

City Manager Performance Evaluation
City of Wauchula
Evaluation Period: October 1, 2024 – September 30, 2025
** Commissioners **

	AM	RS	KN	SA	GS
1. Fiscal Management	5	5	5	5	
2. Management and Organization	4	5	5	5	
3. Program Development and Follow-Through	4	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	4	5	5	5	
8. Professional Characteristics and Skills	5	5	5	5	
Total Scores:	37	40	40	40	

Average Total: (200/5)



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshew
Title:	City Manager
Department:	Administration
Evaluator:	Anne Miller
Evaluation Period:	10/1/2024 to 9/30/2025

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.
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Signatures

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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	4
Section Average Score	5

Comments

Ms. Minshew and Staff provided a proposed budget that was balanced and accounted for existing needs and desired improvements. The City has received multiple grants to fund needed infrastructure projects and community improvement projects, and Staff continues to look for opportunities for additional funding. Ms. Minshew and Staff responded to health insurance increases by reviewing options and recommending a change to continue coverage in a more cost-effective manner. Ms. Minshew and Staff also advised on financial trends and future concerns to consider.

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	4
Anticipates and analyzes problems to develop effective solutions	4
Considers new ideas proposed by governing body members and/or staff	5
Sets a professional example by acting fairly and impartially	4
Keeps the Leadership Team informed of relevant regulations and constraints	4
Section Average Score	4

Comments

3. Program Development and Follow-Through

Performance Factor	Score (0-5)
Implements governing body actions in accordance with Commission intent	4

Develops new programs to address City Government challenges	4
Understands, supports, and enforces laws, policies, and ordinances	5
Makes prompt changes in programs or procedures when necessary	4
Section Average Score	4

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

Citizen concerns appear to be handled in a respectful manner. Ms. Minshew responded in a professional manner without defensiveness to a citizen who brought concerns to a Commission workshop. She addressed the citizen's concern with City employees. Likewise, she and Staff have analyzed citizens' specific infrastructure concerns, analyzed the options, and recommended solutions. I have not seen evidence of widespread citizen dissatisfaction.

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 is consistently well-prepared for Commission meetings and knowledgeable about City operations. She answers most questions/concerns immediately and follows up in a timely manner when needed. She and Staff research ideas that Commissioners request and return with information and/or a recommendation. She keeps Commissioners updated between meetings on events and items 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	4
Encourages teamwork, innovation, and effective problem-solving	4
Interprets and administers City Personnel Policies	5
Section Average Score	5

Comments

Ms. Minshew is quick to praise Staff efforts and emphasize the team aspect of all accomplishments.

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	4
Avoids unnecessary controversy	5
Avoids politics and partisanship	5
Cooperates with neighboring and higher-level government agencies	4
Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	4
Defends the city and its reputation when appropriate	4
Section Average Score	4

Comments

Ms. Minshew represents the City of Wauchula well in organizations such as the FLC, FMEA, and FCCMA. She and City Staff continue to advocate for Wauchula and small towns with our government representatives. With the County planning multiple large capital projects inside the City limits, I would like to see additional coordination with the County to ensure our priorities align.

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	4
Acts fairly and impartially in public office	4
Section Average Score	5

Comments

Total Score of All Sections

5

31

Evaluator's Comments

Overall, I have been impressed with Ms. Minshew's knowledge, professionalism, and management style. As a newer Commissioner, I have not personally witnessed her performance in all areas. There appears to be a generally positive environment among City Staff, and I am not aware of any significant deficiencies.

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:	<i>Russell Smith</i>
Evaluation Period:	10/1/2024 to 9/30/2025

Evaluation Instructions

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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	5

Comments

See Attached

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	5

Comments

See Attached

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	5

Comments

See Attached

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	5

Comments

See Attached

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	5

Comments

See Attached

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	5

Comments

See Attached

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	5

Comments

See Attached

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	5

Comments

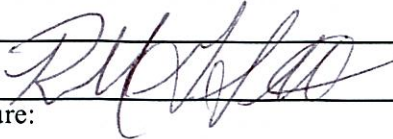
See Attached

Total Score of All Sections 40

Evaluator's Comments

See Attached

Signatures

Evaluator's Signature: 	Date: 9/3/2025
City Manager's Signature:	Date:
Human Resources Signature:	Date:

Fiscal Management

5

Once again, Olivia and team presented a budget that was easy to understand, and realistic in nature. It addresses both short and long-term needs. However, it is a very tight budget that doesn't leave any margin for error or contingency. As a result, the commission is faced with making the unpopular decision to increase property taxes. I do not hold this against Olivia in any way as it is more a reflection of the economic conditions from last year: Rising energy costs, rising costs for replacement of equipment, construction materials, insurance premiums, and the impacts of last Hurricane Milton last year. Good job, given all the challenges the city faces.

