

Communications Report November 2016

- Sent Town monthly e-newsletter.
 - Press releases sent: 2017 schedule of meetings; Suarez on Holcomb's transition team; various important road closures and traffic alerts.
 - Added 2017 schedule of meetings and holiday schedule to website.
 - Updated website calendar with 2017 meetings: Town Council, Board of Police/Commissioners, RDC, Parks & Recreation, Plan Commission, BZA, ZARC.
 - Pitched Fox59 for Christmas in the Village story and interviewed with them and Village shop/restaurant owners.
 - Added bid section to the website on behalf of Street Department (now posting all open bids for projects on our website).
 - Assembled and distributed items on behalf of the Town for Boone County Time Capsule.
 - Posted and disseminated information on road closures and road restrictions.
 - Worked with Planning & Economic Development Department to get documents updated and organized on their website pages.
 - Notified Town employees and Town Council about staff holiday party.
 - Attended ZWIN monthly meeting/introduced myself and role with Town.
 - Attended Little League RFP interviews.
 - Attended union Elementary National Blue Ribbon Award celebration.
 - Attended Town Council meetings.
 - Attended Zionsville Architecture Review Committee meeting.
 - Attended Chamber Christmas in the Village marketing meetings.
 - Attended weekly staff meetings & Town Hall update meetings.
- Social media updates:
- Twitter: 4467 followers
 - Facebook Town: 4615 likes
 - Facebook ZFD: 2730 likes
 - Facebook ZPD: 2553 likes
 - Instagram: 1070 followers