



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Shaun George, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

6:00 PM
Monday, March 24th, 2025
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATION

Proclamation in recognition in memory of Darritt Crathers.

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action regarding the Williamson County Community Development Block Grant: Project Street selection.
2. Discuss, review, and take any necessary action to consider the creation of an interest-bearing account and assign at a fixed rate of operating expenses.
3. Discuss, review, and take any necessary action to consider the financing terms for two (2) patrol vehicles and equipment.
4. Discuss, review, and take any necessary action to consider the approval of an ordinance repealing Chapter 8.02.031 curfews.
5. Discuss, review, and take any necessary action to consider accepting TIMECLOCK proposal and services.
6. Discuss, review, and take any necessary action amending the City of Bartlett personnel handbook Section 5.01. Pay Period to require time clocks software to track employee hours.

FUTURE AGENDA ITEMS

ADJOURN

All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about gifts and donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices)



Chad Mees, Mayor
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Shaun George, Council Member

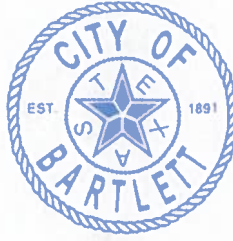
and 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Friday, March 21st, 2025, at or before 6:00 P.M.

 3-21-25

Posted by /s/ Brenda Kelley City Clerk



PROCLAMATION 2025-03-24

* * * * *

HONORING THE LIFE AND LEGACY OF DARRITT CRATHERS

WHEREAS, the City of Bartlett mourns the loss of a beloved member of our community, Darritt Crathers, who passed away on March 5, 2025; and

WHEREAS, Darritt Crathers dedicated his life to the service of Bartlett, leaving a profound and lasting impact on generations of residents through his hard work, unwavering kindness, and genuine commitment to the betterment of our city; and

WHEREAS, with a grin on his face and a heart full of dedication, Darritt never hesitated to step forward to make a difference, embodying the spirit of selflessness and civic pride that defines the best of our community; and

WHEREAS, his contributions, mentorship, and leadership have shaped the very fabric of Bartlett, ensuring that his legacy will continue to inspire those who follow in his footsteps; and

WHEREAS, the City of Bartlett expresses its deepest gratitude for Darritt Crathers' years of service, his unwavering devotion to the people of Bartlett, and the countless lives he touched;

NOW, THEREFORE, I, Chad Mees, Mayor of the City of Bartlett, Texas, on behalf of the City Council and the citizens of Bartlett, do hereby honor and recognize the extraordinary life and legacy of Darritt Crathers and extend our heartfelt condolences to his family, friends, and all who had the privilege of knowing him.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Bartlett to be affixed this 24th day of March 2025.

PASSED, APPROVED AND ADOPTED on March 24th, 2025.

CITY OF BARTLETT

Chad Mees, Mayor



Williamson County CDBG

From Hilton, Susan <Susan.Hilton@mrbgroupp.com>

Date Fri 3/21/2025 3:03 PM

To City Admin <cityadmin@bartlett-tx.us>

Caution: This is an external email. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi -

Here are some rough cost estimates assuming \$500,000 project with \$400,000 for construction; balance for engineering and construction contingency. :

Water Lines: \$200/LF; so the project would replace ~2,000-2,250 LF of waterlines

Roadway: Full reconstruction; 2 lanes wide (24' total width); project would reconstruct ~2,100 LF of roadway

Roadway: Overlay with 2" Type D Dense graded hot mix asphalt; Project will cover ~5,200 LF of roadway. Assumes 24' total width. NOTE: if there is existing cracking in the asphalt, overlay is not a suitable solution. Solomon didn't think you had too many roads in suitable condition for this option.

Keep in mind that the project would need to serve low income families.

Let me know if you have further questions.

Sue

SUSAN A. HILTON, P.E.

