

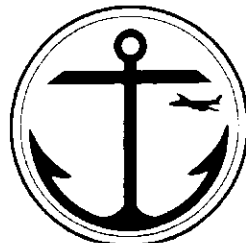
SUNSET AUDIT REPORT

2012-S5

Youth Advisory Commission
Parks and Recreation Department

August 15, 2012

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Mayor Dan Sullivan

August 15, 2012

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2012-S5, Youth Advisory Commission, Parks and Recreation Department**, for your review. A brief summary of the report is presented below.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Youth Advisory Commission. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Youth Advisory Commission should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

Based on our review of meeting minutes, resolutions and attendance records, we recommend that the Youth Advisory Commission be allowed to sunset and not be reauthorized.

The Youth Advisory Commission will sunset on October 14, 2012 unless reauthorized by the Assembly.

Peter Raiskums, CIA, CFE
Director, Internal Audit

August 15, 2012

**Sunset Audit Report 2012-S5
Youth Advisory Commission
Parks and Recreation Department**

Introduction. We have performed a sunset audit of the Youth 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 2012.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Youth Advisory Commission be allowed to sunset and not be reauthorized.

SUNSET FACTORS

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

1. **Name of Commission.**

Youth Advisory Commission

2. **Sunset Date.**

October 14, 2012

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

Anchorage Municipal Code (AMC) 4.60.275.A, Youth advisory commission, states "This commission will advise the mayor and assembly on issues, services and programs related to youth."

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

AMC 4.60.275.A states "There is established a youth advisory commission consisting of nine members between 14 and 22 years of age whose terms shall commence July 1 and end midnight June 30, except as to members appointed to fill an unexpired term. . . . Members will be appointed by the mayor, subject to approval by the assembly."

Audit Finding. Currently, the Commission is staffed with 3 of the 9 required members.

<u>Commission Member</u>	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expiration Date</u>
Vacant			7-1-12
Vacant			7-1-12
Vacant	2008		7-1-12
Vacant			7-1-11
Vanessa Muhlenbruch	8-16-11		7-1-13
Vacant	2006	2008	7-1-11
Vacant	2009	8-16-11	7-1-13
Joyell Acuna	3-23-10	1-17-12	7-1-14
Sean Mahoney	8-16-11		7-1-13

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 three 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. From January 2011 through July 2012 the Commission did not meet because a quorum could not be established.

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

AMC 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. From January 2011 through July 2012 the Commission did not meet because a quorum could not be established. According to Parks and Recreation staff, a quorum has not

been established since January 7, 2010. The Commission tried meeting four other times in 2011 but the meetings were canceled when only two Commission members were present at each meeting. Since there are only three appointed commissioners, it was decided in December 2011 that further meetings would be recessed, knowing a quorum could not be established, until more commissioners could be appointed. Meetings are scheduled to resume on September 6, 2012.

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. Not applicable. No meetings were held.

9. Do meetings have action items or other business?

AMC 4.60.275.B states "The youth advisory commission shall have the following powers and duties:

- 1. Advise the mayor and assembly on issues, services and programs related to the youths in our community.*
- 2. Assist and advise the administration and assembly in developing plans for the establishment of programs and services where none now exist.*
- 3. Assist in coordinating youth services and programs.*
- 4. Assist and advise the mayor and assembly on existing services and programs for youth.*

5. *Conduct educational and public relations programs designed to create public awareness of the needs of youth and the services which youth can provide to the community.*
6. *Conduct surveys and compile and disseminate information concerning housing, health, nutrition, transportation, education, recreation, legal services, and social and mental health services available or not available to youth.*
7. *At their own initiative, or in response from the mayor or assembly, make recommendations to the mayor and assembly regarding policies, practices and legislation which affect the youth of our community.*
8. *The commission shall select adult community members to serve as its advisory board. Members will be appointed by the youth commission, subject to approval by the mayor."*

Audit Finding. The Commission has not provided any reports or resolutions to the Mayor's Office or the Assembly from January 2011 through July 2012.