

From the Office of the City Manager  
Gary Nordquist



23873 Clinton Keith Rd, Ste 201  
Wildomar, CA 92595  
951/677-7751 Phone  
951/698-1463 Fax  
[www.CityofWildomar.org](http://www.CityofWildomar.org)

September 16, 2016

Mr. David T. Gluth, Foreperson  
Riverside County Grand Jury  
P.O. Box 829  
Riverside, CA 92502

**Re: 2015-2016 Grand Jury Report: City of Wildomar**

Gentlemen and Ladies:

We are in receipt of the 2015-2016 Grand Jury Report dated June 21, 2016, relating to the City of Wildomar (the "Grand Jury Report"). The Grand Jury Report makes three findings and presents the City with three recommendations.

The City responds as follows with regard to the recommendations that have been made:

**Recommendation 1:**

Develop policy and procedure ensuring the city complies with the "Maddy Act" by posting all vacancies at the city clerk's office, the public library and other designated location(s).

**Response to Recommendation 1:**

The City complies with all requirements of state law by posting notices of unscheduled vacancies at the City Clerk's office and the public library. My discussions with the Wildomar Library (aka Mission Trail Library) staff confirm that all documents provided by the City Clerk to the library staff are posted on the interior bulletin board. However, to enhance this practice, the library staff will retain on file all postings for one year and the City will provide all documents for public posting with a "Remove Document from Public Posting by Date" stamping.

Additionally, while the Maddy Act provides the minimum steps to be taken to ensure the public is made aware of unscheduled vacancies on boards and commissions, the City will continue to go above and beyond state law by providing notice of unscheduled vacancies in several additional ways:

- The City posts notices of unscheduled vacancies on the City web site.
- The City sends notices of unscheduled vacancies through e-mail blasts as part of the City's Stay Connected news blasts.
- The City publishes notices of unscheduled vacancies in the newspaper.
- The unscheduled vacancy is placed on the next regularly scheduled City Council meeting agenda to provide notice to the public of the vacancy and to have the Council formally declare the vacancy and accept the resignation of the board or commission member. This Council agenda indicating the unscheduled vacancy is also posted at the library.

#### **Recommendation 2:**

The bulletin board currently being used at the Wildomar Public Library be replaced with a secure bulletin board, large enough to display the entire postings.

#### **Response to Recommendation 2:**

As this library facility is not controlled by the City but by the County, bulletin board space for all documents has been limited. The Library staff has graciously shared this space with the City but the best practice would be to install another bulletin board exclusively for City documents.

Recent discussions with the Library staff have resulted in a plan to install a locked bulletin board inside the library which will be accessible by the Library and City staff with document control/accountability by the City. The plan is to install this bulletin board no later than the end of October 2016.

#### **Recommendation 3:**

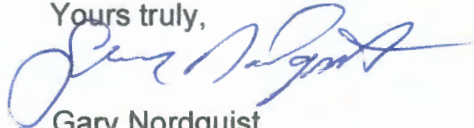
If the U.S. Post Office in Wildomar is continued to be utilized a secure bulletin board of adequate size be used, otherwise, a different location be designated, such as the city website or local fire station

**Response to Recommendation 3:**

The City will comply with Recommendation number 3 and will install a secure bulletin board inside the lobby area of the Post Office thereby improving public notice due to the extended hours the lobby is open. As this facility also is not controlled by the City the completion of this installation is scheduled prior to October 31, 2016.

We hope this response will fully resolve the recommendations that have been made in the Grand Jury Report. Thank you and all the members of the Grand Jury for your service to the County of Riverside in investigating and reporting on these matters.

Yours truly,

A handwritten signature in blue ink, appearing to read "Gary Nordquist", written over a light blue circular stamp.

Gary Nordquist  
City Manager

CC: Harold W. Hopp, Presiding Judge  
Superior Court of California, County of Riverside  
4050 Main Street  
Riverside, CA 92501

Riverside County Clerk-Recorder  
2720 Gateway Drive  
Riverside, CA 92507