

The People are the City



**Mayor**  
SCOTT W. NELSON

**Mayor Pro Tem**  
JOSEPH V. AGUIRRE

**Councilmembers:**  
CONSTANCE M. UNDERHILL  
CHAD P. WANKE  
JEREMY B. YAMAGUCHI

**City Clerk:**  
PATRICK J. MELIA

**City Treasurer:**  
CRAIG S. GREEN

**City Administrator**  
TROY L. BUTZLAFF, ICMA-CM

401 East Chapman Avenue – Placentia, California 92870

December 9, 2013

The Honorable Thomas J. Borris  
Presiding Judge, Orange County Superior Court  
700 Civic Center Drive West  
Santa Ana, CA 92701

**RE: 2012-2013 ORANGE COUNTY GRAND JURY REPORT ENTITLED “THE GOAL OF EQUAL EMPLOYMENT OPPORTUNITY: NO VICTIMS”**

Dear Judge Borris:

The City of Placentia has reviewed the 2012-2013 Orange County Jury Report, “The Goal of Equal Employment Opportunity: No Victims.” We thank the volunteer members of the Grand Jury for their time and considerable effort in analyzing the various aspects of Equal Employment Opportunity (EEO) procedures in Orange County. The report made a number of findings and recommendations to which the City of Placentia is required to comment on Findings F1, F4, F5, and F6 and Recommendations R1, R2, and R3. Please consider this letter as the City’s official response on these findings and recommendations.

***Finding 1 (F1): Municipalities in Orange County cities are well-versed in EEO issues and maintain exemplary compliance strategies.***

City Response: The City of Placentia agrees with this finding. The City strives to maintain a workplace environment free from harassment, discrimination, and retaliation.

***Finding 4 (F4): Complaint ratios between OC cities and the County of Orange are similar; but differences in how previous complaints were handled in the County led to major problems.***

City Response: The City of Placentia agrees with this finding. The City strives to maintain a workplace environment free from harassment, discrimination, and retaliation. In addition, the City has policies and procedures in place to thoroughly investigate all complaints received.

***Finding 5 (F5): The County and several cities do not offer, or provide limited, training in harassment, discrimination, and retaliation, particularly for line staff. At this time, although line staff training is not required, all staff benefit from EEO training.***

City Response: The City of Placentia agrees with this finding. The City of Placentia offers harassment, discrimination and retaliation training to management and supervisory staff every two years. In addition to providing this training, the City of Placentia is committed to providing a work environment free of harassment and discrimination. All employees are required to read, acknowledge receipt of, fully comply with and are protected by the City’s discrimination and harassment policies.

***Finding 6 (F6):*** *There are several Risk Management Joint Powers Insurance Pools (of which most cities are members) to ensure adequate coverage and sharing of liability with other member entities.*

City Response: The City of Placentia agrees with this finding. The City belongs to the Public Agency Risk Sharing Authority of California (PARSAC) which provides coverage for employment practices liability.

***Recommendation 1 (R1):*** *All OC cities and County government shall include funding for training of management and supervision as required by law and ensure training for all employees every two to three years.*

City Response: The recommendation has already been implemented. The City of Placentia provides funding for the training of all management and supervisory staff every two years, as mandated by law. Furthermore, it is the City's practice to provide funding, and it will continue to do so, to ensure harassment, discrimination, and retaliation prevention training for all management and supervisory staff every two years. In addition, the City's policy on harassment, discrimination, and retaliation is reviewed annually with each employee during their evaluation.

***Recommendation 2 (R2):*** *OC cities shall review SIR aggregate limits every five years to assess changes in risk management economies and insurance pool mix.*

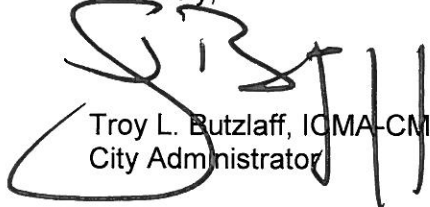
The recommendation has already been implemented. The City, as well as the Public Agency Risk Sharing Authority of California (PARSAC), the joint powers insurance pool to which the City belongs, regularly reviews limits on a biennial basis to assess change in risk management economies and insurance pool mix, including self-insured retention aggregate limits.

***Recommendation 3 (R3):*** *OC cities and the County of Orange government shall continue efforts to utilize best practices with respect to Harassment, Discrimination, and Retaliation.*

The recommendation has been implemented. The City is committed to utilizing best practices related to and maintaining a workplace environment free from harassment, discrimination, and retaliation.

Thank you for affording us this opportunity to comment upon the findings and recommendations of the Grand Jury. Should you have any questions or need clarification regarding the City's responses contained herein, please do not hesitate to contact my office.

Sincerely,



Troy L. Butzlaff, ICMA-CM  
City Administrator

cc: City Council  
Orange County Grand Jury