



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Byron O. Champlin, Mayor

DATE: December 31, 2025

SUBJECT: Establishing committee guidelines and term limits for the Committee for Concord's Plan to End Homelessness.

Recommendation

Accept this report and adopt the attached resolution establishing committee guidelines and term limits for the Committee for Concord's Plan to End Homelessness.

Background

The Committee for Concord's Plan to End Homelessness (the Committee) was created to support the City's strategic initiatives related to housing stability, homelessness prevention, and community collaboration in addressing the root causes of homelessness. Since its formation, the Committee has played a critical role in providing recommendations, supporting data-driven policies, and encouraging partnerships among local agencies, service providers, and municipal departments.

As the Committee has matured in its work and scope, it has become clear that formalizing committee structure, member responsibilities, and term limits will help ensure sustainable operations, foster accountability, and encourage diverse community participation.

Summary of Proposed Guidelines and Term Limits

The proposed resolution formally adopts the following key elements for the Committee's operation:

1. Membership Composition
 - o The Committee shall consist of 17 members appointed by the Mayor and confirmed by City Council.
 - o Members should represent a cross-section of relevant stakeholders, including but not limited to: housing providers, service organizations, business representatives, faith-based organizations, healthcare providers, and members with lived experience of homelessness.

2. Term Limits

- o As new members are appointed they shall serve terms of three (3) years, with a limit of two (2) consecutive full terms.
- o Following a break in service of at least one year, a former member may be eligible for reappointment.

3. Meeting Frequency and Attendance

- o The Committee shall meet as frequently as it determines to be necessary, but shall convene at least once annually.
- o A member who misses three (3) consecutive meetings without notice may be subject to removal.

4. Public Engagement and Transparency

- o All meetings shall comply with public meeting laws and be open to the public.
- o Meeting agendas and minutes shall be publicly posted and accessible.

Discussion

Adopting committee guidelines and term limits will provide a strong governance foundation for the Committee for Concord's Plan to End Homelessness. These measures will ensure continuity, encourage broad participation, and improve the Committee's ability to deliver on its mission to support long-term, coordinated efforts in addressing homelessness in Concord.