



# DEPARTMENT OF ECONOMIC DEVELOPMENT

Monthly Summary

May 2009



## **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.

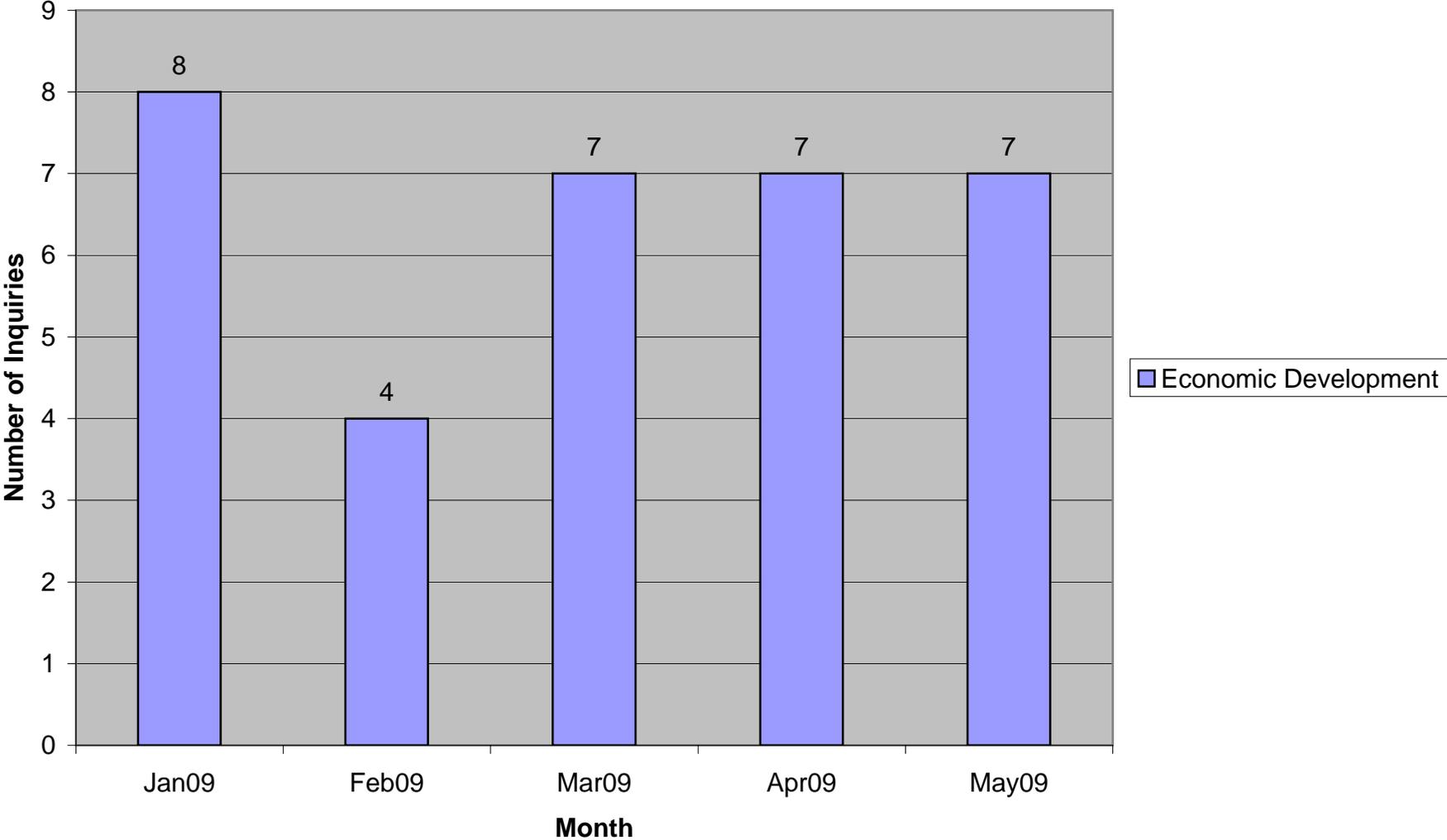


## Department of Economic Development 2009 Goals

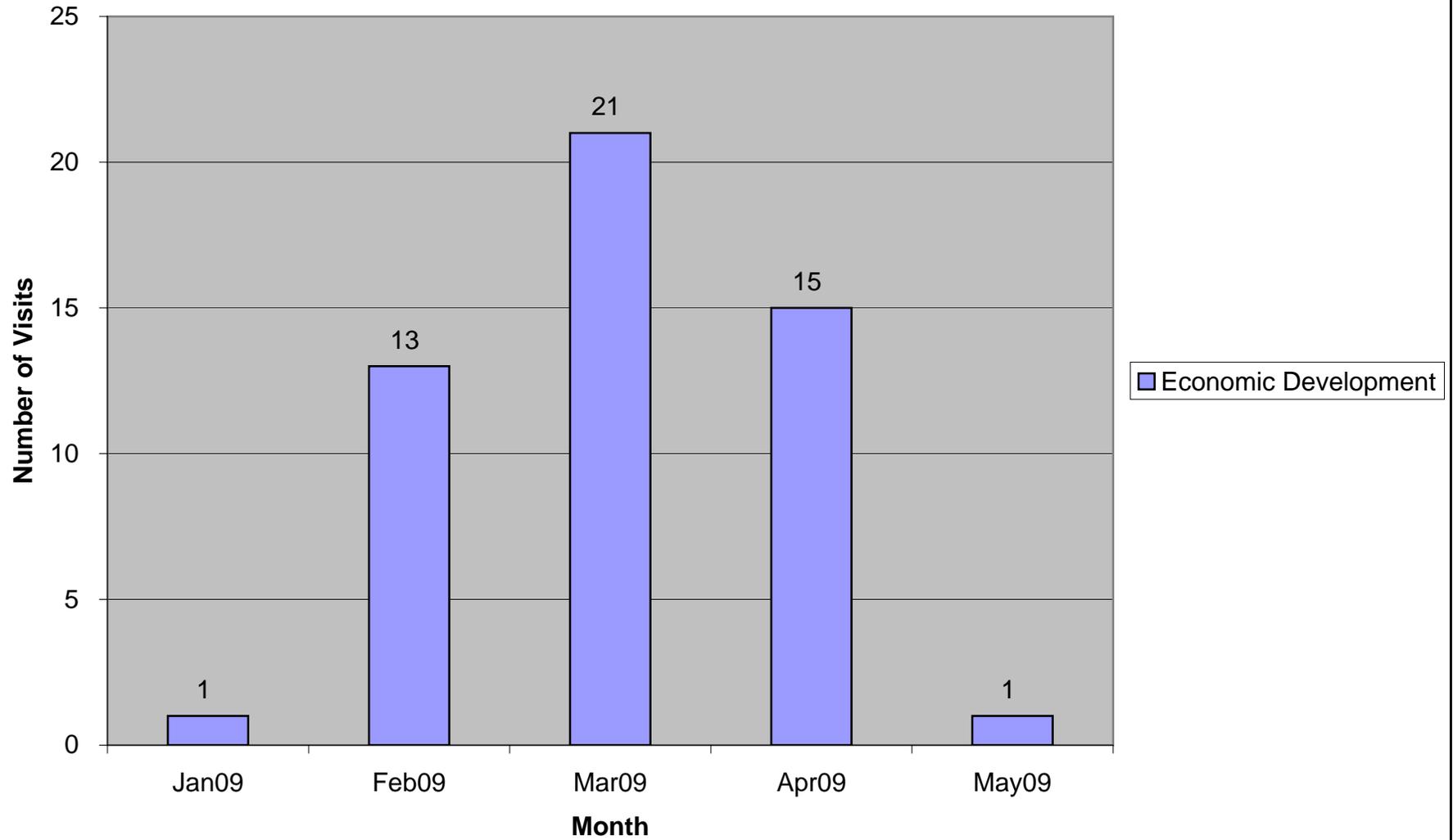
1. Communications
  - a. Develop and implement Department mission and vision statements along with a Department slogan.
  - b. Internal
    - i. Develop an intra and interdepartmental communication process.
    - ii. Establish policy for external communications with the help of Public Relations Department.
    - iii. Continue team building efforts with departments supporting Economic Development.
    - iv. Establish communications process with City Council members.
  - c. External
    - i. Implement coordinated communication effort with all developers regarding any public announcements
    - ii. Establish policy for all public communications with State agencies and the Hamilton County Alliance for any economic development announcements concerning Westfield.
    - iii. Create Plan for the 2009 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. Facilitate all of the City's efforts with State and local agencies to assist the efforts of businesses seeking to locate in Westfield including meeting all deadlines for submittal to the Hamilton County Alliance, Indy Partnership, the Indiana Economic Development Corporation, and all individual requests.
  - b. Coordinate the efforts of other City departments to, as a group, provide full support to all businesses currently located in Westfield.
  - c. Coordinate business retention efforts with the Westfield Chamber of Commerce.

