

**MINUTES OF THE WORKSHOP MEETING
OF THE CITY COUNCIL
OF COTTONWOOD SHORES, TEXAS,
CITY HALL - 3808 COTTONWOOD DRIVE
THURSDAY, JUNE 10, 2004, AT 5:30 PM**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Protem Pfeifer called the workshop meeting to order at 5:34 PM with Council Members Carusi, Hildebrand, and Plumley in attendance; a quorum was present.
2. **DISCUSSION REGARDING PURCHASING POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.**

Mayor Protem Pfeifer stated that according to the book that for the size of the city, one person would be in charge of purchasing and giving out the purchase order numbers and be responsible for ordering purchases. The council members discussed the pros and cons of appointing one person to do the ordering and follow through with the purchase order.

City Secretary, Tena Collier, suggested that they continue to allow the department heads to order the supplies needed with one person assigning purchase order numbers and that designated person to follow through with the request.

Councilman Hildebrand stated that at a company he worked for that each individual person could write up the purchase request; call all the vendors to find the cheapest price, and then the purchasing officer would put a purchasing officer who would assign a purchasing order number and then order.

Councilman Carusi wanted to know how the current purchasing was handled. Mr. Nathan Cantrell reported that he called, ordered the parts, and they were shipped to him with the bill that he then turned into the office.

Mayor Protem stated that if the city was going to have a purchasing policy, it would have to apply to every purchase from the smallest washer to the biggest item.

City Secretary Tena Collier explained the authorizations of who is allowed to the various companies which could vary according to the company, such as chemicals could be authorized to purchase a larger amount than a purchase at a hardware store.

Mayor Protem Pfeifer stated that a purchase order should have a limit established by the governing body, usually less than \$500 per month, usually \$100 per purchase.

City Secretary Tena Collier stated that she would feel a lot more confident if the bills and purchase orders were attached to the checks before she signed so that she could see who ordered and who signed for the item.

City Secretary Tena Collier will write up the policy for purchasing and Ms. Amy Anderson will handle the purchasing order system.

Mr. Marley Porter suggested getting the Quick Books which has an invoicing program.

Mayor Protem Pfeifer said that another workshop would be held on June 30, 2004, at 5:30 PM, to go over the draft of the purchasing plan and finalize to present at the council meeting to make it a permanent policy.

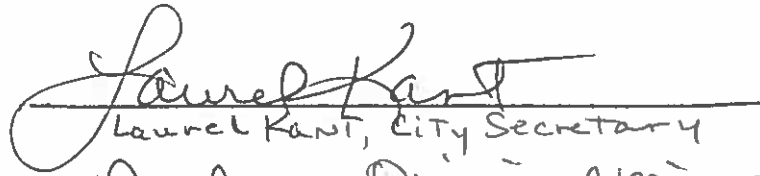
3. CITIZEN COMMENTS. Ms. Janet Taylor-Carusi discussed some of the computer programs available. Different computer viruses were also discussed that affect the computers and how they are received.

Councilman Plumley asked if it would be possible to get some temporary help to assist City Secretary Tena Collier in getting the minutes typed. Mayor Protem Pfeifer stated that it was not financially possible at this time. Mrs. Janet Taylor-Carusi stated that the overtime that City Secretary Tena Collier makes would possibly cover the expense of a part-time person.

Ms. Janet Taylor-Carusi asked if she could do a one (1)-page newsletter to put in with the water report inserting such things about leash laws, dog ordinance, and information about various new ordinances. Mayor Protem Pfeifer asked Ms. Taylor-Carusi to draft one and let the council look at it to see if it could be mailed with the water report due July 1, 2004.

4. ADJOURNMENT. Mayor Protem Pfeifer adjourned the meeting at 7:03 PM.

ATTEST:



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

TENA COLLIER, CITY SECRETARY

