

City Manager Performance Evaluation
City of Wauchula
Evaluation Period: October 1, 2025 – September 30, 2026
** Commissioners **

	AM	RS	KN	SA	GS
1. Fiscal Management	5	5	5	5	5
2. Management and Organization	5	5	5	5	5
3. Program Development and Follow-Through	5	5	5	5	5
4. Citizen Relations	5	5	5	5	5
5. Communication with Commission	5	5	5	5	5
6. Supervision	5	5	5	5	5
7. Intergovernmental and Community Relations	5	5	5	5	5
8. Professional Characteristics and Skills	5	5	5	5	5
Total Scores:	40	40	40	40	40

Average: (200/5) 40

City Manager Performance Evaluation
City of Wauchula
Evaluation Period: October 1, 2025 – September 30, 2026
** Staff **

1. Fiscal Management	5	5	5	5
2. Management and Organization	5	5	5	5
3. Program Development and Follow-Through	5	5	5	5
4. Citizen Relations	5	5	5	5
5. Communication with Commission	5	5	5	5
6. Supervision	5	5	5	5
7. Intergovernmental and Community Relations	5	5	5	5
8. Professional Characteristics and Skills	5	5	5	5
Total Scores:	40	40	40	40

Average Total: (160/4) **40**



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshe
Title:	City Manager
Department:	Administration
Evaluator:	Anne Miller, District 1 Commissioner
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

This evaluation is intended to provide The Commission and City Manager with an accurate and objective assessment of performance during the evaluation period.

Scoring

- Rate each factor in each section on a scale of **0 to 5**.
- Add the scores together and divide by the number of factors to determine the average score for that section.
- Round scores: .5 and above round up; below .5 round down.

Comments

- Use the comment section to provide specific feedback.
- Include praise for strengths and suggestions for improvement where applicable.

Feedback

- After totaling scores, the evaluator should provide a summary of the employee's overall performance.
- The employee will then have the opportunity to share their own perspective on their performance in relation to the evaluation results.

Signatures

- Once the feedback session is complete, both the evaluator and the employee must sign the evaluation.
- The original signed evaluation should be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

Performance Rating Definitions

- **Exceptional (5 points):** Consistently and significantly exceeds all reasonable expectations in every area of the rating category.
- **Good (4 points):** Frequently surpasses reasonable expectations in the rating category without deficiencies.
- **Satisfactory (3 points):** Meets reasonable expectations and demonstrates acceptable competence in all aspects of the rating category.
- **Fair (2 points):** Meets only the minimum expectations. Improvement is needed in some areas to fully meet performance standards.
- **Unsatisfactory (1 point):** Occasionally meets minimum expectations but requires frequent assistance and supervision.
- **Unacceptable (0 points):** Fails to meet minimum expectations even with ongoing assistance and supervision. **Employment with the City is at risk.**

1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	5

Comments

Under Ms. Minshew's leadership, the City achieved another clean annual audit with no findings. She and Staff have once again presented a balanced budget that addresses the City's current needs while remaining mindful of potential future revenue changes. Additionally, Ms. Minshew and her team successfully secured grants and legislative appropriations that support critical infrastructure improvements and enhance community development projects.

2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	5

Comments

Ms. Minshew consistently demonstrates professionalism and responsiveness in all interactions. She is highly knowledgeable about current City initiatives. She often anticipates concerns and provides thoughtful solutions to help minimize and mitigate potential issues.

Following the departure of the Deputy City Manager, Ms. Minshew used the opportunity to assess the City's organizational structure, strategically redistribute responsibilities, and create professional growth opportunities for existing staff. Through her leadership, the organization has maintained stability while enhancing operational effectiveness and employee development.

3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5
Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

She has taken a proactive approach to updating and strengthening City policies to support efficient, effective, and safe operations. Notable efforts this year include revisions to the Safety Policy, implementation of an AI Policy, and updates to the Peace River Park camping policy.

