



## CITY COMMISSION ORDINANCE/RESOLUTION

**TITLE:** Resolution 25-73 (Clerk's Office)

**DATE:** November 18, 2025

**DESCRIPTION:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, APPROVING AND ADOPTING A COMMISSION MEETING SCHEDULE FOR FY2025-2026, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN, PURSUANT TO SECTION 2-21 OF THE CITY'S CODE OF ORDINANCES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**RECOMMENDATION:**

Adoption of Resolution 25-73, which adopts a Commission Meeting Schedule for FY 2025-2026.

**BACKGROUND OF ITEM:**

Section 2-21 of the City's Code of Ordinances requires the City Commission to hold regular Commission meetings on the **second and fourth Tuesday** of each month. The schedule may be amended by resolution of the Commission to account for holidays, conferences, and other municipal calendar considerations. The City Charter, Section 3.12, also outlines the framework for Commission meeting procedures.

Resolution 25-73 approves and adopts the recommended meeting calendar for FY 2025-2026 as presented in **Exhibit "A"** and ensures compliance with the City's regular meeting requirements. The resolution allows the City to formally publish and provide public notice of the annual meeting schedule to residents and staff.

**Analysis:**

The proposed schedule includes two regular meetings each month, except when adjustments are necessary due to holidays or scheduling conflicts. The schedule complies with the requirements of Sec. 2-21 of the Code of Ordinances and follows the previous practice of adopting the annual meeting calendar by resolution each fiscal year. Adopting the schedule enhances transparency, supports organizational planning, and ensures the community stays informed about the dates for official City business and decision-making.

**ATTACHMENTS:**

1. Resolution 25-73

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Attorney	11/04/25 03:05 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	11/04/25 03:07 PM
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	11/06/25 03:24 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	11/07/25 03:02 PM
Allen, Tedra	END WORKFLOW - APPROVED		11/07/25 03:13 PM