

SUNSET AUDIT REPORT

2025-S3

Arts Advisory Commission

Mayor's Office

July 16, 2025

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MUNICIPALITY OF ANCHORAGE
MAYOR SUZANNE LAFRANCE

OFFICE OF INTERNAL AUDIT

July 16, 2025

Honorable Mayor and Members of the Assembly:

I am pleased to present for your review the **Sunset Audit Report 2025-S3, Arts Advisory Commission, Mayor's Office**. A 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 Arts Advisory Commission. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Arts Advisory Commission should be reauthorized. Our audit included a review of documents pertaining to matters such as meeting minutes, meeting agendas, topics discussed at Arts Advisory Commission meetings, member authorization, and member participation.

Based on our review of documents pertaining to matters such as meeting minutes, meeting agendas, topics discussed at Arts Advisory Commission meetings, member authorization, and member participation, we recommend that the Arts Advisory Commission be reauthorized.

The Arts Advisory Commission will sunset October 14, 2025, unless reauthorized by the Assembly.

Alden P. Thern

Director, Internal Audit

July 16, 2025

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Introduction. We have performed a sunset audit of the Arts 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 documents pertaining to matters such as meeting minutes, meeting agendas, topics discussed at Commission meetings, member authorization, and member participation.

We conducted this performance audit in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Overall Evaluation. Based on our review of documents pertaining to matters such as meeting minutes, meeting agendas, topics discussed at Commission meetings, member authorization, and member

participation, we recommend that the Commission 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.

Arts Advisory Commission

2. Sunset Date.

October 14, 2025

3. The purpose and goal of the Commission.

*Anchorage Municipal Code (AMC) subsection 4.60.150A., Arts advisory commission, states
“The commission shall:*

- 1. Advise the mayor and assembly concerning all matters pertaining to municipal involvement in the arts in the community except those programs officially under the purview of other advisory bodies.*
- 2. Receive requests for funds from community arts organizations and recommend to the mayor and assembly those projects and organizations which should receive municipal funding.*
- 3. Promote public and private cooperation in support of the arts.”*

4. **Is the Commission fully staffed?**

AMC subsection 4.60.150A. states "There is established an arts advisory commission consisting of nine members."

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

<u>Commission Member</u>	<u>Most Recent Assembly</u>	
	<u>Confirmation</u>	<u>Term Expiration Date</u>
Laura Walters	5-23-23	10-13-25
John Zimmerman	5-23-23	10-13-25
Jon Eric Thompson	5-23-23	10-13-25
Norman Beasley	2-11-25	10-14-26
Brit Galanin	2-25-25	10-14-27
Kimberly Ovsepyan	7-9-24	10-14-26
Tammalivis Segal Salanoa	3-18-25	10-14-27
Young Kim	2-11-25	10-14-27
Amanda Faith Thompson	3-19-24	10-14-26

Source: Assembly Memorandums

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

AMC section 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 all Commission members are current.

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

AMC subsection 4.05.060A., Attendance requirements; vacancies, states “The office of a member of a board or commission member shall become vacant if the member:

- 1. Ceases to meet the qualifications prescribed for the office;*
- 2. Resigns;*
- 3. Dies;*
- 4. Is judicially determined to be incompetent;*
- 5. Is convicted of a felony;*
- 6. Is removed from office for breach of the public trust; or*
- 7. During any 12-month period while in office:*
 - a. Is absent from three regular meetings without excuse;*
 - b. Is absent from:*
 - i. Six regular meetings; or*
 - ii. Eight regular meetings for members of the planning and zoning commission, urban design commission, platting board, or zoning board of examiners and appeals; or*
 - c. Fails to attend a two-thirds majority of the regular meetings.”*

Audit Finding. No commissioner was absent from three regular meetings without excuse. No commissioner was absent from six regular meetings. No commissioner failed to attend two-thirds majority of the regular meetings.

7. Did the Commission meet regularly?

AMC section 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 chair 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 or when meeting solely to make a decision on a procedural motion brought by a party in an adjudicatory proceeding, from which the public may be excluded.”

Audit Finding. From January 2024 through May 2025, the Commission met five times. Meetings are publicly announced on the Municipality of Anchorage’s Public Notices website and sometimes on the Mayor’s website. Although meetings are announced on the Commission’s website, the meeting details were outdated. Specifically, the meeting announcement on the Commission’s website as of April 30, 2025, still showed the previous meeting date of March 25, 2025.

8. Were minutes taken and published?

AMC section 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.

Minutes were provided for three of the five Commission meetings held between January 2024 to April 2025. Specifically, meeting minutes for January 30, 2024 and March 25, 2025 were missing.

Currently, meeting minutes are maintained within the Commission and not available to the public. The record keeper stated they are in the process of uploading them to the Municipality's system.

9. Did meetings have action items or other business?

AMC subsection 4.60.150A. states "The commission shall:

- 1. Advise the mayor and assembly concerning all matters pertaining to municipal involvement in the arts in the community except those programs officially under the purview of other advisory bodies.*
- 2. Receive requests for funds from community arts organizations and recommend to the mayor and assembly those projects and organizations which should receive municipal funding.*
- 3. Promote public and private cooperation in support of the arts."*

Audit Finding.

From January 2024 through April 2025, the Commission did not issue any resolutions or reports. However, the February 2024 meeting minutes contained a list of final scores and recommendations for art grants and that a formal letter to the Mayor is to be drafted with their recommendations. Meeting minutes also contained notes on topics such as community outreach, grant application reviews, and timelines with scoring methodology for art grants.