



— POSITION AVAILABLE —

CITY MANAGER

Apply by February 24, 2023

Cooper City's motto is "Someplace Special", and it is a very special place. In fact, it is one of the finest suburbs in Southeast Florida. With outstanding schools, a wonderful year round climate, and an abundance of parks, recreational facilities, and programs for all ages, it has long been known as an excellent place to raise a family. The quality of life here is simply superb and Cooper City possesses a unique charm.

The City has a small-town atmosphere while being part of a large metropolitan area. Locally, Cooper City's Parks and Recreation Department organizes many community events, often drawing thousands of people, including residents and visitors from neighboring municipalities. Some of these events are Founder's Day, Light Up Cooper City, Eat to the Beat, Father Daughter Dance, Mother and Son Adventure, Spring Egg-Stravaganza, Touch-a-Truck, Bike Rodeo, Halloween Extravaganza, and community garage sales, among others.

Broward County is home to miles of beaches, beachfront dining and entertainment, as well as Everglades National



Park, Seminole Hard Rock Hotel and Casino, Hard Rock Stadium (home to the Miami Dolphins and University of Miami Hurricanes), FLA Live Arena (hosting concerts and home of the Florida Panther NHL team), Sawgrass Mills (the largest outlet shopping destination in the country), and Flamingo Gardens (a botanical garden which is home to innumerable plants—including the largest tree in Florida) For those who enjoy culture, Fort Lauderdale is known for the Broward Center for the Performing Arts (which offers a wide variety entertainment including touring Broadway productions) and for the NSU Museum of Art. If that is not enough, neighboring Miami-Dade and Palm Beach Counties offer even more opportunities.

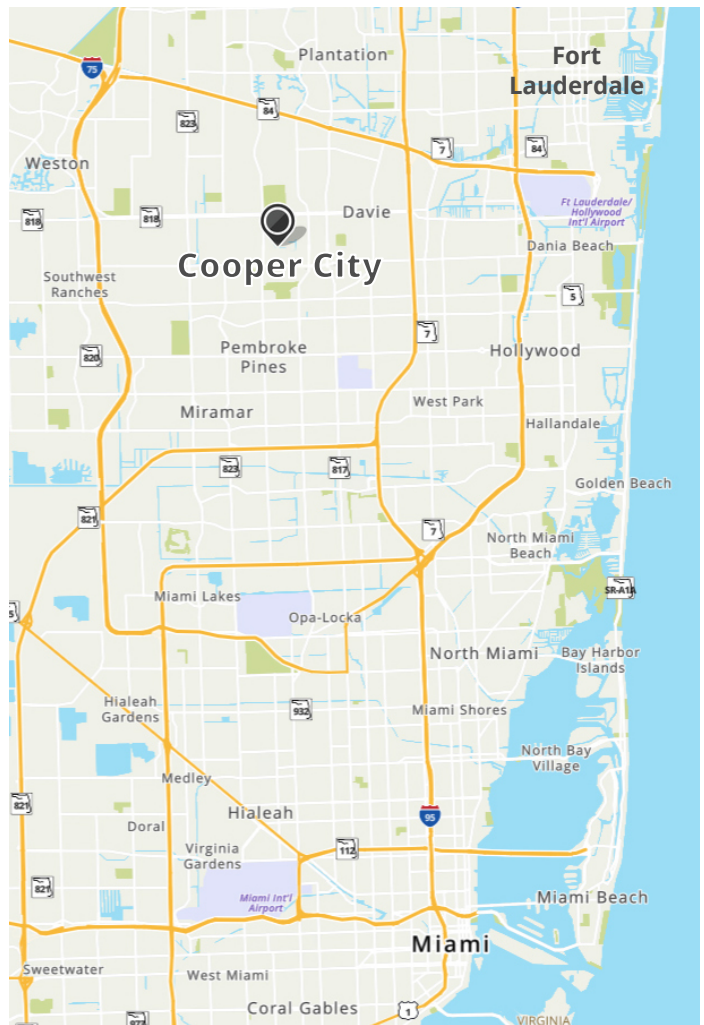
The Optimist Club of Cooper City provides seasonal recreational opportunities, utilizing the City’s three sports complexes: Suellen H. Fardelmann Sports Complex, Bill Lips Sports Complex, and Flamingo West Park. The sports offered are basketball, beach volleyball, pickle ball, flag football, girls softball, soccer, travel soccer, cheerleading, baseball, and tackle football.

Known as one of the best places to live in Florida, the City offers residents a sparse suburban feel where most residents own their homes. The median home price for single-family dwellings is \$686,135, and, until recently, stayed on the market only a few days. Crime is low here—in fact, lower than approximately 72% of Florida communities.

