FACT SHEET   **CITY OF SHREVEPORT, LOUISIANA**

TITLE	**DATE**	**ORIGINATING DEPARTMENT**
A resolution establishing a deadline change the frequency of City employee payroll to bi-weekly from semi-monthly, and to otherwise provide with respect thereto.	September 8, 2020	NA **COUNCIL DISTRICT** City-wide **SPONSOR** Councilman John Nickelson

PURPOSE

To change the frequency of City employee payroll to bi-weekly from semi-monthly.

BACKGROUND INFORMATION

The City of Shreveport requested assistance from the Governmental Finance Officers Association (GFOA). GFOA agreed to conduct an organizational assessment, process review, and system analysis for the City's finance function. The GFOA assessment identified key areas for improvement within the Finance Department and provided recommendations for the City to begin overcoming the identified issues.

One of the GFOA's recommendations was for the City change the frequency of payroll to bi-weekly from semi-monthly. GFOA recommended the City make this recommendation a priority as it has the opportunity to have a significant positive impact on the organization. The improvements will be realized from a New World standpoint, but this will also have a significant impact on morale and workload. Moving to bi-weekly payroll (i.e., pay employees every other Friday) should also improve the process inefficiencies, remove the need for custom developed technology, and reduce payroll overtime hours. GFOA discussions with staff that included this topic were unanimously in favor of this recommendation and want the City to move to bi-weekly pay. This will also give the City the opportunity to automate more if this recommendation is implemented.

TIMETABLE	**ATTACHMENT(S)**
Introduction: September 8, 2020 Final Passage: September 8, 2020	

SPECIAL PROCEDURAL REQUIREMENTS

None

FINANCES	**SOURCE OF FUNDS**
NA	NA

ALTERNATIVES

(1) Adopt the resolution as submitted, or (2) Amend the resolution, or (3) Reject the resolution.

RECOMMENDATION

Councilman John Nickelson recommends adoption of this Resolution.

FACT SHEET PREPARED BY: Danielle A. Farr Ewing
                                                        Clerk of Council

RESOLUTION NO. _____ OF _2020_

A RESOLUTION ESTABLISHING A DEADLINE CHANGE THE FREQUENCY OF CITY EMPLOYEE PAYROLL TO BI-WEEKLY FROM SEMI-MONTHLY, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

BY COUNCILMEMBER: JOHN NICKELSON

WHEREAS, the City of Shreveport requested assistance from the Governmental Finance Officers Association (GFOA) and GFOA agreed to conduct an organizational assessment, process review, and system analysis for the City's finance function; and

WHEREAS, the GFOA assessment identified key areas for improvement within the Finance Department and provided recommendations for the City to begin overcoming the identified issues; and

WHEREAS, one of the GFOA's recommendations was for the City change the frequency of payroll to bi-weekly from semi-monthly; and

WHEREAS, GFOA recommended the City make this recommendation a priority as it has the opportunity to have a significant positive impact on the organization.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Shreveport, in due, legal and regular session convened, that the frequency of City employee payroll shall be changed to bi-weekly from semi-monthly in accordance with the recommendation of the Governmental Finance Officer Association (GFOA) no later than December 31, 2021.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or application of this resolution which can be given effect without the invalid provisions, items or application and, to this end, the provisions of this resolution are hereby declared servable; and

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

APPROVED AS TO LEGAL FORM:

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City Attorney's Office