield@sfgov.org

Tacy Oneto Rouen, Auditor, *County of Amador*
810 Court Street, Jackson, CA 95642-2131
Phone: (209) 223-6357
trouen@amadorgov.org

Hilary Roverud, Interim City Manager, *City of South Lake Tahoe*
1901 Lisa Maloff Way, South Lake Tahoe, CA 96150
Phone: (530) 542-6024
hroverud@cityofslt.gov

Tammi Royales, Director of Finance, *City of La Mesa*
8130 Allison Avenue, PO Box 937, La Mesa, CA 91944-0937
Phone: (619) 463-6611
findir@cityoflamesa.us

Micah Runner, City Manager, *City of Rancho Cordova*
2729 Prospect Park Drive, Rancho Cordova, CA 95670

Phone: (916) 851-8700
mrunner@cityofranchocordova.org

Cynthia Russell, Chief Financial Officer/City Treasurer, *City of San Juan Capistrano*
Finance Department, 32400 Paseo Adelanto, San Juan Capistrano, CA 92675
Phone: (949) 443-6343
crussell@sanjuancapistrano.org

Jim Sadro, City Manager, *City of La Habra*
110 E. La Habra Blvd., La Habra, CA 90631
Phone: (562) 383-4474
jsadro@lahabraca.gov

John Saephan, Fiscal Analyst, *State Controller's Office*
Local Government Programs & Services Division, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 324-2664
JSaephan@sco.ca.gov

Rene Salas, City Manager, *City of South El Monte*
1415 Santa Anita Avenue, South El Monte, CA 91733
Phone: (626) 579-6540
rsalas@soelmonte.org

Stephen Salvatore, City Manager, *City of Lathrop*
Lathrop City Hall, 390 Towne Center Drive, Lathrop, CA 95330
Phone: (209) 941-7220
ssalvatore@ci.lathrop.ca.us

Janelle Samson, Director of Finance, *City of Palmdale*
38300 Sierra Highway, Suite D, Palmdale, CA 93550
Phone: (661) 267-5440
jsamson@cityofpalmdale.org

Sage Sangiacomo, City Manager, *City of Ukiah*
300 Seminary Avenue , Ukiah, CA 95482
Phone: (707) 463-6217
ssangiacomo@cityofukiah.com

Jessica Sankus, Senior Legislative Analyst, *California State Association of Counties (CSAC)*
Government Finance and Administration, 1100 K Street, Suite 101, Sacramento, CA 95814
Phone: (916) 327-7500
jsankus@counties.org

Fernando Santillan, City Manager, *City of Selma*
1710 Tucker Street, Selma, CA 93662
Phone: (559) 891-2200
FernandoS@CityofSelma.com

Kim Sao, Director of Finance, *City of Chino*
13220 Central Avenue, Chino, CA 91710
Phone: (909) 334-3262
ksao@cityofchino.org

Will Sargent, Finance Director, *City of Tulelake*
591 Main Street, Tulelake, CA 96134
Phone: (530) 667-5522
info@cityoftulelake.com

Lori Sassoon, City Manager, *City of Norco*
2870 Clark Avenue, Norco, CA 92860
Phone: (951) 270-5617
LSassoon@ci.norco.ca.us

Clinton Schaad, Auditor-Controller, *County of Del Norte*
981 H Street, Suite 140, Crescent City , CA 95531
Phone: (707) 464-7202
cschaad@co.del-norte.ca.us

Betsy Schaffer, Auditor-Controller, *County of Santa Barbara*
105 East Anapamu Street, Room 303, Santa Barbara, CA 93101
Phone: (805) 568-2101
bschaffer@co.santa-barbara.ca.us

Jay Schengel, Finance Director/City Treasurer, *City of Clovis*
1033 5th Street, Clovis, CA 93612
Phone: (559) 324-2113
jays@ci.clovis.ca.us