3. Training
  - a. Establish departmental training goals for 2009.
  - b. Implement continuing 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 versus budget.
  - c. Establish a tracking system for all projects and inquiries.
5. Budget
  - a. Tie all activities to 2008 & 2009 budgets and utilize data to develop a five-year plan that ties in with the City's five-year fiscal plan.
  - b. Ensure budget ties in with results of Township Study, Downtown Study, and Marketing Plan, where applicable.
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. Rework website.
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
  - b. Off site visits
  - c. Office

# Total Inquiries



## Business Retention Visits



# Economic Development Month/Month Comparison

Month	May-09
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Task	2009-05	2008-05
# of Inquiries Total	7	13
# of Inquiries with less than 24 hr response	2	2
# of Inquiries with 24 hr response	0	2
# of Inquiries with 48 hr response	1	4
# of Inquiries with 48+ hr response	4	3
# of Inquiries for Ongoing project	0	2
# of Inquiries with source of AC=Andy Cook	0	0
# of Inquiries with source of BR=Business Ret	0	0
# of Inquiries with source of CD=Community Dev	0	1
# of Inquiries with source of CTMT=Colliers	0	0
# of Inquiries with source of ED=Economic Dev	1	3
# of Inquiries with source of HCA=Hamilton County Alliance	6	9
# of Outreach visits/contacts made (cumulative month to date)	0	4
# of Jobs Created	0	0
Wages paid for jobs created (annual)	\$ -	\$ -
Amount of Investment	\$ -	\$ -
Total Number of Businesses for retention visits	168	0
Total Number of retention visits completed	1	4
# of Employees	2	2
Overtime Hours Earned- Joe	9.25	11
Flex Time Hours Used- Joe	10.5	3.5
Overtime Hours Earned- Deanne	6	5
Comp Hours Used- Deanne	11	15
# of Sick Hours	11.5	0
# of Family Illness Hours	0	0
# of Vacation Hours	15	0
# of Personal Hours	0	0
# of Industrial Hours	0	0
Total # of Training Hours	0	0
Vehicle Mileage	541	745
Cost Savings	\$ 12,500.00	\$ 29.60



## Economic Development "Yearly Totals"

### Yearly Totals

		May-08
# of Inquiries Total	33	64
# of Inquiries with less than 24 hr response	4	12
# of Inquiries with 24 hr response	3	16
# of Inquiries with 48 hr response	7	8
# of Inquiries with 48+ hr response	18	9
# of Inquiries for Ongoing project	1	19
# of Inquiries with source of AC=Andy Cook	0	6
# of Inquiries with source of BR=Business Ret	0	2
# of Inquiries with source of CD=Community Dev	2	8
# of Inquiries with source of CTMT=Colliers	0	1
# of Inquiries with source of ED=Economic Dev	1	8
# of Inquiries with source of HCA=Hamilton County Alliance	30	39
# of Outreach visits/contacts made (cumulative month to date)	0	13
# of Jobs Created	0	0
Wages paid for jobs created (annual)	0	0
Amount of Investment	\$ -	\$ -
Total Number of Businesses for retention visits	168	25
Total Number of retention visits completed	57	19
# of Employees	2	2
Overtime Hours Earned- Joe	58.5	60
Flex Time Hours Used- Joe	49.5	12.5
Overtime Hours Earned- Deanne	51	31
Comp Hours Used- Deanne	41.5	22
# of Sick Hours	148	15
# of Family Illness Hours	0	0
# of Vacation Hours	30	37.5
# of Personal Hours	2.5	0
# of Industrial Hours	0	0
Total # of Training Hours	37.5	36
Vehicle Mileage	2824	3023
Cost Savings	\$ 25,035.50	\$ 59.20