



CITY COMMISSION ORDINANCE/RESOLUTION

TITLE: Resolution 23-1 (Commission)

DESCRIPTION: A RESOLUTION OF THE CITY OF COOPER CITY, FLORIDA, AMENDING RESOLUTION NO: 05-5-1, AS AMENDED, BY FURTHER AMENDING THE ADMINISTRATIVE PROCEDURES AND POLICIES FOR THE CONDUCT OF CITY COMMISSION BUSINESS; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

CITY MANAGER RECOMMENDATION:

The City Manager requests approval of Resolution 23-1 amending the Administrative Procedures and Policies for the conduct of City Commission Business.

BACKGROUND OF ITEM:

At the February 28, 2023 City Commission meeting, there was Commission consensus to address the entirety of the Commission's Administrative procedures. Topics of discussion are as follows but not limited to:

- Duties and responsibilities of the Executive Assistant
- Issuing of proclamations
- 11:30pm end time to Regular City Commission
- Placement of agenda items
- Dias seating

At the March 28, 2023 City Commission meeting, the Commission reviewed the City's administrative procedures and seeks to further amend the procedures. The City Commission finds that these additional amendments to the City Commission's administrative procedures are in the best interests of the citizens and residents of the City.

ATTACHMENTS:

Ex.1 – Resolution 23-1

Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forwar...	04/14/23 09:47 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	04/14/23 11:47 AM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	04/14/23 11:49 AM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	04/14/23 12:18 PM
Allen, Tedra	END WORKFLOW - APPROV...		04/14/23 02:21 PM