Senior Project Manager

Direct 254.313.9182



303 W. Calhoun Ave.

Temple, TX 76501

Office 254.771.2054

MRBGroup.com

Elevating Communities

Staff Comments:

The City's current accounting practices keep all revenues in a deposit account(s), as seen in the attachments, with zero (0) Annual Percentage Rate (APR). Generally, the best practice for governmental entities is to keep three (3) months, or six (6) pay periods, of overhead expenses in reserves in an emergency fund or savings account. The city's current overhead expenses per pay period are roughly \$35,000 for every compensation round. Staff recommends the creation of an interest-bearing account to secure overhead expenses in the event of a fault in operations whilst simultaneously compounding interest in an emergency fund.

After speaking with Cadence Bank, they have provided three plans for the City to consider for possible action.

#	Plan	Contribution / Overhead Expenses	APY	Return
1	No plan	\$ 210,000.00	0.00%	\$ -
2	3 months	\$ 210,000.00	3.25%	\$ 1,706.25
3	6 months	\$ 210,000.00	3.50%	\$ 3,675.00
4	12 months	\$ 210,000.00	3.00%	\$ 6,300.00



City of Bartlett
Municipal Treasurer's Report
2/21/2025

Bank Balances

	2/21/2025	1/9/2025
Community Film Fund *2539	\$ 28,732.29	\$ 34,645.43
Library Fund *0673	\$ 6,507.92	\$ 6,507.92
Utility Deposits *1799	\$ 21,093.01	\$ 21,090.32
2021 Limited Tax Notes *2206	\$ 138,952.82	\$ 138,935.12
Police Dept Seizure Account *3313	\$ 3,350.42	\$ 3,350.42
Cemetery Account *0070	\$ 17,177.97	\$ 16,975.80
General Fund Account *0089	\$ 514,438.73	\$ 393,559.30
Electric Fund *0118	\$ 2,689.50	\$ 2,689.16
Blue Santa Account *2167	\$ 1,619.92	\$ 1,569.92
2013-2014 CDBG *2183	\$ 218,435.33	\$ 218,435.33
2 TWDB Escrow *2458	\$ 1,590.50	\$ 1,590.50
Bond Series 2012 Interest & Sinking Fund *2474	\$ 18,731.30	\$ 18,731.30
Hotel Occupancy Tax Account *2562	\$ 2,008.83	\$ 1,843.96
Total Cash Balances-Cadence Bank	\$ 975,328.54	\$ 859,924.48

Property Tax Levied:

	10/30/2024	10/30/2024
I&S Property Tax	\$ 103,310.71	\$ 103,310.71
M&O Property Tax	\$ 774,888.74	\$ 774,888.74
Total Levied	\$ 878,199.45	\$ 878,199.45

Collected 1/31/2025 \$ (557,340.91) \$ (480,836.74)

Balance to Collect \$ 320,858.54 \$ 397,362.71

Debt Balances:

	1/9/2025	Next Payment	Next Payment
\$1,375,000 General Obligation Refunding Bonds, Series 2012	\$ 225,000.00	\$ 112,688.75	\$ 112,688.75
\$1,000,000 Limited Tax & Revenue Notes, Series 2021	\$ 705,000.00	\$ 170,957.25	\$ 170,957.25
\$750,000 Tax Notes, Series 2024	\$ 750,000.00	\$ 38,289.06	\$ 38,289.06
\$745,000 Combo Tax & Surplus Rev Cert of Oblig., Series 2024	\$ 745,000.00	\$ 29,246.75	\$ 29,246.75
Total Debt Balances	\$ 2,425,000.00	\$ 351,181.81	\$ 351,181.81

Other Items:

In discussions with auditor to begin audit.
 Catching up bank reconciliations



CADENCE EQUIPMENT FINANCE

3/7/2025

City of Bartlett, TX

It is a pleasure to submit for your consideration the following proposal to provide lease-purchase financing based on the terms and conditions set forth below:

1. Lessor: Cadence Equipment Finance, a division of Cadence Bank
2. Lessee: City of Bartlett, TX
3. Equipment Description: One (1) New 2025 Chevy Tahoe with Equipment
4. Finance Amount: \$99,125.20
5. Lease Term: 3 Years
6. Lease Payments: (These are approximate payment amounts. The actual payment will be determined at funding date.)

