



CITY MANAGER PERFORMANCE EVALUATION



DRAFT 2026 City Manager Performance Review - Self Evaluation

Please complete this form and return to City Attorney Josh Soper and cc to Mayor by **January 12th, 2026**. The information will be forwarded to Council as part of the performance evaluation review process.

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: Tyler Deems	

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 are 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 your greatest accomplishments this past review period?

Are there areas you would like to improve on?

What if any, changes in City Manager and City Council communications would you make to improve understanding and clarity of city issues and solutions between us?

Do you have a request for modification of salary or benefits under your current contract? Please explain the modification and justification for it.

TOTAL SCORE: