

★ **Roll Call Number**

Agenda Item Number

28

Date July 14, 2014

BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa:

That the attendance reports of the various City Boards and Commissions through June 30, 2014 are hereby received and filed. (Attendance reports are attached.)

Moved by _____ to receive and file, and express our appreciation to all, especially those with perfect attendance.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GATTO				
GRAY				
HENSLEY				
MAHAFFEY				
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

Sec. 2-1050. - Meeting and attendance requirements.

(a)

Except as otherwise specifically provided, each administrative or advisory board, committee, commission or agency of the city shall establish a schedule of regular meetings of its membership, shall establish a procedure for calling such special meetings as are necessary to the performance of its assigned functions, and shall keep a record of attendance of its members at regular and special meetings. Each member of an administrative or advisory board, committee, commission or agency is expected to attend all regularly scheduled meetings. The number of absences by any member shall not exceed 25 percent of the number of regularly scheduled meetings in a calendar year, provided if 25 percent is a number less than four, no member shall miss more than four of the regularly scheduled meetings in a calendar year, without regard to the reasons for the absences. The cancellation of a regularly scheduled meeting shall not affect the number of allowed absences.

(b)

Each administrative or advisory board, committee, commission or agency shall transmit to the city council a written report containing the name of each member who has not met the attendance requirements of this section within two weeks of the meeting at which any member fails to meet the requirements for attendance established by this section. The report of the administrative or advisory board, committee, commission or agency may recommend removal or retention of any member and state reasons for removal or retention of the member. Failure to meet the attendance requirements of this section is grounds for removal of a member of any administrative board, committee, commission or agency. The first and each subsequent failure to meet the attendance requirements of this section shall be reported to the city council. The city council shall act upon each report received to either retain or remove any member of an administrative or advisory board who has not met the attendance requirements of this section. The attendance requirements of this section shall not apply to the city council, civil service commission, board of library trustees, skywalk committee, landmark review board or the zoning board of adjustment. The attendance requirements of this section shall also not apply to alternate members appointed or approved by the city council to serve at any meeting in the absence of a regular member.

(c)

Each administrative or advisory board, commission, committee or agency shall keep minutes of its proceedings, showing the vote of each member on each question or, if absent and failing to vote, indicating that fact and shall keep written records of its other official actions which shall within 30 days after each meeting be filed with the city clerk. The city clerk shall make such minutes available to each member of the city council upon request.

(d)

Prior to January 15 of each year, the chair of each administrative or advisory board, committee and agency shall prepare and distribute to the members of such board, committee or agency a report identifying the members who served on that board, committee or agency in the preceding calendar year, the number of regularly scheduled and special meetings held in the preceding year during the term of each member's appointment, and the number of such meetings attended by each member. Each member shall be informed that the member may submit a letter of explanation regarding absences to the chair or the city clerk before January 31. The chair shall file the report and any letters of explanation received by the chair with the city clerk by February 1.

ACCESS ADVISORY BOARD
Attendance Report 2014
11 Meetings/year

Name	NO MTG.	Feb 19	Mar 19	No mtg.	May 21	June 18	July 16	Aug 20	Sep 17	Oct 15	Nov 17	No Mtg	Total Absences
Dennis, Brian													
Dimery-Bragg, Penelope	X	X	X		X	X							5
Ford, Karin													
Green, Troy													
Jeppesen, Bob	X	X	X		X								4
Kreho, Jessica	X												1
McGee, Mary	X	X											2
Noblin, James													
Oberbroeckling, Steve	X		X		X	X							4
Stanley, Mark	X		X										2
TenPas, John													
Young, Michael													
	NO												
	Quorum												

Notes:

Board Member Jessica Pruitt's last name changed to Kreho

Board does not meet in December

**Building & Fire Code Board of Appeals
Attendance Report 2014
12 Meetings/year**

Name	Feb 13	April 10	May 8	Jul 10	Aug 14	Sep 11	Oct 9	Nov 13	Dec 11	Total Absences
Caldwell, Bart										
Edgington, Gary										
Gassman, Chuck		X								1
Johnson, Jim		X	X							2
Kriens, Dave			X							1
Layland, Chad	X									1
Linn, Marshall		X								1
Mendenhall, Martie			X							1
Oltrogge, Susan										
Shivers, Mel	X									1
Thyberg, Jon			X							1
Tinker, Randy		X								1

X = Absent

S = Special Meeting

**Citizen Odor Board
Attendance Report 2014
2 Meetings/year
April 8**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Dusty Isaacson													0
Judy Isaacson													0
Marilyn Fisher				x									1
Matt Grohe				x									1
Carolyn Mehl				x									1
Keith Mehl				x									1
Ida Miles													

