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To: Westfield Board of Works

From: Melody Jones

CC: Todd Burtron

Date: October 30, 2014

Subj: Parks Department Report for October 2014

Dear Board Members:

New Employees:

A new addition to the team, Candice Hughes now serves as the Special Events Coordinator. She earned her B.S. in Tourism, Conventions, and Event Management at Indiana University-Purdue University Indianapolis. While earning her degree, she received the opportunity to become a member of the opening team at the JW Marriott Indianapolis where she worked over 250 events including the Super Bowl. She has also gained valuable experience in festivals while at The Spirit & Place Festival based in Indianapolis and in sporting events through the 2012 Kentucky Derby in Louisville. She has lived in the Indianapolis area for 13 years and hopes to one day, call downtown Westfield home with her two girls! She exhibits a fierce drive to maintain those admirable relationships with people who lend such wonderful support to this department. Candice is fueled by the city's future within events and believes the big ideas can come to fruition here in Westfield!

Emily Clark recently joined the City of Westfield in October 2014 as the Administrative Assistant. In August, she earned her Bachelors of Science degree in Tourism, Conventions and Event Management from Indiana University - Purdue University Indianapolis. Emily's background includes working as an Administrative Assistant for two years, planning special events, and volunteering in the community. As Administrative Assistant,

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Emily is eager to assist with processing matters, parks operations, programming, and event planning.

Programming: Brittany is diligently working to finish the programming schedule for the beginning of 2015. She continues to use social media and other communication avenues to inform the community of the programs we offer. Due to her efforts, the programming facility is consistently being used and she has doubled the amount of classes offered.

Special Events: The Grand Junction Derby was a huge success at the beginning of October. Despite the cold weather, 19 cars and 20 tricycles entered the race. To add to the excitement this year the Derby featured special guest emcee and international racing champion, Derek Daly. City Spring Church successfully organized a designated area for children to make fun fall crafts during the event. Whether a participant or a spectator, 500 people came to participate in this exciting event.

Due to the fact that we wanted to expand our recognition of volunteers and sponsors, this October was our first annual Volunteer Recognition Banquet. We had an enjoyable evening honoring those who had served with us within the last year. Our "Volunteer of the Year" was earned by Bob Wilkinson who logged over 1,000 hours serving the City of Westfield in the last year. Our "Business of the Year" was awarded to CSI signs. City Springs church won our "Partner of the Year" award. And our "Most Supportive City Employee Outside the Park Department" award went to Teresa Evans.

Currently, we are in preparation for Westfield in Lights in December. Candice Hughes will be leading the planning and implementation of this event. She is currently contacting sponsors and making logistical plans to guarantee the event runs smoothly. Emily Clark is coordinating with volunteers from previous years and exploring new partnerships to secure adequate staffing for on-site duties.

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