

# City of Cottonwood Shores

P.O. BOX 191  
MARBLE FALLS, TX. 78654


The City of Cottonwood Shores Commissioners will hold a City Meeting/Workshop Thursday, November 30th, 1989 at 8.00 p.m. to discuss the following;

## AGENDA

1. Discussion and or action on the City of Cottonwood Shores Audit for the fiscal year 1988 - 1989.
2. Discussion and or action on a possible Resolution on Proposition 5 known as the Freeport Exemption.
3. Discussion and or action on the purchase of a telephone message recorder for the City of Cottonwood Shores.
4. Discussion and or action on 911 Emergency Management Planning process and motion to the 911 Emergency Management Planning council to make decisions on behalf of the City of Cottonwood Shores if not able to have proper representation at these meetings.
5. Discussion and or action on garbage, nuisance, junk, noise, and building code ordinances.
6. Discussion and or action on the purchase of the Cotton-Terrace Water System by the City of Cottonwood Shores.
7. Open discussion.

I certiyf that the above notice was posted on the bulletin board located at 4111 Cottonwood Drive, Cottonwood Shores, Texas laso known as the P.O.A. Clubhouse this 27th day of November, 1989 at 7.30 p.m.

Respectfully;

  
Teri Hogan  
City Secretary

# *City of Cottonwood Shores*

P.O. BOX 191  
MARBLE FALLS, TX. 78654

The City of Cottonwood Shores Commissioners convened in a City Meeting/Workshop November 30th, 1989 at 8.00 p.m. Those present were Leon Upshaw, Mayor; Adrian Gawlik, Commissioner 1 and Mike Butler, Commissioner 11.

Agenda #1. Motion was made by Mike Butler to approve the City of Cottonwood Shores Financial Audit for the 1988-1989 fiscal year as prepared by Keith Neffendorf C.P.A.. Adrian Gawlik 2nd the motion. Motion was carried.

Agenda #2. It was discussed that any action on the Freeport Exemption be tabled until the regular city meeting in December to enable the Commissioners time to study the information at which time they would decide to pass a resolution on the Freeport Exemption.

Agenda #3. It was motioned by Adrian Gawlik to purchase a telephone message recorder not to exceed \$75.00 in cost. Mike Butler 2nd the motion. Motion was carried.

Agenda #4. Mike Butler motioned that The City of Cottonwood Shores Commissioners cooperate with Capco, Emergency Management coordinator of the 911 system, in reference to the City participating in the County Address Coordinating Committee known as C.A.C.C.. Adrian Gawlik 2nd the motion. Motion was carried.

Agenda #5. It was decided not to pursue a noise ordinance. On the building ordinance it was decided to get copies made of Meadowlakes building ordinance so the Commissioners could study and revise to our communities needs.

Mike Butler motioned that we begin the work of drafting up a Junk ordinance. Adrian Gawlik 2nd the motion. Motion was carried. Mike Butler made motion that we draft up a garbage ordinance. Adrian Gawlik 2nd the motion. Motion was carried. It was discussed to look into a nuisance ordinance.

Agenda #6. Leon Upshaw let the Commissioners know that Larry Moddle could not take over and run the Cotton-Terrace Water System as previously discussed due to his health. It was suggested that we speak with Gene Scott and see if he could help in this matter. It was also suggested that perhaps we could get an individual to oversee our operation who has a class C license til we could train someone who wanted this position.

Mike Butler made a motion to purchase the Cotton-Terrace Water System if the problem of having someone with a class C license could be resolved. Adrian Gawlik 2nd the motion. Motion was carried.

Mike Butler would bring to the next Workshop necessary info for the Commissioners to review with the purchase of the water plant.

Agenda # 7. It was noted to have a city Workshop next Thursday at 7.00 p.m. to enable the Commissioners to work on the purchase of the Cotton-Terrace Water System. It was also noted to place on the agenda the time change of the Regular City Meetings each month to 7.00 p.m. when Daylight Savings time goes into effect each October.

Leon Upshaw mentioned that he had some information on a Franchise Fee with P.E.C. and would discuss at a future meeting. He said that a representative would be glad to meet with the City at our convenience.

It was discussed that we could appoint a code enforcement officer for the sole purpose of enforcement of our ordinances.

Bob McKewin asked for an advancement of \$100.00 for Municipal Judge School held in San Antonio. It was agreed to place on the Workshop agenda. He also suggested that a Court Clerk be appointed.

Meeting adjourned at 9.45 p.m.

Respectfully,

*Teri Hogan*  
Teri Hogan  
City Secretary

*Leon Upshaw*  
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Leon Upshaw Mayor

# GEISTWEIDT, NEFFENDORF, KLEIN, & KNOPP, P.C.

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AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
TEXAS SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

## REPORT ON INTERNAL ACCOUNTING CONTROLS AND MANAGEMENT LETTER

Honorable Mayor and Commissioners  
City of Cottonwood Shores  
Marble Falls, Texas 78654

We have audited the financial statements of the City of Cottonwood Shores for the year ended September 30, 1989 and have issued our report thereon dated November 10, 1989. As part of our audit, we made a study and evaluation of the system of internal accounting control of the City of Cottonwood Shores to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. We evaluated internal controls deemed significant to have a material relationship to the financial statements, including the controls for cash receipts, cash disbursements, payroll and fixed asset accounting. The purpose of our study and evaluation was to determine the nature, timing, and extent of performing the auditing procedures necessary for expressing an opinion on the entity's financial statement. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The management of the City of Cottonwood Shores is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any valuation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the City of Cottonwood Shores as a whole or on any of the categories of controls identified in the first paragraph. Our study and evaluation disclosed no conditions that we believe result in more than a relatively low risk that errors or irregularities in amounts that would be material in relation to the financial statements of the City of Cottonwood Shores may occur and not be detected within a timely period.

#### Other Recommendations

We did identify several minor points which should be brought to your attention.

#### Filing of Invoices

Each check written should be supported by an invoice or voucher. The invoices or vouchers should be filed in a systematic order (by check #, alphabetical, by month, etc). Each invoice or voucher should be marked or stamped "paid" with the check number and date.

#### Receipts and Deposits

Currently, the only receipts of the city besides checks from the appraisal district and warrants from the state comptroller are sewer permit fees. We recommend that the city use a prenumbered receipt for all monies collected except for appraisal district checks and state comptroller warrants. We also recommend that all monies collected be deposited within seven days. Even though the amount of monies sometimes is small, we recommend that deposits be made at least within seven days.

#### Monthly Financial Report

Currently, the monthly financial report does not include a summary by category for receipts or a comparison to the budget. We recommend that the monthly financial report include a summary of receipts (deposits) by category (taxes, mixed beverage tax, sewer permit fees, etc.) and a comparison of budget and actual amounts for revenues and expenditures.

These conditions were considered in determining the nature, timing, and extent of the audit tests to be applied in our audit of combined financial statements, and this report does not affect our report on the financial statements dated November 10, 1989.

This report is intended solely for the use of the City of Cottonwood Shores and the cognizant and other federal audit agencies and should not be used for any other purpose.

*Geistweidt, Neffendorf, Klein + Knopp, P.C.*  
GEISTWEIDT, NEFFENDORF, KLEIN & KNOPP, P. C.  
Fredericksburg, Texas

November 10, 1989