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
September 24, 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 July 23, 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. Discuss Formation of a Community Partnership Coalition

The Administrative Services Committee will receive an update on the tentative plan and schedule for forming a structured community partnership coalition with volunteer groups, building on discussion from the previous meeting. This item was referred to the Administrative Services Committee by Deputy Mayor Pro Tem Carissa Dutton and seconded by Councilmember Margaret Lucht during the May 18, 2026 Work Session.

b. Review of Appointee Evaluation Calendar

The Administrative Services Committee will receive an annual report of the appointee evaluations calendar conducted by the vendor, Michael Boese.

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.

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MINUTES

The Administrative Services Committee of the City of Garland convened in regular session at 5:00 PM on July 23, 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 Andy Hesser, Assistant City Manager Crystal Owens, Assistant City Manager Jeff Bryan, Assistant City Manager Trey Lansford, Deputy City Attorney Courtney Vanover, Deputy City Secretary

1. APPROVAL OF MINUTES

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

Motion was made by Deputy Mayor Pro Tem Dutton to approve the June 25, 2026 meeting minutes. The motion was seconded by Councilmember Moore. 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 on this item.

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.

Deputy Mayor Pro Tem Dutton explained that the purpose of the referral was to confirm that the City's planning documents, strategies, and development regulations are consistent and mutually supportive. Mr. Betz advised that the updated Comprehensive Plan is expected to return for consideration in the fall. He recommended that the Committee defer further alignment work until the Comprehensive Plan has been completed and adopted, rather than evaluating the current plan and repeating the process after adoption. Following adoption of the Comprehensive Plan, staff will review how the Comprehensive Plan, Strategic Plan, and Garland Development Code work together and identify any amendments needed to maintain alignment.

Committee Members also discussed developing a decision-making rubric, flowchart, or similar reference tool to assist current and future Councilmembers in evaluating zoning and policy decisions against the City's long-term plans. Mr. Betz noted that a similar five-question reference card and strategic-plan training had been provided to the Plan Commission. He stated that staff could provide Council with comparable training and guidance after the three documents are aligned. Staff will also review whether the guidance may appropriately be incorporated into Council policy, subject to legal review regarding zoning matters. The Committee directed staff to return the item to the Administrative Services Committee after the updated Comprehensive Plan has been adopted. 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 Deputy Mayor Carissa Dutton and seconded by Councilmember Margaret Lucht at the May 18, 2026 Work Session.

Mr. Bryan presented a framework of options for creating a City-supported community partnership initiative. He reviewed the City's existing coordination with nonprofit organizations, social-service agencies, volunteer groups, and community leaders, including the Police Department's Behavioral Health and Resource Unit and the development of a community resource directory known as the “Blue Book.” The directory is expected to be made available through a QR code once finalized. Mr. Bryan discussed lessons learned from previous coalition efforts, including the importance many organizations place on maintaining their independence, the difficulty of coordinating groups with separate missions and governing boards, potential public expectations that the City address service gaps, and the need to avoid political or administrative complications. He emphasized that relationship-building and a light touch approach would likely be more effective than formal City direction. Staff presented the following options: Establish a Social Services Roundtable led by City social-service professionals; expand the responsibilities of an existing City Board or Commission; establish a City Manager's Office (CMO) Task Force, create a new Board or Commission; or maintain and refine the existing framework while monitoring for future intervention opportunities.

Committee Members expressed consensus in favor of the CMO Task Force option. Members noted that this approach could be implemented more quickly than creating a new Board or Commission, would avoid adding responsibilities to existing Boards whose missions may already require clarification, and would provide flexibility to build participation through relationships rather than formal governance. Councilmember Moore emphasized the value of regular communication with community and advocacy organizations, so the City can identify concerns and respond proactively. Deputy Mayor Pro Tem Dutton discussed the benefit of matching the needs and resources of businesses, nonprofits, churches, volunteers, and the City, with the goal of supporting the Garland on the Rise Strategic Plan and Garland CARES initiatives.

Mr. Betz described an initial framework that would include identifying community organizations and creating a comprehensive directory, holding quarterly roundtable meetings, discussing community needs and coordination opportunities, and potentially organizing a volunteer fair or similar event to connect residents with service organizations. He emphasized that the task force would not direct participating organizations but would establish relationships and help connect community needs with available resources. Staff will develop a one-page framework for the proposed CMO Task Force, begin organizing the initiative, and provide an informational briefing to Council. The item was deemed ready to report to Council. No formal action was taken.

4. ADJOURN

Chair Lucht adjourned the meeting at 5:37 p.m.

Submitted By:

Councilmember Margaret Lucht, Chair
Courtney Vanover, Deputy City Secretary