

★ Roll Call Number

Agenda Item Number

17

Date August 8, 2016

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, 2016 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				
MOORE				
WESTERGAARD				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

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.

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 2016
January - June
11 Meetings/year**

Name	Jan 20	Feb 17	Mrch 16	April 20	May No Meet	June No Meet	July 20	Aug 17	Sept 21	Oct 19	Nov 16	Total Absences
Dennis, Brian			X	X								2
Dimery-Bragg, Penelope	X	X	X	X								4 of 4
Ford, Karin												0
Green, Troy	X			X								2
Jeppesen, Bob	X	X	X	X								4 of 4
Jones, Dylan												0
Kreho, Jessica	X	X		X								3
Noblin, James				X								1
Oberbroeckling, Steve			X									1
Smith, Kathleen												0
Stieler, Nathan		X										1
Stanley, Mark	X	X	X	X								4 of 4
TenPas, John												0
Young, Michael				X								1

**Building & Fire Code Board of Appeals
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan 28	Feb 11	Mar 10	April No Mtg.	May 12	June 9	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Chuck Gassman													0
Martie Mendenhall		X	X										2
Mel Shivers		X											1
Don Stockton													0
Bart Caldwell													0
Randy Tinker													0
Jon Thyberg						X							1
Dave Kriens													0
Chad Layland	X				X								2
Jim Johnson	X	X			X	X							4
Blake O'Brien	-												0
Christopher Missel	-												0

X = Absent
S = Special Meeting

Notes: Blake O'Brien joined the Board in February. Christopher Missel joined the Board in May.

**CITIZEN ORDOR BOARD
Attendance Report 2016
January – June 2016**

Name Last Name First	Jan	Feb	Mar	April 6	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Fisher, Marilyn													1
Grohe, Matt													
Isaacson, Judi													1
Mehl, Carolyn													
Mehl, Keith													
Ryan, Heather													
Voss, Jordan													1

**Civil Service Commission
Attendance Report 2016
January - December
24 Meetings/year**

Name	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Total Absences
	01/05	01/19	02/02	02/16	03/01	03/15	04/05	04/19	05/03	05/16	06/07	06/21	07/05	07/19	08/02	08/16	09/06	09/20	10/04	10/18	11/01	11/15	12/06	12/20	
Campos, Mary	*	X	X			*																			2
Carter-Lewis, Linda	*					*																			0
Hall, Jeffrey	*	X	X	X	X	*	X	X	X	X	X	X													10
Henry, Joe	*					*		X	X																2
Munns, Diane	*	X	X	X		*	X			X	X	X													7
Quinn, Joseph	*				X	*		X																	2
Rounds, Peter	*					*				X	X														2

X = Absent
S = Special Meeting
* = Meeting Cancelled

Notes:

**Des Moines Airport Authority Board
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Christensen, Jake													0
Feldmann, Mark													0
Hansell, Ed													0
Levy, Kerty													0
Ward, Liz													0

X = Absent
S = Special Meeting

Notes:

None Absent

**Des Moines Civil & Human Rights Commission
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan 14th	Feb 11th	Mar 10th	April 14th	May 12th	June 9th	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Bowser, Michael						X							1
Dandy, Peggy		X											1
Garza, Daniel													0
Knox, Izaah		X		X									2
Manbeck, Christine													0
Middlebrooks, Kameron						X							1
Red Wing, Donna													0

X = Absent
S = Special Meeting

Notes:

**Historic Preservation Commission
Attendance Report 2016
January - June
12 Meetings/year**

Name	01/20	02/17	03/16	04/20	05/18	06/15								Total Absences
Barry, Patricia														0
Bye, Breann					X									1
Estes, Elaine	X					X								2
Fenton, Scotney														0
Green, Martha														0
Griffin, Robert	X		X	X	X	X								5
Holderness, Susan			X			X								2
Marchand, Denny	X		X	X	X	X								5
McCoy, Craig	X													1
Taenzer, York														0
Todd, Aaron			X											1
Weidmaier, Teresa			X	X		X								3

X = Absent

S = Special Meeting

Notes:

- Martha Green was appointed to the Commission on March 7, 2016.
- Teresa Weidmaier's resignation was received and filed by the City Council on June 27, 2016.
- The regularly scheduled meeting for February 17, 2016 was cancelled as there were no items for the Commission to consider.

