

**CITY OF COOPER CITY
CITY COMMISSION WORKSHOP AGENDA MINUTES
JULY 11, 2017
5:30 PM**

1. PLEDGE OF ALLEGIANCE

Mayor Ross opened the meeting at 5:30 PM and led the assembly in the Pledge of Allegiance.

2. ROLL CALL

Present were Commissioners Green, Curran, Mallozzi, Sims, and Mayor Ross.

3. AGENDA CONCERNS

Tina Hudson, Senior Administrative Specialist to the Commission spoke on backup she gave to the Commission regarding her summary of daily duties.

4. JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT TO COMMISSION

The Commission outlined the job description for the Administrative Assistant to the Commission. The consensus was reached that the title would be changed to Executive Assistant to the Elected Officials. The job salary range was also moved up a tier.

5. ADJOURNMENT

The meeting was adjourned at 6:50 PM.