Management and Organization

5

This past year saw the departure of former Chief of Police Brandon Ball and HR manager Terri Svendsen. Olivia and staff did a great job in creating a search committee to replace Chief Ball. The selection of the new Chief of Police, Dr. Ronald Curtis, has been a real plus for the city. His background and experience adds a greater level of depth to Olivia's staff. The HR manager position was filled in-house, and the addition of the deputy city clerk shows that we are developing our own talent without missing a beat. Great job once again!

Program Development and Follow-Through

5

Good job all around in this regard. Especially regarding the 22% increase in health insurance by developing a plan to move to the self-insured PRM pool. I continue to see good follow-through with the capital improvement plan and staffing needs in accordance with past adopted policies. The solid waste fee study and new fee schedule I feel addressed inequities born by the residential customers and now shifts the burden more fairly.

Citizen Relations

5

Good job and thank you for changing the after-hours utility dispatch. Also using social media to keep the public informed is a big plus and used effectively. I get fewer calls with needs from concerned citizens which tells me the city is being more proactive than reactive. Olivia stays active in community events and represents the city well.

Communication with Commission

5

Olivia is always quick to respond to me or to call me when an issue arises.

Supervision

5

Olivia doesn't micromanage. I can tell that new policies that come forth are developed by staff in their respective area of expertise as staff is allowed to present and speak to the commission regarding policy. I like how new employees are given a tour of the city and what each department does. Teamwork among staff is good; everyone knows their job and how they contribute. The fact that the city has received recognition at the state level for their achievements is a great indicator of Olivia's management style.

Intergovernmental and Community Relations

5

As I stated last year, if I could score Olivia a 10 here I would! Olivia has worked diligently to secure the City of Wauchula over \$23 million in funding for projects that are desperately needed and that we as a city wouldn't be able to do otherwise. As mentioned above, Olivia does a great job staying involved with the community and representing the City of Wauchula.

Professional Characteristics and Skills

5

Congratulations on being honored as FMEA Member of the Year, being named 2025 Home Rule Hero by FLC and continued actively participating with the FLC. Olivia remains humble and quick to give credit to her support staff and recognizes them whenever she can.

TOTAL

40

Evaluator's Comments:

The past year saw several projects finally come to completion and I look forward to seeing the many new projects get going. As I mentioned in last year's evaluation, I want to see the City of Wauchula become the growth and development in Hardee County. This year's budget was too tight for my comfort level. I respect that Olivia and staff did everything they could to balance the budget and make it work. Nonetheless, the commission finds itself having to increase its millage rate. Long-term, the only thing that is going to fix this issue is growth. That means annexation. We need to work more closely with the Hardee BOCC, IDA and other agencies to foster this growth. As a city and county, we lost population. We must figure out how to attract new residents. Fiscally, our debt is nearly paid off and we are in a sound position. But no city can survive with a shrinking population. Let's keep this in mind as we move forward.



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshew
Title:	City Manager
Department:	Administration
Evaluator:	Keith Nadaskay
Evaluation Period:	10/1/2024 to 9/30/2025

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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

This year's budget was exceptionally difficult to balance. Olivia and her team delivered a budget with razor thin contingencies. She will need to continue to seek methods of fiscal restraint and opportunities for revenue increase. I have confidence she and her team can execute the task.