Five “A” rated public schools are located in Cooper City and have held that rating for more than two decades. They are Cooper City Elementary School, Embassy Creek Elementary School, Griffin Elementary School, Pioneer Middle School, and Cooper City High School. Numerous charter, private and religious schools are also located within Cooper City, providing residents with additional options that complement the five public schools.

If you seek higher education, 47 colleges and universities are within 50 miles of Cooper City. The nearest is Nova Southeastern University, Broward County’s only doctoral research university, which is in the adjacent Town of Davie. The University of Miami in Coral Gables is ranked #48 in the nation

Figure I: Location of Cooper City, FL



by CollegeSimply, and the largest college in the area is Florida International University, both around a 30 minute drive. Other universities include Broward College, Florida Atlantic University, University of Phoenix South Florida Campus, DeVry University Florida, St. Thomas University, Barry University, Florida National University, Miami-Dade College, and Palm Beach State College.

For the sports fan, the Florida Panthers, South Florida’s professional hockey team, plays in nearby Sunrise. To the south and nearby are the Miami area teams: the Heat, Dolphins and Marlins. For the college sports fan, Nova Southeastern, the University of Miami, FAU, and FIU have collegiate athletic programs that have achieved notoriety. Finally, Broward County and nearby cities also offer a wide variety of recreational leagues for youth and adults. Of course, the Atlantic Ocean is nearby and



constantly beckoning with its opportunities for boating, fishing, paddle boarding, wind surfing and scuba diving.

Located fourteen miles southwest of Fort Lauderdale and about twenty-six miles north of Miami, Cooper City is wonderful if you like to travel. Fort Lauderdale–Hollywood International Airport is about 17 minutes away and hosts traditional as well as low cost carriers. Miami International Airport is about 30 minutes south and is the East Coast’s gateway to South America. If you prefer cruise ships to planes, the Port Everglades in Fort Lauderdale and the Port of Miami are each within a 30 minute drive, and are two of the three busiest cruise ports in the world.



All in all, Cooper City is amazing in that it has managed to keep its small town feel while being surrounded by more than two million people in Broward County. Recreational, shopping, entertainment and cultural opportunities abound. It is simply a wonderful family-centered community with excellent schools and amenities. So, if you are an outstanding, experienced City Manager or Assistant, please dust off your resume and apply.

HISTORY

In the first half of the 20th century, Cooper City was the site of a huge citrus grove. After a flood devastated the groves, they were sold to Morris Cooper. His dream was a planned community which officially became Cooper City by a special act of the Florida Legislature in 1959. At the time, approximately 85 residents lived within 35 completed homes. Development slowed when the bottom fell out of the real estate market in the early 1960's. As

Table 1: Cooper City Demographics

Distribution by Race		Distribution by Age	
White	71.1%	0 to 14	20.3%
Black	6.6%	15 to 24	13.3%
Asian	6.3%	25 to 44	24.6%
Native American	0.2%	45 to 64	27.3%
Two or More Races	15.8%	65 to 84	13.3%
Total	100%	Over 85	1.2%
Hispanic Ethnicity	31.4%	Estimated Population: 34,400	

Educational Achievement (Over Age 25)	
High School or Higher	93.8%
Bachelor's Degree or Higher	46.7%

Other Statistics	
Median Age—Cooper City	43.0
Median Age—U.S.	38.8
Poverty Rate	4.4%

Source: U.S. Census Bureau

the market returned, more homes were sold, and today Cooper City covers more than eight square miles with 36,600 residents.

DEMOGRAPHICS

See Table 1 for Cooper City demographics.

CLIMATE

Cooper City features a tropical climate without a great deal of seasonal variation in temperature. Highs during the summer are in the 90°Fs with lows averaging in the mid-70°s. In the winter months, the highs average in the mid-70°s and the lows are in the 60°s. The majority of the City's annual precipitation of 65 inches generally occurs between June and September. By comparison, Chicago and New York City get 37 inches and 47 inches of precipitation annually respectively.

Hurricanes do strike the area occasionally between June 1 to November 30. Though they can be extremely strong storms, their impact is generally limited. For example, if you are more than 50 miles from the hurricane's center, it will probably not materially affect you, although you should always be prepared.

GEOGRAPHY

Cooper City is located 26 miles north of Miami and 14 miles southwest of Fort Lauderdale. It is bounded by Davie to the north, Pembroke Pines to the south, both Hollywood and Davie to the east, and Southwest Ranches to the west. The City covers a total area of 8.3 square miles, of which 8.0 square miles is land and 0.31 square miles is water. Its average elevation is nine feet above sea level.