Craig Schmollinger, Director of Finance, *City of Poway*
13325 Civic Center Drive, Poway, CA 92064
Phone: (858) 668-4411
cschmollinger@poway.org

Sarah Schoen, Director of Finance, *City of Chula Vista*
276 Fourth Avenue , Chula Vista, CA 91910
Phone: (619) 691-5117
sschoen@chulavistaca.gov

Tracy Schulze, Auditor-Controller, *County of Napa*
1195 Third Street, Suite B-10, Napa, CA 94559
Phone: (707) 299-1733
tracy.schulze@countyofnapa.org

Reina Schwartz, Director of Finance/City Treasurer, *City of Albany*
1000 San Pablo Avenue , Albany, CA 947061
Phone: (510) 528-5730
rschwartz@albanyca.org

Cindy Sconce, Director, *Government Consulting Partners*
5016 Brower Court, Granite Bay, CA 95746
Phone: (916) 276-8807
cindysconcegcp@gmail.com

Anita Scott, City Manager, *City of Pomona*
505 South Garey Ave, Pomona, CA 91766
Phone: (909) 620-2051
Anita.Scott@pomonaca.gov

Shelly Scott, Assessor-Recorder-County Clerk, *County of Marin*
3501 Civic Center Drive, Suite 208, San Rafael, CA 94903
Phone: (415) 473-7215
Assessor@marincounty.gov

Peggy Scroggins, Auditor-Controller, *County of Colusa*
546 Jay Street, Ste 202, Colusa, CA 95932

Phone: (530) 458-0400
pscroggins@countyofcolusa.org

Greg Sessions, Interim Auditor Controller, *County of Calaveras*
891 Mountain Ranch Road, San Andreas, CA 95249
Phone: (209) 754-6343
gsessions@calaverascounty.gov

Kelly Sessions, Director of Administrative Services, *City of San Ramon*
Finance Department, 7000 Bollinger Canyon Road, Building #2, San Ramon, CA 94583
Phone: (925) 973-2500
ksessions@sanpabloca.gov

Terry Shea, Finance Director, *City of Canyon Lake*
31516 Railroad Canyon Road, Canyon Lake, CA 92584
Phone: (951) 244-2955
terry@ramscpa.net

Camille Shelton, Chief Legal Counsel, *Commission on State Mandates*
980 9th Street, Suite 300, Sacramento, CA 95814
Phone: (916) 323-3562
camille.shelton@csm.ca.gov

Amy Shepherd, Auditor-Controller, *County of Inyo*
Auditor-Controller, 168 N. Edwards Street, Independence, CA 93526
Phone: (760) 878-0343
ashepherd@inyocounty.us

Nolda Short, Auditor-Controller, *County of Shasta*
1450 Court Street, Suite 238, Redding, CA 96001
Phone: (530) 245-6657
nshort@co.shasta.ca.us

Taya Short, Treasurer/Tax Collector, *County of Lassen*
220 S. Lassen Street Ste 3, Susanville, CA 96130
Phone: (530) 251-8218
TShort@co.lassen.ca.us

Mark Siegfried, Accounting Manager/Controller, *City of South Pasadena*
1414 Mission Street, South Pasadena, CA 01030
Phone: (626) 403-7250
FinanceDepartment@southpasadenaca.gov

Chet Simmons, City Manager, *City of Los Alamitos*
3191 Katella Ave., Los Alamitos, CA 90720
Phone: (562) 431-3538
csimmons@cityoflosalamitos.org

Dan Singer, City Manager, *City of Santa Paula*
970 Ventura Street, Santa Paula, CA 96061
Phone: (805) 933-4225
dsinger@spcity.org

Andrew Sisk, Auditor-Controller, *County of Placer*
2970 Richardson Drive, Auburn, CA 95603
Phone: (530) 889-4026
asisk@placer.ca.gov

Eugene Solomon, City Treasurer, *City of Redondo Beach*
415 Diamond Street, Redondo Beach, CA 90277
Phone: (310) 318-0657
eugene.solomon@redondo.org

