



CITY COMMISSION ORDINANCE/RESOLUTION

TITLE: Resolution 25-50 - (Administration)

DATE: August 26, 2025

DESCRIPTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY COOPER CITY, FLORIDA, PURSUANT TO SECTION 4.01 OF THE CITY CHARTER, APPROVING AN AMENDED COMMISSION POLICY NO. 02-014 ATTACHED HERETO AS EXHIBIT "A," RELATED TO TRAINING/TUITION/CERTIFICATION REIMBURSEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of Resolution 25-50 amending Commission Policy 02-014 to enhance cost control, improve accountability, and extend the retention period for employees who receive tuition reimbursement.

BACKGROUND OF ITEM:

Commission Policy No. 02-014, originally approved on August 27, 2024, governs the reimbursement of training, tuition, and certification expenses for eligible employees. The current Version of the policy lacks a cap on reimbursable credits per semester or year and only requires a one-year employment commitment post-reimbursement.

The proposed amendment includes:

- A limit of 12 credits per year eligible for reimbursement.
- A graduated reimbursement structure based on academic performance.
- Clarification of reimbursement eligibility and exclusions (e.g., textbooks, lab fees).
- A two-year post-reimbursement retention period.
- Advance approval requirements from the Department Director and City Manager.

These updates aim to maintain a competitive employee benefit package while better aligning with industry standards and financial sustainability.

ANALYSIS:

A comparison with six other cities in Broward County revealed that Cooper City's previous policy was more open-ended than typical. Most surveyed municipalities impose course caps and have two-year retention requirements following reimbursement. Updating the City's policy

aligns with regional best practices and ensures equitable treatment of employees across departments.

STRATEGIC PLAN:

These changes support the following City's goal:

- Enhance employee development and performance.
- Promote fiscal responsibility and cost-effective administration.
- Strengthening workforce retention and institutional knowledge.

FISCAL IMPACT:

By limiting the reimbursement to a maximum of 12 credits per year, per employee and tying reimbursement levels to academic performance, the City can more effectively forecast and manage training-related expenses within each department's annual budget. Additionally, the extended retention period may reduce turnover and associated hiring and onboarding costs.

ATTACHMENTS:

1. Resolution 25-50
2. Policy 02-014 – Proposed changes highlighted
3. Spreadsheet of comparison results with other Broward County cities.