COMMERCE

Cooper City is almost exclusively residential and has the fourth-highest average household income in Broward County. As such, very few commercial businesses are actually located in the City. For the most part, they are on the City's boundaries and outside the city limits. As a result, most people commute to work outside the City. See page 5 for Cooper City Principal Employers.

THE GOVERNMENT

Cooper City has a Manager-Commission form of government. The Mayor and City Commissioners serve staggered four-year terms with a maximum of three consecutive four years terms. Elections are held in even numbered years. The Mayor is elected at-large as will be all Commissioners beginning in 2024. In terms of longevity, the Mayor and one Commissioner are halfway into their third terms and will be replaced in two years. One member is halfway through his first term, and two were elected in November. That said, one of the latter two previously served on the Commission for three terms before taking a break, due to term limits.

Table II: Principal Employers, Cooper City, FL

Employer	Industry	Employees
School Board	Education	552
Publix (3 supermarkets)	Retail	520
Walmart	Retail	299
Steris Instrument Management Services	Manufacturing	195
City of Cooper City	Government	141
Leader Animal Specialty Hospital	Veterinarian Services	100
The Sheridan at Cooper City	Senior Care Facility	91
Florida Solar & Air, Inc.	Retire/Life Care	75
Walgreens	Retail	54
Wendy's (2 stores)	Food	54

Source: Cooper City, FL 2022 CAFR and Interviews

The Commission appoints the City Manager and City Attorney. It also approves the City Manager's appointment of Department Directors and Assistant Directors. The City's departments are Administration, Community Development, City Clerk's Office, Finance, Human Resources, Public Works, Parks and Recreation, and Utilities (water and sewer). The City contracts with the Broward County Sheriff's Office (BSO) for Public Safety. The Sheriff's Office suggests several candidates to be the Police Chief and Fire Chief to the City Manager. The Commission confirms (or not) his/her suggested selection. The City contracts with Waste Management for garbage and bulk pickup. This contract will be up for a bid in 2023.

Cooper City's total budget is \$86,034,664 and its general fund budget is \$42,706,897. The City has 110 full time employees and another 31 full time equivalent employees when part time and seasonal employees are considered. These figures do not include the BSO personnel staffing public safety. The City Manager has ten direct reports, three of whom are in Administration and the remaining seven are Department Heads. The Fire Chief and Police Chief report the Broward Sheriff's Office but also indirectly to the City Manager. For more details, see Figure 2 on page 6.

The City has a five year capital improvement program, and the City's infrastructure is in relatively good condition.

