



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
August 28, 2025
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 24 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. 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.

b. Flags at Half Staff for Specific Events

The Committee will discuss the lowering of flags in recognition of specific events, such as the death of current or former staff members and current or past City Council Members. Staff will provide information on the options currently available to the Mayor. This item was referred to the committee at the July 7, 2025, Council Work Session by Council Member Dutton, seconded by Mayor Pro Tem Lucht.

c. Council Appointee Evaluation Process

The Garland City Council has engaged Clear Career Professionals to support the evaluation process for Council appointees. The committee will receive an update on the process and discuss the next steps. Staff has placed this item on the agenda for further discussion and coordination.

4. FUTURE AGENDA ITEMS

5. 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.



GARLAND

MINUTES

The Administrative Services Committee of the City of Garland convened in regular session at 4:00 PM on July 24, 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:

Staff Present:

1. APPROVAL OF MINUTES

- a. **Consider approval of the March 27, Meeting Minutes.**

Motion was made by Mayor Pro Tem Lucht and seconded by Council Member Dutton to approve the minutes as presented. Motion passed unanimously.

2. PUBLIC COMMENTS

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

No one was present for 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.

Chair Kris Beard opened the discussion on standardizing bylaws across city boards and commissions.

Deputy City Manager, Mitch Bates, acknowledged that staff has begun compiling relevant materials and noted that some boards must follow state/federal laws.

Council Member Dutton suggested adding rotating Chair and Vice Chair positions and requiring annual board reports to Council.

Committee members agreed on the importance of uniformity and tasked staff with returning to the next meeting with a draft.

- b. **City Signage for Development and CIP Projects**

The Committee will review and discuss signage and postings related to development and Capital Improvement Program (CIP) projects in multiple languages throughout the city to enhance public awareness. This item was referred to the committee at the February 3, 2025,

Council Work Session by Mayor Pro Tem Lucht, seconded by Council Member Dutton.

Tiffany Veno, Chief Communications Officer, provided a comprehensive overview of current signage practices by departments and noted significant variation in language accessibility.

Staff recommendations:

Item will be forwarded to the full Council with committee input:

- Use QR codes on signs to link to translated information online.
- Add instructions in Spanish and Vietnamese for requesting translated materials.
- Keep yard signs in English unless translation support is present at events.
- Promote translation tools like Google Lens and ensure residents are aware of translation resources.
- The Committee supported recommendations with added emphasis on promoting digital translation options.

c. Review Process for Economic Development Agreements

Staff will provide current process steps among developers, City staff, and Council regarding Economic Development (ED) agreements. The Committee will discuss the topic and provide feedback on next steps. This item was referred to the committee at the March 17, 2025, Council Work Session by Mayor Pro Tem Lucht, seconded by Council Member Dutton.

Ayako Schuster, Economic Development Director, led the discussion on the review process for Economic Development agreements.

There was Committee discussion that included:

- Detailing the end-to-end process of evaluating and negotiating incentive agreements.
- Covered types of projects, application steps, legal vetting, and compliance.
- Noted that there are 30 active agreements and 40–50 active projects in total.

The next steps: this item is to be reported to the full Council.

d. All Abilities Committee

The Committee will discuss the creation of an All Abilities Committee focused on City events and potential areas of support. This item was referred to the committee at the January 6, 2025, Council Work Session by Council Member Dutton, seconded by Mayor Pro Tem Lucht.

e. Flags at Half Staff for Specific Events

The Committee will discuss the lowering of flags in recognition of specific events, such as the death of current or former staff members and current or past City Council Members. Staff will provide information on the options currently available to the Mayor. This item was referred to the committee at the July 7, 2025, Council Work Session by Council Member Dutton, seconded by Mayor Pro Tem Lucht.

Karen Archibald, Library Services Director, Kathleen Cizek, Library Services Administrator, and Mitch Bates, Deputy City Manager, led the discussion on lowering the flags to half-staff for special events.

Discussion highlights:

- Reviewed U.S. and Texas flag code: Only the President/Governor can order half-staff for U.S./state flags; mayors can lower city flags on city property.
- Explored creating a city policy for lowering flags in honor of deceased staff or council members.
- Concerns raised:
 - Determining “significance” of individuals.
 - Respecting family wishes.
 - Risk of overuse reducing symbolic value.

Kathleen Cizek emphasized consistent messaging and public communication.