**Housing Appeals Board Meeting
Attendance Report 2016
January - June
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			X	X	X							4
Stacie Mitchell		X											1
Sarah Moore													
Sarah Oltrogge													
Bob Raker													

X = Absent
S = Special Meeting

Notes:

**Housing Services Board
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan 01/20	Feb 02/17	Mar 03/16	April 04/20	May 05/18	June 06/15	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Mr. Avitt		X		X	X	X							4
Ms. Bertogli	X												1
Mr. Ekstrom	X		X	X	X	X							5
Ms. Hansen													0
Ms. Henriquez	X	X	X	X	X								5
Ms. Ibson			X			X							2
Ms. Newcomb		X											1
Mr. Vines													

**Library Board of Trustees
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan S5	Jan 19	Feb 16	Mar 15	April 19	May 17	June 21	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Fiihr, Jennifer		X	X	X										3
Graham, Wes				X										1
Osius, Isobel						X								1
Swihart, Harold														0
Thorsen, Jule			X											1

X = Absent
S = Special Meeting

**Neighborhood Revitalization Board
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan 1/6	Feb 2/3	Mar 3/2	April 4/6	May 5/4	June 6/1	July	Aug	Sept	Oct	Nov	Dec	Total Absences	
BEN BRACKETT			X		X	NO MEETING HELD							2	
MARK COOPER														
RUSS CROSS		X			X									2
JOSH HELLYER	APPOINTMENT EFFECTIVE 3/2													
LISA HOWARD														
SETH JOHNSON					X									1
CAROLE JONES		X												1
TAMMY KEITER														
KELLY KENNEDY														
NATASHA NEWCOMB			X											1
FRANK OWENS				X										1
ALEX PIEDRAS		X	X											2
MARGE RAMSEY														
ETHAN STANDARD														
TOM VLASSIS														

X = Absent
S = Special Meeting

Notes:

**Park and Recreation Board
Attendance Report 2016
January June
12 Meetings/year**

Name	Jan 26	Feb 23	March 22	April 26	May 11 S	June 29	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Anderson, Heather													
Boggus, Kimberley*		X		X									2
Boesen, Connie				X		X							2
Cahill, Jon	X		X	X		X							4
Clubb, Jeff	X	X	X	X		X							5
Davis, George													
Facto, Vicki													
Fanter, Cynde	X		X										2
Feltner, Paula	X			X									2
Lepley, Chelsea		X	X										2
Noland, Susan													0
Ogle, Loyd	X												1
Pugh, Sam		X			X								2
Scavo, Vincent	X				X								2
Woodard, Andrea	X				X								2

X = Absent

S = Special Meeting

Notes:

**Plan and Zoning Commission
Attendance Report 2016
24 meetings/year**

Date:	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Absence
Member Name	7	4 18	3	7 21	5 19	2 16	7 21	4 18	1 15	6 20	3 17	1 15	Total
Boggus, Francis					X	X							2
Briles, Dory					X								1
Corigliano, JoAnne													
Courard-Hauri, David				X	X	X							3
Easley, Jacqueline		X	X										2
Fitzgerald, Tim					X	X							2
Freed, Jann		X		X	X								3
Hilmes, John "Jack"		X		X									2
Jenison, Carolyn													
Jones, Greg		X											1
Kamper, Sasha		X		X									2
Millard, Brian													
Page, William						X							1
Rosenbloom, Jonathan													
Simonson, Mike					X	X	X						3
Stephens, CJ				X	X								2
Wallace, Steve													
Wattier, Greg					X	X							2

X = Absent
S = Special Meeting

Notes: Jan 7 and Mar 17 No meeting
 Jan 21 No quorum meeting cancelled
 Jonathan Rosenbloom and Brian Millard resigned effective immediately (January 2016)
 David Courard-Hauri replaced Brian Millard effective February 2016
 Francis Boggus appointed effective March 2016
 Steve Wallace appointed effective April 2016
 Sasha Kamper resigned effective immediately (June 2016)
 Carolyn Jenison replaced Sasha Kamper effective July 1, 2016

**Des Moines Power Engineers' Board
Attendance Report January – December 2016
12 Meetings/year**

Name	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	Dec	Total
Randy Brown		x	X		x								3
Greg Downs		x											1
Jim Hinkle		x											1
Manford Meier	x	x	X	X	X	X							6
Mike Minnick		x				x							2
Josh Sullivan	X	x	X	x	X								5
	2	6	3	2	3	2							

