

# SUNSET AUDIT REPORT

2011-S3

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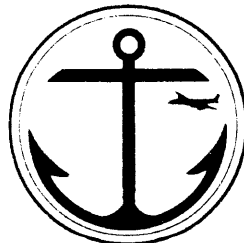
Mountain View Community Recreation Center  
Advisory Commission

Parks and Recreation Department

August 15, 2011

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*Mayor Dan Sullivan*

August 15, 2011

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2011-S3, Mountain View Community Recreation Center Advisory Commission, Parks and Recreation Department**, for your review.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Mountain View Community Recreation Center Advisory Commission.

The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Mountain View Community Recreation Center Advisory Commission should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

The Mountain View Community Recreation Center Advisory Commission will sunset on October 14, 2011 unless reauthorized by the Assembly.

A handwritten signature in black ink, appearing to read "Peter Raiskums".

Peter Raiskums, CIA, CFE  
Director, Internal Audit

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*Mayor Dan Sullivan*

August 15, 2011

**Sunset Audit Report 2011-S3  
Mountain View Community Recreation Center Advisory Commission  
Parks and Recreation Department**

**Introduction.** We have performed a sunset audit of the Mountain (Mt.) View Community Recreation Center Advisory Commission (Commission) as required by Assembly Ordinance Number 2011-64(S-1), Section 14 which states:

*"The Municipal Clerk shall notify the Assembly and the Mayor by assembly memorandum at least 120 days prior to the sunset of any board or commission, and an ordinance for reauthorization shall be introduced through the Assembly Chair with the assembly memorandum. The assembly memorandum shall include direction to the Office of Internal Audit to audit the board or commission under Anchorage Municipal Code section 3.20.110 D.3.and 4. The Office of Internal Audit shall report its findings to the Mayor and Assembly at least 60 days, prior to sunset, prior to vote by the Assembly on reauthorization."*

**Objective and Scope.** The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Commission should be reauthorized. Our audit included a review of meeting minutes, Commission resolutions and agendas and Commission member authorization and participation.

The audit was conducted in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review, and accordingly, included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The audit was performed during the period of July through August 2011.

## **SUNSET FACTORS**

The following factors were used in our evaluation and are presented for information to the Mayor and Assembly:

1. **Name of Commission.**

Mountain View Community Recreation Center Advisory Commission

2. **Sunset Date.**

October 14, 2011

3. **The purpose and goal of the Commission.**

*Anchorage Municipal Code (AMC) 4.60.085.C, Mt. View Community Recreation Center Advisory Commission, states "The Mt. View Community Recreation Center Advisory Commission shall review, advise and make recommendations, at least once annually, to the mayor and the assembly through the parks and recreation commission on:*

- 1. The management and operational services, including but not limited to the maintenance, management, marketing or recreational, educational, cultural and leisure programs and*

- services ("services"), provided by the municipality or any municipal contractor at or under the sponsorship of the Mt. View Community Recreation Center ("center"), including contractor performance thereof;*
- 2. The annual operating budget and annual operations plan for operating and maintaining the center and its services;*
  - 3. Whether the services, operating budget and operations plan reasonably meet the needs of all age groups for the services in the Mt. View Community Council area; and*
  - 4. Other subjects material and relevant to the operation and maintenance of the center and its services."*

**4. Have Commission members been appointed?**

*AMC 4.60.085.A, Mt. View Community Recreation Center Advisory Commission, states "There is hereby established the Mt. View Community Recreation Center Advisory Commission consisting of seven voting members appointed by the mayor and confirmed by the assembly for terms of three years, provided however, the initial membership shall consist of two members appointed for one year, two members appointed for two years and three members appointed for three years. In addition, a designee of a contractor operating the center may serve as a nonvoting member of the commission. The commission shall be governed by the provisions of Chapter 4.05."*

