

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