



**CITY OF COOPER CITY
CITY COMMISSION**

**COMMISSION WORKSHOP GOVERNANCE AND PROCEDURES MINUTES
TUESDAY
June 18, 2019
6:00 PM**

1. Pledge of Allegiance
Mayor Ross opened the meeting at 6:00 PM and led the assembly in the Pledge of Allegiance.
2. Roll Call
Present were Commissioners Meltzer, Green, Curran and Mayor Ross. Commissioner Pulcini was absent.
3. Public Comments (each member of the public is allowed to speak for four (4) minutes)
None.
4. Presentation on Governance and Procedures

City Attorney Horowitz spoke on the following governance procedures: The City has a Commission – Manger form of government where the Commission makes policies with recommendations and input from staff and advisory boards. The City Manager is tasked with running the daily tasks. The Commission has three direct reports, the City Manager, the City attorney and the Commission’s administrative aid. While the Commission dictates policy, the City Manager implements it. There is a provision in the Charter that speaks to limitation of the role of the Commission, with the exception of inquiries, investigations, and information gathering the Commission who acts through a majority of three is prohibited to give direction to staff. The City Manager also takes direction for the majority of three. The Commission takes action threw three ways motions, ordinances and resolutions. An ordinance is a legislative action of the Commission and a resolution is an administrative statement. In a Quasi-Judicial action, the applicants have rights and the application is presented to the Commission. The noninterference provision says direction can not be given by individual

Commissioners. Placemat of items on the agenda can be placed on the items to be placed on the agenda section. City Attorney Horowitz also stated When the Commission makes a motion be mindful to state the motion.

5. Commission Discussion

Commissioner Meltzer asked if the Chair is required to run the meeting using Roberts Rules.

Mr. Horowitz said his suggestion is to use Roberts Rules but it is not required.

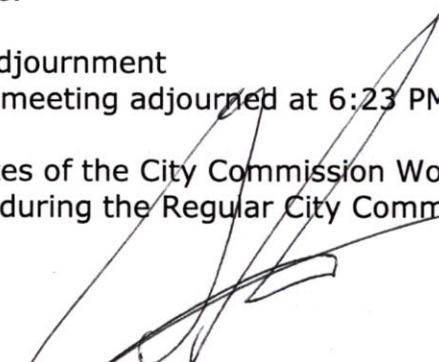
6. Additional Public Comments (each member of the public is allowed to speak for an additional two (2) minutes)

None.

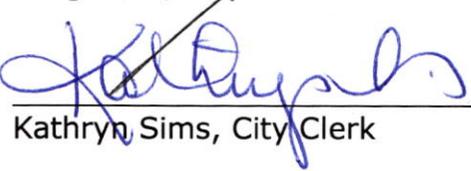
7. Adjournment

The meeting adjourned at 6:23 PM.

The minutes of the City Commission Workshop Meeting of June 18, 2019 were approved during the Regular City Commission Meeting of September 24, 2019.



Greg Ross, Mayor



Kathryn Sims, City Clerk

NOTICE: This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-434-4300 ext. 220, not later than two days prior to such proceeding. One or more members of the City of Cooper City Advisory Boards may be in attendance and may participate at the meeting. Anyone wishing to appeal any decision made by the Cooper City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at www.coopercityfl.org or at the Office of the City Clerk, City of Cooper City, 9090 SW 50 Place, Cooper City, Florida, 33328, 954-434-4300.