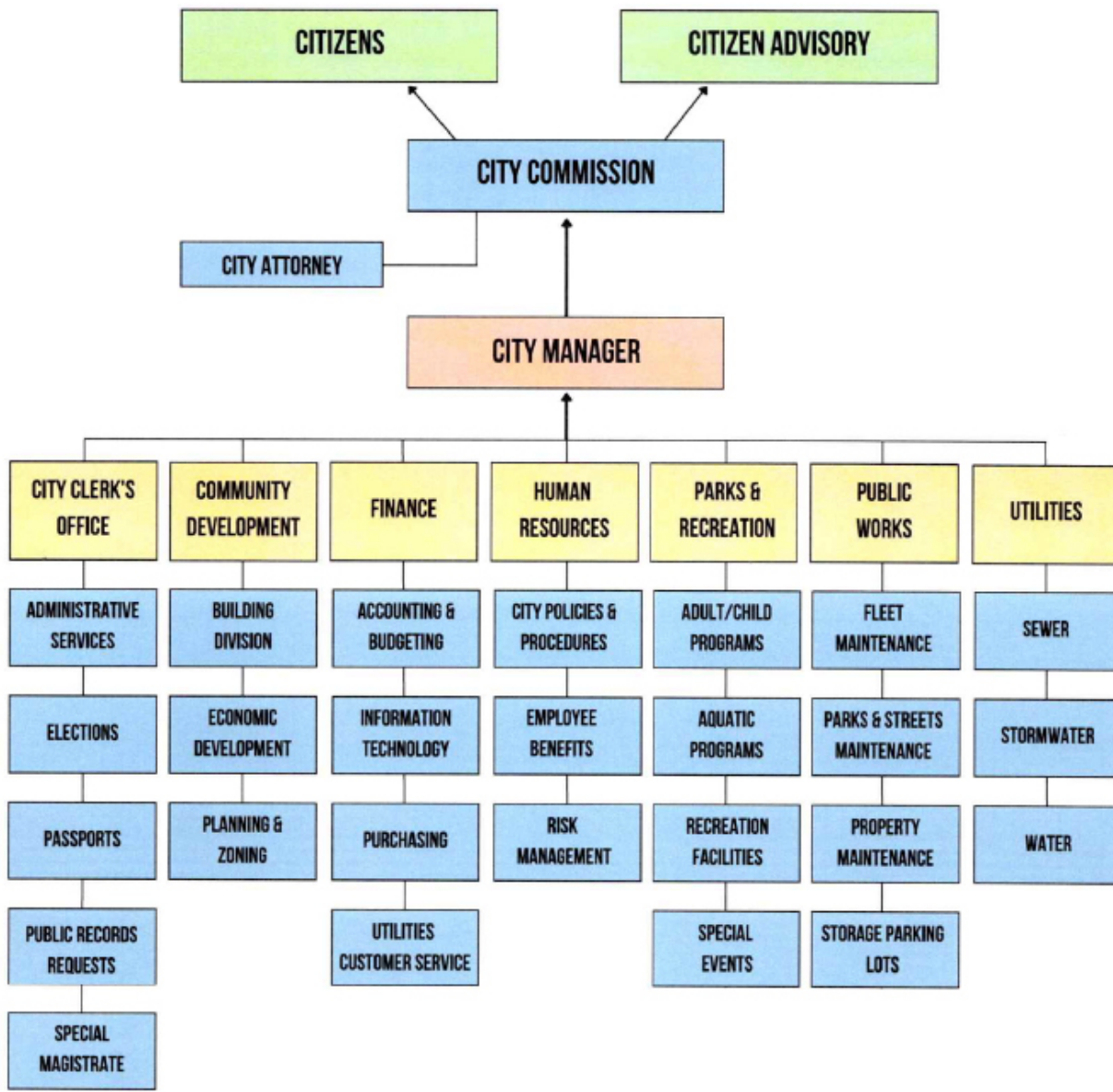
The City does not currently have any unionized employees, but is currently in negotiations on a collective bargaining agreement with the General Association of Miramar Employees (GAME) to represent some of the operations and maintenance employees in Public Works and Utilities.

THE CHALLENGES & OPPORTUNITIES

The City's biggest current concern is how to provide necessary services with very limited growth, while preserving the special place Cooper City has become.

The first challenge is financial. Cooper City is a bedroom community, and very little of its property tax revenue comes from commercial properties. As such, taxes can only be raised so much. Furthermore, police and fire services are contracted with a 5% increase (approximately one million dollars a year) for each of the next four years. That amounts to a need for a 2.3% increase (or offsetting cuts) in the general fund budget each year. Finding the resources to meet increasing costs will be essential.

Reviewing the City's communication strategy will be one of the first tasks the new Manager will need to undertake. Residents use a variety of platforms when they search for information about the City and its activities. Finding effective ways to utilize these platforms to ensure residents get timely and accurate information will be critical. The Manager will also want to ensure all the Commissioners receive the information they need to be kept informed and to make the best possible decisions for the community.



Along with reviewing the communications strategy, the new Manager will want to examine the rest of the government to ensure the right people are doing the right things in the most efficient and effective manner, and that the staff has resources it needs to accomplish the Commission’s priorities. That will involve a review of current policies, procedures, and practices to ensure they are using current technologies. Part of this analysis will involve reviewing the Commission-City Manager relationship and making sure both parties are operating within the parameters outlined in the City Charter. That said, the role of

the Commission is not well defined in the Charter, except in terms of prohibitions. Specifically, it states, “Except for the purpose of inquiries and investigations, the commission or its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the commission nor its members shall give orders to any such officer or employee, either publicly or privately...” The current Manager has made great strides in improving the City’s operation, but more can be done. A fresh set of eyes is generally a benefit to any organization.

The previous Commission had the goal of bringing reform to Cooper City, and they did many positive things such as creating a human resources department. At times, however, the process seemed somewhat chaotic. As a result, the current senior staff members are relatively new to their jobs. Further, some positions are open and need to be filled. Finally, it is conducting a pay study to ensure employee compensation is competitive, which should help in hiring and retaining the staff.

The goals of the Cooper City Commission have been to provide the highest level of service possible for constituents and to treat City staff respectfully. The next Manager should plan to continue to improve the organization's culture.

