

# DRAFT



## **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  
JANUARY 23, 2025  
5pm

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. Approval of the November 14, and December 5, 2024, meeting minutes.

2. **PUBLIC COMMENTS**

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

3. **ITEMS FOR INDIVIDUAL CONSIDERATION**

a. **Council Appointee Evaluation Process**

*The Garland City Council has engaged Clear Career Professionals to support the City Council Appointee Evaluation process. The committee will receive an update on the evaluation process and the next steps. This item was submitted by Councilmember Lucht.*

b. **Annual Review of Homestead and Senior Tax Exemptions**

*The committee, with assistance from staff, will conduct its annual review of the Homestead and Senior Tax Exemptions prior to the operating budget process. This item was submitted by City staff.*

4. **ADJOURN**

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

**2023 Administrative Services Committee**

**1. 1. a.**

**Meeting Date:** 01/23/2025

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**Subject**

Approval of the November 14, and December 5, 2024, meeting minutes.

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**Attachments**

11.14.24 ASC Draft Meeting Minutes

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**DRAFT**



# **GARLAND**

## **MINUTES**

The Administrative Services Committee of the City of Garland convened in regular session at 5:00 p.m. on Thursday, November 14, 2024, in the Work Session Room at City Hall, 200 North Fifth Street, Garland, Texas, with the following members:

**Present:** Margaret Lucht, Deputy Mayor Pro Tem  
Dylan Hedrick, Councilmember  
Kris Beard, Councilmember

**Staff Present:** Phil Urrutia, Assistant City Manager  
Mitch Bates, Deputy City Manager  
Brian England, City Attorney  
Jennifer Stubbs, City Secretary  
Tiffany Veno, Chief Communications Officer  
Dana Lodge, CVB & Events Director

### **AGENDA:**

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

- a. Approval of the October 24 meeting minutes.

Councilmember Beard made a motion to approve the minutes. Councilmember Hedrick seconded the motion. All voted in favor. The motion carried.

#### **2. PUBLIC COMMENTS**

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

There was no one who wished to speak under the public comments item.

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

- a. **Downtown Square Programming and Usage Policies**

*The Committee will review current policies in place for Downtown Square usage and discuss potential additions. Item submitted by Councilmembers Lucht and Beard.*

Staff led a discussion regarding the transition to exclusively City-produced events and the elimination of co-sponsored events. There was a consensus among the committee.

- b. **Annual City Council Appointee Review Process**

*ASC Chair Lucht will lead a discussion on the process related to Council appointee evaluations.*

Deputy Mayor Pro Tem Lucht provided an overview of the City Council appointee review process, including the proposed consultant timeline. The possibility of scheduling a special Administrative Services Committee meeting to review proposals and meet deadlines was discussed. Council also considered forwarding one proposal to the City Council for final review and held additional discussions on comparison cities and the scope of work.

#### **4. ADJOURN**

The meeting was adjourned at 5:14 p.m.

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CITY OF GARLAND, TEXAS

/s/ Margaret Lucht, Chair

/s/ Jennifer Stubbs, City Secretary

2023 Administrative Services Committee

1. 3. a.

Meeting Date: 01/23/2025

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**Subject**

**Council Appointee Evaluation Process**

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2023 Administrative Services Committee

1. 3. b.

Meeting Date: 01/23/2025

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**Subject**

**Annual Review of Homestead and Senior Tax Exemptions**

*The committee, with assistance from staff, will conduct its annual review of the Homestead and Senior Tax Exemptions prior to the operating budget process. This item was submitted by City staff.*

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