



CITY OF  
**Cooper City**  
*Someplace Special*

Greg Ross, Mayor  
Jeff Green, Commissioner  
Ryan C. Shrouder, Commissioner  
Jeremy Katzman, Commissioner  
Lisa Mallozzi, Commissioner  
Alex Rey, City Manager

July 26, 2024

Dear Isis:

The City of Cooper City is pleased to extend you a conditional offer of employment for the position of *Human Resources Director* with a tentative start date of August 28th. Your annual salary will be \$130,000 subject to taxes and other withholdings as required by law and the policies of the City. The City has a robust benefits package that includes sick and vacation leave, 13 observed holidays, 2 personal days, and participation in the Florida Retirement System (3% mandatory contribution), and rich medical, dental, and vision group insurance. Insurance benefits begin the first of the month following 30 days of employment. You may choose to have a city-issued cell phone or receive a cell phone allowance of \$70 per month. This is a full-time exempt position with normal working hours of 8:00 a.m. – 5:00 p.m. Monday through Friday.

Your appointment to this role is contingent upon successfully completing a background check, references, employment physical, drug test and Commission approval per our Charter. The next Commission meeting is set for August 27th, 2024. Your attendance is requested at 6:30 p.m.

Please confirm your acceptance below and do not hesitate to reach out if you have any questions.

Sincerely,

Alex Rey, City Manager

Signature:

Isis Medina

9090 SW 50 Place, Cooper City, Florida 33328 | 954-434-4300 | info@CooperCity.gov | www.CooperCity.gov



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EQUAL OPPORTUNITY EMPLOYER