No Prepayment Penalty or Fees

36 monthly payments @ \$2,972.21 arrears
OR
3 annual payments @ \$36,500.34 arrears
7. Lease Rate: 5.03%
8. Funding Date: This proposal is contingent upon the equipment being delivered and the lease funded prior to the prime rate increasing above **7.50%**. **Any extension of the funding or delivery date must be in writing.**
9. Purchase Option: Title is passed to Lessee at lease expiration for no further consideration.
10. Non-appropriation/Termination: The lease provides that Lessee is to make reasonable efforts to obtain funds to satisfy the obligation in each fiscal year. However, the lease may be terminated without penalty in the event of non-appropriation. In such event, the Lessee agrees to provide an attorney's opinion confirming the events of non-appropriation and Lessee's exercise of diligence to obtain funds.

March 7, 2025

11. Bank Qualification: This lease-purchase financing shall be designated as a bank qualified tax-exempt transaction as per the 1986 Federal Tax Bill. **This means that the Lessee's governing body will pass a resolution stating that it does not anticipate issuing more than \$10 million in General Obligation debt or other debt falling under the Tax Bill's definition of qualifying debt during the calendar year that the lease is funded.**
12. Tax Status: This proposal is subject to the Lessee being qualified as a governmental entity or "political subdivision" within the meaning of Section 103(a) of the Internal Revenue Code of 1954 as amended, within the meaning of said Section. Lessee agrees to cooperate with Lessor in providing evidence as deemed necessary or desirable by Lessor to substantiate such tax status.
13. Net Lease: This will be a net lease transaction whereby maintenance, insurance, taxes (if applicable), compliance with laws and similar expenses shall be borne by Lessee.
14. Financial Statements: Complete and current financial statements must be submitted to Lessor for review and approval of Lessee creditworthiness
15. Lease Documentation: This equipment lease-purchase package is subject to the mutual acceptance of lease-purchase documentation within a reasonable time period, otherwise payments will be subject to market change.

If the foregoing is acceptable, please so indicate by signing this letter in the space provided below and returning it to Cadence Equipment Finance. **The proposal is subject to approval by Cadence Equipment Finance's Credit Committee and to mutually acceptable terms, conditions and documentation.**

Acceptance of this proposal expires as the close of business on 4/7/2025. Extensions must be approved by the undersigned.

Any concerns or questions should be directed to Jonathan King at 228-223-4642 or Jonathan.King@cadencebank.com.

Jonathan King
Municipal Territory Manager

ACKNOWLEDGMENT AND ACCEPTANCE

By: _____
Title

Date: _____



CADENCE EQUIPMENT FINANCE

3/7/2025

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1. Lessor: Cadence Equipment Finance, a division of Cadence Bank
2. Lessee: City of Bartlett, TX
3. Equipment Description: One (1) New 2025 Chevy Tahoe with Equipment
4. Finance Amount: \$99,125.20
5. Lease Term: 5 Years
6. Lease Payments: (These are approximate payment amounts. The actual payment will be determined at funding date.)

No Prepayment Penalty or Fees

60 monthly payments @ \$1,871.98 arrears
OR
5 annual payments @ \$22,988.92 arrears
7. Lease Rate: 5.03%
8. Funding Date: This proposal is contingent upon the equipment being delivered and the lease funded prior to the prime rate increasing above **7.50%**. **Any extension of the funding or delivery date must be in writing.**
9. Purchase Option: Title is passed to Lessee at lease expiration for no further consideration.
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Jonathan King
Municipal Territory Manager

ACKNOWLEDGMENT AND ACCEPTANCE

By: _____
Title

Date: _____

ORDINANCE 2025-0324-01

AN ORDINANCE OF THE CITY OF BARTLETT, TEXAS REPEALING CHAPTER 8 ARTICLE II ENTITLED "MINORS"; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bartlett adopted Ordinance 05-008 on September 1, 2005 establishing a curfew for persons under the age of 17; and

WHEREAS, in 2023, the 88th Texas Legislature approved House Bill No. 1819 which repealed the authority for political subdivisions to adopt or enforce juvenile curfews; and

WHEREAS, House Bill No. 1819 took effect on September 1, 2023; and

WHEREAS, it is the desire of City Council to repeal the juvenile curfew ordinance in accordance with the new legislation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS, THAT:

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Chapter 8, Article II of the Code of Ordinances entitled "Minors" is hereby repealed in its entirety effective retroactively on September 1, 2023.

