



# City of San Clemente City Manager

Pall Gudgeirsson, City Manager

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September 24, 2013

The Honorable Thomas J. Borris  
Presiding Judge of the Superior Court  
700 Civic Center Drive  
Santa Ana, CA 92701

The Honorable Thomas J. Borris,

Please accept this as the City of San Clemente's official response to the 2012-2013 Orange County Grand Jury report, *The Goal of Equal Employment Opportunity: NO VICTIMS*.

Regarding the Findings and Recommendations noted in the report that require a response, the City responds as follows:

**Findings:** The City of San Clemente provides the required harassment and discrimination prevention training for all supervisors as required by law. The City also provides periodic harassment and discrimination training for all line staff.

**Recommendation 1:** *All OC cities and County government shall include funding for training of management and supervision as require by law and ensure training for all employees every two to three years.* Just this month, the City of San Clemente held the required harassment and discrimination training for all supervisory staff. Additionally, all line staff were trained in 2012. This is an ongoing practice at the City of San Clemente.

**Recommendation 2:** *OC cities shall review SIR aggregate limits every five years to assess changes in risk management economies and insurance pool mix.* This is done by the City's liability pool administrator (California JPIA) on an annual basis.

**Recommendation 3** *OC cities and the County of Orange government shall continue efforts to utilize best practices with respect to Harassment, Discrimination, and Retaliation.* The City will continue to train staff, investigate complaints, and take any necessary corrective action whenever harassment and/or discrimination occurs in the workplace.

***Recommendation 4 applies only to the County of Orange.***

If further information is required regarding this matter, please contact the City's Human Resources Manager, Sam Penrod, at 949-361-8313.

Sincerely,



Pall Gudgeirsson  
City Manager

C: Mayor and City Council  
Orange County Grand Jury