Michael Solorza, Director of Finance, *City of Montebello*
1600 W. Beverly Blvd., Montebello, CA 90640
Phone: (323) 887-1448
msolorza@montebelloca.gov

Greg Sparks, City Manager, *City of Eureka*
531 K Street, Eureka, CA 95501
Phone: (707) 441-4144
cityclerk@ci.eureka.ca.gov

Niroop Srivatsa, City Manager, *City of Lafayette*
3675 Mount Diablo Blvd., #210, Lafayette, CA 94549
Phone: (925) 284-1968
nsrivatsa@lovelafayette.org

Kelly Stachowicz, Assistant City Manager, *City of Davis*
23 Russell Blvd, Davis, CA 95616
Phone: (560) 757-5602
kstachowicz@cityofdavis.org

Paul Steenhausen, Principal Fiscal and Policy Analyst, *Legislative Analyst's Office*
925 L Street, Suite 1000, , Sacramento, CA 95814
Phone: (916) 319-8303
Paul.Steenhausen@lao.ca.gov

Carolyn Steffan, City Administrator, *City of Tehama*
P.O. Box 70, Tehama, CA 96090
Phone: (530) 384-1501
cityhall@cityoftehama.us

Katherine Stevens, Director of Finance, *City of Rialto*
150 South Palm Avenue, Rialto, CA 92376
Phone: (909) 421-7242
kstevens@rialtoca.gov

Jana Stuard, Finance Director, *City of Norwalk*
12700 Norwalk Blvd, Norwalk, CA 90650
Phone: (562) 929-5748
jstuard@norwalkca.gov

Lauren Sugayan, Acting Finance Director, *City of Martinez*
525 Henrietta Street, Martinez, CA 94553
Phone: (925) 372-3579
lsugayan@cityofmartinez.org

Erik Sund, City Manager, *City of Big Bear Lake*
39707 Big Bear Blvd., PO BOX 10000, Big Bear Lake, CA 92315
Phone: (909) 866-5832
esund@citybigbearlake.com

Mike Sung, Director of Finance, *City of Millbrae*
621 Magnolia Avenue, Millbrae, CA 94030

Phone: (259) 259-2433
msung@ci.millbrae.ca.us

Brandon Swanson, CIty Administrator, *City of Carmel by the Sea*
P.O. Box CC, Carmel-by-the-Sea, CA 93921
Phone: (831) 620-2024
bswanson@ci.carmel.ca.us

Suzanne Sweitzer, Director of Administrative Services, *Town of Tiburon*
1505 Tiburon Boulevard, Tiburon, CA 94920
Phone: (415) 435-7373
ssweitzer@townoftiburon.org

Mike Sylvia, Director of Finance/Treasurer, *City of Vista*
Finance Department, 200 Civic Center Drive, Vista, CA 92084
Phone: (760) 726-1340
msylvia@vista.gov

Matthew Szabo, City Administrative Officer, *City of Los Angeles*
200 N. Main St. Suite 1500, Los Angeles, CA 90012-4137
Phone: (213) 473-7500
Matt.Szabo@lacity.org

Tatiana Szerwinski, Assistant Director of Finance, *City of Beverly Hills*
455 North Rexford Drive, Beverly Hills, CA 90210
Phone: (310) 285-2411
tszerwinski@beverlyhills.org

Rose Tam, Finance Director, *City of Baldwin Park*
14403 East Pacific Avenue, Baldwin Park, CA 91706
Phone: (626) 960-4011
rtam@baldwinpark.com

Stacey Tamagni, Director of Finance / CFO, *City of Folsom*
50 Natoma Street, Folsom, CA 95630
Phone: (916) 461-6712
stamagni@folsom.ca.us

Christopher Tavarez, Finance Director, *City of Hanford*
315 North Douty Street, Hanford, CA 93230
Phone: (559) 585-2500
ctavarez@cityofhanfordca.com

