



**City of Waukesha**  
201 Delafield St. Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

<b>Committee:</b> City Council	<b>Date:</b>
<b>Common Council Item Number:</b> ID#25-00484 CDBG Committee Size Decrease	<b>Date:</b> 2025-03-18
<b>Submitted By:</b> Robin Grams	<b>City Administrator Approval:</b> Anthony W. Brown
<b>Finance Department Review:</b> Joseph P. Ciarro	<b>City Attorney's Office Review:</b> Brian Running
<b>Subject:</b> ID#25-00484- Community Development Block Grant Committee- Decrease the size of the CDBG Committee from ten (10) members to seven (7) to help ensure a quorum without adversely affecting the Committee's function.	

**Details:**  
Staff is looking to decrease the size of the Community Development Block Grant (CDBG) Committee from ten (10) members to seven (7) members. By reducing the number of members to seven, this will help ensure a quorum for the CDBG meetings without adversely affecting the Committee's function. Given their infrequent meeting dates and large membership, there have been several instances in recent years where we have struggled to have a quorum and have had to cancel and reschedule meetings.

The CDBG Committee usually meets once or twice a year when allocating CDBG funds to various city departments. The Committee currently has two members who no longer live in the city limits and will need to be removed from the Committee. The Community Development Block Grant Committee is not listed in Chapter 3 of the Code of Ordinances which outlines each Committee. Chapter 3 outlines the membership, duties, and rules of the boards and commissions. Therefore, this request is for a resolution and not an ordinance.

**Options & Alternatives:**  
To leave the Committee at ten members

**Financial Remarks:**  
No impact on the City Budget

**Executive Recommendation:**

Staff recommends approval of the resolution to reduce the number of CDBG members from ten to seven.