

STATEMENT OF BUDGET IMPACT
(Policy Number 94-45)
Budgetary Review of Proposed Resolution &
Ordinances with Financial Implication.

Date: January 28, 2016

File: BIS 16-086

File: TMP-2016-040

Proposed Legislation:

AN ORDINANCE OF THE CITY OF HOLLYWOOD, FLORIDA, AMENDING THE CITY CHARTER BY CREATING A NEW ARTICLE TITLED "INTERNAL AUDITOR" TO CREATE THE POSITION OF INTERNAL AUDITOR AND SPECIFY THE POWERS AND DUTIES OF THE INTERNAL AUDITOR; SUBJECT TO APPROVAL BY THE ELECTORATE AT A REFERENDUM TO BE HELD ON NOVEMBER 8, 2016.

Statement of Budget Impact:

1. No Budget Impact associated with this action;
2. Sufficient budgetary resources identified/available;
3. Budgetary resources not identified/unavailable;
4. Potential Revenue is possible with this action;
5. Will not increase the cost of Housing;
6. May increase the cost of Housing; (CDAB review required)

Explanation:

This Ordinance proposes to amend the City's Charter by creating the position of Internal Auditor. The proposed amendments to the Charter will be submitted to a vote of the electors of the City of Hollywood at an election to be held on November 8, 2016.

The total annual estimated cost for the addition of an Internal Auditor's office is \$458,182. Personnel costs related to the addition of 2 positions (1 Internal Auditor and 1 Administrative Assistant II) are approximately \$428,842; and operating expenditures are estimated to be \$29,340.

The table below details the estimated costs for the creation of the Internal Auditor's office:

<u>Office of Internal Auditor - Estimated Annual Budget</u>	
<i>Personnel Cost</i>	
Internal Auditor (Salary)	160,000
Administrative Assistant II (Salary)	60,000
Social Security	16,830
Pension	159,280
Life Insurance	521
Health Insurance	31,060
Dental Insurance	151
Workers Compensation	1,000
Total Personnel Cost	\$ 428,842
<i>Operating Expenditures</i>	
Communication Service	5,000
Public Relations	1,300
PC Lease/Support	8,000
Records & Archives	500
Liability Insurance	1,500
Office Supplies	1,000
Membership	500
Training	2,500
Printing & Binding	500
Equipment Rental	2,400
Car Allowance	4,800
Telephone Allowance	840
Publications	500
Total Operating Expenditures	\$ 29,340
Total Office Budget	\$ 458,182
<i>Estimated cost does not include one-time office start up costs (i.e. Furniture, computer hardware/software)</i>	

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