



Roll Call Number

Agenda Item Number

15

Date January 23, 2017

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

That the attendance reports of various City Boards and Commissions from January 1 through December 31, 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				

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.

5

**Access Advisory Board
Attendance Report 2016
January - December
11 Meetings/year**

Name	Jan 20	Feb 17	Mrch 16	April 20	May No Meet	June No Meet	July No Quorum	Aug 17	Sept 21	Oct 19	Nov 16	Total Absences
Dennis, Brian			X	X			X					3
Dimery-Bragg, Penelope	X	X	X	X			X	X	X	X	X	9 of 9
Ford, Karin												0
Green, Troy	X			X			X		X		X	5
Jeppesen, Bob	X	X	X	X			X		X	X	X	8 of 9
Jones, Dylan									X			1
Kreho, Jessica	X	X		X			X	X		X	X	7
Meddaugh, Robert**												0
Noblin, James*				X								1
Oberbroeckling, Steve			X									1
Smith, Kathleen												0
Stanley, Mark	XX	XX	XX	XX			XX	XX	XX	XX	XX	98 of 98
Stieler, Nathan		X					X					2
TenPas, John							X					1
Young, Michael				X			X	X			X	4

98 of 98

- * James Noblin replaced on board July
- ** Robert Meddaugh joined the Board in July

15

**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

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

Name	Jan 28	Feb 11	Mar 10	April No Mtg.	May 12	June 9	July 14	S-Aug 2	Oct 13	S- Oct 27	Total Absences
Bart Caldwell								X			1
Blake O'Brien	-								X		1
Chad Layland	X				X			X			3
Christopher Missel	-							X			1
Chuck Gassman											0
Dave Kriens											0
Don Stockton											0
Jim Johnson	X	X			X	X		X			5
Jon Thyberg						X		X	X		3
Martie Mendenhall		X	X				X		X		4
Mel Shivers		X								X	2
Randy Tinker											0

X = Absent

S = Special Meeting

Notes: Blake O'Brien joined the Board in February. Christopher Missel joined the Board in May. September, November, and December meetings were cancelled due to lack of an agenda.

5

**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			*							*	X						*			X	4	
Carter-Lewis, Linda	*					*							*		X	X				*				2	
Hall, Jeffrey	*	X	X	X	X	*	X	X	X	X	X	X	X	*	X	X	X	X	X	X	*	X	X	X	20
Henry, Joe	*					*		X	X				X	*						*				3	
Munns, Diane	*	X	X	X		*	X			X	X	X		*		X				*	X		X	10	
Quinn, Joseph	*				X	*		X					X	*				X		X	*	X		6	
Rounds, Peter	*					*				X	X			*					X		*			3	

X = Absent
S = Special Meeting
* = Meeting Cancelled

Notes:

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

Name	Jan 14th	Feb 11th	Mar 10th	Apr 14th	May 12th	Jun 9th	Jul 14th	Aug 11th	Sept 8th	Oct 13th	Nov 10th	Dec 8th	Total Absences
Bowser, Michael						X						X	2
Dandy, Peggy		X		End term X									2
Garza, Daniel													0
Knox, Izaah		X		X							X		3
Manbeck, Christine											X	X	2
Middlebrooks, Kameron						X					X	X	3
Red Wing, Donna													0
Book, Michelle								Begin term	X	X	X		3

X = Absent
S = Special Meeting

**Historic Preservation Commission
Attendance Report 2016
12 Meetings/year**

Name	01/20	02/17	03/16	04/20	05/18	06/15	7/20	8/17	9/21	10/19	11/16	12/21	Total Absences
Barry, Patricia													0
Bye, Breann					X								1
Estes, Elaine	X					X		X		X		X	5
Fenton, Scotney										X			1
Green, Martha											X		1
Griffin, Robert	X		X	X	X	X	X	X	X				8
Hildebrand, Michael													0
Holderness, Susan			X			X	X	X	X			X	6
Marchand, Denny	X		X	X	X	X				X	X	X	8
McCoy, Craig	X							X				X	3
Steffen, Pam													0
Taenzer, York													0
Todd, Aaron			X					X	X	X	X		5
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.
- Pam Steffen was appointed to the Commission on July 11, 2016.
- Robert Griffen's resignation was received and filed by the City Council on October 10, 2016.
- Michael Hildebrand was appointed to the Commission on October 24, 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 - December
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Victoria Daniels	X		X							X			3
Daniel Garrett	X			X	X	X							4
Stacie Mitchell		X											1
Sarah Moore													
Sarah Oltrogge													
Bob Raker													
Tania Hunt													
Carole Jones													
Richard Phillips													

X = Absent
S = Special Meeting

Notes: In July and August, we did not have the HAB meeting due to not having a quorum.
Daniel Garrett resigned from the Board.
Stacie Mitchell appointment was not renewed.
Tania Hunt and Carole Jones joined the Board at the September meeting.
Richard Phillips joined the Board at the October meeting.

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

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Mr. Avitt		X		X	X	X	X			X	X		7
Ms. Bertogli	X								X			X	3
Mr. Ekstrom	X		X	X	X	X	X	X	X	X	X	X	11
Ms. Hansen													0
Ms. Henriquez	X	X	X	X	X		X	X	X	X	X	X	10
Ms. Ibson			X			X		X		X			4
Ms. Newcomb		X					X					X	3
Mr. Vines													0
Mr. Vlassis													0

X = Absent
S = Special Meeting

Notes:

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

Name	Jan 5-S	Jan 19	Feb 16	Mar 15	April 19	May 17	June 21	July 19	Aug 16	Aug 23-S	Sept 20	Oct 18	Nov 15	Dec 20	Total Absences
Fiihr, Jennifer		X	X	X								X		X	5
Graham, Wes				X											1
Osius, Isobel						X				SX					1
Swihart, Harold															0
Thorsen, Jule										SX	X	X			2

X = Absent
SX = Absent Special Meeting

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

Name	Jan 6	Feb 3	Mar 2	April 6	May 4	June *	July 6	Aug *	Sept 7	Oct 5	Nov 2	Dec 7	Total Absences
Brackett, Ben			X		X		X		X				4
Cooper, Mark													0
Cross, Russell		X			X		X		X	X	X	X	7
Hellyer, Josh													0
Howard, Lisa							X			X			2
Johnson, Seth					X							X	2
Keiter, Tammy													0
Kennedy, Kelly									X			X	2
Newcomb, Natasha			X										1
Owens, Frank													0
Piedras, Alex		X	X						X				3
Ramsey, Marge													0
Standard, Ethan											X	X	2
Vlassis, Tom													0
Jones, Carole		X					X						2
Mundy, Laura	X	X											2
Van Oort, Steve	X	X											2

X = Absent

S = Special Meeting

- Notes: 1. Carole Jones resigned in August.
2. Laura Mundy resigned in March.
3. Steve Van Oort resigned in March.

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

Name	Jan 26	Feb 23	March 22	April 26	May 11S	June 29	July 26	Aug 23	Sept 27	Oct 25	Nov 22	Dec No Meeting	Total Absences
Anderson, Heather							X						1
Boggus, Kimberley*		X	X	X			X		X	X			6
Boesen, Connie				X		X				X			3
Cahill, Jon*	X		X	X		X	X	X	X				7
Clubb, Jeff	X	X	X	X		X							5
Davis, George													0
Facto, Vicki										X			1
Fanter, Cynde	X						X		X				3
Feltner, Paula	X			X				X	X				4
Lepley, Chelsea		X								X			2
Noland, Susan													0
Ogle, Loyd	X												1
Pugh, Sam		X			X					X			3
Scavo, Vincent	X				X		X	X					4
Woodard, Andrea	X				X		X				X		4

X = Absent

S = Special Meeting

Notes:

*Cahill resigned September 27

**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	21	4	18	3	17	7	21	5	19	2	16	7	21	4	18	1	15	6	20	3	17	1	15	Total
Boggus, Francis									X	X					X				X						5
Briles, Dory									X		X				X										4
Corigliano, JoAnne													X	X							X				3
Courard-Hauri, David							X		X		X				X										4
Easley, Jacqueline			X	X									X				X				X				5
Fitzgerald, Tim								X		X															2
Freed, Jann			X				X		X				X			X		X							6
Hilmes, John "Jack"			X				X						X	X	X	X						X			7
Jenison, Carolyn																					X				1
Jones, Greg			X																		X				2
Kamper, Sasha			X				X																		2
Millard, Brian																									
Page, William											X				X		X				X		X		5
Rosenbloom, Jonathan																									
Simonson, Mike								X		X	X					X						X			5
Sposato, Rocky																						X			1
Stephens, CJ							X		X				X	X		X	X	X							7
Wallace, Steve																						X			1
Wattier, Greg								X		X		X				X	X	X			X				7

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

Tim Fitzgerald resigned effective July 22, 2016

Rocky Sposato replaced Tim Fitzgerald effective August 8, 2016

CJ Stephens resigned effective immediately (October 10, 2016)

51

**Sister Cities Commission
Attendance Report January – December 2016
12 Meetings/Year**

Name	01/12	02/09	03/08	04/12	05/10	06/14	7/12	8/9	9/13	10/11	11/15	12/13	Total Absences
Bair, David		X	X			X		X					4
Becker, Tom *	X	X	X	X	X		X				X		7
Blake, Darlene									X				1
Bowen, Kerry													0
Campos, Amy			*		X					X	X		3
Carman, Heather		X		X	X		X			X	EX	X	6
Civitate, Patricia			*										0
Daly, Mark					EX			X				X	2
Geiken, Kevin				X	X			X	X	X	X	X	7
Lewis, Doug					X								1
Nowadzky, Roger													0
Renda, Ginny	X												1
Reno, Sam	X		X	X		X	X	X	X	X		X	9
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

Excessive absences will be addressed by Commission Chairperson.

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

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Alexandra Briggs													
Catherine Dietz-Kilen									X				1
Aaron Edwards													
Nancy Goode													
Amanda Nagle									X		X		2

X = Absent
S = Special Meeting

Notes:

[Faint, illegible handwritten notes and signatures are present in this section.]

51

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

Name	Jan 01/19	Feb No Meeting	Mar 03/08	April No Meeting	May 05/17	June 06/14	July No Meeting	Aug 08/09	Sept No Meeting	Oct 10/11	Nov No Meeting	Dec No Meeting	Total Absences
Merlin Davis			X		X			X					3
Scott Galenbeck			X		X								2
Chad Mason	X												1
Carl McPherson	X												1
George Robinson			X										1
Jim Windsor													
Kevin Williamson								X		X			2

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	9	16	6	20	4	18	1	15	6	20	
Allen, Scott		X	C																	X	X							3/0
Dietz-Kilen, Catherine		X	A		X	X		X		X	X		X	C		X	X		X	X	X					X	X	15/0
Gray, Seth			N		X			X	X			S		A		X	X			X			X	X				8/1
Hielkema, Tim			C											N											X		1/0	
Heiman-Godar, Naura	X		E		X		X			X	X		X	C	S			S	X						X		8/0	
MacRae, Colleen			L					X		X	X		X	E	S			S		X			X			X	X	8/0
Nagle, Amanda			L				M	M	M	M	X	S	X	L	S	X	X	S	X			X		X	X	X	X	10/1
Nagle, Carey			E	X										L														1/0
Reynolds, Dennis			D		X		X							E														2/0
Rypma, Tim							X		X					D	S	X	X	S		X						X	X	7/0
Weisenbach, Stephanie									X												X		X					3/0

X = Absent
S = Special Meeting
M = Maternity Leave

Notes:
 = Cancelled meetings:

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

Name	Jan 01/26	Feb 02/23	Mar 03/22	April 04/26	May 05/24	June 06/28	July 07/26	Aug 08/23	Sept 09/20	Oct 10/25	Nov 11/22	Dec 12/20	Total Absences
Carlson, David													0
Gearhart, Leslie										X			1
Gillette, Graham								X					1
Huppert, Susan													0
Wallace, Marc							X						1

X = Absent
S = Special Meeting

Notes:

Instructions:

5

**Zoning Board of Adjustment
Attendance Report 2016
January - December
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	X				X		4
Carlson, Lynn										X			1
Chiodo, John	X	X					X			X			4
Dave Gaer							X	X					2
Mortice, Cherie					X								1
Pins, Mel (Chair)											X		1
Smith, Cindy													0

X = Absent
S = Special Meeting

15