29 total
X = Absent
S = Special Meeting

Notes:

**Sister Cities Commission
Attendance Report January – June 2016
12 Meetings/year**

Name	01/12	02/09	03/08	04/12	05/10	06/14						Total Absences
Bair, David		X	X			X						3
Becker, Tom *	X	X	X	X	X							5
Blake, Darlene												0
Bowen, Kerry												0
Campos, Amy			*		X							1
Carman, Heather		X		X	X							3
Civitate, Patricia			*									0
Daly, Mark					X							1
Geiken, Kevin				X	X							2
Lewis, Doug					X							1
Nowadzky, Roger												0
Renda, Ginny	X											1
Reno, Sam	X		X	X		X						4
Spaine, Vidal				X								1
Woods, Tim		X	X		X							3

X = Absent

EX = Excused Absence

S = Special Meeting

Notes:

* Becker – Representative for City of Cumming

* Campos – Appointed March 2016

* Civitate – Resigned March 2016

**Skywalk Committee
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Alexandra Briggs													0
Catherine Dietz-Kilen													0
Aaron Edwards													0
Nancy Goode													0
Amanda Nagle													0

X = Absent
S = Special Meeting

Notes:

Instructions:
No Meeting in January, February, March, April, May and June 2016.

**Traffic Safety Committee
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan 01/19	Feb No Meeting	Mar 03/08	April No Meeting	May 05/17	June 06/14	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Merlin Davis			X		X								2
Scott Galenbeck			X										1
Chad Mason	X												1
Carl McPherson	X												1
George Robinson			X										1
Kevin Williamson													0
Jim Windsor													0

X = Absent
S = Special Meeting

**Urban Design Review Board
Attendance Report 2016
20+ meetings/year**

Member Name	Jan		Feb		Mar		April		May		June			July			Aug		Sept		Oct		Nov		Dec		Total Absences Reg/Special
	12	26	2	16	1	15	5	19	3	17	7	14	21	5	12	19	2	16	6	20	4	18	1	15	6	20	
Allen, Scott		X	C											C													1/0
Dietz-Kilen, Catherine		X	A		X	X		X		X	X		X	C													7/0
Gray, Seth			N		X			X	X				S	A													3/1
Hielkema, Tim			C											N													0/0
Heiman-Godar, Naura	X		E		X		X			X	X		X	C													6/0
MacRae, Colleen			F					X		X	X		X	E													4/0
Nagle, Amanda			F				M	M	M	M	X	S	X	E													2/1
Nagle, Carey			E	X										F													1/0
Reynolds, Dennis			D		X		X							E													2/0
Rypma, Tim							X		X					D													2/0
Weisenbach, Stephanie									X																		1/0

X = Absent
S = Special Meeting
M = Maternity Leave

Notes:
[Shaded Box] = Cancelled meetings:

**Board of Water Works Trustees
Attendance Report 2016
January - June
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Carlson, David													0
Gearhart, Leslie													0
Gillette, Graham													0
Huppert, Susan													0
Wallace, Marc													0

X = Absent
S = Special Meeting

ZONING BOARD OF ADJUSTMENT
Attendance Report 2016
January - June
12 Meetings/year

Name	Jan 27	Feb 24	Mar 23	April 27	May 25	June 22	July 27	Aug 24	Sept 28	Oct 26	Nov 16	Dec 21	Total Absences
Blake, Nathan (Vice Chair)	X					X							2
Carlson, Lynn													0
Chiodo, John	X	X											2
Dave Gaer													0
Mortice, Cherie					X								1
Pins, Mel (Chair)													0
Smith, Cindy													0

X = Absent
S = Special Meeting

Notes:

**Board Name
Attendance Report 2015
January - June
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences

X = Absent
S = Special Meeting

Notes:

Instructions:
Use this form. DO NOT use a different form.
Put names in alphabetical order
To add another meeting date, place cursor to the left of where you want to add a date, go to Table, Insert – Columns – press enter
Use 00/00 for month and day of meeting. Do not include year.
We are trying to keep the form simple and uniform – MARK ONLY THE DATES ABSENT
If you have 12-15 meetings per year, use this form