



# GARLAND

## MINUTES

The Administrative Services Committee of the City of Garland convened in regular session at 5:00 PM on October 23, 2025, in the Work Session Room at the William E. Dollar Municipal Building, 200 North Fifth Street, Garland, Texas, with the following members present:

Present: Councilmember Kris Beard, Chair  
Margaret Lucht, Mayor Pro Tem  
Carissa Dutton, Councilmember

Staff Present: Phil Urrutua, Assistant City Manager  
Trey Lansford, Deputy City Attorney  
Courtney Vanover, Deputy City Secretary

### **1. APPROVAL OF MINUTES**

#### **a. Approval of the September 25, 2025, Meeting Minutes**

Motion was made by Mayor Pro Tem Lucht and seconded by Councilmember Dutton to approve the September 25, 2025 meeting minutes.

### **2. PUBLIC COMMENTS**

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak.

No public comments.

### **3. ITEMS FOR INDIVIDUAL CONSIDERATION**

#### **a. Board and Commission Engagement**

*The Committee will continue discussions on enhancing engagement with City Council appointed Boards and Commissions. Staff has provided ordinances, charter provisions, and bylaws for the existing boards and commissions for the Committee's review. This item was referred to the committee at the January 21, 2025, Council Work Session by Mayor Pro Tem Lucht, seconded by Council Member Dutton.*

Mr. Urrutia provided an overview of all current City boards and commissions. Two boards were highlighted for discussion regarding potential dissolution:

- Garland Health Facilities Corporation – This board has not met in over 12 years and no longer serves an active function. Staff recommended discontinuing it.
- Lake Ray Hubbard Appeals Board – This board has not met for several years. Staff recommended that related responsibilities be reassigned to either the Property Standards Board or the Board of Adjustment, as appropriate.

The Committee agreed with these recommendations and supported forwarding them to the City Council with

an ordinance to dissolve the two inactive boards.

Mr. Urrutia also confirmed that the Abilities Board would be presented for consideration at the next City Council meeting as an item for individual consideration.

Discussion followed regarding board and commission reporting procedures:

- Council Member Dutton asked whether boards' reporting to Council would be included in their bylaws or Council policy.
- Staff clarified the intent is to include reporting requirements in Council policy, with annual written or verbal reports due according to a scheduled timeline coordinated by the City Secretary's Office.
- The Committee agreed with the policy approach, requesting that staff provide a clear reporting schedule and ensure board liaisons are trained accordingly.

**b. Update on Council Appointee Evaluation Process**

*Michael Boese with Clear Career Professionals will provide an update on the Council Appointee Evaluation Process and confirm the schedule moving forward.*

In the absence of Michael Boese (Clear Career Professionals), Mr. Urrutia provided an update on his behalf.

The Committee discussed rescheduling Council appointee evaluations to two separate dates to allow for a more manageable process:

- Judicial evaluations: November 17, 2025
- Remaining staff evaluations: December 1, 2025

Members agreed that judges should be evaluated first to allow adequate time for any follow-up actions prior to the second session.

Phil noted that the evaluation materials and format would be emailed to the Committee for review and feedback prior to the scheduled meetings.

**4. ADJOURN**

There being no further business, the meeting was adjourned at 5:19 p.m.

**Submitted By:**

/s/ Kris Beard, Chair

/s/ Courtney Vanover, Deputy City Secretary