
CITY OF ROCHESTER HILLS

Human
Resources

Pamela M. Lee, Director—ext. 2521

DATE: May 4, 2006

TO: City Council

RE: Appraisal for Council Appointee

In accordance with City Council Policy as adopted by RES0077-2004, the latest performance appraisal for Kurt Dawson is enclosed for your review. Mayor Somerville prepared the appraisal in March in association with Mr. Dawson's January 24th anniversary date. The appraisal document is being provided under confidential cover to Council members only. A copy of Dawson's self-evaluation, which is also enclosed, has been provided to all members of the AIS Committee in their May 9, 2006 agenda packet.

Jane Leslie, City Clerk was also due for an appraisal as of April 18th, her anniversary date. However, her appraisal has been delayed due to the recent mayoral transition.

C: Kurt Dawson
Mayor Barnett

**DEPARTMENT DIRECTOR
SELF-EVALUATION**

Name Kurt A. Dawson  Department Treasury

Anniversary Date 01/24/2006

You are encouraged to supplement your performance appraisal for the most recent annual performance period (based on the anniversary date of your appointment as director) with responses to the questions listed below. This self-evaluation will be placed in your personnel file along with the appraisal document. Feel free to submit additional pages with this form.

1. List your major accomplishments for the twelve-month appraisal period.

- In 2005, reduced our staff by a Bookkeeper position and replaced part of the workload with additional seasonal part-time assistance.
- Completed our 2005 annual tax settlement with the Oakland County Treasurers Office in a timely and efficient manner.
- In 2005, the Treasury Department was one of two test sites chosen for Oakland County's implementation of online dog licensing via the Internet. We successfully implemented this new method.
- For 2005, we instituted a lockbox with our primary bank for the tax payment processing.
- For 2005, we re-negotiated the tax distribution agreement to reduce the frequency of our tax collection distributions.
- In 2005, we added the payee to our positive pay security protection of our payables and payroll accounts.
- Added American Express to our credit card usage.

2. What obstacles or setbacks did you encounter during the twelve-month period?

None

3. Do you have any additional comments to supplement your performance appraisal?

Professional Organization Involvement, 2004/2005:

- Conference Committee, Michigan Assessors Association
- Board of Trustees, Municipal Investors Service Corporation, MBIA
- Legislative Committee Member, Michigan Municipal Treasurer Assoc. (MMTA)
- Presenter, MMTA Workshop, 2004
- Technology Committee, Association of Public Treasurers United States & Canada
- Certified Public Finance Administrator, APT US&C, 2004
- Facilitator, Treasurer-to-Treasurer Session, APT US&C Conference, 2004
- Secretary, Rochester Auburn Hills Community Coalition, City Rep.

City of Rochester Hills Organizational Involvement:

- Treasurer: LDFA/Smart Zone, Brownfield Authority & Building Authority
- Volunteer Responder on City staff
- Mayor's Administrative Team
- Union negotiating team, 2491 Contract
- CIP Policy Team
- Green Space Advisory Board, Staff Resource (2006)
- Financial Services Committee, Staff Resource
- Residential Streets Ad-Hoc Committee, Staff Resource
- Communication Committee, Staff Resource
- Pension Trustee, City employee pension program
- Partners For A Preferred Future, Mayor's Alternate

4. List your major goals and performance factors/objectives for the next performance appraisal period.

- Complete our annual tax settlement with the Oakland County Treasurers Office in a timely and efficient manner.
- Promote and encourage sign-up for the automatic water/sewer payment program with our utility customers.
- Re-Certification of our Investment Policy by the Association of Public Treasurers of the United States and Canada (APT US&C).

5. What can the City Council or others do to help you accomplish these goals?

- Provide object review of requests for assistance/action.