

**STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK**

The Double Oak Town Council met in regular session at 7:00 p.m. Monday, October 16, 2023, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Patrick Johnson	Mayor
Mike Gwartney	Deputy Mayor Pro-Tem
Jean Hillyer	Council Member
Pat Wellen	Council Member
Mark Dieterich	Council Member

Mayor Pro-Tem Connie Schoenrade was absent. Also in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, Public Services Randall Anglin, and Police Chief Ruben Rivas.

- I. Opening:** Call to Order
Roll Call
Invocation
Pledge of Allegiance – American Flag
Pledge of Allegiance – Texas Flag

II. Citizen Comments Non-Agenda Subjects

Jaquelyne Barrow, 200 Oak View Drive, Topic: Tx. Local Government Code 22.008
Phyllis Meyerson, 130 East View Court, Topic: Garage doors

- III. Consent Agenda** - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

1. Consideration and action on minutes of September 18, 2023. *
2. Consideration and action on minutes of September 21, 2023. *
3. Consideration and action on minutes of September 25, 2023. *
4. Consideration and action on a proclamation recognizing October as National Breast Cancer Awareness Month. *
5. Consideration and action on a proclamation recognizing October as Domestic Violence Awareness Month. *
6. Consideration and action on an inter-local agreement between Denton County and the Town of Double Police and Volunteer Fire Departments for the use of the Denton County Radio Communications System. *

Council Member Hillyer asked that item 2 be removed from the Consent Agenda and Council Member Wellen asked to remove item 3.

Motion Hillyer seconded by Wellen to approve items 1, 4, 5 and 6 of the Consent Agenda.

AYE: Hillyer Wellen, Gwartney, Dieterich

NAY: None

ABSTAIN: None

Motion carried 4-0-0

Motion Wellen seconded by Dieterich to approve item 2 of the Consent Agenda.

AYE: Gwartney, Dieterich, Wellen

NAY: None

ABSTAIN: Hillyer

Motion carried 3-0-1

Motion Hillyer seconded by Dieterich to approve item 3 of the Consent Agenda.

AYE: Dieterich Gwartney, Hillyer

NAY: None

ABSTAIN: Wellen

Motion carried 3-0-1

IV. Mayor, Council Members, and Staff reports:

7. Mayor and Council
8. Public Works - Code Enforcement – Animal Control
9. Administration
10. Public Safety
11. Roads Committee
12. Drainage Committee

V. New business agenda (consideration and action):

13. Discussion, consideration, and action on a local agreement respecting forfeited contraband under Chapter 59 and Article 18.18, Texas Code of Criminal Procedure, Denton County, Texas.

Motion Hillyer seconded by Dieterich to approve the local agreement respecting forfeited contraband under Chapter 59 and Article 18.18, Texas Code of Criminal Procedure, Denton County, Texas.

AYE: Dieterich, Hillyer, Wellen, Gwartney
NAY: None
ABSTAIN: None

Motion carried 4-0-0

14. Discussion and consideration of an Ethics Policy.

After discussion, no action was taken.

15. Discussion and consideration on a time track/payroll system.

After discussion, no action was taken.

16. Discussion, consideration, and action on an upgrade to the sound system in the Pavilion.

Motion Hillyer seconded by Dieterich to postpone action to the November 6, 2023, Council meeting.

AYE: Hillyer Dieterich, Gwartney, Wellen
NAY: None
ABSTAIN: None

Motion carried 4-0-0

VI. Old business agenda (consideration and action):

17. Council - staff announcements and comments:

- Congratulations to Cody Leinweber on his 9-year anniversary with the Double Oak Police Department
- Congratulations to Rosie Riojas on her 4-year anniversary with the Double Oak Police Department
- Congratulations to Brett Bourgeois on his 12-year anniversary with the Double Oak Police Department

18. Adjournment

With no further business to come before the Council, motion Hillyer, second Schoenrade, the meeting was adjourned at 8:39p.m.