**Civil Service Commission
Attendance Report 2014
January - June
24 Meetings/year**

Name	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Total Absences
	01/07	01/21	02/04	02/18	03/04	03/18	04/01	04/15	05/06	05/20	06/04	06/17	07/01	07/15	08/05	08/19	09/02	09/16	10/07	10/21	11/04	11/18	12/02	12/16	
Campos, Mary	X				X				X																3
Carter-Lewis, Linda	X																								1
Hall, Jeff	X	X		X				X	X																5
Henry, Joe				X		X																			2
Munns, Diane				X		X	X	X	X		X														6
Quinn, Joseph																									2
Rounds, Peter											X														1

X = Absent
S = Special Meeting
* = Meeting Cancelled

Notes:

**Historic Preservation Commission
Attendance Report January – June 2014
12 Meetings/year**

Name	01/15	02/19	03/19	04/16	05/21	06/18					Total Absences
Barry, Patricia											
Bye, Breann					X						1
Estes, Elaine	X				X	X					3
Fenton, Scotney			X								1
Griffin, Robert		X			X	X					3
Holderness, Susan	X					X					2
Marchand, Denny	X	X	X								3
Craig McCoy											
Sweet, David	X	X	X								3
Taenzer, York											
Aaron Todd						X					1
Weidmaier, Teresa		X		X							2
Vacant Seat											

X = Absent

S = Special Meeting

Notes:

- David Sweet submitted his resignation on March 19, 2014.
- Aaron Todd was appointed on April 21, 2014 to fill the seat vacated by David Sweet.
- Craig McCoy was appointed on June 24, 2014.
- Robert Griffin was reappointed on June 24, 2014.

**Housing Appeals Board Meeting
Attendance Report 2014
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Victoria Daniels				X		X							2
Daniel Garrett						X							1
Jeff Gronstal				X									1
Stacie Mitchell													
Sarah Oltrogge		X											1

X = Absent
S = Special Meeting

Notes: No Meeting January, March & May.

**Housing Services Board
Attendance Report 2014
January - June
12 Meetings/year**

Name	Jan 15	Feb 19	Mar 19	April 23	May 21	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Avitt, Blair		X				X							2
Bertogli, Mary				X		X							2
Ekstrom, Jason *			X		X								2
Hansen, Kimberly **													0
Henriquez, Deirdre	X				X								2
Ibson, CeCelia ***			X			X							2
Mitton, John ****				X									1
Morrison, Paul	X			X									2
Newcomb, Natasha						X							2
Simmons, Lynn	X	X	X	X	X	X							6
Vines, Don													0

X = Absent
S = Special Meeting

Notes:
* Ekstrom, Jason appointed 1-13-14
** Hansen, Kimberly appointed 2-24-14
*** Ibson, CeCelia appointed 2-10-14
**** Mitton, John appointed 2-24-14

**Des Moines Civil & Human Rights Commission
Attendance Report 2014
12 + meetings/year**

2014 Absences

	Jan	Jan	Feb	Mar	Mar	Apr	Apr	Apr	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	9	23	13	13	27	1	7	10	24	28	8	12					
	01/09	01/23	02/13	03/13	03/27	04/01	04/07	04/10	04/24	04/28	05/08	06/12					
	R	S	R	R	S	S	S	R	S	S	R	R					Total Absences
Francis Boggus																	
Michael Bowser	X																1
Gabriel Carnes																	
Kathy Collins Reilly					X					X							2
Peggy Dandy										X							2
Daniel Garza		X															1
Margo Jones					X	X				X							3
Christine Manbeck																	
Nancy Trotter		X															1
Commissioners Present:	6	5	All	All	5	6	All	All	All	4	All	6					10

Notes:
X = Absent
S = Special Meeting
R = Regular meeting dates are in **BOLD**

**Neighborhood Revitalization Board
Attendance Report 2014
January - June
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Ben Brackett				X									1
Mark Cooper													
Russell Cross		X	X	X		X							4
Tim Hielkema													
Lisa Howard													
Kelly Kennedy													
Wendy Lacina		X											1
Jean Minahan			X										1
Laura Mundy													
Natasha Newcomb													
Frank Owens		X											1
Elizabeth Presutti		X											1
Marge Ramsey													
Steve VanOort													
Neal Westergaard													

**Park and Recreation Board
Attendance Report 2014
January - June
12 Meetings/year**

Name	Jan 28	Feb 25	Mar 25	April 22	May 27	June 24	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Boesen, Connie													0
Cahill, Jon			X	X		X							3
Clubb, Jeff					X								1
Davis, George													0
Facto, Vicki													0
Feltner, Paula				X									1
Jansa, Andrea			X			X							2
Koenig-Vandelaar, Susan					X	X							2
Noland, Susan													0
Ogle, Loyd	X												1
Passick Dan		X	X			X							3
Rogers, Carolyn*													0
Scavo, Vincent	X			X									2
Simonson, Michael			X	X	X								3
Thornton, Dick						X							1

