

# TOWNSHIP OF DENVILLE

Mayor Philip Ted Husa  
973-625-8300 Ext. 224

Marie A. Goble, CFO and  
Business Administrator  
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NICK STECKY  
LAURIE C. TOTH

DONNA I. COSTELLO, RMC/CMC  
Municipal Clerk  
973-625-8300 Ext. 232

**TO: Marie Goble**

**FROM: Mayor P. Ted Husa**

**DATE: Dec. 09, 2008**

**REF: 2008 End of Year Review**

Dear Marie,

Please circulate this letter and worksheets to all employees and have them fill it out according to the following criteria:

*Most employees will recall that last year around this time I asked for each of you to familiarize the new mayor with our workforce. I wanted to find out what everyone does in terms of responsibilities during the workday. Everyone was very cooperative with those responses. This year I would like to conduct the same kind of evaluation to further analyze and help manage the workforce. I will ask a series of questions regarding things that have come up in 2008. Your responses should help determine what direction we want to go to on various issues. Then I am going to ask you to further embellish on what you wrote last year. Please indicate in the spaces provided the following; 1) what activities you performed in addition to what you reported last year. They may be new or special projects. 2) Indicate what areas you felt your performance was proactive. 3) What ideas do you have that could streamline or make more efficient areas of your position or department?*

*The purpose for this is multifold; First, to help the administration help you in your career. Second, we can benefit from some of your ideas and experiences in the workplace and third, to help us manage the workforce.*

*This exercise should take no more than a half hour to an hour. If you find difficulty finding that time over the next two weeks please let your supervisor know. This is an opportunity to report on your work in 2008 and also an opportunity to report ways to make the Denville workforce more efficient and productive. You will be acknowledged for your efforts. I would also like to know what licenses and certifications each employee holds and when it needs to be renewed. These latter items are for planning and projection purposes.*

*Please turn in your worksheet no later than 1/15/09. Thank you for your cooperation.*

Denville Township 2008 End of Year Review  
For Questions simply circle Y or N

1) Please indicate in the box provided below those areas of your responsibility you performed on a daily basis. If those responsibilities are the same as you reported last year indicate SAME. If you have different responsibilities, please indicate it. Include any licenses and certifications you hold.

2) Please indicate in the box provided below those areas where you were able to extend your responsibilities outside your normal areas or where you were able to take initiative in either assisting others, performing work more efficiently or providing new services to Denville residents.

3) Please take this opportunity to share your ideas about Denville, that if implemented would benefit some segment of the people in some way. These comments should be positive, do not have to apply directly to your position and should be based on your experience and observation as a Denville employee. Please be assured that you will be acknowledged for your original suggestions.

4) Earlier in 2008 you may have received a memo discussing the Morris County GIS system. Can training in this area prove useful to your responsibilities? Y N

5) Would you be willing to attend training by a Morris County employee in the use of the County GIS system? Y N

6) What Federal, State or County grant opportunities pertaining to your position have you become aware of?