**Audit Finding.** Currently, the Commission is staffed with 2 of the 7 required members. Five seats are vacant.

<u>Board Member</u>	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expiration Date</u>
Marjorie Chord – Mt. View Resident Designated Seat	2008	2009	10-14-12
Vacant – Human/Social Services	2009		10-14-09
Vacant – Mt. View Resident/Youth	2008		10-14-09
Vacant – Arts/Cultural	2008		10-14-10
Eric Gurley – Mt. View Resident Designated Seat	2008		10-14-11
Vacant – Mt. View Resident Designated Seat	2008		10-14-11
Vacant – Mt. View Resident Designated Seat	2008		10-14-10

Source: Mayor’s Office

5. **Are the terms of the Commission members current?**

*AMC 4.05.040, Terms, states “Except as otherwise specified in this Code, the regular term of each member of a board or commission is three years commencing on October 15 of the year in which appointed and ending three years thereafter on October 14, provided however, to avoid a vacancy until new appointments can be made and confirmed, an appointed member's term is extended until a new appointment is confirmed or a maximum of 120 days which ever occurs first. The terms of initial or subsequent appointments to a board or commission shall be staggered so that, as nearly as possible, a pro rata number of its members shall be appointed each year of the established regular term of office.”*

**Audit Finding.** The terms for the two Commission members are current.

6. **Are positions deemed vacant after the maximum number of absences?**

*AMC 4.05.060.A, Attendance requirements; vacancies, states “. . . a vacancy shall occur if a member during any 12-month period while in office:*

- 1. Is absent from three regular meetings without excuse;*
- 2. Is absent from:*
  - a. six regular meetings; or*
  - b. eight regular meetings for members of the planning and zoning commission, platting board, or zoning board of examiners and appeals; or*
- 3. Fails to attend a two-thirds majority of the regular meetings.”*

**Audit Finding.** Three Commission members were absent from three regular meetings without an excuse within the 12 month period of March 2008 through February 2009. Two were removed by order of the Mayor and one resigned voluntarily. No Commission members were absent from six regular meetings within any 12 month period. One Commission member failed to attend two thirds of the regular meetings in the 12 month period from March 2008 through February 2009.

7. **Does the Commission meet regularly?**

*4.05.090, Meetings, states “A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Boards and commissions shall advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements. The chairman of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to Section 4.05.140, or a majority of the board or commission, may call a special meeting of the board*

*or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session, from which the public may be excluded.”*

**Audit Finding.** The Commission had meetings scheduled each month. However, due to the number of vacant seats, the Commission has been unable to hold a regular meeting since October 2010 due to the lack of a quorum.

Meeting notices were provided on the Municipal Public Notices website. However, the dates and times of the meetings were incorrect in all cases.

8. **Are minutes taken and published?**

*AMC 4.05.130, Reports, minutes and public hearing records, states “A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person.”*

**Audit Finding.** Yes, minutes were taken at each Commission meeting. Parks and Recreation Department staff keep a copy available to the public at their City Hall office.

9. **Do meetings have action items or other business?**

*AMC 4.60.085.C, Mt. View Community Recreation Center Advisory Commission, states “The Mt. View Community Recreation Center Advisory Commission shall review, advise and make*



*recommendations, at least once annually, to the mayor and the assembly through the parks and recreation commission on:*

- 1. The management and operational services, including but not limited to the maintenance, management, marketing or recreational, educational, cultural and leisure programs and services ("services"), provided by the municipality or any municipal contractor at or under the sponsorship of the Mt. View Community Recreation Center ("center"), including contractor performance thereof;*
- 2. The annual operating budget and annual operations plan for operating and maintaining the center and its services;*
- 3. Whether the services, operating budget and operations plan reasonably meet the needs of all age groups for the services in the Mt. View Community Council area; and*
- 4. Other subjects material and relevant to the operation and maintenance of the center and its services. "*

**Audit Finding.** The Commission does not have action items and has not provided reports or resolutions to the Mayor's Office or the Assembly.