



DEPARTMENT OF ECONOMIC DEVELOPMENT

Monthly Summary

December 2008



Department of Economic Development Mission Statement

The mission of the Economic Development Department is to improve the economic health and welfare of the City of Westfield. By partnering with our existing business community we strive to promote and advance their success while also seeking to attract new high quality business investment to Westfield. Our partnership preserves Westfield's old town charm and fosters the development of a new city style.



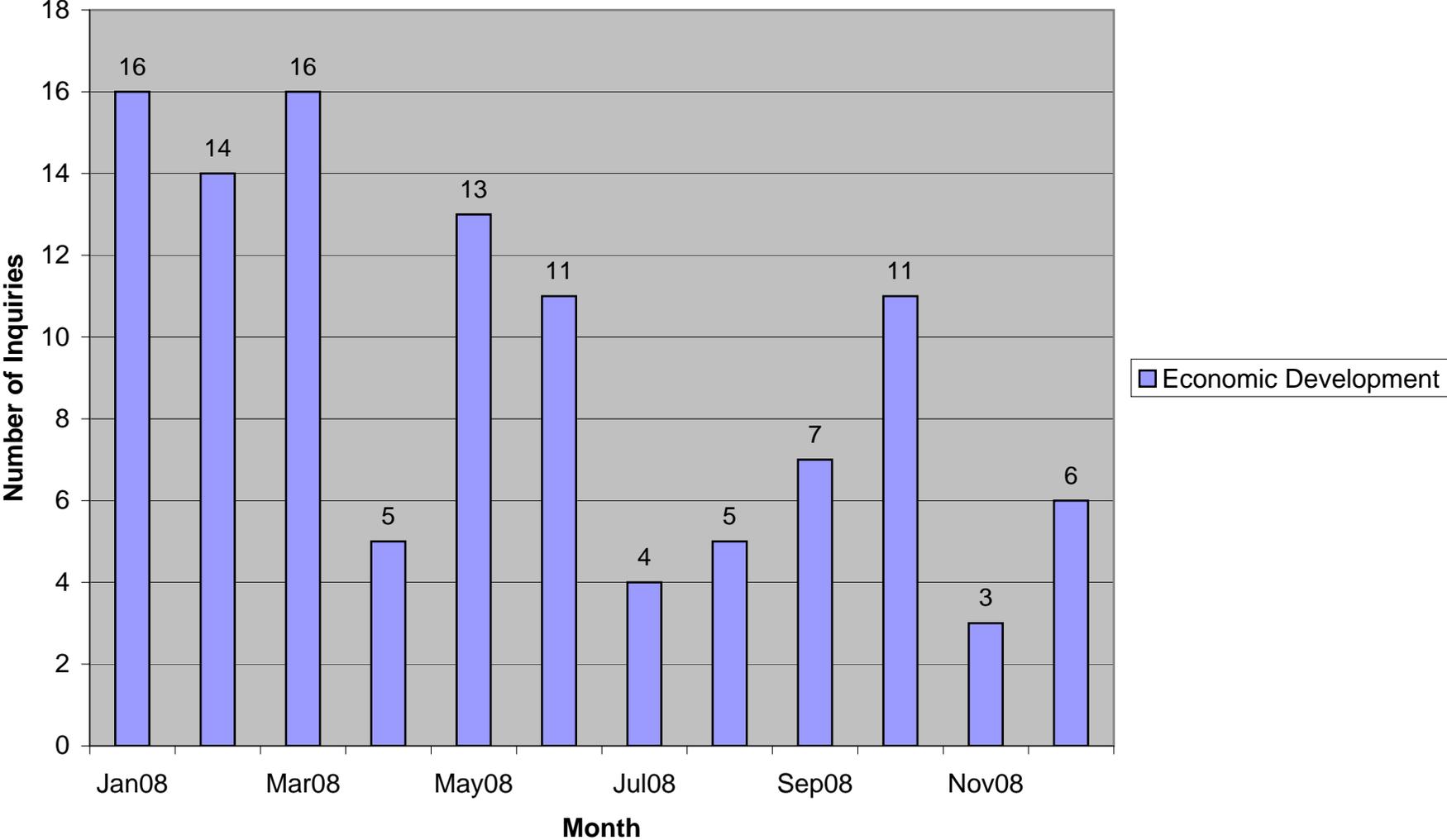
Department of Economic Development 2008 Goals

1. Communications
 - a) Develop/Implement Department mission and vision statements along with a Department slogan.
 - b) Internal
 - Develop an intra and interdepartmental communication process.
 - Establish policy for external communications with the help of Public Relations Department.
 - Continue team building efforts with departments supporting Economic Development.
 - Establish communications process with City Council members.
 - c) External
 - Implement coordinated communication effort with all developers regarding any public announcements
 - Establish policy for all public communications with State agencies the Hamilton County Alliance for any economic development announcements concerning Westfield.
 - Create Plan for the 2008 Commercial Developer's Breakfast and for periodic updates.
 - d) Develop all the necessary marketing tools to support economic development efforts.

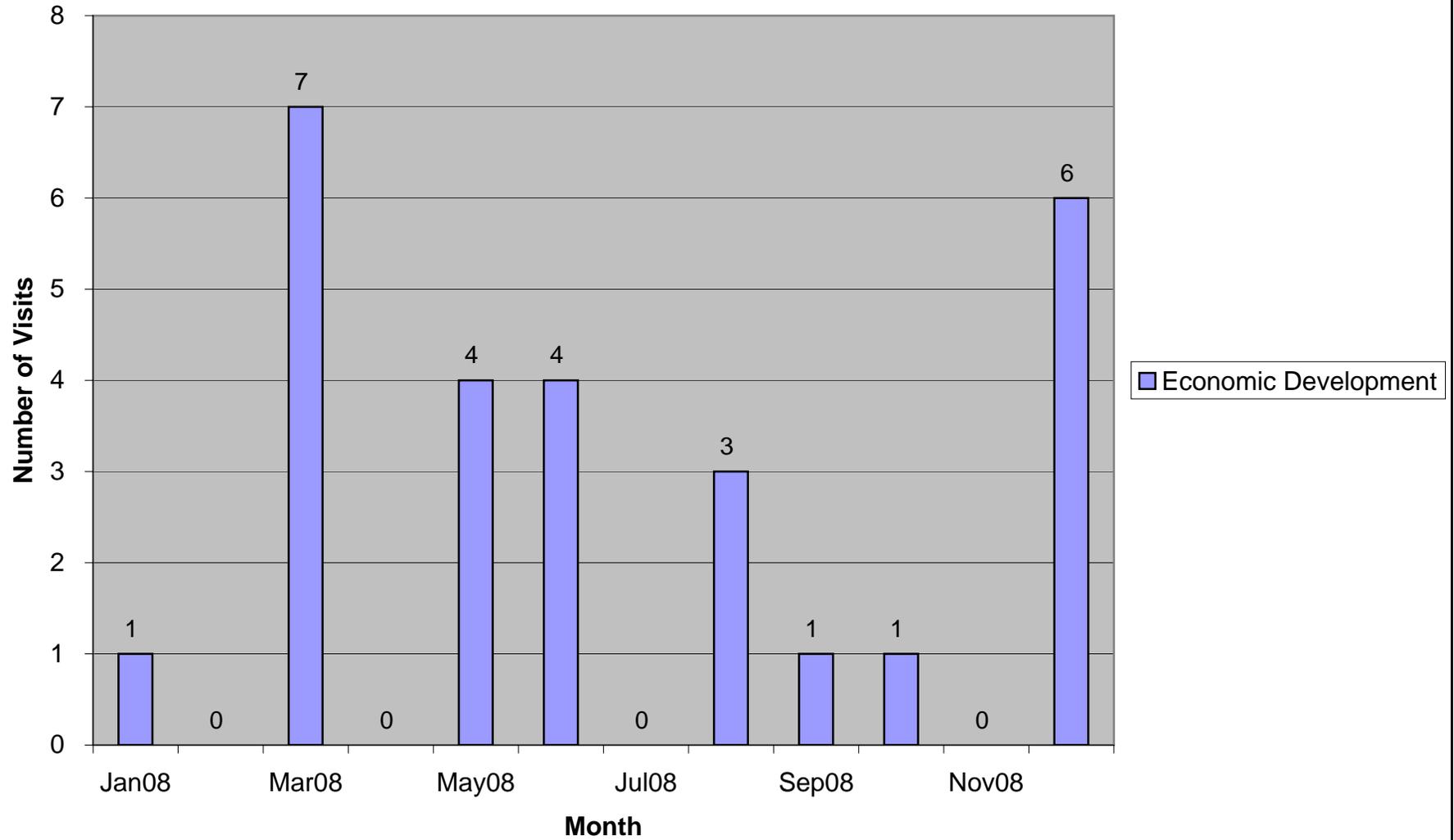
2. Provide outstanding customer service.
 - a) Meet all deadlines for submittal to the Hamilton County Alliance, Indy Partnership, the Indiana Economic Development Corporation, and all individual requests.
 - b) Provide full support to all businesses currently located in Westfield.
 - c) Facilitate all of the City's efforts with the State and local agencies to assist the efforts of businesses seeking to locate in Westfield.
 - d) Coordinate the efforts of other City departments in the support of all current and new businesses in Westfield.

