



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
October 23, 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. Approval of 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.

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. 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.

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.

Garland Appointee Evaluation 2025 – Updated Working Schedule

Facilitated by Clear Career Professionals, LLC

Thurs, August 28, 2025 – 5:00 PM (ASC Meeting)	Initial meeting with Administrative Services Committee (ASC). Confirm evaluation framework, deliverables, and timeline. Discuss strategic goals for the process. Attendance: Brian Beasley (compensation), ASC members.
Sept 15 – Sept 19, 2025	Review existing employment agreements. Begin data collection from departments and direct reports. Launch compensation benchmarking for appointed roles (Brian lead).
Sept 23 – Oct 4, 2025	Distribute self-assessments; conduct appointee interviews; gather input.
Oct 6 – Oct 17, 2025	Direct report interviews (up to 5 per appointee) focusing on leadership impact and team culture.
Oct 7, 2025 (Suggested)	Brief the ASC Chair; review early findings; confirm draft evaluation format
Oct 13 – Oct 23, 2025	Draft evaluations prepared. Consolidate compensation data. Optional growth discussions with appointees.
Thurs, Oct 23, 2025	ASC format & documentation review – feedback only. Preliminary compensation benchmarks shared. No formal appointee evaluations (full Council conducts evaluations).
Oct 24 – Oct 28, 2025	Send draft evaluations to appointees EOD Oct 23; hold 30-minute feedback sessions
Oct 29 – Oct 30, 2025 (Target Range)	Finalize compensation study and recommendations.
Mon, Nov 3, 2025 (Regular Council Meeting)	Full Council conducts formal evaluations. Deliver final written evaluation and compensation report. Appointees present for evaluation session.
Early December 2025	Submit final documentation. Assist with execution of contracts or adjustments.