Section 3. If any subsection, sentence, clause, phrase, or word of this Ordinance or application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions of the applications of this Ordinance.

Section 4. This Ordinance shall become effective retroactively on September 1, 2023.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2025

APPROVED:

Chad Mees, Mayor (City of Bartlett)

ATTEST:

Brenda Kelley, City Clerk



Time & Attendance Proposal for City of Barlett

➤ Crystal Hernandez, Account Executive



Get time right, every time

March 11, 2025

Dwayne Anderson
City of Barlett
140 W Clark St
Bartlett, Texas, 76511

RE: TCP Software proposal

Thank you for the opportunity to present our industry experience and time and attendance solution to City of Barlett. This proposal represents our sincere interest in being considered for the project and will highlight TCP's qualifications to provide the product and services requested.

For the past 35 years, TCP Software has dedicated itself to enhancing workforce management for public entities, aligning perfectly with City of Barlett's search for an automated Time & Attendance system. Our solution stands out for its adaptability and precision in tracking and processing employee time.

Currently, over 5,900 Government & Public Safety entities rely on us for our advanced yet user-friendly features. This trust stems from our commitment to not just meeting but exceeding the expectations of our partners with solutions crafted by a team that places a high value on meaningful impact and genuine care.

Our robust experience extends to successfully interfacing with over 400 Payroll & ERP systems, ensuring we can meet the requirements for flawless data interchange with existing systems. This compatibility is crucial for generating the comprehensive reports on employee activity needed for managerial analysis and decision-making.

At the core of our successful deployments, including what we propose for City of Barlett, is our implementation process. Developed from years of experience and informed by best practices, our approach is designed to ensure a tailored fit for your unique needs, facilitating a smooth and efficient transition. From the initial setup to full-scale deployment, our team guarantees dedicated support and expert guidance every step of the way.

We understand the importance of the environment that City of Barlett operates within, and with our experience serving over 5,900 Government & Public Safety entities, we are confident in our ability to meet the specific requirements and nuances of Government & Public Safety organizations. Moreover, our extensive experience in Government, Healthcare, Education, and Hospitality sectors among others, totaling 30,062 active customers (as of March 11, 2025), underscores our capability to deliver reliable and effective solutions across diverse industries.

We welcome any questions or requests for additional details regarding our proposal. I am available for direct contact and look forward to the opportunity to work with you.

Sincerely,

Crystal Hernandez
Account Executive
(325) 657 6285 | chernandez@tcpsoftware.com

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- **TCP Software Support**
- **Pricing**
- **Return on Investment**
- **TCP Software & City of Barlett Mutual Action Plan**
- **TCP Software Team Members**



Get time right, every time

Company Information

TCP Software Headquarters

1 Time Clock Drive
San Angelo, Texas 76904
325-223-9500

For over three decades, TCP Software has been at the forefront of workforce management solutions, consistently driving growth and innovation in every aspect of time and attendance. With a proven track record spanning back to 1988, TCP possesses an unparalleled ability to fulfill your time collection & scheduling needs.

Central to our success is our commitment to a consumer-oriented approach. By actively listening to and incorporating client feedback into our product development processes, TCP ensures that our solutions remain relevant, cutting-edge, and among the most sought-after in the market. This dedication has earned us the trust and loyalty of thousands of customers worldwide.

At the core of our offerings lies automated employee timekeeping software, a cornerstone that has propelled TCP to achieve remarkable growth, expanding by over 3,600% in the past decade alone. Our achievements speak volumes:

- **Finalist in the Constellation SuperNova Awards for Human Capital Management in 2021.**
- **Recognition as the Best Comprehensive Solution by Lighthouse Research & Advisory at the HR Tech Awards in 2021.**
- **Platinum Distinction in 2023 Modern Library Awards from LibraryWorks.**
- **2024 SIIA CODiE Award Finalist for Best Compliance Solution & Best Administrative Solution.**
- **Bronze Stevie Award Winner in 2022 American Business Awards.**
- **Honored as "Business of the Year" by the Texas Association of Business and Chambers of Commerce.**

Driven by our mission to empower individuals to work more effectively, TCP Software continues to build upon our rich legacy, innovating and delivering solutions that enable organizations to streamline workforce management, reduce HR operating costs, and enhance employee satisfaction.



