



GARLAND

NOTICE OF MEETING

CITY OF GARLAND, TEXAS

**Administrative Services Committee
Work Session Room of City Hall
William E. Dollar Municipal Building
200 N. Fifth Street
Garland, Texas
July 23, 2026
5:00 PM**

A meeting of the Administrative Services Committee of the City of Garland, Texas will be held at the aforementioned location, date, and time to discuss and consider the following agenda items.

NOTICE: The committee may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns attorney/client communication, including pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, Tex. Gov't Code.

AGENDA:

1. APPROVAL OF MINUTES

- a. Consider Approval of the June 25, 2026 Meeting Minutes**

2. PUBLIC COMMENTS

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

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- a. Garland Development Code, Strategic Plan, and Comprehensive Plan Alignment**

The Committee will conduct a scoping discussion regarding the alignment of the Garland Development Code (GDC), the City's Strategic Plan, and the Comprehensive Plan to identify areas for future review and establish the scope of the Committee's work on this topic. This item was requested for referral to the Administrative Services Committee by Deputy Mayor Pro Tem Dutton and seconded by Councilmember Margaret Lucht at the June 16, 2026 Work Session.

- b. Discuss Formation of a Community Partnership Coalition**

Review and discuss the feasibility of establishing a Community Partnership Coalition composed of local churches, businesses, and nonprofit organizations. The purpose of the coalition would be to encourage coordinated community engagement efforts and create opportunities for organizations to partner with the City in giving back through volunteerism, outreach programs, resource support, and other civic improvement initiatives. This item was requested for referral to the Administrative Services Committee by Deputy Mayor Carissa Dutton and seconded by Councilmember Margaret

Lucht at the May 18, 2026 Work Session.

4. ADJOURN

NOTE: A quorum of the City Council may be in attendance and may or may not participate in the discussions of the Committee or board.



MINUTES

The Administrative Services Committee of the City of Garland convened in regular session at 5:00 PM on June 25, 2026, 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 Margaret Lucht, Chair
Deputy Mayor Pro Tem Carissa Dutton
Councilmember Ed Moore

Staff Present: Mike Betz, City Manager
Phil Urrutia, Assistant City Manager
Trey Lansford, Deputy City Attorney
Chris Harris, Code Compliance Manager
Courtney Vanover, Deputy City Secretary

1. APPROVAL OF MINUTES

a. Consider Approval of the April 23, 2026 Meeting Minutes

Councilmember Moore made a motion to approve the minutes. Deputy Mayor Pro Tem Dutton seconded the motion. All voted in favor. Motion carried.

2. PUBLIC COMMENTS

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

There were no speakers for this item.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

a. Review of Appointee Evaluation Calendar

Presentation regarding the Review of the Appointee Evaluation Calendar by Michael Boese with Clear Career Professionals.

Brian Beasley, representing Clear Career Professionals, presented the proposed timeline for the 2026 Appointee Evaluation process.

Mr. Beasley provided an overview of the evaluation program, noting that this would be the third year of the process. He reviewed the components of the evaluation, including:

- Councilmember evaluations
- Self-evaluations completed by appointees
- Compensation comparisons using selected benchmark cities
- A new 360-degree feedback component added for 2026
- Year-over-year compensation comparisons to assist the Committee in reviewing trends

Mr. Beasley presented the proposed evaluation schedule, including:

- Phase II kickoff at the August 27, 2026 Administrative Services Committee meeting
- Council surveys and self-evaluations during late August and September
- Individual evaluation meetings during September
- Draft evaluation preparation throughout October
- Committee review of evaluation materials in early November
- Council deliberations in November

Committee Members discussed the proposed timeline and requested that the complete schedule be distributed electronically for future reference. Members also discussed reviewing and updating the list of comparison cities during the August meeting.

The Committee briefly discussed whether portions of the November review meeting may need to be conducted in executive session depending upon the nature of the evaluation materials. Staff advised that the City Attorney's Office would review the applicable provisions of the Texas Open Meetings Act prior to posting the meeting agenda.

Following discussion, the Committee expressed consensus regarding the proposed timeline. Staff will distribute the finalized schedule and calendar invitations to Committee Members.

No action was taken.

b. Discuss Formation of a Community Partnership Coalition

Review and discuss the feasibility of establishing a Community Partnership Coalition composed of local churches, businesses, and nonprofit organizations. The purpose of the coalition would be to encourage coordinated community engagement efforts and create opportunities for organizations to partner with the City in giving back through volunteerism, outreach programs, resource support, and other civic improvement initiatives. This item was requested for referral to the Administrative Services Committee by Councilmember Carissa Dutton and seconded by Mayor Pro Tem Margaret Lucht at the May 18, 2026 Work Session.

The Committee held an initial scoping discussion regarding the possible formation of a Community Partnership Coalition.

Deputy Mayor Pro Tem Dutton explained that the purpose of the proposed coalition would be to improve collaboration among local churches, nonprofit organizations, neighborhood groups, volunteers, and other community organizations already serving Garland. She stated that the coalition would help coordinate volunteer efforts, reduce duplication of services, share resources, and educate organizations on best practices for community outreach.

Discussion included:

- Creating stronger coordination among charitable organizations;
- Supporting the City's Garland on the Rise initiative through volunteer engagement;
- Providing a centralized resource for identifying community partners and available services;
- Encouraging collaboration rather than duplication of efforts;
- Helping organizations maximize the effectiveness of charitable initiatives while minimizing unintended impacts.

Mr. Betz noted that Garland has many organizations interested in supporting community initiatives and that a coordinated partnership could serve as a force multiplier in accomplishing long-term strategic goals.

Committee Members discussed several considerations, including:

- Whether the coalition should be established as a formal Board or Commission or function as a less formal community partnership;

- The potential impact on staff resources;
- Opportunities to coordinate with existing City Boards, Commissions, Volunteer Garland, Garland Cares, Neighborhood Vitality, and other existing programs;
- Governance structure, membership, bylaws, leadership, and overall purpose should a formal board be created.

Committee Members agreed that additional research was needed before determining the appropriate structure.

Staff was directed to return at a future meeting with a framework outlining multiple options ranging from an informal partnership model to a formal Board or Commission, including the advantages and disadvantages of each approach.

No action was taken.

4. ADJOURN

Chair Lucht adjourned the meeting at 5:46 p.m.

Submitted By:

/s/ Councilmember Margaret Lucht, Chair

/s/ Courtney Vanover, Deputy City Secretary