The Committee agreed to place this item on the next agenda for further discussion.

4. ADJOURN

With no further business to discuss, at 5:24 p.m. the meeting was adjourned.

Submitted By:

Council Member Kris Beard, Chair

Carma Potter, Secretary

Clear Career Professionals, LLC

Proposal for Facilitating the Annual Appointee Performance Review and Evaluation Process

City of Garland, Texas

March 26, 2025



Michael Boese, President

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Clear Career Professionals

Overview

Clear Career Professionals is pleased to present this proposal for facilitating the Annual Appointee Performance Review and Evaluation Process for the City of Garland. Our firm has successfully supported this process in the past and proposes enhancements to increase efficiency, improve appointee engagement, and ensure a more robust evaluation framework for city leadership.

Our proposed process will allow for greater insights into compensation and performance, a more collaborative approach with appointees, and a flexible timeline aligned with the City's needs.

Scope of Services

Clear Career Professionals will continue providing the following services, with expanded engagement and process enhancements:

Development of an Updated Performance Evaluation Framework

- Refinement of evaluation metrics to include additional compensation analysis, peer input, and information reporting.
- Adjustments to ensure fairness, clarity, and measurable leadership objectives.

Facilitation of the Appointee Performance Review Process

- Coordination with City Council, City Manager, Council Appointees, and Direct Reports.
- Increased engagement with appointees to incorporate their perspectives and self-assessments into the review process.
- Development of structured feedback mechanisms to promote continuous improvement.

Comprehensive Compensation and Market Analysis

- Updated compensation benchmarking for City Manager, City Attorney, City Auditor, Presiding Municipal Judge, and Associate Municipal Judge.
- Alignment with regional market trends to ensure competitive salary structures.

Strategic Planning & Leadership Development for Appointees

- Facilitated discussions on leadership expectations and professional development.
- Individualized insights and goal-setting for leadership growth.

Final Reporting & Recommendations

- Delivery of a detailed report with findings, recommendations, and supporting compensation data to the City Council.
- Presentation of results to the City Council, including completion of the annual evaluations for each council appointee.





Clear Career Professionals

Professional Fee

Clear Career Professionals proposes a flat rate of \$27,000 for the full delivery of services outlined above.

Billing Schedule:

\$13,500 due upon acceptance of proposal

\$13,500 due upon final report delivery (December 2025)

This fee includes all preparation, facilitation, compensation analysis, and reporting. No additional hourly billing or travel expenses will be incurred unless separately approved by the City.

Why Choose Clear?

Proven Track Record with Texas municipalities

Experienced Team led by Michael Boese and Brian Beasley

Customized Approach designed to fit Garland's goals and scheduling

Commitment to Clarity, Confidentiality, and Objectivity throughout the evaluation process

We appreciate the City's continued confidence in our work and look forward to helping Council strengthen its leadership team and governance outcomes again this year.





Michael Boese, MPA

President

Michael Boese brings over 25 years of distinguished experience in public sector leadership, specializing in municipal management, executive recruitment, and strategic leadership development. As the President of Clear Career Professionals LLC, Michael has a proven track record of facilitating successful leadership evaluations and executive coaching, providing government entities with the tools they need to assess and develop their leadership teams effectively.

Michael’s professional experience includes serving as City Manager of Venus and Keene, as well as City Administrator of Wimberley, where he led key initiatives in sustainability, economic development, and community-focused governance. His deep understanding of municipal operations and leadership challenges equips him with the skills necessary to guide City Councils through appointee performance reviews and strategic leadership evaluations, making him uniquely qualified to facilitate the Annual Appointee Performance Review and Evaluation Process for your organization.

In addition to his city management roles, Michael’s expertise in succession planning, organizational development, and municipal consulting allows him to provide tailored solutions that foster both individual growth and organizational excellence. His background in law enforcement, including roles as Chief of Police in Venus and Commander of the Professional Standards Unit for the Plano Police Department, gives him a rare, well-rounded perspective on leadership and organizational dynamics. This dual experience in both law enforcement and municipal management enables Michael to offer invaluable insights into managing diverse teams and leading comprehensive leadership reviews.

As a co-founder of Clear Career Professionals, Michael has cultivated a reputation for effective executive recruitments and leadership coaching that empower public sector leaders to meet their communities' evolving needs.

