

★ Roll Call Number

Agenda Item Number

15-I

Date March 26, 2012

Recommendation from Mayor Cownie to appoint Jennifer Fiihr to the Library Board of Trustees, Seat 2 for a six-year term commencing July 1, 2011 expire July 1, 2017.

Jennifer Fiihr
4110 Forest Avenue
Des Moines, IA 50311

(515) 274-0295 (R)
(515) 229-3238 (A)

Moved by _____ to adopt.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED

APPROVED

Mayor

City Clerk



City of Des Moines
Application for Appointment to Board, Commission or Committee

NAME Mrs. Jennifer Mary Fihr
Mr./Mrs./Ms. First Middle Last

Home Address 4110 Forest Avenue Des Moines 50311
Number Street City Zip

Birth Date 5/31/73 Residence Phone 515-274-0295 Cell 515-229-3238 Business Phone

Occupation Human Resources/Budget Analyst How Long? Seasonally since 2006

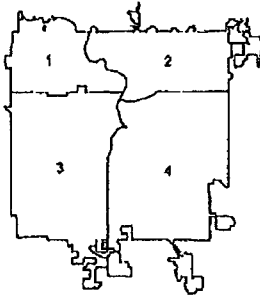
Employer Various political campaigns How Long? Please see resume

Business Address _____
Number Street City Zip

Daytime Phone _____ Fax _____ E-mail address DJFihr@hotmail.com

Are you a resident of Des Moines? Yes No Number of Years 12

What is your City Council Ward Number 1



Are you a Registered Voter? Yes No

Have you ever been employed by the City of Des Moines? Yes No

Any relatives employed with the City? Yes No
List relatives employed by the City

Name/Department/Relationship

Name/Department/Relationship

Have you ever served as a member of ANY Board, Commission or Committee: Yes No (If yes, list below)

Board, Commission or Committee Dates Served

Board, Commission or Committee Dates Served

List any Boards, Agencies, Civic, Service and/or Professional Organizations to which you are affiliated:

PTA, Downtown School - Volunteer
Waveland Neighborhood Association - Volunteer

You may indicate in the space below other life experiences or skills which will contribute to the mission of this Board, Commission or Committee:

Please see cover letter

(If more space is needed for any of the questions above, please attach additional sheets).

**PLEASE INDICATE ORDER OF PREFERENCE FOR APPOINTMENT
RANK BY NUMBER-Pick up to 5**

RANK	BOARD NAME	BOARD MISSION
	Access Advisory Board	Implement and establish handicap access to all City buildings and employment
	Airport Board	Authority to govern the operation of the DM International Airport, under supervision of DM City Council
	Building and Fire Code Board of Appeals	(1) Review the building, electrical, mechanical, plumbing and fire codes periodically and make recommendations to the city council. (2) Act as a board of appeals to hear grievances arising from a decision of the building official or fire chief and to provide for reasonable interpretations consistent with the provisions of the building, electrical, mechanical, plumbing and fire codes. (3) Determine the suitability of alternate materials and types of construction to those otherwise allowed by the building codes and to provide reasonable interpretations of the provisions of such article (4) Waive building code requirements that, in the opinion of the Board, do not render the building or structure more hazardous, based on life safety, fire safety and sanitation, than the code requires
	Citizen Odor Board	Maintain log books recording occurrences of odor nuisances, providing personal testimony of reaction to odor in respect to effects on health and right of enjoyment of life or property
	Civil Service Commission	Recruits and examines applicants for Civil Service employment; maintains Civil Service employee records; hears and adjudicates employees appeals
	Des Moines Music Commission	Promote development, support and provide opportunity for input for live music performances, the music industry and musicians and the public within the city
	Historic Preservation Commission	Review and recommend designation of historic districts and further efforts of preservation
	Housing Appeals Board	Hold hearings, grant variances, mediate appeals and recommend enforcement action in the administration of Housing Code Enforcement
	Human Rights Commission	Receive and investigate discrimination complaints, to formulate a comprehensive educational program to eliminate discrimination, and to recommend ways to discourage prejudice
<u>1</u>	Library Trustees	Have charge, control, and supervision of all public libraries
	Neighborhood Revitalization Board separate application required-request form from City Clerk's Office	To advise City Council and Board of Supervisors on housing improvement and neighborhood revitalization efforts
	Park and Recreation Board	Oversee planning and administration of City parks, cemeteries, recreation centers and various programs
	Plan and Zoning Commission	Set policy, determine plan and zoning requirements. Oversee the preparation and administration of the Comprehensive Plan, zoning, long-range planning, subdivision and public improvements
	Power Engineers Examiners Board	Hold examinations for licensing of Stationary Boiler Engineers and Stationary Boiler Firemen.
	Public Housing Board	Initiate programs or projects, including grant applications that further the policies and plans of the Municipal Housing Agency including tenant conduct and relations, interact with other governmental agencies with respect to application for and implementation of grants and other funding programs, review and comment on Dept. Director's annual operating and capital budgets prior to their submission to City Manager, buy, lease, sell or exchange supplies, equipment and materials and to procure service or work to extend unencumbered funds are available when such contracts or agreements exceed \$10,000
	Sister Cities Commission	Further economic cooperation/cultural exchange between Des Moines and foreign cities, recommend cities appropriate for designation as Sister Cities, and to coordinate Sister City activities
	Skywalk Commission	Among other things, the Commission establishes minimum standards for operation, maintenance and repair of the skywalk system
	Traffic Safety Committee	Study and recommend policy for pedestrian and vehicle traffic and safety conditions
	Urban Design Review Board	Makes recommendations to the Council on design of public projects and many downtown projects. This board also serves with the Historic Preservation Commission as the Landmark Review Board
	Water Works Trustees	Oversee management and operation of Des Moines Water Works, including setting water rates
	Youth Advisory Board	Study and coordinate youth activities for the Des Moines area
	Zoning Board of Adjustment	Hear appeals for Zoning variances
	Any Board	

