

**DEPARTMENT DIRECTOR
SELF-EVALUATION**

Name Kurt A. Dawson Department Treasury

Anniversary Date 01/24/2004

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 2003, we again held a free park-pass promotion to encourage sign-up for the automatic water/sewer payment program. This automatic payment program saves time and money for both the resident and the City.
- Implemented in 2003, two full time positions in the Treasurer's office were replaced by one seasonal part-time position by returning our water/sewer payment processing to the bank, placing our property tax information on the Internet and a reorganization of duties amongst the remaining staff. As a result of these changes, the Treasurer's office should save approximately \$50,000 every year.
- Implemented in 2003, added Positive Pay and ACH Control fraud protection on all of the City's bank accounts. As technology advances, protecting City funds becomes more difficult and necessary.
- Implemented in 2003, the refunding of property tax overpayments by ACH instead of issuing checks. This new process saves time and money on every transaction.
- For efficiency, the parking ticket program was transferred from Excel to an Equalizer accounts receivable application.
- Completed our annual tax settlement with the Oakland County Treasurers Office in a timely and efficient manner.
- Renegotiated the City's Banking Services Agreement with Standard Federal Bank.

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, 2003

Immediate Past President, Michigan Assessors Association

Legislative Committee Member, Michigan Municipal Treasurer Assoc.

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.
- Review and analysis of cash receipting programs for possible implementation with the JDE Software.
- Obtain the Certified Public Finance Administrator (CPFA) certification with 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?