



HUMAN SERVICES COMMISSION STAFF REPORT

ITEM NO. 5.1

DATE: October 14, 2025

TO: Chairperson and Members of the Human Services Commission

FROM: Josh Thurman, Human Services Programs Manager

SUBJECT: Discussion and direction regarding the revised Human Services Commission Rules of Procedure.

RECOMMENDED ACTION

Staff recommends the Human Services Commission review the attached modified Human Services Commission Rules of Procedure and recommend the City Council adopt the proposed changes.

DECISION TYPE

Administrative

SUMMARY

In December 2023 City Council approved proposed edits to all advisory body Rules of Procedure. City Council directed staff to bring back an ordinance adopting the edits. Although approved, the edits and changes to the municipal code were never codified. In July 2025 City Council approved updates to the City Council Rules of Procedure. These edits necessitated edits to advisory body Rules of Procedure. This item captures all edits (2023 previously approved in red and 2025 proposed in blue). The recommended edits will be brought to City Council in late November/December for final approval.

DISCUSSION

ATTACHMENTS

[1. Draft Human Services Commission Rules of Procedure 2023 and 2025](#)

Prepared by: Amy Walker
Management Analyst 1