



Draft - City Manager Performance Evaluation Process and City Council Input

Proposed Process: Council receives Draft Evaluation Criteria for Council and Department Head evaluation of City Manager. Council provides proposed feedback to the City Recorder for consolidation, and adopts a final process. Finalized Evaluation Questionnaires will be completed by Council Members and Department Heads and will be submitted to and compiled by the HR Director (a self-assessment by the City Manager will also be submitted to the City Attorney). Results will be distributed to the Council in Executive Session for final evaluation and performance review.

Please provide input to these criteria by **December 31, 2025**. Once the process is finalized and adopted, please complete this form and return to Angie Welty by **January 12th, 2026**. The information will be summarized to Council without names attached to individual comments.

Executive Sessions will be held annually (or more often as requested by the City Manager or Council) to discuss the performance review. The Human Resource Director will attend an initial Executive Session to provide an overview of the compiled comments, current market compensation data, and answer any questions posed by the Council. Once the HR Director departs the meeting, Council will have time to discuss the review without staff present. Council is encouraged to discuss any performance related concerns or successes. In two weeks, the HR Director will return to a second Executive Session to address any updates Council would like to make to the performance review. When ready, the Council will invite the City Manager to join.

Scoring Criteria:

Exceeds Expectations	=	EE	5
Fully Effective	=	FE	4
Developing	=	DEV	3
Needs Improvement	=	NI	2
Does Not Meet	=	DNM	1
No Opinion/Not Observed	=	NO	NO

Name of person being reviewed: Tyler Deems	Date:
Person completing evaluation:	

PERFORMANCE MEASUREMENT CRITERIA

Public Service

Awareness, foresight, commitment to service of the public. Employee recognizes and respects the value of public service and presents a positive image of the city to the public, including the media. This commitment is demonstrated by the quality of service. Is open and available to the public. Takes their concerns and problems seriously and recognizes citizens right to be informed. Listens openly by asking questions to clarify customer concerns. Takes initiative to resolve problems and accomplish duties.

Comments:

**Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO**

SCORE:

Leadership

Builds collaborative trust amongst staff. Makes sound hiring decisions, mentors and motivates a team, provides direction, monitors and adjusts performances as necessary. Leads by example.

Comments:

**Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO**

SCORE:

Interpersonal Skills

Thinks logically and utilizes independent thought to make sound decisions. Can reach effective and creative solutions to City problems. Consistently open, straightforward and impartial. Is ethical in actions and conforms to state statute regarding ethics and the high standards of the profession.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Budget and Finance

Accurately and concisely reports and projects the financial condition. Management practices and policies re designed to achieve and maintain sound long-range financial stability. Uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure. Obtains the best possible result for the money spent including implementing effective programs to limit liability and loss.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Administrative Ability

Plans and organizes work so that issues are anticipated, and problems resolved appropriately. Maps effective solutions to problems. In making decisions considers the best available facts, projections and evidence. Demonstrates a solid understanding of all phases of municipal government.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

City Goal Achievement

Employee has effectively led the city in making substantial and meaningful progress on city goals and strategies (see attached)

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

What do you consider this person’s greatest accomplishments this past review period?

Any suggestions which you feel will improve this person’s job effectiveness?

Any additional goals you would like to see set for the upcoming year?

Additional comments regarding work performance.

TOTAL SCORE: