

# GOVERNMENT WORKING FOR YOU

A GUIDE FOR CITIZEN PARTICIPATION  
AT CITY COUNCIL MEETINGS.



City of Ankeny  
410 West First Street  
Ankeny, IA 50023  
515.965.6400  
[www.ankenyiowa.gov](http://www.ankenyiowa.gov)

# WELCOME



Mayor  
Gary Lorenz



Mayor Pro tem  
Mark Holm



Dave Kissinger



Wade Steenhoek



Jim McKenna



Bobbi Bentz

## FROM THE ANKENY CITY COUNCIL

We hope you will spend a few minutes to read this brief overview about our legislative process, our commitments and expectations. To begin, it is this City Council's fundamental belief that each of us as residents have a responsibility to contribute to the community of Ankeny. Therefore, our work is based upon a philosophy of shared responsibility from all members of the community. We ask that you help keep us true to our commitments and you accept the contributions we're asking of you. We encourage citizen involvement in community planning to maintain Ankeny as a great place to live.

## What we ask of you.

The City Council welcomes your participation at our council meetings, we ask that you contribute to discussions in a respectful and meaningful way.

Ankeny Fire Department Headquarters  
120 NW Ash Drive



## CITY OF ANKENY - GOVERNMENT FUNDAMENTALS

- Ankeny has a council/manager form of government and is led by a Mayor and five-member non-partisan city council elected at large. Each member serves a four year term. The City Manager is appointed by the City Council and serves as the chief executive officer for the city.
- The Ankeny City Council has both legislative and quasi-judicial powers. An example of a legislative action is adoption of a zoning plan for the community. An example of a quasi-judicial action is approval of a rezoning of a specific parcel of property.
- The Ankeny City Council deliberative process includes proclamations, resolutions and ordinances. A proclamation is a public announcement of support. A resolution is a formal motion and requires a simple majority vote of Council members present constituting a quorum of the Council to pass on one reading. An ordinance is a legislative act in most instances, quasi-judicial or administrative in others, and requires a majority vote to pass on three readings. Items placed on a consent agenda have been previously discussed and can be approved by Council with a single vote without further discussion.

# meetings

# public

**REGULAR SESSION** – The Ankeny City Council meets the first and third Monday of each month for its regular business meeting beginning at 5:30 p.m. in the City Hall Council Chambers, unless otherwise noted. This is a public session with opportunities for citizen input.

The order of business is as follows  
(at the discretion of the Mayor):

- Call to order
- Roll call
- Pledge of Allegiance
- Public Forum
- Approval of Agenda
- Public Hearings
- Reports of Advisory Boards and Commissions
- Consent Agenda
- Recess (If requested)
- Legislative Business
- Old Business
- New Business
- Administrative Business
- Adjournment

**COUNCIL ACTION PLANNING SESSIONS (CAPS)** –

The Ankeny City Council meets the second and fourth and sometimes fifth Monday of each month for an informal work session beginning at 5 p.m. in the City Hall Council Chambers, unless otherwise noted. No formal action is taken at the work session. While open to the public, citizen input is allowed only at Mayor and Council discretion.

*Kirkendall Public Library, 1210 NW Prairie Ridge Drive*





**EXECUTIVE SESSION** – The Ankeny City Council is authorized by state law to meet privately in closed session upon affirmative vote of two-thirds of the members present, constituting a quorum, to discuss items of a specific nature. The appropriate items for executive session are: purchase, acquisition, lease, transfer or sale of any real personal, or other property; personnel matters; developing strategy for negotiations and instructing negotiators and litigation matters. Council must return to open session in order to take final action on item discussed in closed session.

**AGENDAS AND MEETING ANNOUNCEMENTS** – City Council meeting agendas are posted by 5 p.m. the Friday or not less than 24 hours prior to the meeting at City Hall and other public facilities. They are also posted at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). Public notice is given in the *Des Moines Register* to announce public hearing dates.

**MINUTES** – All official actions of the Ankeny City Council are recorded by the Ankeny City Clerk and are kept on file in the Clerk's office. These documents are available for public review by calling the Clerk's Office at 515.965.6400. Minutes are also posted online at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). Copies of public documents are available upon request and may constitute a nominal fee.

public

meetings

# Your voice counts!



## Simple guidelines to help you understand the process:

- Use the “*Public Forum*” agenda item at the beginning of each meeting to briefly address topics other than those listed on the meeting agenda.
- If you wish to comment on a specific agenda topic scheduled for public hearing, please wait until the mayor invites public comment.
- If you wish to address the council, fill out a speaker card upon your arrival.
- After listening to your comments, the Council may choose to direct city staff to research the item or to place the issue on a future city council agenda. As the meeting proceeds, the Mayor will invite public comment on all pertinent agenda items. The Mayor is the presiding officer and decides on all questions of order.
- When the Mayor opens the floor for public comment, he first calls on those who have filled out speaker cards and then opens the floor to others wishing to speak. Once acknowledged by the Mayor, move to the podium at the front of the room and begin by stating your name and address for the public record. Please use the microphone so everyone will hear you.
- Be succinct in sharing your point of view and keep your comments focused on the subject at hand. When there are numerous people who wish to speak, you may be asked to contain your comments within a specified time limit.

- Be solution-oriented with your comments and avoid personal attacks, profanity or slanderous remarks. Speakers who violate Council's code of conduct will be asked to leave the meeting.

- Do not interrupt the proceedings with forms of approval or disapproval, such as applause, heckling or jeering.

- No campaign placards, banners or signs are not permitted in the City Council Chambers or meeting room.

- Meeting agendas and other informational materials are available at the entrance to the council chambers for your use during the meeting.

- **SHARE YOUR THOUGHTS AND IDEAS DURING INFORMATION-GATHERING STAGES**

- Know that your ideas and suggestions will be heard. In a given year, the City Council is called upon to make numerous decisions. While decisions range from large to small, each with varying degrees of popularity, the decisions are based on open, honest and fair deliberations on the part of Ankeny city government. Opportunities to contribute to the deliberations are well publicized, and are especially helpful when Council is seeking information and/or perspectives that add new or additional insight to the discussions.

**To avoid interrupting the meeting, please:**

Turn off your cell phone

Avoid prolonged private discussions with others



# how to contact

## ELECTED OFFICIALS

Choose from multiple ways to contact your elected officials. In addition to appearances at public meetings, the Ankeny City Council is accessible through the following outlets:

Mail: Ankeny Mayor and City Council  
Attn: City Clerk  
410 West First Street  
Ankeny, IA 50023

Phone: (515) 965-6400

Email: Email addresses for the mayor and city council are available online at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). Click on Mayor/City Council.



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