

**MINUTES OF THE WORKSHOP MEETING
OF THE CITY COUNCIL
OF THE CITY OF COTTONWOOD SHORES, TEXAS
CITY HALL – 3808 COTTONWOOD DRIVE
WEDNESDAY, JUNE 2, 2004, AT 5:30 P.M.**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Protem Pfeifer called the workshop meeting to order at 5:30 PM with Council Members Hildebrand, Carusi, and Plumley; a quorum was present. Councilwoman Beyer and Mayor Pickens were absent.
2. **DISCUSSION REGARDING SAFETY POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.**

It was discussed that the City did not fall under OSHA, but that the City should follow the guidelines and use common sense for safety purposes. An ordinance was discussed for safety procedures and Material Safety Data Sheets (MSDS) were discussed and the locations of the MSDS. A list is to be compiled and price quotes for equipment needed for safety such gloves, vests, glasses and harnesses

Monthly safety meetings were discussed and it was brought up that TML will furnish videos regarding safety. Discussion was held regarding the safety policy of handling the chlorine tanks or possible chlorine leak.

3. **DISCUSSION REGARDING PURCHASING POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.**

City Secretary Collier presented suggested ideas of the use of petty cash. Creating the position of a city treasurer was discussed along with getting all the recordkeeping back to the city rather than having outside source.

Use of purchase orders and monetary limits was discussed and getting competitive bids for anything over \$500.

A log was suggested for the use of tools and asset management in the lines of inventory. Discussion was held on employees furnishing their own tools versus the City furnishing tools because of missing and lost tools. The inventory system was discussed with having two sets of inventories, one for the truck and one for the facilities. It was mentioned that the office should have an inventory of equipment. It was suggested to create a computer log for inventory and checking into a computer program for inventory and purchase orders.

It was decided to change the authorization of the Mayor to approve purchases from \$10,000, to \$5,000, and the approval range would be over \$100 to \$5,000 per item, anything over the \$5,000 would be brought before Council.

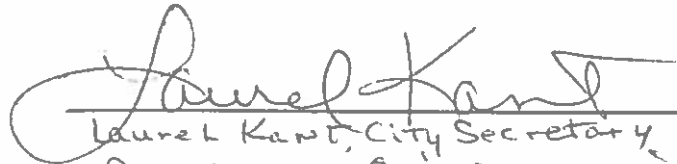
4. **DISCUSSION REGARDING THE PERSONNEL POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.**

The personnel policy was handed out the day of the workshop and it was agreed that everyone would take it home and study. Councilman Carusi reported that he and Councilman Plumley had gone over the policy and basically what it was changing was the dress code, time clocks, mail handling and moving some of the duties from the mayor to the City Secretary.

5. CITIZENS' COMMENTS. A workshop to be set up on Thursday, June 10th at 5:30 PM in order to discuss the purchasing policy further.
6. ADJOURNMENT. Mayor Protem Pfeifer adjourned the meeting at 7:53 PM.

ATTEST:

TENA COLLIER, CITY SECRETARY



Laurel Kant, City Secretary
Replaces Original Minutes
Dec. 22, 2005

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AGENDA

1. CALL TO ORDER AND ROLL CALL.
2. DISCUSSION REGARDING SAFETY POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.
3. DISCUSSION REGARDING PURCHASING POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.
4. DISCUSSION REGARDING THE PERSONNEL POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.
5. CITIZENS' COMMENTS.
6. ADJOURNMENT.

I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3808 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS, IN THIS 28TH DAY OF MAY, 2004 AT 5:00 P.M.

ATTEST:


TENA COLLIER, CITY SECRETARY

