

Date July 29, 2013

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, 2013 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				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

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.

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 2013
11 Meetings/year

Name	Jan 16	Feb 20	Mar 20	April 17	May 15	June 19	July 17	Aug 21	Sept 18	Oct 16	Nov 20	No Mtg	Total Absences
Dennis, Brian													0
Dimery-Bragg, Penelope	X	X	X	X									4
Ford, Karin						X							1
Green, Troy													0
Jeppesen, Bob			X			X							2
McGee, Mary													0
Noblin, James				X									1
Oberbroeckling, Steve		X											1
Pruitt, Jessica	X	X	X	X		X							5
Stanley, Mark	X												1
TenPas, John													
Young, Michael													

X = Absent
S = Special Meeting

Notes: John TenPas joined effective March 2013

Board does not meet in December

**Airport Authority Board
Attendance Report 2013
12 Meetings/year**

Name	Jan 8	Feb 12	Mar 12	Apr 9	May 14	June 11	July 9	Aug 13	Sept 10	Oct 8	Nov 12	Dec 10	Total Abs
Erickson, James													0
Feldmann, Mark		X											1
Hansell, Edgar			X										1
Levy, Kerty	X		X	X	X								4
Ward, Elizabeth													0

X = Absent

S = Special Meeting

Notes:

**Building & Fire Code Board of Appeals
Attendance Report 2013
12 Meetings/year**

Name	Jan 10	Feb 14	Mar 14	Apr 11	May 9	June 13	July 11	Aug 8	Sept 12	Oct 10	Nov 14	Dec 12	Total Absences
Caldwell, Bart													
Edgington, Gary					X								1
Gassman, Chuck			X			X							2
Johnson, Jim		X											1
Kriens, Dave					X								
Layland, Chad													
Linn, Marshall	X		X	X		X							4
Mendenhall, Martie													
Oltrogge, Susan		X	X										2
Shivers, Mel													
Thyberg, Jon													
Tinker, Randy		X		X									2

X = Absent

S = Special Meeting

Notes:

**Citizen Odor Board
Attendance Report 2013
2 Meetings/year
January – June 2013**

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

X = Absent

S = Special Meeting

Notes:

**Civil Service Commission
Attendance Report 2013
24 Meetings Per Year
January - December**

Date:	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Absence Total
	1	15	5	19	5	19	2	16	7	21	4	18	2	16	6	20	3	17	1	15	5	19	3	17	
Member Name	*		X	X	X	X																			5
Brooks, John A.	*				X	X							*												1
Campos, Mary	*										X	X	*												3
Hall, Jeff	*								X		X	X	*												2
Quinn, Joseph	*												*												1
Carter-Lewis, Linda	*								X				*												5
Rounds, Peter	*		X	X	X	X		X					*												4
Munns, Diane	*	X	X	X		X							*												
Henry, Joe	*												*												

X = Absent
S = Special Meeting
* = Meeting Cancelled

NOTES:

**Historic Preservation Commission
Attendance Report January – June 2013
12 Meetings/year**

Name	01/23	02/20	03/20	04/17	05/15	06/19						Total Absences
Barry, Patricia	X		X			X						3
Bye, Breann												0
Estes, Elaine	X				X							2
Fenton, Scotney												0
Griffin, Robert				X								1
Holderness, Susan		X		X		X						3
Marchand, Denny	X	X	X	X		X						5
Sweet, David		X		X								2
Taenzer, York						X						1
Weidmaier, Teresa	X	X										2
Vacant Seat												
Vacant Seat												

X = Absent
S = Special Meeting

Notes: None

**Housing Appeals Board Meeting
Attendance Report 2013
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Richard Bason													
Victoria Daniels				X									1
Robert Gainer													
Daniel Garrett													
Jeff Gronstal													
Stacie Mitchell													

X = Absent
S = Special Meeting

Notes: No Meeting January, February, May & June.

As of April 2013 Robert Gainer is no longer on the Housing Appeals Board.