THE IDEAL CANDIDATE

The City Commission is seeking an achievement oriented leader and manager. They want someone to work with them as a partner and trusted advisor—someone who will be honest and tell them what they need to hear, not what they want to hear. The best candidate will be comfortable in their own skin, very professional and inspire confidence. The next Manager will need to be able to balance competing points of view, find common interests, and bring people to consensus while not becoming involved in the politics. He/she will ensure all the officials have the same information at the same time and will focus on counting to five, not three. In other words, everyone will be fully informed (including happenings in the community), and there will be no surprises.

The ideal candidate will be approachable, receptive, open-minded, honest, and transparent as well as organized, intelligent, forward thinking, friendly, dynamic, cheerfully persistent, high-energy, extremely positive and very proactive (but not aggressive or abrasive). The individual will have a "can do" attitude and be visionary yet practical. The best candidate will think strategically and be able to look over the horizon to anticipate problems and fix them before they become issues. He/she will not be comfortable sitting behind a desk and giving instructions. Rather, the Manager will be in the community and the City's offices,

talking to people, listening and learning. A sense of humor will be important, as will a calm bedside manner.

Ideally, the selected individual will create a culture of positivity, set goals, and rely on subordinates to do their jobs competently. The staff is well qualified, so the next Manager does not need to micromanage. Instead, he/she will expect to be kept informed and will hold the staff accountable, while also serving as a buffer between employees and the Commission. The Manager will be a mentor and encourage staff development. He/she will recognize that diverse opinions and spirited discussions make for better decisions and programs. Building teams and promoting teamwork will be important. Good judgment in hiring will be critical as the staff is small and everyone, including the Manager, is expected to roll up their sleeves to get the job done.

Customer service, along with communication, integrity, and transparency, will be core values for the Manager. Cooper City expects the Manager to be someone who leads by example and encourages the staff to find ways to get to "yes." Customers are not always right, but they should be treated fairly, and an honest effort should be made to solve their problems. If a solution is not possible, an explanation of why should be given.

The City is seeking someone who is a critical thinker who is always asking if there is a better way to conduct business and address problems. Analytical skills, as well as a knowledge of how to utilize information technology to optimize processes and inform the public, will be very important. As noted, Cooper City has limited resources and the Commission wants someone who will ensure its money is well spent.

The next Manager will have strong skills in management, budgeting, and finance. A track record of success in intergovernmental relations will be important as the City frequently interacts with other nearby local governments as well as state and federal agencies. Experience in disaster management is a plus. Florida experience is preferred but not mandatory.

Per the City Charter, applicants for the position must have a "combination of a Bachelor's degree in Public Administration,

Business Administration, or other related fields from an accredited college or university and three (3) years' public administration experience; or ten (10) years' experience in public administration, with at least three (3) years' experience in a city manager or assistant city manager position, which is credentialed by the International City Management Association." That said, the ideal candidate will have seven to ten years of increasingly responsible experience as a senior level government manager with five years' experience as a City Manager or Assistant. A master's degree is preferred. Florida experience is strongly preferred but not mandatory.

The Commission hopes the selected candidate will recognize Cooper City as the incredible opportunity it is and view the position as a destination, not a steppingstone on their career path.

COMPENSATION

The salary range is expected to be \$185,000 to \$250,000. A final determination will be made at the Commission meeting on February 14th, and will be posted here after that date. The actual salary will depend on qualifications and experience. Benefits are excellent. The City Manager will be part of the Florida Public Employees Retirement System for Senior Management, unless he/she chooses to opt out.

THE MOST RECENT CITY MANAGER

The current City Manager is leaving of his own volition after serving a little over three years in the position.

RESIDENCY

Residency in Cooper City is not required, though the Manager needs to live close enough to respond to any emergencies that occur. However, given all Cooper City's positives, why would you want to live anywhere else?

HOW TO APPLY

E-mail your cover letter and resume to Recruit26@cb-asso.com by February 24th, 2023. Faxed and mailed resumes will not be considered. Questions should be directed to Lynelle Klein at (970) 433-7189 or Colin Baenziger at (561) 707-3537.

INTERNAL CANDIDATES

We do not anticipate any internal candidates.

CONFIDENTIALITY

Under Florida law, all applications are a public record once submitted. As a practical matter, we anticipate little, if any, media coverage until the point where semi-finalists are recommended to the City Commission, and possibly later.

THE PROCESS

Applications will be screened in March and interviews held in April. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

Cooper City is an Equal Opportunity Employer and strongly encourages women, minorities and veterans to apply.

ADDITIONAL INFORMATION

For additional information about the city, visit:

CooperCity.gov (Cooper City Website)

coopercity.gov/ (Cooper City Strategic Plan)

davie-coopercity.org (Chamber of Commerce)