City of Barlett Solution Requirements

Here is a breakdown of the key solution requirements you have shared with our team, along with a description of how TCP Software addresses each challenge.

Identified Challenges:

- Not being able to complete payroll remotely due to manual time sheets
 - **Not being able to complete payroll remotely due to manual timesheets can cause delays, errors, and inefficiencies, leading to late payments, compliance risks, and decreased employee satisfaction.**
- Outdated, unscalable manual processes that drive poor employee experiences
 - **Outdated, unscalable manual processes create inefficiencies, increase errors, and frustrate employees, leading to lower productivity, higher turnover, and diminished overall workplace satisfaction.**
- Having an integrated software that does not work with the payroll system
 - **Not having an integrated software that works with the payroll system leads to manual data entry, increased errors, compliance risks, and inefficiencies that delay payroll processing and strain HR resources.**

Implementation Scope of Work (SOW)

The TCP Professional Services team brings deep consulting, industry, technological, compliance, and solution design experience to each customer engagement. We leverage our experience across thousands of implementations to deliver transformative business outcomes and tame the chaos of time and attendance.

We strive to be each customer's trusted advisor by supporting organizational needs for coordination, integration, and communication.

TCP implementation process



INITIATION PHASE

The Initiation Phase is used to develop the service strategy for the project.

- Finalize purchase
- Gather project materials
- Assign resources
- Project kickoff



DISCOVERY PHASE

We will work with your project stakeholders to define the service strategy and generate baseline service design.

- Business process analysis
- Needs assessment
- Build requirement



PLANNING PHASE

Collaboratively develop and approve a timeline, confirm deliverables, construct a work breakdown structure, and assign project tasks.

- Project plan
- Communication plan
- Testing strategy
- Training strategy



DELIVERY PHASE

Focuses on service transition by completing the activities outlined in the project plan and verifying that the deliverables meet the business rules and needs.

- Configuration
- Training
- Pilot test
- Go live



TRANSITION PHASE

Focuses on service operations by finalizing all agreements and providing a seamless transition to dedicated operational support teams.

- Project close
- Project feedback
- Ongoing support

MEET YOUR ENTERPRISE SERVICES SPECIALIST (ESS)

Jake Young, Enterprise Services Specialist for TCP Software

As your ESS, Jake partners closely with your account executive to facilitate a comprehensive implementation and services plan matching your needs and requirements. With over seven years of experience at TCP, Jake brings a wealth of expertise in enterprise implementations, integrations, and configurations and has successfully supported customers with over 29,000 employees.



Get time right, every time

TCP Software Support

The TCP Software Support team stands as a beacon of excellence, offering a fusion of consulting prowess, industry insight, technological finesse, compliance acumen, and solution design mastery in every client interaction. With a rich tapestry of experience drawn from countless implementations, our mission is to catalyze profound business transformations while simplifying the complexities of time and attendance management.

Our aspiration is to ascend to the role of trusted advisor for each of our clients, addressing their unique organizational needs for coordination, integration, and communication within their TCP software ecosystem.

Here's a glimpse into the stellar performance of our world-class support department in 2023:

- **Support Cases: Exceeding 128,000**
- **Customer Satisfaction Rating (CSAT): 97%**
- **Net Promoter Score: 72+**
- **Same Day Resolution: 78%**
- **Response Time (Phone & Chat): A lightning-fast average of less than 60 seconds**

These statistics underscore our unwavering commitment to providing unparalleled support and service excellence to our valued clients.