**Housing Services Board
Attendance Report 2013
12 Meetings/year**

Name	Jan 16	Feb 20	Mar 13*	April 17	May 15	June 19	July 17	Aug 21	Sept 18	Oct 16	Nov 20	Dec 18	Total Absences
Avitt, Blair				C		X							1
Bertogli, Mary	X			C									1
Elnour, Anwar		X	X	C		X							3
Henriquez, Deirdre				C									0
Heuss, Lynn*	X	X											2
Judkins, Ernestine**			X										1
Simmons, Lynn				C	X	X							2
Vines, Don				C									0
Morrison, Paul***				C		X							1
Kates, Alecia****				C	X								1

X = Absent

S = Special Meeting

"C" = Cancelled

*=Due to Spring Break March meeting was held on 13th instead of the 20th

Please delete this section if it is not used

Notes:

*Lynn Heuss, Chair—resigned March 2013

**Ernestine Judkins—resigned April 2013

***Paul Morrison—Section 8 assignment (assigned 11/12 but did not begin until 4/13)

****Alecia Kates—NRB assignment April 2013—Resignation from NRB June 2013

**Des Moines Human Rights Commission
Attendance Report 2013
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Som Baccam	X												1
Michael Bowser		X											1
Gabriel Carnes		X											1
Peggy Dandy													0
David E. Drake													0
Margo Jones													0
Chad Little													0
Christine Manbeck													0
Nancy Trotter													0

X = Absent
S = Special Meeting

Notes:

**Library Board of Trustees
Attendance Report 2013
January-June**

Name	Jan 15	Feb 19S	Feb 19	Mar 26	Apr 16	May 21	Jun 18	Total Absences
Fiihr, Jennifer					X			1
Grinstead, Jason	X						X	2
Hubbell, Ellen				X				1
Techau, Kevin								0
Thorsen, Jule								0

X = Absent
SX = Absent Special Meeting

**Des Moines Music Commission
Attendance Report 2013
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
This board has not scheduled a meeting since October 9, 2012													

X = Absent
S = Special Meeting

Notes:

**Neighborhood Revitalization Board
Attendance Report 2013
12 Meetings/year**

Name	Jan 01/02	Feb 02/06	Mar 03/06	April 04/03	May 05/01	June 06/03	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Andy Clark		X	X			X							3
Mark Cooper													0
Russell Cross		X	X		X	X							4
Tim Hielkema													0
Lisa Howard					X								1
Alecia Kates					X								1
Wendy Lacina				X									1
Jean Minahan				X									1
Laura Mundy	X	X		X	X								4
Natasha Newcomb					X	X							2
Frank Owens			X										1
Elizabeth Presutti					X								1
Marge Ramsey													0
Neal Westergaard													0

X = Absent

S = Special Meeting

Notes:

Elizabeth Presutti was appointed to the NRB March 2013.
 Laura Mundy requested a Leave of Absence in May 2013
 Alecia Kates resigned June 2013

**Park and Recreation Board
Attendance Report 2013
12 Meetings/year**

Name	Jan 22	Feb 26	Mar 26	April 23	May 28	June 25	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Cahill, Jon	X												1
*Chen, Cyndi													0
Facto, Vicki		X											1
Feltner, Paula													0
Galloway, Joseph													0
Gelb, Marian		X											1
George, Carol													0
*Jensen, Suzette	X												1
Jongewaard, Joe	X	X		X		X							4
Koenig-VandeHaar, Susan						X							1
Noland, Susan													0
Passick, Dan	X	X	X		X								4
Ogle, Loyd													0
**Carolyn Rogers													0
Scavo, Vincent		X											1
Thornton, F. Richard													0

X = Absent

S = Special Meeting

*Chen, Cyndi resigned April 24, 2013

*Jensen, Suzette resigned May 29, 2013

**Rogers, Carolyn appointment June 10, 2013

**Plan and Zoning Commission
Attendance Report 2013
24 meetings/year**

Date: Member Name	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Absence Total
	3	17	7	28	7	21	4	18	2	16	6	20	4	18	1	15	5	19	3	17	7	21	5	19	
Briles, Dory				S																					1
Corigliano, JoAnne				S				X																	3
Daniels, Shirley				S							X														2
Easley, Jacqueline	X			S				X																	2
Fitzgerald, Tim				S				X			X														1
Flaherty, Dann				S																					2
Hilmes, John "Jack"	X			S																					1
Irvine, Ted	X			S					X																2
Jones, Greg				S																					
Page, William				X																					1
Pardee, Christine				S					X	X															3
Simonson, Mike				S	X			X			X														3
Stephens, CJ			X	S					X	X															3
Stogdill, Vicki				S				X																	1
Wattier, Greg				X				X			X														3

X = Absent

S = Special Meeting

Notes: Mar 21 and Jul 4 No meeting
Due to weather Feb 21 meeting was moved to Feb 28

Dory Briles appointed 12/3/12
Greg Wattier appointed 12/3/12

Pursuant to Chapter 2, Article VI, Sec. 2-1050 of the City Code for the City of Des Moines, "The number of absences by any member shall not exceed 25 percent of the number of regularly scheduled meetings in a calendar year". Failure to meet the attendance requirements of this section is grounds for removal of the member. The maximum number of absences in a calendar year is 5 based on there being 20 regularly scheduled meetings for P&Z.