3. Training
 - a) Establish departmental training goals for 2008.
 - b) Implement training/education plan for the City Council regarding Redevelopment Commission responsibilities, tax abatements, Tax Increment Financing (TIF's), and other economic development tools available to Westfield.
4. Accountability
 - a) Establish and track progress of individual goals for department personnel.
 - b) Implement a tracking system for all expenses v. budget.
 - c) Establish a tracking system for all projects and inquiries.
5. Budget
 - a) Tie all activities to 2008 budget and utilize data to develop a five-year plan that ties in with the City's five-year fiscal plan.
6. Establish databases
 - a) List all available sites, both buildings and raw land sites and link to the City, County, and State economic development websites. Maintain timely updates.
 - b) Maintain updated community demographics information.
 - c) Maintain an up-to-date Community Resume with Duke Energy.
7. Organizational participation
 - a) Actively participate in all the appropriate organizations that would support our economic development efforts, including international business.
8. Utilize technology
 - a) Utilize all appropriate technology to support the efforts for economic development.
9. Safety
 - a) Vehicle, off site visits, office.

Total Inquiries



Business Retention Visits



Economic Development Month/Month Comparison

Month	Dec-08
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Task	2008-12	2007-12
# of Inquiries Total	6	N/A
# of Inquiries with less than 24 hr response	1	N/A
# of Inquiries with 24 hr response	0	N/A
# of Inquiries with 48 hr response	3	N/A
# of Inquiries with 48+ hr response	2	N/A
# of Inquiries for Ongoing project	0	N/A
# of Inquiries with source of AC=Andy Cook	0	N/A
# of Inquiries with source of BR=Business Ret	0	N/A
# of Inquiries with source of CD=Community Dev	0	N/A
# of Inquiries with source of CTMT=Colliers	0	N/A
# of Inquiries with source of ED=Economic Dev	0	N/A
# of Inquiries with source of HCA=Hamilton County Alliance	6	N/A
# of Outreach visits/contacts made (cumulative month to date)	1	N/A
# of Jobs Created	0	N/A
Wages paid for jobs created (annual)	\$ -	N/A
Amount of Investment	\$ -	N/A
Total Number of Businesses for retention visits	0	N/A
Total Number of retention visits completed	6	N/A
# of Employees	2	N/A
Overtime Hours Earned- Joe	9.5	N/A
Flex Time Hours Used- Joe	2	N/A
Overtime Hours Earned- Deanne	7.25	N/A
Comp Hours Used- Deanne	41	N/A
# of Sick Hours	15	N/A
# of Family Illness Hours	0	N/A
# of Vacation Hours	30	N/A
# of Personal Hours	11.5	N/A
# of Industrial Hours	0	N/A
Total # of Training Hours	0	N/A
Vehicle Mileage	221	N/A
Cost Savings	\$ 29.60	N/A



Economic Development "Yearly Totals"

Yearly Totals

		Dec-07
# of Inquiries Total	111	N/A
# of Inquiries with less than 24 hr response	22	N/A
# of Inquiries with 24 hr response	26	N/A
# of Inquiries with 48 hr response	15	N/A
# of Inquiries with 48+ hr response	23	N/A
# of Inquiries for Ongoing project	25	N/A
# of Inquiries with source of AC=Andy Cook	8	N/A
# of Inquiries with source of BR=Business Ret	2	N/A
# of Inquiries with source of CD=Community Dev	10	N/A
# of Inquiries with source of CTMT=Colliers	1	N/A
# of Inquiries with source of ED=Economic Dev	13	N/A
# of Inquiries with source of HCA=Hamilton County Alliance	77	N/A
# of Outreach visits/contacts made (cumulative month to date)	18	N/A
# of Jobs Created	0	N/A
Wages paid for jobs created (annual)	0	N/A
Amount of Investment	\$ 400,000	N/A
Total Number of Businesses for retention visits	88	N/A
Total Number of retention visits completed	34	N/A
# of Employees	2	N/A
Overtime Hours Earned- Joe	171	N/A
Flex Time Hours Used- Joe	68.5	N/A
Overtime Hours Earned- Deanne	98	N/A
Comp Hours Used- Deanne	98.5	N/A
# of Sick Hours	46.5	N/A
# of Family Illness Hours	0	N/A
# of Vacation Hours	90	N/A
# of Personal Hours	22.75	N/A
# of Industrial Hours	0	N/A
Total # of Training Hours	53	N/A
Vehicle Mileage	4541	N/A
Cost Savings	\$ 266.40	N/A