Approved: 11/06/2023

Patrick Johnson

Patrick Johnson, Mayor

Attest:

Eileen Kennedy

Eileen Kennedy, Town Secretary





TIME TRACKER & PAYROLL SYSTEM

Pat Wellen
Connie Schoenrade

DISCUSSION & CONSIDERATION

Introduction

Primary goals

System Comparisons

Employee Feedback

Summary



INTRODUCTION

- Double Oak employees 14 full time staff and 3 paid PT reserve officers.
- Human Resource functions are added to the responsibilities of a few, increasing workload and taking away from other important tasks.
- The current system is very manual: tracking of hours, paper submitted timesheets, data entry of time, email time off requests, manual tracking of time taken from accruals, and moving payroll amounts entered into the accounting software.
- Requested reports on time off and payroll often must be manually constructed.
- The mayor is dependent on the town staff to keep him apprised of attendance and time off because he is responsible and accountable for his supervisory functions of department heads.



PRIMARY GOALS

- Automate a time tracking system for better efficiency and accuracy
- Reduce potential human error and ensure compliance
- Empower employees to have more control of paycheck and plan time off based on accruals which would be readily visible
- Allow supervisors/mayor to approve time off quickly and remotely



SYSTEM COMPARISON

- BambooHR
- PayCom
- QuickBooks Time

SYSTEM COMPARISONS

	Time Tracker	Time Off Request & Approval	Calendar view	Dedicated support	Employee <u>empowered</u>	Report functions	E - signatures	**Add on functions	Payroll interface with QB	contract	Annual Cost (14 employees)
BambooHR	Yes	Yes	Yes	Yes-account rep	Yes	Yes	Yes	Yes	manual	no	\$4608/yr + \$537 setup & training
*PayCom	Yes	Yes	Yes	Yes – account rep	Yes “BETI”	Push reports Custom reports	Yes	Yes	Yes	no	\$5400/yr \$1800 set up 1x
QuickBooks Time	Yes	Yes	Yes	Call desk or online chat - \$50 per month for live help	Review time sheet	Yes	no	no	Yes	no	\$2,160/yr plus set up fee (base fee is 1 admin)

***Vendor will collect and pay taxes on behalf of Double Oak, guarantees compliance and 100% covers any non-compliance issues for client**

****Optional add on functions available such as Benefits, HR profiles, training records, Performance Evaluations, Onboarding/Offboarding of new employees, employee satisfaction.**
Calendar options allow for scheduling visibility to allow for coverage planning and managers knowing who is on/off schedule.

Each system will involve 1 x set up fee. PT employees will not be included and continue as manual checks due to limited hours for cost

EMPLOYEES HAVE REVIEWED AND COMMENTED

ADMIN & REPORTS

LIKE PUSH REPORT AND
CUSTOM REPORT FUNCTIONS

SEEMS MORE EFFICIENT

LESS PAPERWORK OF HR
FUNCTIONS

STUDIES: AUTOMATED,
WILL ALLOW REPORTS ON
OVERTIME THAT CAN HELP IN
DETERMINING LABOR NEEDS

TIME TRACKING

FEELS LIKE
MICROMANAGEMENT

WORRIED ABOUT OVERTIME
FROM SELF-MANAGEMENT

DON'T SEE A NEED FOR A
TIME TRACKING SYSTEM

WILL HELP MANAGE THE
FORGETFUL EMPLOYEES

TIME OFF REQUESTS

WOULD ELIMINATE THE
MANUAL "HONOR SYSTEM"

AUTOMATES APPROVAL
FUNCTION SO MANAGERS
CAN SEE REQUESTS QUICKLY,
APPROVE/DISAPPROVE

ACCRUALS ARE DEBITED
ACCURATELY ACCORDING TO
POLICY

EMPLOYEE CAN SEE THEIR
ACCRUALS 24/7

PAYROLL FEATURES

AUTOMATICALLY CREATES
PAYROLL

ELIMINATE MANUAL FICA
REDISTRIBUTION

TIME SAVINGS, REDUCE
HUMAN ERROR, ACCURATE
FINANCIAL REPORTS
PAYCHECKS CAN BE
PREVIEWED FOR ACCURACY

PLAN FOR SYSTEM LAUNCH



AREAS OF FOCUS

TIME TRACKER/TIME OFF REQUEST

- Employees check in/check out with virtual time clock
- Employees can review accrued time available, submit for time off request, receive quick response and time is accrual is automatically updated
- Policies, OT and holiday payrates can be preset in system for accurate pay
- Assures accuracy and state compliances

