

**Bridgeton City Council**  
**Critical Agenda Item Explanation Form**

**PLEASE NOTE**

Completing this form is required to justify the need to revise council's agenda for any item (excluding bingo & raffle applications) received by the City Clerk after the established agenda cut-off date and time (noon).

**Document Information** (to be completed by the document author, or sponsor)

Title: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Sent to City Clerk: \_\_\_\_\_ Date Required: \_\_\_\_\_

Describe the critical need for this item – why it can not wait until the next scheduled council meeting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What circumstances caused this critical item to be submitted after the agenda cut-off date? This information will be used to help prevent future late submittals (lessons learned): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

**Council President Review**

Date Received by City Clerk: \_\_\_\_\_ (City Clerk entry)

- Add item to current council agenda.
- Add item to next council agenda.

\_\_\_\_\_  
Council President