

**ECONOMIC OPPORTUNITY DEPARTMENT
ART PROGRAMS DIVISION
AUDIT 19-02
FEBRUARY 12, 2019**



CITY OF TAMPA

Bob Buckhorn, Mayor

Internal Audit Department

Christine Glover, Internal Audit Director

February 12, 2019

Honorable Bob Buckhorn
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: Economic Opportunity Department's Art Programs Division, Audit 19-02

Dear Mayor Buckhorn:

Attached is the Internal Audit Department's report on Economic Opportunity Department's Art Programs Division, Audit 19-02.

We thank the management and staff for their cooperation and assistance during this audit.

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: Dennis Rogero, Chief of Staff
Bob McDonough, Administrator of Economic Opportunity
Sonya Little, Chief Financial Officer
Ernest Mueller, Chief Assistant City Attorney
Robin Nigh, Art Programs Manager
Michael Perry, Budget Officer

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/s/ Debbie Abbott

Auditor

/s/ Christine Glover

Audit Director

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BACKGROUND

The Economic Opportunity Department's Art Programs Division consists of four programs¹:

Public Art Program

The City of Tampa's (City) Public Art Program is the oldest program in the bay area and was founded by City ordinance in 1985 with the mission to:

- Promote the involvement of artists in projects throughout the City
- To enhance the physical environment
- Celebrate Tampa's unique character and identity

A Public Art Committee serves an advisory role and consists of a citizen group appointed by the Mayor. The program follows national best practices, is well respected, and has consistently been nationally recognized for leadership in the field of Public Art.

Public Art in Private Development

The City of Tampa's role in culture is to provide opportunities for engagement in the arts and improve the ability to learn by providing tools that impact community confidence. The City's cultural strategy seeks to create platforms for engagement that are free and accessible to the public and that maintain artistic excellence, have wide appeal, and provide educational content.

Partnerships

The Art Programs Division works with community partners to foster win-win relationships and to form public/private partnerships. Some projects that have resulted from partnering with the private sector include the 9/11 memorial on Bayshore Boulevard, Kinetic Ring on Kennedy Boulevard in the Westshore area, Adamo Drive Mural in Ybor City, and the ongoing Lights On Tampa program.

Education & Outreach

The Art Programs Division offers many free educational tools including lesson plans, downloadable information on artists and the projects completed for the City of Tampa, and a variety of educational videos on recent projects.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY2019 Audit Agenda. The objective of this audit was to ensure that the system of internal controls was adequate based on work performed.

¹ City of Tampa website Art Programs – Programs and Services, 2018

STATEMENT OF SCOPE

The audit period covered activity that occurred from October 1, 2017 through September 30, 2018. Tests were performed to determine whether the Art Programs Division personnel were fulfilling their stated duties and responsibilities in an effective and efficient manner. Original records as well as copies were used as evidence and verified through observation and physical examination.

STATEMENT OF METHODOLOGY

The following techniques were used to accomplish our objective:

1. Interviewed key personnel to determine whether adequate controls over the internal processes had been established.
2. Flowcharted processes.
3. Reviewed inventory records and financial data including spreadsheets.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. 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.

NOTEWORTHY ACCOMPLISHMENTS

The Art Programs Division recently had the City's art collection assessed by appraisers to determine market value and identify maintenance needs.

AUDIT CONCLUSIONS

Based upon the test work performed, we conclude internal controls for the Art Programs Division are adequate; however, we found funds were not always being transferred to the Public Art Fund for municipal capital projects as required by City Code.

CAPITAL IMPROVEMENT PROJECTS

STATEMENT OF CONDITION: Currently municipal Capital Improvement Projects (CIP) are set up with a line item for public art for one (1) percent of the project cost. However, if this money is not used for art involving the project before the project ends, the public art line item funds are returned to the CIP fund balance. The money is not transferred to the Public Art Fund.

CRITERIA: Chapter 4 of City Code states "(a) There is hereby created a public art fund which shall be a separate account set up by the City to receive monies appropriated for the public art program and shall consist of the following: (1) One (1) percent of the construction cost of a municipal building project as bid, contracted and accepted by the City. Unexpended monies in this fund may be used for works of art at existing public properties and facilities as deemed appropriate by the public art committee as established in this chapter..."

CAUSE: The practice has been to keep the 1% for public art within the CIP fund as a line item within the project. The Budget Office stated the reasoning for keeping the money in the projects is to maintain the integrity of the CIP projects and to be transparent to the true cost of the projects. At the end of the projects, the funds are returned to CIP fund balance if the CIP does not have an art project assigned to it, in violation of City Code.

EFFECT: The Public Art Programs Division is not always receiving the monies due from municipal projects, which is a violation of City Code.

RECOMMENDATION 1: We recommend the Budget Office establish a process for transferring the one percent of construction cost (capped at \$200,000) into the Public Art Fund so those funds can be used as intended by City Code.

MANAGEMENT RESPONSE:

1. Revenue and Finance recommends amending City of Tampa Code of Ordinances Section 4-3 to reflect Generally Accepted Accounting Practices (GAAP).
2. The Budget Office and the Art Programs Division will reconcile available balances for the Art Programs at least quarterly.
3. The Budget Office will establish a Public Art capital project across restricted funds to provide transparency of remaining balances.

TARGET IMPLEMENTATION DATE: August 31, 2019