CITY OF TOLEDO
AGENDA ITEM REQUEST FORM

The Toledo Mayor and City Council would like you to know that the public is *always welcome and encouraged to attend City Council Meetings*. A "Public Input" section is observed during every meeting.

DESIRED CITY COUNCIL MEETING: _____ _____20_____
(Month) (Day) (Year)

NAME: _____

ADDRESS: _____ PHONE: _____

****Agenda Items MUST BE Received at City Hall NO LATER than Thursday prior to the desired meeting.**
***Meetings are held the 1st and 3rd Mondays of each month.**

AGENDA ITEM TITLE: (WHAT WOULD YOU LIKE TO TALK TO COUNCIL ABOUT?)_____
_____

AGENDA ITEM SUMMARY: (PLEASE GIVE A BRIEF DESCRIPTION OF THE ISSUE, CONCERN, PROBLEM, OR WHATEVER IT IS YOU WISH TO DISCUSS WITH COUNCIL.) _____
_____
_____
_____

If the above item is a concern or problem, have you followed the proper city procedures for resolution of the issue prior to asking for the item to be brought before council?

☐ Yes ☐ No ☐ N/A

City Procedure is.....

a. Consult with city staff for city policy on issue? (A lot of times, city staff can answer your questions or help solve your problems without you having to attend a council meeting.)

b. If city staff can't help, have you discussed the issue with the Mayor?

☐ Yes ☐ No

By taking the above steps prior to being put on the agenda, the city staff and Mayor can research the issue and if they can't help you, they can give the council background information on the issue, problem, or concern.

****** If the above steps have not been followed and you still want the issue placed on the agenda, council may not have enough information to make a decision for resolution of your issue.******