



Des Moines
WATERLAND CITY

AGENDA
DES MOINES CITY COUNCIL
CITIZENS ADVISORY COMMITTEE MEETING
City Council Chambers
Wednesday, June 25, 2025

CITIZENS ADVISORY COMMITTEE

CHAIR: Deputy Mayor Harry Steinmetz

Mayor Traci Buxton

Councilmember Gene Achziger

CALL TO ORDER

AGENDA

- Item 1. Citizens Advisory Board Overview
[Citizens Advisory Board Presentation](#)
- Item 2. 2025 Work Plan
- Item 3. Discussion and Feedback

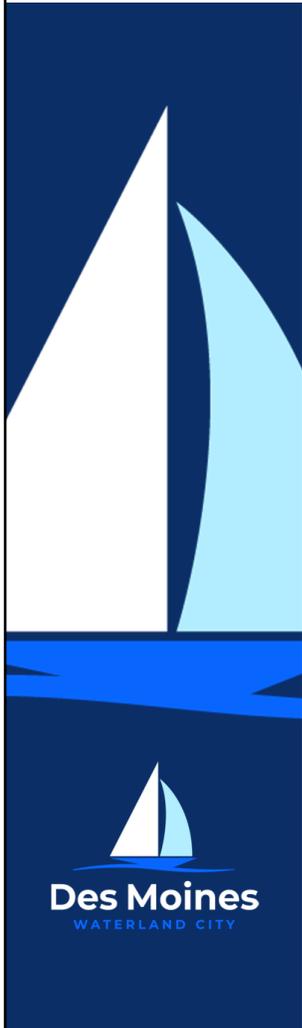
ADJOURNMENT



CITIZENS
ADVISORY
BOARD

JUNE 25, 2025





NEW STRUCTURE

Purpose

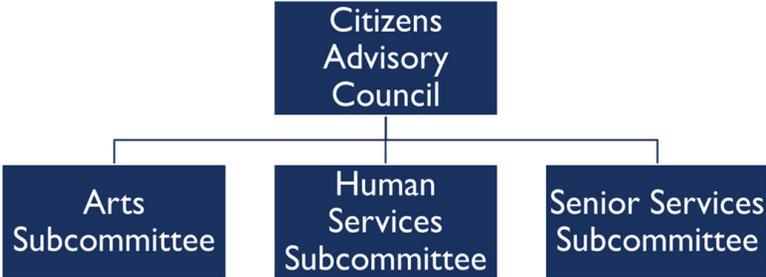
- Promote citizen and neighborhood involvement
- Provide advisory input to the City Council on matters related to Senior Services, Human Services and Arts Commission

Composition

- 12 Regular Members:
 - 9 neighborhood reps
 - 2 business owners
 - 1 marina tenant
- At Large*

Eligibility

- Age 21+ and U.S. eligible
- Must meet 1-year residency, business, or tenancy requirement



CAB OVERVIEW

Terms

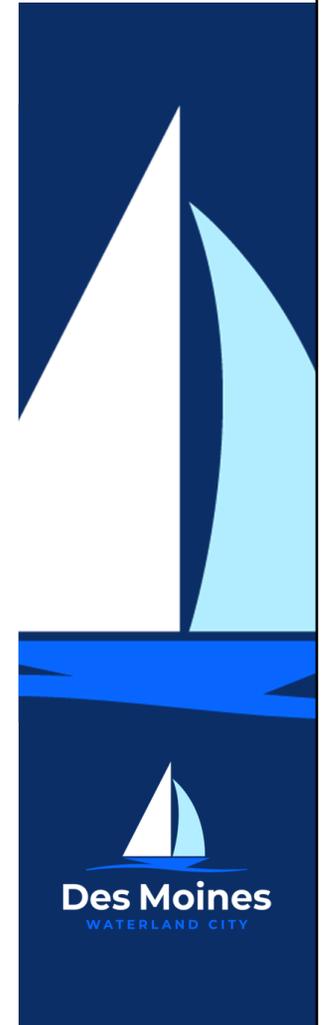
- 4-year terms, staggered initial appointments of 2 and 4 years