Get time right, every time

Pricing & Return on Investment

TCP Software is pleased to present City of Barlett with the following proposal:

Ongoing Annual Investment

TimeClock: Enterprise Employee License (25 Users)	\$ 885.00
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Initial One-Time Investment

Implementation Services (15 Hours)	\$3,150.00
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Total Initial Investment

Total Initial Investment	\$4,035.00
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Special Terms

- Includes: Implementation, Training, Support & Maintenance
- Contract Length: 12 Months | OMNIA/NCPA Contract Number: 14-10



Get time right, every time

Return on Investment Savings Calculator

City of Barlett

How much does manual tracking and employee scheduling cost your organization?

More than you think. TCP puts those costs back in your budget and pays for itself many times over. Here's a detailed breakdown showing how much less TCP costs than your current processes.

Return on Investment	
Estimated Payback Period (in months)	3.9
Estimated Return Ratio - After 1 Year	8.7x
Estimated Return Ratio - After 5 Years	24.4x
Estimated Savings Over 5 Years	
	\$208,625

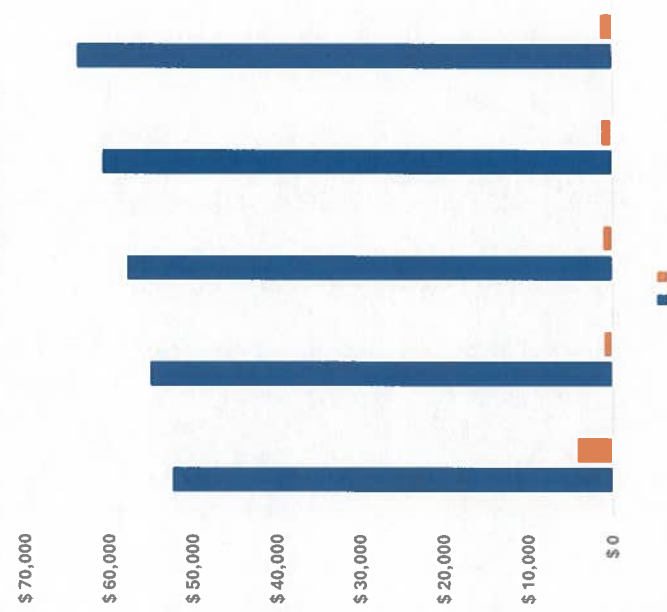
Investment in TCP Software	
Initial Investment in TCP Time & Attendance	\$4,035
Annual Recurring Fees	\$ 885
Initial Investment in TCP Scheduling	\$ 0
Annual Recurring Fees	\$ 0

Total Investment	
Initial Investment in TCP Software	\$4,035
Annual Recurring Fees	\$ 885

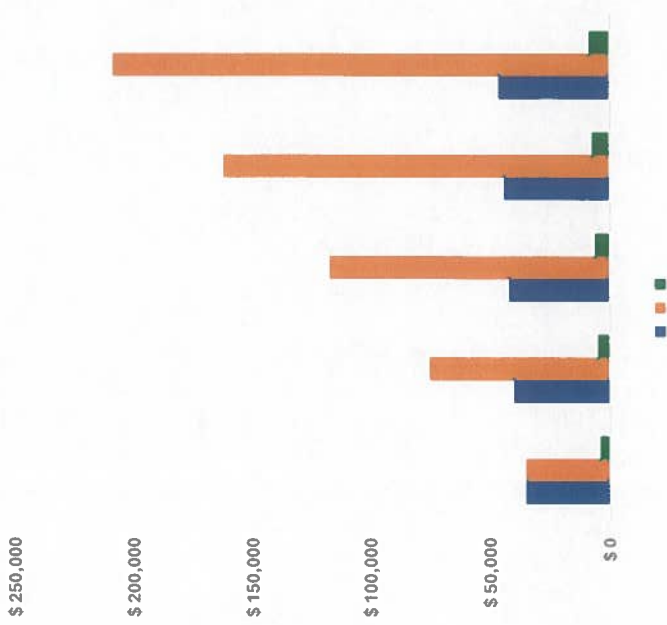
Annual Cost	
Time & Attendance	
Annual Cost of Calculating Payroll	\$1,124
Annual Cost of Payroll Errors	\$35,053
Annual Cost of Hours Lost/Time Theft	\$16,228
Employee Scheduling	
Annual Unplanned Overtime Cost	\$ 0
Annual Scheduling Task Cost	\$ 0
Annual Turnover Cost	\$ 0
Total Annual Company Cost	\$52,405

Total Annual Savings with TCP Software	\$39,304
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Annual Investment



Cost Savings: Annual & Over Time



Here's how much TCP costs your organization each year, compared to the cost of your current processes.

