

RESOLUTION NO. 22-167

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, APPROVING AN AMENDMENT TO THE CITY'S
POLICIES REGARDING AFFIRMATIVE ACTION.**

BE IT RESOLVED by the City Council of the City of Panama City Beach that:

1. That the Affirmative Action Policy attached hereto and incorporated herein as Exhibit A is hereby approved.
2. All policies or resolutions or parts of policies or resolutions in conflict herewith are repealed to the extent of such conflict.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 9th day of June, 2022.

CITY OF PANAMA CITY BEACH

By: _____


Mark Sheldon, Mayor

ATTEST:



Lynn Fasone, City Clerk



The City of Panama City Beach Affirmative Action Policy

The City of Panama City Beach is an Equal Employment Opportunity employer committed to eliminating discrimination based upon race, national origin, color, religion, creed, age, marital status, sexual orientation, gender, political affiliation, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship. The City 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 Act of 1968, 41 CFR Part 60, 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 Human Resources Director is appointed as Equal Employment Opportunity (EEO) Coordinator. Duties include coordinating local efforts in recruiting employees, soliciting bids, resolving complaints, and submitting required reports.

Employment

The City will encourage the employment of local residents, veterans, females and/or minorities and provide for the protection of all applicants and employees, and the City's contractors against discrimination. This will be accomplished through the following procedures:

1. Current employees will be encouraged to improve their job skills and qualification through training and education. Such improvements are to be considered for employee promotion.
2. 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.
3. 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.
4. Recruitment practices, including those described in paragraphs two (2) and three (3) will be conducted in an effort to include qualified minorities and females in all levels of responsibility and departments of government, in percentage in the population and/or available workforce.
5. When applicants are equally qualified, preference will be given to hiring minorities and identifying females in furtherance of the goal expressed in paragraph four (4).

Establishment of Quantifiable Goals

The City will utilize the most recent available census data as the basis of establishing a goal for minority employment. Currently the minority population of Bay County is 18.3%, per the U.S. Census Bureau's State & County Quick Facts website on May 10, 2022.

Statistically it may be difficult for the City's work force to totally mirror the census percentage due to unique or specific needs, sample size differences, and other similar contributing factors.

However, the City is committed to the establishment of specific goals, and further to make a sincere attempt to attain those goals within the bounds of our control. Goals for minority employment are hereby established as follows and are based on the number of full-time personnel in the City's work force:

Less than ten (10) employees +3% of the census percentage

More than ten (10) employees +2 % of the census percentage

Minority/majority status is only considered if the applicants are equally qualified and if the stated goal has not been attained.

Procurement of Goods and Services

The City will encourage the utilization of local, minority- and female-owned, and small businesses. This will be accomplished through the following procedures for soliciting minority & women businesses:

1. Quotes for small purchases will be solicited from local businesses, when the required goods and/or services can be obtained economically from local sources.
2. Lists of local minority and female-owned businesses will be maintained for use in soliciting quotes and bids. State or other directories of minority and female-owned businesses will be utilized in seeking bids when local competition is inadequate.
3. Requests for bids and proposals for services or goods will be advertised locally although it may also be necessary to advertise some projects over a broader geographic area in order to obtain adequate competition.
4. Where applicable, federal equal opportunity affirmative action language will be included in contracts and requests for bids.
5. Contractors will be informed of equal opportunity affirmative action obligation requirements to ensure their compliance.
6. Contracts will contain requirements for prime contractors to solicit minority & women-owned firms as subcontractors.