

# **RESOLUTION 2018-03**

## **City of Port St. Joe, Florida**

### **SECTION 3, AFFIRMATIVE ACTION, and EQUAL OPPORTUNITY POLICY**

The City of Port St. Joe is committed to eliminating discrimination based upon race, color, religion, sex, national origin, age, genetics, familial status, or handicap. This local government will comply with the requirements of all applicable state and federal equal opportunity laws, regulations and executive orders. In federal or state funded projects this may include: Florida Small and Minority Business Act, Title VI of the federal Civil Rights Act of 1964, as amended, Title VIII of the federal Civil Rights Act of 1968, as amended, Executive Order 12559, the federal Age Discrimination Act of 1975, Section 109 of the Housing and Community Development Act of 1974, as amended, Executive Order 11063, Executive Order 11246, Executive Order 11375 and 12086, Section 3 of the Housing and Community Development Action of 1968, and others.

Notice of the policy will be placed in plain sight on job location for the benefit of interested parties and all contractors and sub-contractors so notified. All Equal Opportunity Posters will be displayed as required.

#### **Implementation**

The City Clerk is appointed as an Equal Opportunity Officer. Duties include coordinating local efforts in recruiting employees and soliciting bids, resolving complaints, and submitting required reports.

#### **Employment**

This local government will encourage the employment of local residents and those who are female and/or of a minority racial/ethnic classification. This will be accomplished through the following procedures.

1. Current employees will be encouraged to improve their job skills and qualifications through training and education. Such improvements are to be considered for employee promotion.
2. The City shall protect existing employees and persons that apply for job vacancies that have been advertised by the City from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age, or genetics.
3. All employment opportunities will be publicly advertised, including the equal opportunity employer designation. This is to provide an adequate opportunity for qualified individuals to apply for employment and to assure an adequate pool of qualified applicants (including minorities) from which to hire.

4. When appropriate, notification of employment opportunities will be issued to organizations such as local schools, employment services, minority organizations, and social service agencies that may refer qualified individuals for employment consideration.
5. Recruitment practices, including those described in paragraphs 3 and 4, will be conducted in an effort to include qualified minorities and females in all levels of responsibility and departments of government, in percentage of the population and/or available workforce.
6. When applicants are equally qualified, preference will be given to hiring minorities and females in furtherance of the goal expressed in paragraph 5.

### **Establishment of Quantifiable Goals**

The City of Port St. Joe will strive to maintain a minority employment percentage level for its staff that is the same as or higher than the percent of minorities residing within Gulf County, based on the minority percentage information utilized by the Florida Small Cities Community Development Block Grant program for scoring grant applications. The Small Cities CDBG program annually updates Gulf County's minority population percentage as reported by the Department of Housing and Urban Development, HUD.

Statistically, it may be difficult for the local government workforce to totally mirror the Gulf County percentage due to unique or specific needs, sample size differences, and other similar contributing factors. However, the City of Port St. Joe is committed to providing employment opportunities to all of its citizens.

If a stated goal has been attained and one employee leaves the City's employ either voluntarily or involuntarily, the City is not obligated to select another candidate of the same minority/majority status if that candidate is not the most qualified. In such an event, the stated goals would automatically be waived in the best interest of the City and the effort to attain goals would be renewed with the next available vacancy.

Goals and procedures established herein may be waived or amended by an official vote of the full City Commission with results duly recorded in the City Commission Meeting minutes.

### **Procurement of Goods and Services**

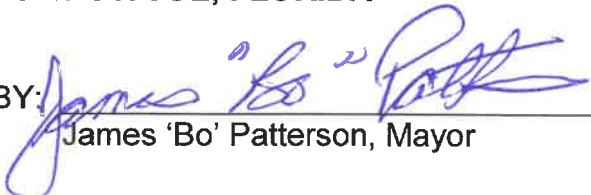
This local government will encourage the utilization of small and minority owned businesses. This will be accomplished through the following procedures.

1. The City shall require contractors that work for the City and prospective City contractors to affirm that they will refrain from actions that result in the discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age, or genetics.

2. In situations where a prime contractor intends to use one or more sub-contractors to successfully complete a City sponsored project, the City shall require the prime contractor to solicit minority & women owned firms as sub-contractors from the list of certified minority and women owned businesses maintained by the Florida Department of Management Services and provide documentation to the City that the solicitation has taken place.
3. The City will solicit certified minority and women owned businesses from the list of certified minority and women owned businesses maintained by the Florida Department of Management Services. In soliciting bids for contractual services, the City shall require contractors to solicit minority and female subcontractors.
4. Lists of local minority and female-owned businesses will be maintained for use in soliciting quotes and bids.
5. Where applicable, federal equal opportunity affirmative action language will be included in contracts and requests for bids.
6. Contractors will be informed of equal opportunity affirmative action obligation requirements to insure their compliance.

Adopted in regular session of the City of Port St. Joe City Commission on March 20, 2018.

**CITY COMMISSION  
PORT ST. JOE, FLORIDA**

BY:   
James 'Bo' Patterson, Mayor

**ATTEST:**

  
Charlotte Pierce, City Clerk