



CDA Agenda Item

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| Meeting Date: | July 18, 2024 |
| Agenda Item: | Discussion and Review CDA Rules of Procedure Handbook |
| Staff Contact (name, email, phone): | Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-1048 |

BACKGROUND

(Enter the who, what, when, where, why)

At the 6/20/24 CDA meeting, the Board requested that staff bring the CDA Rules of Procedure Handbook back to the Board for review. The existing Rules of Procedure Handbook was approved by the CDA on April 28, 2022.

Staff reviewed the Handbook as approved by the Board and determined that it appeared to be “a work in progress” by a previous Economic Development Director and included references to policies that either had not been drafted or that staff could not locate.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Staff reviewed the Handbook and attempted to identify, organize and insert documents referenced as an Appendix/Exhibit within the Handbook.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the Board review and discuss potential updates to the CDA Rules of Procedure Handbook

ATTACHMENT(S) INCLUDED

(If none, state N/A)

CDA Rules of Procedure (Redlined Version 07-12-2024)