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 has a difficult job of managing a large diverse group of employees and many fundamentally different operations within the city. Olivia has illustrated an ability to adapt when necessary and is managing the city, its assets, and employees in an effective 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

Olivia has tweaked the city staffing structure. She had to be creative and develop a structure that allows for full functionality while also reducing cost. Her approach is also allowing for other city employees to spread their wings and develop additional skills that will pay dividends in the future during times of backfilling or employment advancement opportunities.
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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 is visible throughout our community. I've heard several citizens mention they've spoken to her about a concerning subject and she has handled it with grace. She delivers the message, even when its not what the citizen wants to hear, in a clear respectful manner.
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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 is composed and professional in all situations I've witnessed. She executes with a proper tone and delivery. I wish I could speak in public as well as she does!

Total Score of All Sections _____

Evaluator's Comments

Olivia has flourished as city manager. I hope our community is lucky enough to have her for many more years.

Signatures

Evaluator's Signature: <i>KH Nadasz</i>	Date: <i>9-3-25</i>
City Manager's Signature:	Date:
Human Resources Signature:	Date:



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshew
Title:	City Manager
Department:	Administration
Evaluator:	<i>[Signature]</i>
Evaluation Period:	10/1/2024 to 9/30/2025

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Section Average Score	5

Comments

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
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Anticipates and analyzes problems to develop effective solutions	5
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Sets a professional example by acting fairly and impartially	5
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Section Average Score	5

Comments

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
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Section Average Score	5
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Comments

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4. Citizen Relations

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

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5. Communication with Commission

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

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6. Supervision

Performance Factor	Score (0-5)
Supervises staff and department directors effectively	4
Respects staff ability and initiative	5
Develops friendly yet professional relationships with staff	5
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Comments

7. Intergovernmental and Community Relations

Performance Factor	Score (0-5)
Maintains a positive image within the community	5
Avoids unnecessary controversy	4
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Represents the City effectively when speaking before groups or the press	5
Addresses difficult community issues	5
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Section Average Score	5

Comments

8. Professional Characteristics and Skills

Performance Factor	Score (0-5)
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Diligent, thorough, and a self-starter	5
Exercises good judgment, enthusiasm, and cooperation	5
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Demonstrates innovation and creativity	5
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Section Average Score	5

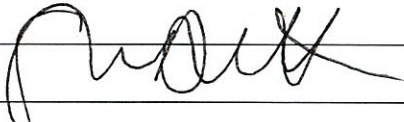
Comments

Total Score of All Sections 40

Evaluator's Comments

The city manager Mrs. Mifflin consistently demonstrates exceptional performance across all areas of responsibility. She shows outstanding fiscal management, ensuring that budgets are not only balanced but also strategically aligned with the city's long-term goals. Her management is organizational, skillful, efficient, accountable, and strong internal operations. She excels in program development and follow through, moving initiatives from planning to successful implementation with measurable results.

Signatures

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

Her commitment to citizen relations builds trust, accountability, and responsiveness within the community. Her communication with the commission is clear, timely, and thorough, ensuring that decision makers are fully informed and able to govern effectively. She provides strong supervision that develops staff capacity while maintaining high standards of performance. Finally, her work in intergovernmental & community relations is exemplary, positioning the city as a respected

and collaborative partner with other
agencies, organizations, and stakeholders.



CITY MANAGER PERFORMANCE EVALUATION

Personnel Information

Name:	Olivia Minshew
Title:	City Manager
Department:	Administration
Evaluator:	Eary Smith
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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	5

Comments

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

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

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)
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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

Signatures

Evaluator's Signature: 	Date: 9-8-25
City Manager's Signature:	Date:
Human Resources Signature:	Date:

City Manager Performance Evaluation
City of Wauchula
Evaluation Period: October 1, 2024 – September 30, 2025
** 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
Evaluation Period:	10/1/2024 to 9/30/2025

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

Olivia consistently excels in fiscal leadership and organizational stewardship. She works effectively with the finance director and city staff to prepare balanced budgets that meet Commission directives and presents recommendations in a clear, accessible format. Her decisions reflect strong responsibility, balancing immediate needs with long-term sustainability. She diligently manages fiscal activities within established constraints to ensure accountability and stability. In addition, her proactive review of city equipment and property demonstrates a forward-thinking approach to planning and replacement, underscoring her commitment to responsible and visionary management.

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 demonstrates an effective and inclusive management style that fosters trust and collaboration. She stays well-informed on current developments in local government management and applies that knowledge with innovation and creativity. She sets a professional example by acting with fairness and impartiality, and she keeps the Leadership Team consistently informed ensuring good decisions are being made.

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

Olivia implements governing body actions in line with Commission intent and develops programs to address emerging city challenges. She understands, supports, and enforces laws and ordinances with consistency. When necessary, she makes prompt changes to programs or procedures, ensuring responsiveness and efficiency.

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 listens to and addresses citizen concerns with respect, reinforcing trust and transparency. She works diligently to maintain high levels of citizen satisfaction with city services. She communicates clearly and professionally, ensuring understanding while preserving confidence in city leadership.

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 keeps the Commission well-informed of city operations with candid, accurate and timely information. She ensures actions reflect the will of the Commission as a whole, while responding thoughtfully to requests, advice, and constructive feedback. I have observed that she demonstrates accountability and strong support for Commission priorities even when they are not her own.

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

Olivia supervises staff and department directors effectively, showing respect for their abilities and initiative. She builds professional yet approachable relationships, gaining support for new ideas and organizational changes. By encouraging teamwork, innovation, and problem-solving, while fairly administering City Personnel Policies, she fosters a positive and productive work environment.

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 positive image in the community by engaging respectfully and avoiding unnecessary controversy or partisanship. She cooperates effectively with neighboring and higher-level government agencies and represents the City with professionalism. When addressing difficult issues, she communicates with clarity and fairness while defending the City's 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

Comments

I have clearly observed that Olivia is diligent, thorough, and a self-starter who exercises sound judgment with enthusiasm and cooperation. She consistently maintains professional composure, appearance, and attitude, setting a high standard for public service. She stays current on local government developments, demonstrating creativity, and acting fairly and impartially, she embodies the professionalism and integrity expected of her role.

Total Score of All Sections _____ **40**

Evaluator's Comments

In my opinion, Olivia has demonstrated exceptional performance across all areas of her role, consistently upholding the highest standards of leadership, professionalism, and accountability especially when comparing her performance to that of others I have worked with. I have observed that she excels in fiscal management, program implementation, and innovation, while fostering collaboration and trust among staff, the Commission, and the community. Her ability to anticipate challenges, develop effective solutions, and communicate with clarity ensures that city operations remain efficient, transparent, and aligned with Commission priorities. Olivia's professionalism, impartiality, and commitment to continuous improvement reinforce her positive impact on both the organization and the community. She is approachable, open to innovations, and listens to her subordinates without jumping to conclusions and making knee jerk decisions. Overall, I contend that she is a highly effective leader whose contributions significantly strengthen the City's ability to serve its residents with excellence.

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:	10/1/2024 to 9/30/2025

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

- After totaling scores, the evaluator should provide a summary of the employee's overall performance.
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Signatures

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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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- **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

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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

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:	10/1/2024 to 9/30/2025

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

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- Include praise for strengths and suggestions for improvement where applicable.

Feedback

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- **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

Olivia is very active in the budget planning process. She has reasonable expectations for current and future budget considerations.

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 stays aware of happenings within departments. She gives supervisors the freedom to handle situations that arise and will provide guidance when needed. Olivia is well respected by staff and is always mindful of the example she is setting to those around her.

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

Something I really respect Olivia for is that she holds the City to the same standards we set for citizens. She ensures we follow our own ordinances and codes the same way we enforce them in the community and, when something needs to be reviewed for possible changes, she doesn't shy away from putting in the time to do that.
--

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

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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

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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

Olivia has a supervision style that accepted by staff. She provides guidance, adhering to the City's PRR. She offers positive feedback and fosters professional relationships between peers.

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 is extremely active in the community and strives to maintain a positive image. She works to build and maintain effective partnerships both locally and at a higher level.

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

[illegible]

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:	10/1/2024 to 9/30/2025

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

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- **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

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2. Management and Organization

Performance Factor	Score (0-5)
Demonstrates an effective management style	4
Maintains knowledge of current developments in local government management	5
Demonstrates innovation and creativity	4
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	4
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	4
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	4
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	4
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	4
Avoids politics and partisanship	4
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	4
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

Per
5/5/25

Comments

Total Score of All Sections

40

Evaluator's Comments

Signatures

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