**Power Engineers
Attendance Report 2013
12 Meetings/year**

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Randy Brown	x			x		x							3
Greg Downs					x								1
Jim Hinkle													
Manford Meier						x							1
Mike Minnick					x								1
Josh Sullivan	x	x	x			x							4

X = Absent
S = Special Meeting

**Sister City Commission
Attendance Report January – June 2013
12 Meetings/year**

Name	01/08	01/29 S	02/12	03/12	04/09	05/14	06/11				Total Absences
Bair, David				X							1
Blake, Darlene											0
Chesnut, Don						X					1
Civitate, Patricia	X	X		X		X					4
McBroom, Soozie			X								1
Murphy, Sachiko				X				*			1
Nelson, Martha	X										1
Rogers, Will	X	X		X	X		X				5
Rosen, Matt	*										0
Sarcone, Jenelle	X		X	X	X	X	X				6
Spaine, Vidal		X									1
Stelling, Dwight			*								0

X = Absent

S = Special Meeting

Excessive absences will be addressed by Commission Chair.

Notes:

* Rosen resigned effective January 2013 (West Des Moines officially withdrew from the Greater Des Moines Sister Cities Commission 12/12)

* Stelling appointed February 2013

* Murphy vacated seat effective July 2013

**Traffic Safety Committee
Attendance Report 2013
12 Meetings/year**

Name	01/08	02/11 No Mtg	03/11 No Mtg	04/08 No Mtg	05/14	06/18	07/16	08/13	09/10	10/08	11/12	12/10	Total Absences
Sgt. Jack Beardsley					X	X							2
Jennifer Bohac													
Scott Galenbeck						X							1
Carl McPherson													
George Robinson					X								1
Carl Voss													
Kevin Williamson	X					X							2
Jim Windsor													

X = Absent
S = Special Meeting

Notes:

**Urban Design Review Board
Attendance Report 2013
January - June
20+ meetings/year**

Meeting Date	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec		Total Absences Reg/Special
	1	15	5	19	5	19	2	23	7	21	4	18	2	16	6	20	3	17	1	15	5	19	3	17	
Abler, David	C			C		C	X			X		X												3	
Allen, Scott	A			C		A		X																2	
Clark, Brian	N			N		N	X																	1	
Garner, Todd	C		X	C	X	C				X														4	
Hearn, John	E		X	E	X	E				X														3	
Mormann, Marlon	L			L		L	X	X			X													4	
Rypma, Tim	L			L		L	X	X			X													4	
Todd, Aaron	E		X	E		E		X	X	X	X													4	
Reynolds, Dennis	D			D		D																		5	
Vacant positions																									
Architect																									
Architect																									
Landscape Architect																									

X = Absent
S = Special Meeting

Notes:
■ = Cancelled meetings:

**Water Works Board of Trustees
Attendance Report 2013
12 Meetings/year**

Name	Jan 01/22	Feb 02/26	Mar 03/26	April 04/23	May 05/28	June 06/25	June 06/27	July	Aug	Sept	Oct	Nov	Dec	Total Absences
Carlson, David														0
Gearhart, Leslie														0
Gillette, Graham														0
Grant, James *														0
Huppert, Susan						1								1
Wallace, Marc **														0

* Term ended 4/1/13
 ** Term was effective 4/1/13

X = Absent
 S = Special Meeting

Notes:

**Zoning Board of Adjustment
Attendance Report 2013
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
Clarke, Sr., Thomas	X	X											2
Gray, Bill (Chair)						X							1
Cherie Mortice													0
Pins, Mel (Vice Chair)													0
Rosenberg, Brook		X	X										2
Smith, Cindy													0
Westergaard, Linda													0

X = Absent
S = Special Meeting

- Notes:
- Cherie Mortice appointed to Seat 2 by Council on April 8, 2013