



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

## **League Mailing List Policy**

The League of California Cities list management system contains the current names and addresses for California City officials and is updated frequently.

The League of California Cities reserves the right to refuse to supply mailing lists which would be used to mail materials that the League considers unsuitable, in poor taste or misleading.

Mailing lists include name, title and address. No name will be provided if the position is vacant, but title and address will nonetheless be processed. When selecting multiple positions, the order will be created as one list and the computer will delete all duplicates when one person is the head of several departments.

Lists are available via e-mail in an Excel file, sorted alphabetically by city.

### **Conditions:**

- 1) A copy of the material to be mailed (or proposed copy if the material is not printed) must be included with each order request. If duplicate sets of lists are ordered, a sample of the materials to be mailed with these lists must also be included.
- 2) If the mailing is for a meeting or conference, the dates and location of the event must be included along with an indication of the city officials you wish to attract.
- 3) All lists are furnished on a one-time mailing only and may not be copied, reused or used by anyone other than the original renter. Duplicate sets may be ordered only with the original order.

**LEAGUE OF CALIFORNIA CITIES**  
**Mailing List Order Form for City Officials**

**SENT DATE** \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please remember to **enclose a copy (final or draft) of the material** you will be mailing. Orders cannot be processed without it. Thank you!

**Select from the following positions:** (Note: Numbers following positions indicate maximum number of persons per position, e.g., 475 mayors.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Arts Director (42)           | <input type="checkbox"/> Community Services Dir. (193)        | <input type="checkbox"/> Mayor (469)                      |
| <input type="checkbox"/> Building Official (355)      | <input type="checkbox"/> Council Members (2000)               | <input type="checkbox"/> Park/Recreation Director (334)   |
| <input type="checkbox"/> City Attorney (470)          | <input type="checkbox"/> Deputy/Asst. City Manager (470)      | <input type="checkbox"/> Personnel Director (373)         |
| <input type="checkbox"/> City Clerk (458)             | <input type="checkbox"/> Director of Public Works (438)       | <input type="checkbox"/> Planning Director (402)          |
| <input type="checkbox"/> City Clerk-Non Mgr.City (11) | <input type="checkbox"/> Employee Relations Officer (152)     | <input type="checkbox"/> Planning Comm. Chair (394)       |
| <input type="checkbox"/> City Engineer (418)          | <input type="checkbox"/> Finance Director (442)               | <input type="checkbox"/> Police Chief (385)               |
| <input type="checkbox"/> City Manager (462)           | <input type="checkbox"/> Fire Chief (299)                     | <input type="checkbox"/> Public Information Officer (229) |
| <input type="checkbox"/> City Training Officer (74)   | <input type="checkbox"/> Info. Services/Technology Mgr. (205) | <input type="checkbox"/> Purchasing Agent (210)           |
| <input type="checkbox"/> City Treasurer (417)         | <input type="checkbox"/> Intergovernmental Relations (90)     | <input type="checkbox"/> Redevelopment Director (273)     |
| <input type="checkbox"/> Community Devel. Dir. (316)  | <input type="checkbox"/> Librarian (135)                      | <input type="checkbox"/> Risk Manager (279)               |

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If only wanting certain Counties please indicate which ones below

Counties: \_\_\_\_\_

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Send order forms to: League of California Cities  
Attn: Member Database  
1400 K Street, Suite 400  
Sacramento, CA 95814  
Phone: 916/658-8279  
Fax: 916/658-8240  
Email: cshelby@cacities.org