Jeri Tejeda, Human Resources Director/Acting Finance Director, *City of Oakley*
3231 Main Street, Oakley, CA 94561
Phone: (925) 625-7010
tejeda@ci.oakley.ca.us

Julie Testa, Vice Mayor, *City of Pleasanton*
123 Main Street PO Box520, Pleasanton, CA 94566
Phone: (925) 872-6517
Jtesta@cityofpleasantonca.gov

T. Jarb Thaipe Jr., City Manager, *City of Loma Linda*
25541 Barton Road, Loma Linda, CA 92354
Phone: (909) 799-2810
JThaipejr@lomalinda-ca.gov

Soknirorn Than, City Manager, *City of Los Banos*
520 J Street, Los Banos, CA 93635
Phone: (209) 827-2440
nirorn.than@losbanos.org

Olga Tikhomirova, Finance Director, *City of South Lake Tahoe*
1901 Lisa Maloff Way, Suite 210, South Lake Tahoe, CA 96150
Phone: (530) 542-7431
otikhomirova@cityofslt.us

Donna Timmerman, Financial Manager, *City of Ferndale*
Finance Department, 834 Main Street, Ferndale, CA 95535
Phone: (707) 786-4224
finance@ci.ferndale.ca.us

Jolene Tollenaar, Consultant, *MGT Consulting Group*
2251 Harvard Street, Suite 134, Sacramento, CA 95815
Phone: (916) 243-8913
jolenetollenaar@gmail.com

Joseph Toney, Interim Director of Finance, *City of Big Bear Lake*
39707 Big Bear Blvd, Big Bear Lake, CA 92315
Phone: (909) 866-5831
finance@citybigbearlake.com

Robert Torrez, Interim Chief Financial Officer, *City of Huntington Beach*
2000 Main Street, Huntington Beach, CA 92648
Phone: (714) 536-5630
robert.torrez@surfcity-hb.org

Kevin Tran, Information Technology Manager, *City of Paso Robles*
4305 Second Wind Way, Paso Robles, CA 93446
Phone: (805) 237-4902
ITManager@prcity.com

Marissa Trejo, City Manager, *City of Lemoore*
711 W. Cinnamon Drive, Lemoore, CA 93245
Phone: (559) 924-6744
citymanager@lemoore.com

Colleen Tribby, Finance Director, *City of Dublin*
100 Civic Plaza, Dublin, CA 94568
Phone: (925) 833-6640
colleen.tribby@dublin.ca.gov

Alex Trinidad, Acting Executive Director and City Treasurer, *City of Santa Ana*
20 Civic Center Plaza, Santa Ana, CA 92701
Phone: (714) 647-5295
atrinidad@santa-ana.org

Jeff Tschudi, Finance Director, *City of Benicia*
250 East L Street, Benicia, CA 94510
Phone: (707) 746-4225
JTschudi@ci.benicia.ca.us

Stefanie Turner, Finance Director, *City of Rancho Santa Margarita*
Finance Department, 22112 El Paseo, Rancho Santa Margarita, CA 92688

Phone: (949) 635-1808
sturner@cityofrsm.org

Mark Uribe, Finance Director, *City of Camarillo*
601 Carmen Drive, Camarillo, CA 93010
Phone: (805) 388-5320
muribe@cityofcamarillo.org

Tameka Usher, Director of Administrative Services, *City of Rocklin*
3970 Rocklin Road, Rocklin, CA 95677
Phone: (916) 625-5050
tameka.usher@rocklin.ca.us

Jessica Uzarski, Consultant, *Senate Budget and Fiscal Review Committee*
1020 N Street, Room 502, Sacramento, CA 95814
Phone: (916) 651-4103
Jessica.Uzarski@sen.ca.gov

Edoneia Valdez, Fiscal Analyst, *State Controller's Office*
Local Government Programs & Services Division, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 283-7753
EValdez@sco.ca.gov