Education

Bachelor of Arts in History
Metropolitan State University

Master of Public Affairs
University of Texas Dallas

Professional Affiliations

TCOLE Master Peace Officer,
ICMA, TCMA, NTCMA, Region
6 & 7 TCMA, GFOA, TPCA,
past member of the Texas
Police Chief’s Legislative
Committee, and the
Professional Development
Committee for the Texas City
Manager Association,
Instructor at the Bill
Blackwood Law Enforcement
Management Institute of
Texas (LEMIT) Leadership
Command College

Brian Beasley

Vice President

With over 30 years of experience in Human Resources leadership, Brian Beasley has a proven track record in crafting and executing strategies that enhance organizational culture, drive employee engagement, and ensure sustainable success. His career spans more than two decades in the Fortune 500 sector, complemented by nearly 10 years of dedicated service to local government, providing him with a wealth of experience in both the private and public sectors.

Brian's expertise includes executive coaching, organizational design, talent management, compensation and benefits design, and performance management. He has successfully helped municipalities and organizations optimize their workforce strategies, develop effective leadership teams, and implement compensation frameworks that are both competitive and sustainable. His deep understanding of HR strategy enables him to offer insightful guidance on executive performance reviews and leadership development.

Brian's strategic approach to compensation studies and performance management aligns directly with Clear Career Professionals' goal of providing tailored, effective solutions for municipal governments. His ability to design and implement performance-driven systems allows him to support organizations in achieving measurable improvements in employee satisfaction, leadership effectiveness, and organizational alignment.

A Texas native, Brian holds a Bachelor's degree from the University of Texas at San Antonio, reinforcing his commitment to excellence in both education and professional practice. His experience and passion for improving organizational dynamics make him an essential member of the Clear Career Professionals team.



Education

Bachelor of Business Administration (BBA)
Emphasis in Human Resources
University of Texas
San Antonio, Texas

Professional Affiliations

TMHRA, CCP (Certified Compensation Professional,
past member of SHRM
previously known as PHR and SPHR



Clear Career Professionals

Garland Appointee Evaluation 2025 – Draft Working Schedule

Facilitated by Clear Career Professionals, LLC

Phase 1: Kickoff & Council Coordination

Monday, June 2, 2025

Initial Meeting with Administrative Services Committee (ASC)

Confirm evaluation framework, deliverables, and timeline

Discuss strategic goals for the process

Phase 2: Agreement Review, Data Collection, and Compensation Study

Late July – August 2025

Begin Formal Evaluation Process

Review of existing employment agreements

Initiate data collection from departments and direct reports

Launch compensation benchmarking for appointed roles

Phase 3: Appointee and Direct Report Engagement

August 12–30, 2025

Appointee Self-Assessments & Interviews

One-on-one meetings with appointees

Distribute self-assessments and gather relevant input

Request and schedule direct report interviews

September 2–13, 2025

Direct Report Interviews

Conduct up to 5 interviews per appointee on leadership impact and team culture



Clear Career Professionals

Phase 4: ASC Check-In & Evaluation Drafting

Monday, September 15, 2025 (Suggested)

ASC Committee Progress Meeting

Review early findings and emerging themes

Confirm format and components of final evaluation drafts

Late September – Early October 2025

Draft Evaluations Prepared

Create detailed evaluation drafts and consolidate compensation data

Growth discussions with appointees (optional)

Phase 5: Evaluation & Compensation Confirmation

Tuesday, October 7, 2025

ASC Committee Review Meeting

Present draft evaluations

Review preliminary compensation benchmarks

Gather committee feedback and direction

October 8–17, 2025

Appointee Feedback Sessions

Share draft evaluations and preliminary compensation findings with appointees

Finalize individual evaluation documents and note final adjustments

October 21–25, 2025 (Target Range)

Finalize Compensation Study

Confirm market comparisons and finalize salary recommendations



Clear Career Professionals

Phase 6: Council Presentation & Appointee Evaluations

Tuesday, November 4, 2025 (Regular Council Meeting)

Final Evaluation Session with Council

Delivery of final written report summarizing evaluations, compensation findings, and recommendations to Council

Appointees present for formal evaluation

Council reviews performance and final compensation recommendations

Phase 7: Completion & Contract Execution

Early December 2025

Finalize Agreements & Close Project

Submit all final documentation

Assist with execution of contracts or adjustments