

**Greeley City Council – Annual Performance Review**  
**Roy Otto, City Manager – February 4, 2020**

**Overall Performance Rating and Summary:** Occasionally Exceeds Expectations

Council Comments: Engaged with bringing our city to a level of excellence; availed himself to programs that improve skills and improve the programs within the city; continues to remain dedicated to this city; with a number of transitions at department head levels, has maintained cohesion in the city and filling these roles will be critical; understands the roles and responsibilities of the Council and staff and is always engaged in the activities before us.

**Fiscal Year 2019 Performance Highlights:**

Council Comments: Very pleased to see Roy take advantage of outside programs in the area of coaching, moving from being a director to being a coach. Roy has many examples throughout the year of championing regional efforts. Excellent work in the manager's work program. The City is in good financial shape - a strong economy helps in the area of financial stability.

**Fiscal Year 2019 Performance Goals:**

Council Comments: Focus on awareness of the things you can change and the things you cannot change; work with an executive coach through Civico leadership; attend University of Virginia high performance academy; develop skill as a coach; provide staff with ongoing positive feedback.

**Performance Focus Area**

<b>Job Knowledge/ Skills</b> (Applied Wisdom) - Operational/ functional/ technical expertise; technological literacy; analytical; vision; professional development; Business Acumen
Rating: Regularly Exceeds Expectations Council Comments: Continually looking for areas to improve skill levels; job knowledge and skill level are excellent; functions as a seasoned City Manager in all regards; has a clear vision of the future of Greeley and the ability to connect the dots.
<b>Interpersonal Relations</b> (Principled Relationships) - Composure; Compassion Savvy (interpersonal and political); Conflict Management
Rating: Occasionally Exceeds Expectations Council Comments: Works to improve management scores with staff and believes in collective action and collaborative style. At times, his mind moves too fast and he can be perceived as too direct and abrupt. Strides have definitely been made although there is a repeated pattern in regard to communication with staff but appears to have made very positive changes in this area.
<b>Customer Service</b> (Integrity) - Effective service delivery; fostering diversity; compliance with and support of policies and programs; communications skills; integrity and trust; ethics and values
Rating: Occasionally Exceeds Expectation Council Comments: Consider proper use of sarcasm; trustworthy, dependable, and ethical. Has a desire to be collaborative in interactions with City Council and internal and external stakeholders. Council has a positive relationship with Roy.
<b>Accountability</b> - Resource allocations; performance measures/ management; planning/ execution; fiscal responsibility; dependability; Decision Quality; Confronting Direct Reports; Self-Knowledge; Action oriented

<p>Rating: Occasionally Exceeds Expectations</p> <p>Comments: Roy's work program is pertinent and remains on track. Continually evaluates his department directors to streamline City Management operations; provides good fiscal oversight.</p>
<p><b>Management and Supervision (Stewardship)</b> - Managing and measuring work; organizing; process management; Building Effective Teams; Directing Others</p>
<p>Rating: Regularly Exceeds Expectations</p> <p>Council Comments: Be a better "coach" to staff; Roy manages his team effectively; organized manager and keeps focus on having a high performing team; style that gives great transparency.</p>
<p><b>Leadership</b> - Command skills; strategic ability; perspective; innovation; managing vision and purpose; Peer Relationships; Motivating Others; Managerial Courage</p>
<p>Rating: Occasionally Exceeds Expectations</p> <p>Council Comments: Listen more before speaking; strong leader with excellent ethics and values; motivator and a huge cheerleader for Greeley; strong command of regional partnerships and relationships.</p>
<p><b>Excellence</b> - Intellectual and action oriented horsepower; Creativity; Drive for Results</p>
<p>Rating: Occasionally Exceeds Expectations</p> <p>Council Comments: Strives for excellence in every aspect of his job. His actions display strong results.</p>
<p><b>City Council Relationship</b> - Supports the City Council in its development and revision of Council goals to include identifying emerging issues for Council's consideration; working with the Mayor to develop a process that results in effective Council goal setting; working with Council to prioritize goals in light of importance and budgetary impact; etc. Implementation of Council goals to include researching policy issues; analyzing options and alternatives; presenting Council with complete information from which to make policy decisions; clarifying with staff and Council the expectations in relation to specific goals; ensuring that Council is aware of resources that are available to implement goals; etc. Provides follow-up on Council petitions to include periodic reports as directed by Council, monitoring progress and outside influence that impact the effectiveness of programs or projects initiated by Council goals and direction, etc.</p>
<p>Rating: Regularly Exceeds Expectations</p> <p>Council Comments: Doing a very good job working with a diverse Council; supports what Council does and meetings are very productive and educational; provides Council with information to allow for questions to be answered; on target with regard to briefing Council as appropriate; makes himself available to meet regularly; good format for informing Council of the activities of all the departments; works with Council on whether petitions are needed or if projects should be moved forward.</p>

**Other Council Comments:**

Roy is a strong, strategic City Manager who has exceptionally strong morals and values. He has gone the extra mile to bring about regional collaboration with neighboring communities in the area of water and other issues of mutual regional interest. He has carefully managed a large turnover and hire process with direct reports. Roy uses his City Management certification credential to benefit his oversight of the City as opposed to wearing it as a personal recognition.