Nicole Valentine, Interim Director of Administrative Services, *City of Arroyo Grande*
300 E. Branch Street, Arroyo Grande, CA 93420
Phone: (804) 473-5410
nvalentine@arroyogrande.org

Lily Valenzuela, Acting City Manager, *City of Rosemead*
8838 East Valley Boulevard, Rosemead, CA 91770
Phone: (626) 569-2169
lvalenzuela@rosemeadca.gov

James Vanderpool, City Manager, *City of Anaheim*
200 S. Anaheim Blvd. Ste. 733, Anaheim, CA 92805
Phone: (714) 765-5162
CityManager@anaheim.net

Jennifer Vasquez, City Manager, *City of Maywood*
4319 E. Slausen Avenue, Maywood, CA 90270
Phone: (323) 562-5700
jennifer.vasquez@cityofmaywood.org

Abby Vesser, Finance Director, *City of San Mateo*
330 West 20th Avenue, San Mateo, CA 94403
Phone: (650) 522-7102
aveeser@cityofsanmateo.org

Andrew Vialpando, City Manager, *City of Lomita*
24300 Narbonne Ave., Lomita, CA 90717
Phone: (310) 325-7110
a.vialpando@lomitacity.com

Armando Villa, City Manager, *City of Menifee*
29844 Haun Road, Menifee, CA 92586
Phone: (951) 672-6777
avilla@cityofmenifee.us

Alejandra Villalobos, Management Services Manager, *County of San Bernardino*
Office of Auditor-Controller, 222 West Hospitality Lane, Forth Floor, San Bernardino, CA 92415
Phone: (909) 382-3191
alejandra.villalobos@sbcountyatc.gov

Brian Villalobos, City Manager, *City of Duarte*
1600 Huntington Drive, Duarte, CA 91010
Phone: (626) 357-7931
bvillalobos@accessduarte.com

Diego Viramontes, City Manager, *City of McFarland*
401 W. Kern Avenue, McFarland, CA 93250
Phone: (661) 792-3091
dviramontes@mcfarlandcity.org

Silvia Vonderlinden, Town Administrator, *Town of Fort Jones*
11960 East Street, P.O. Box 40, Fort Jones, CA 96032
Phone: (530) 468-2281
silvia.vonderlinden@fortjonesca.com

Cliff Wagner, Interim City Administrator, *City of Biggs*
465 C Street, PO Box 307, Biggs, CA 95917
Phone: (530) 868-0100
cliff.wagner@biggs-ca.gov

Joshua Walden, Deputy County Counsel, *County of Santa Clara*
Office of the County Counsel, 70 West Hedding Street, 9th Floor, San Jose, CA 95110
Phone: (408) 229-9052
joshua.walden@cco.sccgov.org

Brandon Walker, Administrative Services Director, *City of Hermosa Beach*
1315 Valley Drive, Hermosa Beach, CA 90254
Phone: (310) 318-0225
bwalker@hermosabeach.gov

Ron Walker, City Manager, *City of Colfax*
33 South Main St, Colfax, CA 95713
Phone: (530) 346-2313
city.manager@colfax-ca.gov

Tiffany Walston, County Counsel, *County of Los Angeles*
648 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012-2713
Phone: (213) 974-1811
twalston@counsel.lacounty.gov

Gary Watahira, Administrative Services Director, *City of Sanger*
1700 7th Street, Sanger, CA 93657
Phone: (559) 876-6300
gwatahira@ci.sanger.ca.us

Tom Weiner, City Manager, *City of Walnut*
21201 La Puente Rd. , Walnut, CA 91789
Phone: (909) 595-7543
tweiner@walnutca.gov

Stephanie Wellemeyer, Auditor/County Clerk, *County of Modoc*
108 E. Modoc Street, Alturas, CA 96101

Phone: (530) 233-6231
auditor@co.modoc.ca.us

Renee Wellhouse, President, *David Wellhouse & Associates, Inc.*
3609 Bradshaw Road, H-382, Sacramento, CA 95927
Phone: (916) 797-4883
renee@wellhouseassociates.com

Nick Wells, City Manager, *City of Holtville*
121 W 5th Street, Holtville, CA 92250
Phone: (760) 356-2912
NWells@Holtville.ca.gov

Kevin Werner, City Administrator, *City of Ripon*
Administrative Staff, 259 N. Wilma Avenue, Ripon, CA 95366
Phone: (209) 599-2108
kwerner@cityofripon.org

Tom Westbrook, City Manager, *City of Red Bluff*
555 Washington Street , Red Bluff, CA 96080
Phone: (530) 527-2605
twestbrook@cityofredbluff.org

Cindy Wheeler, Finance Director, *City of Anderson*
1887 Howard Street, Anderson , CA 96007
Phone: (530) 378-6626
cwheeler@ci.anderson.ca.us

Adam Whelen, Director of Public Works, *City of Anderson*
1887 Howard St., Anderson, CA 96007
Phone: (530) 378-6640
awhelen@ci.anderson.ca.us

Isaac Whippy, City Manager, *City of Fort Bragg*
416 N Franklin Street, Fort Bragg, CA 94537
Phone: (707) 961-2825
IWhippy@fortbragg.com

Gina Will, Auditor-Controller, *County of Nevada*
950 Maidu Avenue, Suite 230, Nevada City, CA 95959
Phone: (530) 265-1244
auditor.controller@nevadacountyca.gov

Tanya Williams, City Manager, *City of Rialto*
150 S Palm Avenue, Rialto, CA 92376
Phone: (909) 820-2689
twilliams@rialtoca.gov

Jay Wilverding, City Manager, *City of Concord*
1950 Parkside Drive, Concord, CA 94519
Phone: (925) 671-3150
jay.wilverding@cityofconcord.org

Bob Wingenroth, City Manager, *City of Laguna Hills*
24035 El Toro Road, Laguna Hills, CA 92653
Phone: (949) 707-2615
BWingenroth@lagunahillsca.gov

Chris Woidzik, Finance Director, *City of Avalon*
Finance Department, 410 Avalon Canyon Rd., Avalon, CA 90704
Phone: (310) 510-0220
Scampbell@cityofavalon.com

Jeff Woltkamp, Auditor-Controller, *County of San Joaquin*
44 N San Joaquin St. Suite 550, Stockton, CA 95202
Phone: (209) 468-3925
jwoltkamp@sjgov.org

Linda Wong, Fiscal Analyst, *State Controller's Office*
Local Government Programs & Services Division, 3301 C Street, Suite 740, Sacramento, CA 95816
Phone: (916) 229-8037
LWong@sco.ca.gov

Paul Wood, Interim City Manager, *City of Greenfield*
599 El Camino Real, Greenfield, CA 93927
Phone: 8316745591
pwood@ci.greenfield.ca.us

Rafferty Wooldridge, City Manager, *City of La Habra Heights*
1245 N. Hacienda Road, La Habra Heights, CA 90631
Phone: (562) 694-6302
rwooldridge@lhhcity.org

Nita Wracker, Finance Director, *City of Lincoln*
600 6th Street, Lincoln, CA 95648
Phone: (916) 434-2490
nita.wracker@lincolnca.gov

Joe Wren, Acting City Manager, *City of Placerville*
3101 Center Street, Placerville, CA 95667
Phone: (530) 642-5200
jwren@cityofplacerville.org

Jane Wright, Finance Manager, *City of Ione*
Finance Department, 1 East Main Street , PO Box 398, Ione, CA 95640
Phone: (209) 274-2412
JWright@ione-ca.com

Carrie Wright, City Manager, *City of Nevada City*
317 Broad Street, Nevada City, CA 95959
Phone: (530) 265-2496
carrie.wright@nevadacityca.gov

Arthur Wylene, General Counsel, *Rural County Representatives of California (RCRC)*
1215 K Street, Suite 1650, Sacramento, CA 95814
Phone: (916) 447-4806
awylene@rcrcnet.org

Joanna Wynant, City Administrator, *City of Dorris*
307 S Main Street, Dorris, CA 96023
Phone: (530) 397-3511
cityofdorris@gmail.com

Elisa Wynne, Staff Director, *Senate Budget & Fiscal Review Committee*
California State Senate, State Capitol Room 5019, Sacramento, CA 95814

Phone: (916) 651-4103
elisa.wynne@sen.ca.gov

Curtis Yakimow, Town Manager, *Town of Yucca Valley*
57090 Twentynine Palms Highway, Yucca Valley, CA 92284
Phone: (760) 369-7207
townmanager@yucca-valley.org

Kaily Yap, Budget Analyst, *Department of Finance*
Local Government Unit, 915 L Street, Sacramento, CA 95814
Phone: (916) 445-3274
Kaily.Yap@dof.ca.gov

Siew-Chin Yeong, Director of Public Works, *City of Pleasonton*
3333 Busch Road, Pleasonton, CA 94566
Phone: (925) 931-5506
syeong@cityofpleasantonca.gov

Kelcey Young, City Manager, *City of Pinole*
2131 Pear Street, Pinole, CA 94564
Phone: (510) 724-8933
kelcey.young@pinole.gov

Bobby Young, Finance Director, *City of Costa Mesa*
77 Fair Drive, Costa Mesa, CA 92626
Phone: N/A
Bobby.Young@costamesaca.gov

Traci Young, IS Project Director, *City and County of San Francisco*
San Francisco Public Utilities Commission (SFPUC), 525 Golden Gate Ave, San Francisco, CA 94102
Phone: (415) 653-2583
tmyoung@sfwater.org

Michael Yuen, Finance Director, *City of San Leandro*
835 East 14th St., San Leandro, CA 94577
Phone: (510) 577-3376
myuen@sanleandro.org

Robert Zadnick, City Manager, *City of Belvedere*
450 San Rafael Avenue, Belvedere, CA 94920
Phone: (415) 435-8906
rzadnik@cityofbelvedere.org

Shannel Zamora, Finance Director, *City of Buellton*
107 West Highway 246, PO Box 1819, Buellton, CA 93427
Phone: (805) 688-5177
shannelz@cityofbuellton.com

Luis Zamora, Confidential Executive Assistant to the City Attorney, *City and County of San Francisco*
Office of the City Attorney, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102
Phone: (415) 554-4748
Luis.A.Zamora@sfcityatty.org

Chris Zapata, City Manager, *City of Sausalito*
420 Litho Street, Sausalito, CA 94965

Phone: (415) 289-4102
czapata@sausalito.gov

Nicole Zieba, City Manager, *City of Reedley*
1717 Ninth Street, Reedley, CA 93654
Phone: (559) 637-4200
nicole.zieba@reedley.ca.gov

Aly Zimmermann, CIty Manager, *City of Rocklin*
3970 Rocklin Road, Rocklin, CA 95677
Phone: (916) 625-5585
alyz@rocklin.ca.us

Helmholst Zinser-Watkins, Analyst II, *State Controller's Office*
Local Government Programs and Services Division, Bureau of Payments, 3301 C Street, Suite 700, Sacramento, CA 95816
Phone: (916) 324-7876
HZinser-watkins@sco.ca.gov

Marc Zometa, Senior Accountant-Auditor, *County of Los Angeles*
Auditor-Controller’s Office, 500 West Temple Street, Room 603, Los Angeles, CA 90012
Phone: (213) 974-8333
mzometa@auditor.lacounty.gov

Jeffery Zuba, Finance and Administrative Services Director, *Town of San Anselmo*
525 San Anselmo Ave, San Anselmo, CA 94960
Phone: (415) 258-4600
jzuba@townofsananselmo.org