Annual Cash Out Flow			
Status Quo	TCP Cost	Savings	
Year 1	\$52,405	\$4,035	\$35,269
Year 2	\$55,025	\$ 974	\$40,295
Year 3	\$57,777	\$1,071	\$42,262
Year 4	\$60,665	\$1,178	\$44,321
Year 5	\$63,699	\$1,296	\$46,478

Here's how much switching to TCP saves your organization, year by year and cumulatively over time—even after accounting for investment costs in TCP.

Cumulative Cash Out Flow			
Status Quo	TCP Cost	Savings	
Year 1	\$52,405	\$4,035	\$35,269
Year 2	\$107,430	\$5,009	\$75,564
Year 3	\$165,207	\$6,079	\$117,826
Year 4	\$225,872	\$7,257	\$162,147
Year 5	\$289,571	\$8,553	\$208,625

TCP Software & City of Barlett Mutual Action Plan

Milestone	Date	Status	Owner(s)	Notes
Discovery	03/07/2025	Completed		Storylane
First Solution Presentation	03/07/2025			
Pricing / Return on Investment	03/10/2025	Completed		
Signed Documents	03/25/2025	TBD		
Implementation/Project Kickoff	03/25/2025	TBD		
Go Live	04/09/2025	TBD		

TCP Software Team Members

At TCP Software, we pride ourselves on assembling a team of exceptional professionals dedicated to delivering unparalleled service and support. Our diverse team brings together expertise from various departments to ensure the success of our clients. Meet a few of the individuals driving our mission forward:

- **Crystal Hernandez**
 - Account Executive
 - Sales
 - chernandez@tcpsoftware.com
 - (325) 657 6285

- **Zackery Hoag**
 - VP of Mid-Market Sales
 - Leadership
 - zhoag@tcpsoftware.com
 - (325) 223 9500

City of Bartlett *Personnel Manual*



Article V. Wages, Salary, and Other Compensation

Section 5.01. Pay Period

- (a) The City shall pay all officers and employees on a bi-weekly basis, beginning on Wednesday, and ending on the second Tuesday following; and
- (b) Salaried officers and employees will be paid an amount equal to their annual salary divided by the number of annual pay periods. Hourly officers and employees will be paid for the hours worked and due compensation; and
- (c) Department Heads must submit, by 12:00 p.m., attendance sheets the Wednesday immediately following the Tuesday ending the pay period, in order for their department officers and employees to receive pay on the Friday following the Tuesday ending the pay period; and
- (d) No officer or employee will be compensated for hours or benefits not earned.

Section 5.02. Overtime and Compensatory Time

- (a) All overtime must be approved by the Department Head. Overtime not approved will subject the officer or employee to disciplinary action; and
- (b) When permitted, one and one-half (1.5) hours shall accrue for all officers and employees electing compensatory time in lieu of overtime pay. When practical, all accrued compensatory time must be taken during the current pay period, otherwise such overtime will be paid, except exempt officers and employees who will forfeit such time and pay.

Section 5.03. On Call and Standby Pay

- (a) An officer or employee who volunteers or is required to remain on-call or standby on the City's premises, is engaged in productive hours; and
- (b) An officer or employee who volunteers or is required to remain on-call or standby at home or who is allowed to leave a message where they can be reached, is engaged in non-productive hours; and
- (c) Officers and employees on-call or standby, will have a response time of no more than thirty (30) minutes; and
- (d) Officers and employees will be compensated according to the City's approved budget.

Section 5.04. Lactation Policy

POLICY STATEMENT

The City of Bartlett supports new parents in our workforce and their choices when it comes to breastfeeding upon their return to work after a baby's arrival, recognizing that breast milk is the optimal food for growth and development of infants. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for up to one (1) year following the birth of a child. The City supports the legal right and necessity of employees who choose to express milk in the workplace.