Numerous infrastructure improvement programs were completed or substantially completed this year, with significant progress made on multiple other initiatives. Ms. Minschew provides the leadership and accountability to keep these projects moving forward.

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	5

Comments

Ms. Minschew consistently demonstrates professionalism in responding to community concerns and pursuing practical resolutions. She communicates effectively, providing clear and timely information. City Staff keep the public informed of important City matters through direct mailings, social media, the local newspaper, and other communication channels.

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5

Sets meeting agendas that reflect governing body guidance	5
Section Average Score	5

Comments

Ms. Minshew consistently demonstrates thorough preparation for Commission meetings. She provides prompt responses to questions and concerns, with appropriate follow-up when additional information is required. Ms. Minshew and Staff conduct research on Commission-requested matters and provide clear, accurate, and relevant information to support the Commission's decision-making process. She also ensures that Commissioners are kept informed between meetings regarding significant events, operational updates, and matters of interest.

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

Ms. Minshew continually recognizes staff contributions and reinforces the importance of teamwork in achieving organizational accomplishments.

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	5

Comments

Ms. Minshew represents the City of Wauchula effectively through participation in organizations such as the Florida League of Cities, Florida Municipal Electric Association, Florida City and County Management Association, and American Public Power Association. She continues to advocate for Wauchula and small municipalities with governmental representatives. Ms. Minshew has worked to strengthen coordination with the County on current and planned projects, helping ensure that priorities are aligned and that the City and County continue working toward common community goals.

She remains engaged in the community as a member of Rotary Club, serving as President this year. In addition, she and Staff continue to look for opportunities to connect with residents and community partners with the successful Winterfest celebration, ongoing Chamber of Commerce events, Main Street Wauchula events, Hardee County Fair, and numerous other activities.

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	5

Comments

Ms. Minshew demonstrates exceptional performance by approaching responsibilities with initiative, diligence, and attention to detail.

Total Score of All Sections _____

Evaluator's Comments

I continue to be impressed with Ms. Minshew's knowledge, professionalism, and management style. The City has accomplished much under her leadership, even with the often-limited resources of a small rural community. She consistently demonstrates a strong commitment to fiscal responsibility, effective management of City resources, and ongoing improvement of the community.

Signatures

Evaluator's Signature: Anne K. Miller	Date: 9/4/26
City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshe
Title:	City Manager
Department:	Administration
Evaluator:	Russell Smith, Mayor Pro-Tem
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

This evaluation is intended to provide The Commission and City Manager with an accurate and objective assessment of performance during the evaluation period.

Scoring

- Rate each factor in each section on a scale of **0 to 5**.
- Add the scores together and divide by the number of factors to determine the average score for that section.
- Round scores: .5 and above round up; below .5 round down.

Comments

- Use the comment section to provide specific feedback.
- Include praise for strengths and suggestions for improvement where applicable.

Feedback

- After totaling scores, the evaluator should provide a summary of the employee's overall performance.
- The employee will then have the opportunity to share their own perspective on their performance in relation to the evaluation results.

Signatures

- Once the feedback session is complete, both the evaluator and the employee must sign the evaluation.
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Performance Rating Definitions

- **Exceptional (5 points):** Consistently and significantly exceeds all reasonable expectations in every area of the rating category.
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- **Fair (2 points):** Meets only the minimum expectations. Improvement is needed in some areas to fully meet performance standards.
- **Unsatisfactory (1 point):** Occasionally meets minimum expectations but requires frequent assistance and supervision.
- **Unacceptable (0 points):** Fails to meet minimum expectations even with ongoing assistance and supervision. **Employment with the City is at risk.**

1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	
Prepares a budget recommendation in an intelligent and accessible format	
Ensures actions and decisions reflect responsibility for short and long-term planning	
Monitors and manages fiscal activities within organizational constraints	
Reviews city equipment and property for future planning and replacement	
Section Average Score	