Most board seats have no special requirement, other than being a citizen of Des Moines. However, some seats require special criteria for members—please check all boxes below that apply to you.

<input checked="" type="checkbox"/>	Citizen of Des Moines	<input type="checkbox"/>	Represents interest of low income residents
<input type="checkbox"/>	Person with disability	<input type="checkbox"/>	Demonstrated Interest in residential neighborhoods
<input type="checkbox"/>	Own/employed by disabled service provider	<input type="checkbox"/>	Represents Interest of Business, Non-Profit & Education community
<input type="checkbox"/>	Architect	<input type="checkbox"/>	Member of the DM Skywalk Association
<input type="checkbox"/>	Architect, with significant restoration experience	<input type="checkbox"/>	Owner/operator of a business on the skywalk corridor
<input type="checkbox"/>	Landscape Architect	<input type="checkbox"/>	Licensed Realtor
<input type="checkbox"/>	Reside in an area of the City generally acknowledged to experience odor problems	<input type="checkbox"/>	Developer or real estate broker
<input type="checkbox"/>	Reside in the Owls Head or Sherman Hill Historic District in DM	<input type="checkbox"/>	Experience in Real Estate or Real Estate Financing
<input type="checkbox"/>	Demonstrated interest and experience in historical renovation, restoration or preservation	<input type="checkbox"/>	Master Electrical Contractor
<input type="checkbox"/>	Attorney	<input type="checkbox"/>	Master Plumber
<input type="checkbox"/>	Contractor with construction/remodeling experience	<input type="checkbox"/>	Active A,B,C or D Mechanical Contractor, with DM License
<input type="checkbox"/>	Electrical Engineer	<input type="checkbox"/>	Journeyman Plumber
<input type="checkbox"/>	Hold 1 st class Engineering license in DM	<input type="checkbox"/>	General Contractor-Commercial
<input type="checkbox"/>	Registered Structural or Construction Engineer	<input type="checkbox"/>	General Contractor-Residential
<input type="checkbox"/>	Historian	<input type="checkbox"/>	Mechanical Engineer
<input type="checkbox"/>	Sociologist	<input type="checkbox"/>	

Any Additional Comments:

Applicant Signature

A. Fiik

DATE

10/31/11

RETURN TO:

Diane Rauh, City Clerk
 400 ROBERT D. RAY DRIVE
 Des Moines, Iowa 50309-1891

515-283-4209

cityclerk@dmgov.org

Jennifer Fiihr

4110 Forest Avenue ■ Des Moines, Iowa ■ 50311 ■ (515) 274-0295 ■ Djfiihr@hotmail.com

Policy/Legislative Experience

Iowa Department of Public Safety, Des Moines, IA

Office of the Commissioner, August 2003 – December 2006

- Created documents for state legislators, the press, and safety advocates promoting policy and safety initiatives.
- Researched issues on behalf of Iowa’s Public Safety Commissioner for policy consideration. Issues included methamphetamine, teen drivers, law enforcement task forces, underage drinking, and grant opportunities.
- Organized statewide community meetings to discuss racial profiling and job recruitment fairs to increase minority hiring.

Iowa Department of Inspections and Appeals, Des Moines, IA

Legislative Liaison and Administrative Rules Coordinator, October 1999 – December 2001

- Coordinated development and submission of the department’s legislative packet and administrative rule filings.
- Promoted legislative proposals verbally and in prepared documents during the legislative session.
- Served as the department’s spokesperson on legislative issues. Issues included health care facility inspection, hospital licensing, social and charitable gaming and food safety.

Governor Tom Vilsack, Iowa 2010 Strategic Planning Council, Des Moines, IA

Logistic Coordinator, March – October 1999

Political Experience

Iowa Democratic Party

Human Resources Director, March 2010 – January 2011

Interim Comptroller and Comptroller Assistant, June 2006 – December 2006

- Prepared and processed bi-weekly payrolls for 487 staff members totaling over \$3.3 million.
- Administered all employee benefits including health insurance, personal time off and reimbursements. Implemented personnel manual and employee guidelines.
- Complied with applicable State and Federal regulations.

Roxanne Conlin for Senate, Des Moines, IA

Human Resources Director, November 2009 – February 2011

- Established a personnel department prior to the candidate’s announcement. Instituted sound hiring practices, employee guidelines and benefits, and a professional payroll system.
- Prepared and processed bi-weekly payrolls for 21 staff members totaling over \$390,000.

Iowa Democratic Party/President Obama's Campaign for Change, Des Moines, IA
Human Resources Director, February 2008 - December 2008

- Prepared and processed bi-weekly payrolls for 514 staff members totaling over \$4.3 million.
- Directed over 490 individuals through the hiring process.
- Reviewed and processed campaign reimbursements and health care expenses.
- Served as the campaign's health insurance Group Administrator.
- Complied with applicable Federal Election and IRS regulations.

Obama for America, Des Moines, IA
Budget Assistant, September 2007-January 2008

- Developed and maintained budget system to track over \$3 million and provided deputy campaign manager with weekly and ultimately daily budget updates to aid with spending decisions.

U.S. Senator Tom Harkin, Senate Office, Washington, DC
Assistant to the Chief of Staff and Office Manager, August 1997 – March 1999

- Managed \$1.7 million office budget for Washington, DC office and five Iowa offices while assisting chief of staff with administrative duties.
- Interviewed, hired, and supervised administrative staff.

Polk County Democrats, Des Moines, IA
District Field Coordinator, August 1998 – November 1998

Democratic Congressional Campaign Committee, Washington, DC
Assistant to the Executive Director, May 1997 – August 1997

Citizens for Harkin, Des Moines, IA and Washington, DC
Office Manager, January 2002 – December 2002
Assistant to the Campaign Manager, March 1996 – December 1996
Office Manager, November 1995 – December 1996
Fundraising Assistant, March – November 1995 and January 1997 – May 1997

Education

Drake University, Des Moines, IA, 1995
Bachelor of Arts and Sciences, Double Major, History and Political Science

Community Involvement

Downtown School
PTA Co-Vice President, 2008 - 2009
Scholastic Book Fair Chairperson, 2009 – present

Des Moines Public Library
Grantwriter, 2005

- Secured funding to produce a one man play honoring former library director Forrest Spaulding.

Professional and Personal References

Gordon R. Fischer
Bradshaw, Fowler, Proctor, Fairgrave
(515) 246-5895
fischer.gordon@bradshawlaw.com

The Honorable Janet Petersen
Iowa House of Representatives
(515) 279-9063

Norm Sterzenbach
Executive Director, Iowa Democratic Party
(515) 244-7292
nsterzenbach@iowademocrats.org

Kevin Techau
Associate General Counsel, American Equity Investment Life Insurance Company
(515) 221-0002

**City of Des Moines, Iowa
Boards and Commissions
Board Composition**

Library Board of Trustees

Description: Board has charge, control, and supervision of all public libraries. Code of Iowa, Chapter 378.3.

Staff contact: Cathy Newton 283-4291

Term length: Six years

Expiration: June 30

Meetings: 4:00 PM, Third Tuesday of each month,
Location rotates between the main library and the five branches.

Location: Central and Branch Libraries

Requirements: GENDER BALANCE REQUIRED - Five members appointed by the Mayor with approval of the City Council. TERM LIMITS DO NOT APPLY

Prof. requirements:

Member Information

Jason Grinstead (C): Term expires: 07/01/2014
4331 Ingersoll Avenue (D): Took office: 07/14/2008
Des Moines 50312 (E): Appointed by: 7 - Mayor
(W): Residing in Ward: 3
Eligibility: Eligible for reappointment
Gender: Male
Seat: 05 - Citizen of DM

~~Barbara Hildebrandt (C): Term expires: 07/01/2011
2607 S.W. Emma (D): Took office: 09/13/1999
Des Moines 50321 (E): 515 256-9164 Appointed by: 7 - Mayor
(W): Residing in Ward: 3
Eligibility: Eligible for reappointment
Gender: Female
Seat: 02 - Citizen of DM~~

Ellen Hubbell (C): Term expires: 07/01/2016
2854 Druid Hill Drive (D): 515 867-1880 Took office: 02/14/2011
Des Moines 50315 (E): 515 288-0310 Appointed by: 7 - Mayor
(W): Residing in Ward: 3
Eligibility: Eligible for reappointment
Gender: Female
Seat: 03 - Citizen of DM

Kevin W Techau (C): Term expires: 07/01/2012
1118 44th Street (D): Took office: 10/01/1998
Des Moines 50311 (E): 515 279-8801 Appointed by: 7 - Mayor
(W): 515 281-3235 Residing in Ward: 3
Eligibility: Eligible for reappointment
Gender: Male
Seat: 04 - Citizen of DM

Member Information

Jule A Thorsen	(C):	Term expires:	07/01/2013
2008 34th Street	(D):	Took office:	02/07/2005
Des Moines 50310	(E): 515 279-9923	Appointed by:	7 - Mayor
	(W): 515 779-3505	Residing in Ward:	3
		Eligibility:	Eligible for reappointment
Seat: 01 - Citizen of DM		Gender:	Female

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October 31, 2011

The Honorable T. M. Franklin Cownie
400 Robert D. Ray Drive
Des Moines, IA 50309

FILED
2011 NOV - 1 AM 10:50
CITY CLERK
DES MOINES, IA

Dear Mayor Cownie:

I am writing to express my interest in the vacant position on the Library Board of Trustees. I believe my public sector experience, community involvement, skills, and loyalty to the public library system uniquely qualify me to serve on this board.

Des Moines Public Library

As a small child, I became a regular library visitor. This tradition continued as a young adult new to the Des Moines community and only escalated with the birth of my three children. As the mother of a two, six and nine year old, I have the pleasure of enjoying the Des Moines Public Library services on so many levels, including storytime, afterschool crafts, Battle of the Books and the AVID series. In 2005, I wrote a successful grant proposal for the DM Public Library Foundation to sponsor the one man play of Des Moines Library Director Forrest Spaulding's contributions to the public library system and as author of the library bill of rights.

Community Involvement

I am an active member of our neighborhood and the Des Moines Public Schools. My family delivered newsletters for the Waveland Park Neighborhood Association, we plant flowers in the city park near our home and we've worked with neighbors and city leaders to bring traffic calming measures to our neighborhood. I am also a member of the Downtown School PTA currently serving as Chair of the DTS Scholastic Book Fair and Parent Coordinator for my son's classroom.

Public Sector Experience

I served as legislative liaison for the Iowa Department of Inspection and Appeals under Director Kevin Techau. In that role, I coordinated the agency's legislative efforts and administrative rule filings and served as the department spokesperson on legislative issues such as health care facility inspection, hospital licensing, social and charitable gaming and food safety. I later joined Public Safety Commissioner Kevin Techau again at the Iowa Department of Public Safety and worked on legislative and policy initiatives regarding methamphetamine, teen drivers, underage drinking and racial profiling. Prior to joining DIA, I was logistics coordinator for the Iowa 2010 Strategic Planning Council, and before that was assistant to the chief of staff and office manager in the DC senate office of U.S. Senator Tom Harkin. Throughout my tenure in government, I was highly regarded by public officials, constituents and colleagues for my professionalism and responsiveness.

Administrative Skills

I am a highly organized and creative person who succeeds at keeping myself and others on task and mission focused. My computer skills are excellent and I adopt new technologies quickly and completely. I communicate well with diverse audiences in writing and in person and work effectively on my own and on teams.

My resume and references are attached. Please let me know if you have questions or need further information. Thank you for your time and consideration.

Sincerely,

Jennifer M. Fihr