



DEPARTMENT OF ECONOMIC DEVELOPMENT

Monthly Summary

September 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.



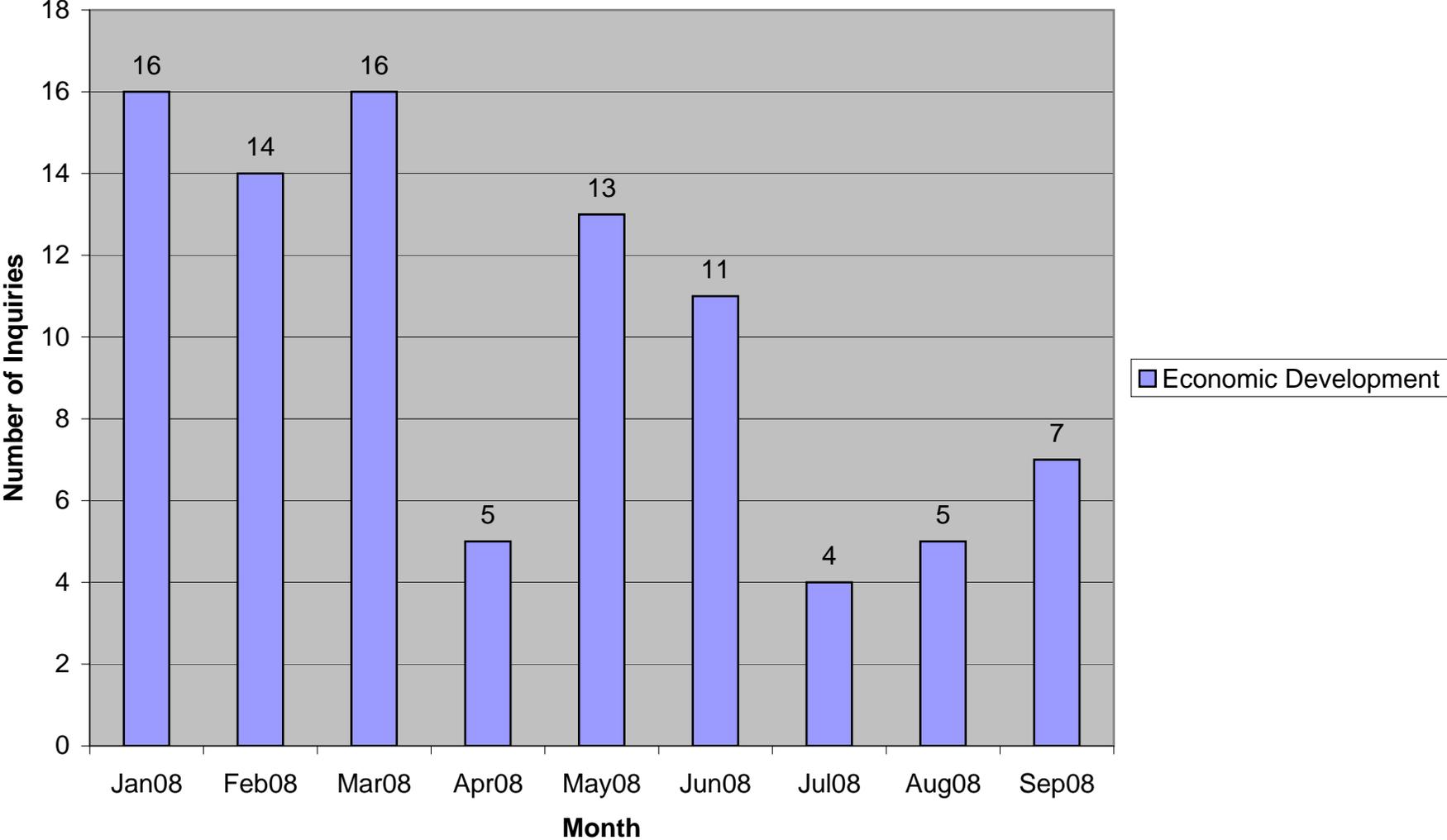
Department of Economic Development Goals

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.