X = Absent
S = Special Meeting

Notes:
*Rogers, Carolyn resigned 05/27

**Plan and Zoning Commission
Attendance Report 2014
24 meetings/year**

Date: Member Name	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Absence Total
	16	6	6		6		3	17	1	15	5	19	17	7	21	1	18	2	16	6	20	4	18		
Briles, Dory	X	X									X													3	
Corigliano, JoAnne	X																							1	
Easley, Jacqueline	X	X						X			X													3	
Fitzgerald, Tim	X				X																			4	
Flaherty, Dann		X					X																	2	
Freed, Jann	X				X				X		X													4	
Hilmes, John "Jack"									X		X													2	
Irvine, Ted												X												2	
Jones, Greg	X						X																	2	
Page, William	X							X		X														3	
Pardee, Christine																									
Stephens, CJ	X	X																						2	
Stogdill, Vicki	X						X	X		X														4	
Wattier, Greg		X									X													2	

X = Absent

S = Special Meeting

Notes: Jan 2, Mar 20 and Jul 3 No meeting
January 16 meeting was postponed due to lack of quorum
February 20, 2014 was cancelled due to weather

Pursuant to Chapter 2, Article VI, Sec. 2-

**Sister Cities Commission
Attendance Report January – June 2014
12 Meetings/year**

Name	01/14	02/11	03/11	04/08	05/13	06/10				Total Absences
Bair, David				X						1
Blake, Darlene										0
Carman, Heather		X		X		X				3
Chesnut, Don	X			*						1
Civitata, Patricia		X	X							2
Daly, Mark						*				0
Geiken, Kevin			*			X				1
Levine, Tracy	X	X			*					2
Nowadzky, Roger										0
Renda, Ginny		X								1
Reno, Sam					*					0
Rogers, Will			X	*						1
Spaine, Vidal					X					1
Stelling, Dwight			X		X	X				3
Woods, Tim				X	X					2

X = Absent
S = Special Meeting

Notes:

- * Chesnut vacated seat effective April 28, 2014
- * Daley appointed June 2014
- * Geiken appointed March 2014
- * Levine resigned effective May 2014
- * Reno appointed May 2014
- * Rogers resigned effective April 2014

**Traffic Safety Committee
Attendance Report 2014
January - June
12 Meetings/year**

Name	Jan No Meeting	Feb 2/11	Mar 3/11	April No Meeting	May 5/13	June 6/10	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Merlin Davis		X	X										2
Scott Galenbeck			X										1
Chad Mason		X											1
Carl McPherson													
George Robinson													
Kevin Williamson													
Jim Windsor													

X = Absent
S = Special Meeting

Urban Design Review Board
 Attendance Report 2014
 Six Month Report
 January - June

Member Name	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Total Absences Reg/Special	
	7	14	21	4	18	4	18	25	1	15	6	20	3	17	1	15	5	19	2	16	7	21	4	18		2
Allen, Scott	C		C				C	S				C	C													0/1
Clark, Brian	A		A	X			A	S	X			A	A	X												3/1
Gamer, Todd	N		N	X	X		N				X	N	N													3/0
Hearn, John	C		C	X			C				X	C	C													2/0
Heiman-Godar, Naura	E		E		X		E					E	E	X												2/0
MacRae, Colleen	L		L	X			L					L	L													1/0
Mormann, Marlon	L	S	L	X	X	X	L			X		L	L													4/1
Peters, Laura											X	E	E	X												2/0
Reynolds, Dennis	E		E				E					D	D													See notes
Rypma, Tim	D	S	D		X		D		X					X												0/0
Todd, Aaron	S		S	X	X	X	S		X	X																2/1
																										5/2

X = Absent
 S = Special Meeting

Notes:
 [Shaded Box] = Cancelled meetings:

NOTES – Laura Peters was appointed by council on May 5th

**Zoning Board of Adjustment
Attendance Report 2014
12 Meetings/year**

Name	Jan 23	Feb 27	Mar 27	April 24	May 22	June 26	July 24	Aug 28	Sept 25	Oct 23	Nov 27	Dec 18	Total Absences
Christensen, Jake					X								1
Dave Gaer													0
Mortice, Cherie	X	X	X	X	X	X							6
Pins, Mel (Chair)													0
Rosenberg, Brook	X		X										2
Smith, Cindy													0
Westergaard, Linda (Vice Chair)													0

X = Absent
S = Special Meeting

- Notes:
- Dave Gaer appointed to Seat 3 by Council on March 10, 2014.
 - Brook Rosenberg resigned from Seat 1 on June 9, 2014.