Comments

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2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	
Maintains knowledge of current developments in local government management	
Demonstrates innovation and creativity	
Anticipates and analyzes problems to develop effective solutions	
Considers new ideas proposed by governing body members and/or staff	
Sets a professional example by acting fairly and impartially	
Keeps the Leadership Team informed of relevant regulations and constraints	
Section Average Score	

Comments

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3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	
Develops new programs to address City Government challenges	

Understands, supports, and enforces laws, policies, and ordinances	
Makes prompt changes in programs or procedures when necessary	
Section Average Score	

Comments

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	
Works to maintain citizen satisfaction with services	
Communicates unfavorable information clearly and professionally	
Section Average Score	

Comments

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	
Ensures actions reflect the will of the Commission as a whole	
Responds well to requests, advice, and constructive criticism	
Discusses and researches Commission concerns and ideas	
Reports progress and follows up appropriately	
Sets meeting agendas that reflect governing body guidance	
Section Average Score	

Comments

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	
Respects staff ability and initiative	
Develops friendly yet professional relationships with staff	
Gains acceptance for new ideas and organizational changes	
Encourages teamwork, innovation, and effective problem-solving	
Interprets and administers City Personnel Policies	
Section Average Score	

Comments

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7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	
Avoids unnecessary controversy	
Avoids politics and partisanship	
Cooperates with neighboring and higher-level government agencies	
Represents the City effectively when speaking before groups or the press	
Addresses difficult community issues	
Defends the city and its reputation when appropriate	
Section Average Score	

Comments

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8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	
Exercises good judgment, enthusiasm, and cooperation	
Exhibits professional composure, appearance, and attitude	
Maintains knowledge of developments in local government management	
Demonstrates innovation and creativity	
Acts fairly and impartially in public office	
Section Average Score	

Comments

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Total Score of All Sections

Evaluator's Comments

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Signatures

Evaluator's Signature:	Date:
City Manager's Signature:	Date:
Human Resources Signature:	Date:

1. FISCAL MANAGEMENT. 5

Due to inflation and other economic conditions, last year's budget was very tight and left no room for unexpected events. Under Olivia's leadership, the city came through without hitting any major issues. This year's budget is a little more flexible and the commission didn't have to vote for any tax increase. Also another good audit report showing us in a strong financial situation. Wauchula continues to have one of the lowest tax rates of any municipality in the area.

2. MANAGEMENT & ORGANIZATION. 5

I feel that it speaks volumes that our deputy city manager was chosen to be the new county manager and is a reflection on Olivia's coaching and staff development. I think it's good that the responsibilities of that position are being delegated out to other staff members who I'm confident will do a good job.

3. PROGRAM DEVELOPMENT & FOLLOW-THROUGH. 5

Good job with updating the city's safety policy, and implementing the Orange Data lien search system. Good job bringing to the commission the issues regarding camping at city parks and revisiting impact fees on new construction.

4. CITIZEN RELATIONS. 5

Olivia does a great job staying engaged within the community as well as seeing that the rest of city staff are engaged too. Events like Winterfest, the Chamber of Commerce Sunrise Social, the County fair booth, and the Wildcat Tailgate party reflect well on the city.

5. COMMUNICATION WITH COMMISSION. 5

Olivia is proactive in notifying me promptly as issues arise. She's always quick to return my calls. Olivia and staff do a great job communicating information on social media and following up with any concerns.

6. SUPERVISION. 5

As I stated in last year's evaluation, Olivia doesn't micromanage staff. Everyone knows their job and the role they play. We have staff members who are becoming recognized statewide as experts in their respective fields and that's something we on the commission are proud of. Especially the recognition received from Florida Municipal Electric Association and Florida Municipal Power Agency.

7. INTERGOVERNMENTAL & COMMUNITY RELATIONS. 5

This area is where I would give Olivia a 10 if I could! Olivia has built relationships throughout the state by involvement in FCCMA, FLC and other organizations. Through Olivia's efforts, the city has secured over \$20 million in state appropriations this past year. Not to mention all the past appropriations the city has received. We wouldn't be able to do all the capital improvements that we've done without them and not having to finance them by debt. I'm glad to see many of these, Hogan street extension for example, finally come to fruition. Great job!

8. PROFESSIONAL CHARACTERISTICS & SKILLS. 5

Olivia does a great job representing the City of Wauchula and gaining recognition on a state level. Thank you for all your efforts.

EVALUATOR'S COMMENTS

I'm very proud of all the accomplishments and work being done within the city. Projects that I never thought I'd see are being done and without creating a cost burden on the taxpayers. We are creating an environment that fosters opportunities. But we still have some challenges too. My biggest concern is population decline as per census estimates. I've had several former residents tell me they moved to neighboring cities because of the lack of housing here. This is an issue I hope we can address in coordination with the County Commission, IDA and other players. We still have infrastructure that needs repairs, roads especially, and hopefully we get more appropriations for such. I'm excited about the Bay street development. I would like to get back to building more infill houses. I look forward to seeing all that we can get done this next year.



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshe
Title:	City Manager
Department:	Administration
Evaluator:	Keith Nadaskay, Mayor
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

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Scoring

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Comments

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1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	5

Comments

Olivia and her team deserve significant credit for maintaining City operations and services throughout a year of extremely tight fiscal constraints. The narrow contingencies within the budget left little room for unexpected expenses or changing circumstances, yet the City continued to operate effectively and serve the community. This reflects strong fiscal management, sound prioritization, and a clear commitment to maintaining essential services.

2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	5

Comments

Olivia continues to demonstrate an ability to adapt when necessary while effectively managing the City, its assets, and employees. The loss of a member of her leadership team will create a new challenge, requiring her to maintain continuity, redistribute responsibilities, and evaluate how best to fill the position. This transition may also provide opportunities for other City employees to expand their skills and take on additional responsibilities. I am confident Olivia will manage this challenge thoughtfully and effectively.

3. Program Development and Follow-Through

Performance Factor	Score (0-5)
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Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5
Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	5

Comments

Olivia continues to be highly visible throughout our community. I have heard from several citizens who have spoken with her about matters of concern, and they have consistently described her approach as thoughtful and gracious. Even when the message is not what a citizen wants to hear, she communicates it clearly, respectfully, and professionally.

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	5

Comments

Olivia frequently sends messages to me on community or city related events and issues. Her communication is impeccable.

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

I am not aware of any personnel or management concerns with the city staff._

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	5

Comments

Olivia maintains a proper working relationship with the community and other government agencies. She is visible and respected across the community.

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	5

Comments

Olivia remains composed and professional in every situation I have witnessed. She communicates with confidence, clarity, and an appropriate tone, whether addressing the Commission, City staff, or the public. Her public-speaking ability is exceptional, and I continue to wish I could speak as effectively as she does!

Total Score of All Sections 40/40

Evaluator's Comments

Looking ahead, Olivia will need to be especially creative and adaptable as the City responds to the outcome of Amendment 3 and the resulting effects on the budget. She also faces a new operational challenge following the departure of one of the assistant city managers. This will require thoughtful redistribution of that position's workload but also creates an opportunity for other members of City staff to develop new skills and assume additional responsibilities. Olivia continues to excel in her role, and the City is fortunate to have her as its manager.

Signatures

Evaluator's Signature:	Date:
City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshew
Title:	City Manager
Department:	Administration
Evaluator:	Sherri Albritton
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

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1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	5

Comments

The City Manager demonstrated exceptional fiscal leadership by securing more than \$23 million in state appropriations and grant funding for critical infrastructure and community projects. She also strengthened the City's long-term financial position through careful capital planning, updated fees, increased operational efficiencies, and agreements that ensure appropriate contributions toward City services and facilities. The City's clean annual audit with no findings further reflects her strong oversight, sound financial practices, and responsible stewardship of public funds.

2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	5

Comments

The City Manager demonstrated exceptional leadership in managing numerous complex projects while maintaining efficient day-to-day operations. She successfully guided the completion of several infrastructure and facility improvements while advancing major long-term initiatives involving utilities, transportation, public facilities, technology, and disaster preparedness. She also managed a significant leadership transition thoughtfully by recognizing internal talent, redistributing responsibilities, maintaining organizational continuity, and avoiding the immediate cost of adding

another executive-level position. Her proactive planning, effective project oversight, and focus on operational efficiency fully support the highest rating in this area.

3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5
Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

The City Manager consistently and effectively implements Commission direction while ensuring that City operations comply with applicable laws, policies, and ordinances. She proactively addresses emerging challenges by developing new programs, strengthening policies, and recommending timely procedural changes. Examples include the rewritten Safety Policy, revised capital connection fees, improved lien-search process, formalized Historic City Hall agreement, and thoughtful response to operational and safety concerns at Peace River Park. Her sound judgment and responsiveness fully support the highest rating in this area.

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	5

Comments

The City Manager consistently treats citizens with respect, listens carefully to their concerns, and works diligently to maintain confidence in City services. She actively creates opportunities for community engagement through events such as Winterfest, Chamber Sunrise Socials, the Hardee County Fair, and other community activities. Her strong relationships with residents and community partners, along with statewide advocacy for Wauchula and other small cities, reflect her commitment to responsive government and clear, professional communication.

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	5

Comments

The City Manager does an excellent job of keeping the Commission informed about City operations, community events, emerging concerns, and matters requiring its attention. She provides accurate and timely information, thoroughly researches Commission questions and ideas, and follows up appropriately on projects and requested actions. Her calm demeanor, professionalism, and responsiveness promote productive communication and ensure that City actions reflect the direction of the Commission as a whole.

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

The City Manager effectively supervises staff and department directors while fostering professional, respectful, and collaborative relationships. She recognizes employees' abilities, encourages initiative, and creates opportunities for staff to grow into expanded leadership roles. Her thoughtful handling of organizational changes, including the redistribution of responsibilities following the Deputy City Manager's departure, demonstrates confidence in her team, promotes continuity, and supports innovative problem-solving. She consistently administers personnel policies fairly and maintains a positive culture of teamwork and accountability.

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7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	5

Comments

The City Manager represents Wauchula with professionalism, credibility, and a consistently positive public presence. She builds productive relationships with local, state, and federal partners while remaining focused on the City's interests and avoiding unnecessary controversy or partisanship. Her legislative testimony, statewide leadership roles, and recognition as a Home Rule Hero demonstrate her ability to advocate effectively for Wauchula and other small communities. She communicates confidently before groups, addresses difficult issues with sound judgment, and protects the City's interests and reputation when appropriate.

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5

Section Average Score	5
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Comments

The City Manager consistently demonstrates diligence, initiative, sound judgment, and exceptional professionalism. She maintains a calm and composed demeanor, approaches challenges cooperatively, and treats others fairly and impartially. Her active leadership in professional organizations and legislative advocacy keeps her informed of developments affecting local government. She also demonstrates innovation and creativity by identifying new funding opportunities, improving operations, and finding effective solutions to complex City needs.

Total Score of All Sections 40

Evaluator's Comments

The City Manager has demonstrated exceptional leadership across every area of her evaluation. She is a diligent, innovative, and highly professional leader who manages City finances and operations with accountability, sound judgment, and a clear focus on long-term sustainability. Her success in securing significant state appropriations and grant funding, completing a clean audit with no findings, advancing major infrastructure projects, and improving organizational efficiency reflects her outstanding stewardship of City resources.

She communicates effectively with the Commission, staff, citizens, and community partners; thoughtfully implements Commission direction; and represents Wauchula with professionalism and credibility at the local, state, and national levels. She develops strong working relationships, encourages staff growth and teamwork, responds calmly to challenges, and consistently seeks creative solutions to meet the City's changing needs. Her leadership has strengthened City operations, expanded community engagement, and positioned Wauchula for continued progress.

I am proud to be one of her strongest supporters and cheerleaders because I have tremendous confidence in her leadership, abilities, and continued commitment to the City of Wauchula.

Signatures

Evaluator's Signature: <i>Sherri Albritton</i>	Date: Sept. 9, 2026
City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name: <i>Gary Smith</i>	Olivia Minshew
Title: <i>Coms</i>	City Manager
Department:	Administration
Evaluator:	
Evaluation Period: <i>Jan - P</i>	10/1/2025 to 9/30/2026

Evaluation Instructions

This evaluation is intended to provide The Commission and City Manager with an accurate and objective assessment of performance during the evaluation period.

Scoring

- Rate each factor in each section on a scale of **0 to 5**.
- Add the scores together and divide by the number of factors to determine the average score for that section.
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Comments

- Use the comment section to provide specific feedback.
- Include praise for strengths and suggestions for improvement where applicable.

Feedback

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Performance Rating Definitions

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- **Good (4 points):** Frequently surpasses reasonable expectations in the rating category without deficiencies.
- **Satisfactory (3 points):** Meets reasonable expectations and demonstrates acceptable competence in all aspects of the rating category.
- **Fair (2 points):** Meets only the minimum expectations. Improvement is needed in some areas to fully meet performance standards.
- **Unsatisfactory (1 point):** Occasionally meets minimum expectations but requires frequent assistance and supervision.
- **Unacceptable (0 points):** Fails to meet minimum expectations even with ongoing assistance and supervision. **Employment with the City is at risk.**

1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	25

Comments

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2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	35

Comments

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3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5

Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	20

Comments

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	15

Comments

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	30

Comments

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	30

Comments

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	35

Comments

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	30

Comments

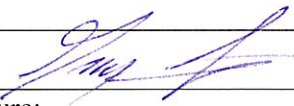
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Total Score of All Sections 220

Evaluator's Comments

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Signatures

Evaluator's Signature: 	Date: 9-4-26
City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshe
Title:	City Manager
Department:	Administration
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

This evaluation is intended to provide The Commission and City Manager with an accurate and objective assessment of performance during the evaluation period.

Scoring

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Comments

- Use the comment section to provide specific feedback.
- Include praise for strengths and suggestions for improvement where applicable.

Feedback

- After totaling scores, the evaluator should provide a summary of the employee's overall performance.
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- **Unsatisfactory (1 point):** Occasionally meets minimum expectations but requires frequent assistance and supervision.
- **Unacceptable (0 points):** Fails to meet minimum expectations even with ongoing assistance and supervision. **Employment with the City is at risk.**

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	5

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Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	5

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Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5

Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	5

Comments

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	5

Comments

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	5

Comments

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	5

Comments

Total Score of All Sections 40

Evaluator's Comments

Consistently demonstrates strong leadership, sound judgment, and a commitment to organizational success by effectively managing resources, supporting staff development, and fostering a collaborative, results-oriented work environment.

Signatures

City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshew
Title:	City Manager
Department:	Administration
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

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Scoring

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Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	

Comments

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	

Comments

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	5

Comments

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Total Score of All Sections 40

Evaluator's Comments

She is doing a great job as a boss and leader. She is supportive, approachable, and does a great job communicating with staff. She leads by example, provides guidance when needed, and creates a positive work environment. Overall, she is a great leader who genuinely cares about her employees and the success of the City.

Signatures

City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshe
Title:	City Manager
Department:	Administration
Evaluation Period:	10/1/2025 to 9/30/2026

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1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	5

Comments

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2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	5

Comments

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3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5

Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	5

Comments

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	5

Comments

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

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7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	5

Comments

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8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	5

Comments

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Total Score of All Sections 40

Evaluator's Comments

Olivia is an excellent leader who gives her team the trust and independence to do their jobs without micromanaging, while still paying close attention to the details that matter. She has great follow-through, is highly knowledgeable, and consistently demonstrates that she knows how to get things done effectively.

Signatures

City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshe
Title:	City Manager
Department:	Administration
Evaluation Period:	10/1/2025 to 9/30/2026

Evaluation Instructions

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1. Fiscal Management

Performance Factor	Score (0-5)
Prepares a realistic and balanced budget to provide services at a level directed by Commission	5
Prepares a budget recommendation in an intelligent and accessible format	5
Ensures actions and decisions reflect responsibility for short and long-term planning	5
Monitors and manages fiscal activities within organizational constraints	5
Reviews city equipment and property for future planning and replacement	5
Section Average Score	5

Comments

Fiscal management and preparation are one of Olivia's strong points, she consistently excels in this category.

2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	5
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	5
Anticipates and analyzes problems to develop effective solutions	5
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	5
Keeps the Leadership Team informed of relevant regulations and constraints	5
Section Average Score	5

Comments

Olivia is approachable, and always willing to listen, and she never treats ideas for change or innovation as if they are ridiculous or otherwise not possible. She maintains current knowledge by attending conferences and other meetings that are relevant to her job, i.e., City County Manager Association and others. She's very adept at anticipating problems and seeking solutions through her staff or other avenues and always acts in a fair and impartial manner.

3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	5
Develops new programs to address City Government challenges	5

Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	5
Section Average Score	5

Comments

<i>Olivia is very in-tune with the Commission's intent as well as their wants and desires. She ensures that subordinates look into new programs to address threats and opportunities in our community and makes changes whenever necessary.</i>

4. Citizen Relations

Performance Factor	Score (0-5)
Listens to and addresses citizen concerns with respect	5
Works to maintain citizen satisfaction with services	5
Communicates unfavorable information clearly and professionally	5
Section Average Score	5

Comments

<i>Olivia listens to citizen concerns with compassion, empathy and respect and she tries to help any way she can within the confines of the law and city policy. Sometimes information is not favorable, and those messages are often ill received regardless of how they are presented.</i>
--

5. Communication with Commission

Performance Factor	Score (0-5)
Keeps Commission informed of city operations with accurate information	5
Ensures actions reflect the will of the Commission as a whole	5
Responds well to requests, advice, and constructive criticism	5
Discusses and researches Commission concerns and ideas	5
Reports progress and follows up appropriately	5
Sets meeting agendas that reflect governing body guidance	5
Section Average Score	5

Comments

<i>Olivia is very skilled at informing the commission and helping them to understand whenever necessary. Sometimes, she must be direct in her responses, but she does so in a respectful and polite manner. No commission concerns go without being researched or fully addressed by herself or one of her subordinate department heads.</i>
--

6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	5
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
Gains acceptance for new ideas and organizational changes	5
Encourages teamwork, innovation, and effective problem-solving	5
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

<i>Olivia is an effective supervisor, she respects everyone's knowledge, skills, and abilities and she encourages teamwork.</i>

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	5
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
Defends the city and its reputation when appropriate	5
Section Average Score	5

Comments

<i>Olivia has been the president of the Rotary Club and is very engaged with her community, she personally attends most City Events like Tailgate, Happy Hour, Winterfest, Homecoming and Christmas parades and other things. This year presented a couple of difficult community issues that required defense of the city and its reputation for something that "might" occur. The first was our police department's involvement with the ICE 287g program and the second, also related to the police department, was whether the City needed red-light camera enforcement at two of our major intersections. Both are hot button issues, and she addressed both in an appropriate manner with professionalism and foresight.</i>
--

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
Exhibits professional composure, appearance, and attitude	5
Maintains knowledge of developments in local government management	5
Demonstrates innovation and creativity	5
Acts fairly and impartially in public office	5
Section Average Score	5

Comments

From a supervisory standpoint, Olivia always does a great job, she is diligent, thorough, a self-starter who is also very smart. She always exercises sound judgment, maintains professional composure, appearance, and attitude, all while acting fairly, firmly, and consistently at all times.

Total Score of All Sections 40

Evaluator's Comments

Olivia is a pleasure to work for and work with, she is a breath of fresh air for those of us who have worked for other CEOs and administrators who simply put - were not.

Signatures

City Manager's Signature:	Date:
Human Resources Signature:	Date: