



City of Denton Employee Review 2021

Employee Name: David Gaines

EEID: [REDACTED]

Position Title: Assistant City Manager Dept: CMO

HBU: _____

This short-form review for 2021 is divided into 4 sections, with additional space for supervisor and employee comments. Please complete each section and schedule time to meet with the employee to review the information. Allow employee to provide comments if desired. Once finished, [click here to submit the completed form](#). All reviews are due **BEFORE Sept. 15, 2021**.

Section I: City-Wide

Instructions: Use the questions below to evaluate the employee, selecting the category that most accurately describes your objective assessment for each item.

Section I: City-Wide Items	Example for Others	Solid Performance	Would Like You to Focus On
Behaves in a manner consistent with the City's mission, vision, values, policies, and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is viewed as a person of integrity by co-workers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is professional, courteous, and service-oriented. Demonstrates respect for others and their work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works efficiently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows through with tasks and responsibilities in an appropriate and timely manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Receptive to change, shift direction or focus. Willing to take on additional tasks or assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains regular and punctual attendance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to accept responsibility for their actions. Receptive to feedback.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to take direction from management.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practices effective/active communication (Listens with intent to understand and shares information respectfully and appropriately).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



City of Denton Employee Review 2021

Section II: Job Specific

Instructions: List the major responsibilities of the position. *Note: You can add more lines if needed, but each item included in this section must apply to every person in the same position.* Select the category that most accurately describes your objective assessment for each item added.

Section II: Job-Specific Items	Example for Others	Solid Performance	Would Like You to Focus On
Serves as a part of the City Manager's Office Leadership Team and provides input for overall decision making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oversees operating departments: Engineering/CIP, Public Works, Finance/Budget, Water/WW, Solid Waste, Procurement and Compliance and Environmental Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serves as the Chief Financial Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section III: Employee Development

Instructions: Using the "Career Conversations" document below as a guide, discuss with the employee their current aspirations. After discussing with the employee, check the box that most closely reflects their current mindset:

- Content with Current Position
- Want More from Current Role
- Want to Explore Possible Opportunities (Within or outside of Department)
- Want Something Different
- Thinking of Leaving the City

Section IV: Overall Comments

Instructions: The supervisor and employee should use the space below to comment on any of the information contained in the Sections above. You may also use the space to detail any strengths/accomplishments, growth opportunities, goals, etc.



City of Denton Employee Review 2021

Supervisor Comments:

I have had the pleasure of working with David in the capacity of Chief Finance Officer/Budget/Finance Director and now the ACM. David is very knowledgeable and experienced in the Finance and Budget arena. And, he is very capable of overseeing the large departments he currently manages. David is thought provoking, asking great questions to the various departments and, he compliments the CMO Team as we try to make informed, comprehensive and Council focused decisions. He is not afraid to speak up and share thoughts, when discussing programs, projects and work efforts.

Continue to absorb as much experience in the areas that you feel are needed to continue your journey in City Management.

I enjoy working with David and value his input, work and expertise.



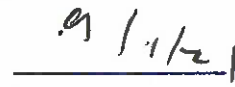
City of Denton Employee Review 2021

Employee Comments:

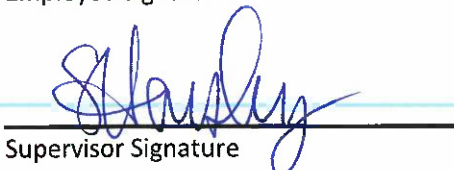
*By signing this form, you confirm that you have discussed this review in detail with your supervisor.
A signature does not necessarily indicate that you agree with this evaluation.*

Handwritten signature of the employee in blue ink.

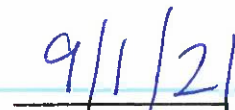
Employee Signature

Handwritten date "9/1/21" in blue ink.

Date

Handwritten signature of the supervisor in blue ink.

Supervisor Signature

Handwritten date "9/1/21" in blue ink.

Date