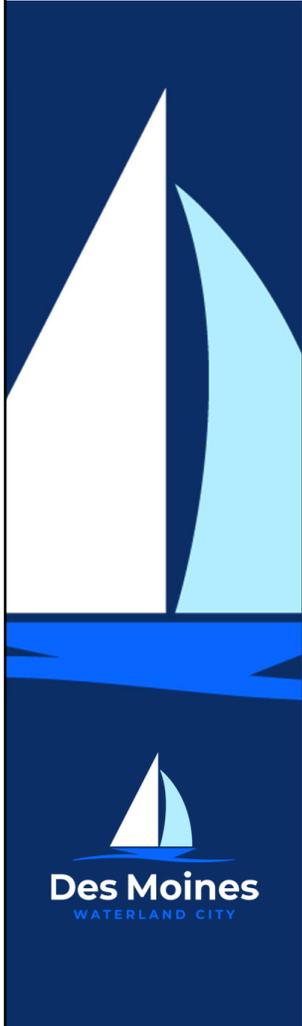
Key Duties

- Advise on issues delegated by Council
- Encourage civic participation and communication
- Provide input on budget and annual planning retreat
- Bring forward community concerns

Meeting Requirements

- Minimum 3 meetings/year
 - Budget discussion
 - Planning retreat input
 - Other Council-delegated topics
- Attended by at least 3 Councilmembers
- Mayor or Deputy Mayor presides





2025 DRAFT WORKPLAN (SUBJECT TO CHANGE)

June 25 Meeting:

- Membership update
- Subcommittee structure

July 30 Meeting:

- Best Practices
- Record keeping
- Report out
- Selecting a Chair and Vice Chair per DMMC 4.24.090

September 24:

- Subcommittee reports
- Strategic Plan Update
- City's Budget Update

October 29:

- Subcommittee reports
- 2026 Workplan

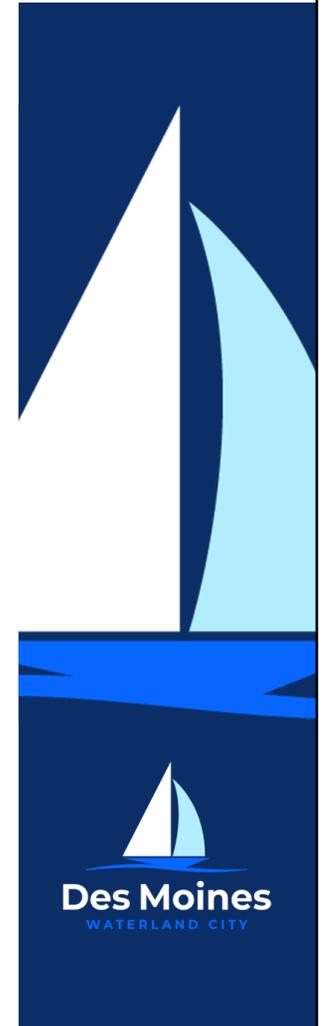
December 10:

- Subcommittee reports
- 2026 Workplan

**Updates to the City's new website and Strategic Plan are expected soon – dates to be determined.

DISCUSSION & FEEDBACK

- Is 5 a sufficient minimum number of subcommittee members (per subcommittee) to achieve the subcommittee's intended purpose?
- Is 9 a sufficient maximum number of subcommittee members (per subcommittee) to promote efficiency while also getting a diverse range of opinions?
- Should a subcommittee be reconstituted every 2 years in the interest of fairness?
- Currently Councilmembers attending the meeting take information back to City Council to provide updates.
 - Is this current practice satisfactory; OR
 - Does the CAB want to designate an individual to take information back to Council.





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