PAYROLL

- Automatically generates payroll
- Can customize reports
- Employees can preview and approve checks
- Some systems allow for employees to change tax with-holdings in real-time and see impacts

Process efficiencies and allows staff to do other essential duties

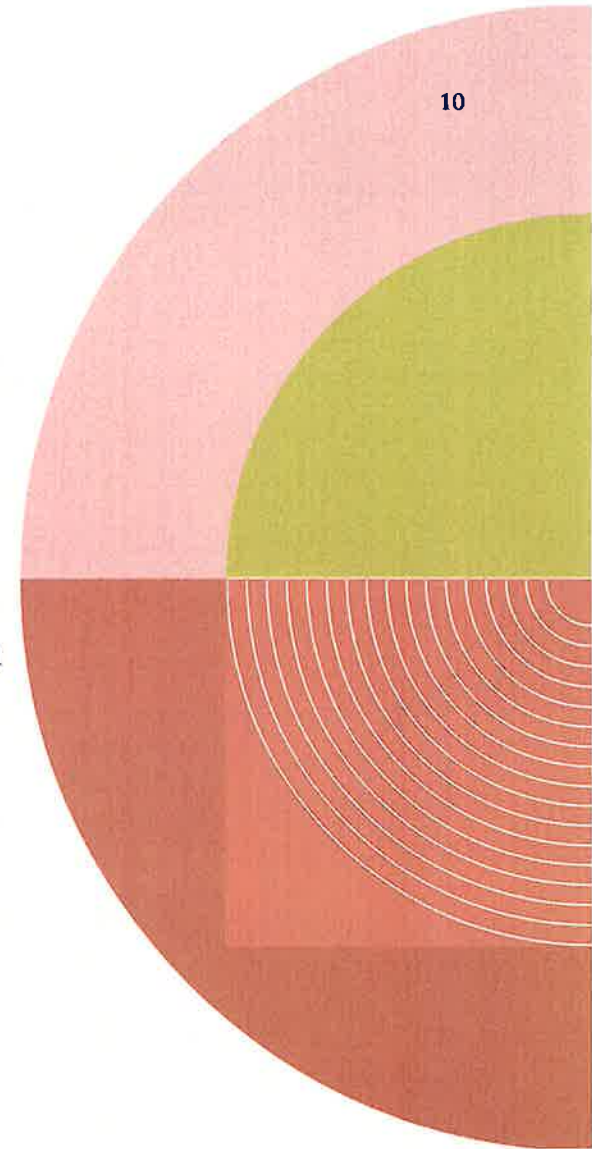
Employee empowerment, accrual visibility and accountability

Provides managers ease of approval process, calendar visibility of staffing

Deters Time theft - Taxpayers can be confident in government and closes the gap in employee accountability for work time

SUMMARY

- Employee salaries and benefits are **58%** of current budget
- This supports efforts for fiscal responsibility in assuring that employees are paid accurately and in accordance with accruals of paid/unpaid time off policies.
- This supports employees by giving them up-to-date information about their pay, benefits, and time off accrued at any time they choose without having to ask.
- Double Oak has a government body that is accountable to the taxpayer to ensure all functions – including HR - are monitored and managed in a disciplined and accurate way – embracing the technologies available that help us comply with state and federal employment laws.
- The current system of requests and payroll require manual entry, paperwork processing, and self-monitoring of compliance which leaves the room for loss, missed requests, none requests, and administrative use of time to correct errors and redistribute amounts within the accounting system.





	Police officers salaries		
	2022_23	2023_24	
Budget for 7 officers	\$ 513,517.56	\$ 546,896.20	
Salaries for 6 officers	\$ 438,325.00		
Budget left for new hire	\$ 75,192.56		
raise eligible salaries	\$ 438,325.00		
Total Raise \$		\$ 33,378.64	
average for 6 officers		\$ 5,563.11	
percent raise		7.6%	
While council approved a 6.5% raise in the budgeted amount for officer salaries, only 6 were eligible for raises meaning the effective rate for officers raises was 7.6%.			