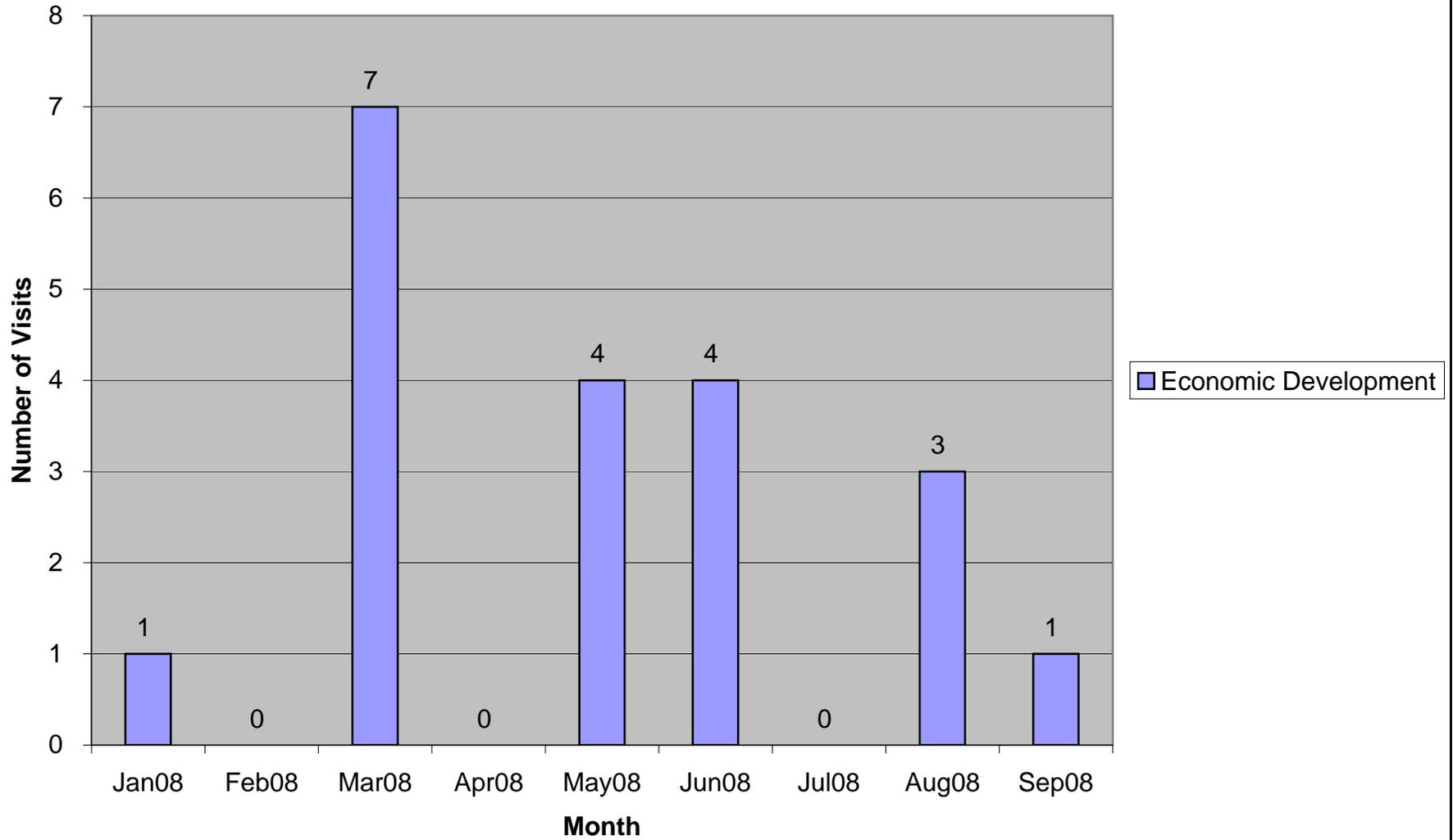
2. Provide outstanding customer service.
 - a) Meet all deadlines for submittal to the Hamilton County Alliance, Indy Partnership, the Indiana Economic Development Corporation, and all individual requests.
 - b) Provide full support to all businesses currently located in Westfield.
 - c) Facilitate all 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	Sep-08
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Task	2008-09	2007-09
# of Inquiries Total	7	N/A
# of Inquiries with less than 24 hr response	2	N/A
# of Inquiries with 24 hr response	2	N/A
# of Inquiries with 48 hr response	1	N/A
# of Inquiries with 48+ hr response	0	N/A
# of Inquiries for Ongoing project	2	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	2	N/A
# of Inquiries with source of HCA=Hamilton County Alliance	5	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	20	N/A
Total Number of retention visits completed	1	N/A
# of Employees	0	N/A
Overtime Hours Earned- Joe	20.5	N/A
Flex Time Hours Used- Joe	20	N/A
Overtime Hours Earned- Deanne	4.5	N/A
Comp Hours Used- Deanne	7.5	N/A
# of Sick Hours	0	N/A
# of Family Illness Hours	0	N/A
# of Vacation Hours	0	N/A
# of Personal Hours	0	N/A
# of Industrial Hours	0	N/A
Total # of Training Hours	0	N/A
Vehicle Mileage	0	N/A
Cost Savings	\$ 29.60	N/A



Economic Development "Yearly Totals"

Yearly Totals

		Sep-07
# of Inquiries Total	91	N/A
# of Inquiries with less than 24 hr response	19	N/A
# of Inquiries with 24 hr response	22	N/A
# of Inquiries with 48 hr response	11	N/A
# of Inquiries with 48+ hr response	16	N/A
# of Inquiries for Ongoing project	23	N/A
# of Inquiries with source of AC=Andy Cook	7	N/A
# of Inquiries with source of BR=Business Ret	2	N/A
# of Inquiries with source of CD=Community Dev	9	N/A
# of Inquiries with source of CTMT=Colliers	1	N/A
# of Inquiries with source of ED=Economic Dev	12	N/A
# of Inquiries with source of HCA=Hamilton County Alliance	60	N/A
# of Outreach visits/contacts made (cumulative month to date)	16	N/A
# of Jobs Created	0	N/A
Wages paid for jobs created (annual)	0	N/A
Amount of Investment	\$ -	N/A
Total Number of Businesses for retention visits	65	N/A
Total Number of retention visits completed	27	N/A
# of Employees	2	N/A
Overtime Hours Earned- Joe	139.5	N/A
Flex Time Hours Used- Joe	43.5	N/A
Overtime Hours Earned- Deanne	73.75	N/A
Comp Hours Used- Deanne	46.5	N/A
# of Sick Hours	22.5	N/A
# of Family Illness Hours	0	N/A
# of Vacation Hours	52.5	N/A
# of Personal Hours	0	N/A
# of Industrial Hours	0	N/A
Total # of Training Hours	39	N/A
Vehicle Mileage	2270	N/A
Cost Savings	\$ 177.60	N/A