

## **Communications Report May 2017**

- Sent press releases for: Town Commission/Boards/Committees new appointments, Jelka recovering from major surgery, new online utility payment system, Bike to Work Day with Matt Dickey, Zionsville Nature Play Days.
- Sent Town monthly e-newsletter.
- Attended weekly staff meetings and weekly Town Hall progress meetings.
- Attended Town Hall tour.
- Processed Special Event Applications.
- Attended Benefits Committee meeting.
- Wrote mayoral proclamation for Zionsville Nature Play Days with Parks Department and collaborated with Mindy on Nature Play Days press release.
- Added a Public Records Request form to website.
- Added online payments links to website.
- Met with Tracy Phillips regarding Chamber website updates.
- Along with Mayor, talked to Indy Chamber about zWorks for article in publication this summer.
- Attended Zionsville Chamber's Business Breakfast Series.
- Attended Boone County Leadership Day – Business/Economic Development.
- Attended Creekfest planning meeting and updated Creekfest webpage.
- Met with CruZionsville to discuss pre-event ceremony/reception with ribbon cutting on Main Street.
- Along with Mayor, met with Boone county group of Moms Demand Action for Gun Sense in America to discuss upcoming event in Carmel.
- Attended a countywide communication and collaboration meeting with communications representatives from Whitestown, Lebanon, Thorntown, Boone County Chamber, Zionsville Chamber & more.
- Along with Mayor, met with LIDS to discuss Town Hall room sponsorship package.
- Attended and photographed ZFD's New Recruit Swearing-In Ceremony.
- Along with Mayor and Wayne DeLong, met with MetroNet to discuss & collaborate on communications roll-out and plan.
- Sent out ribbon cutting invites to Town officials and partners for CruZionsville's reception.
- Attend Women's Fund/CICF "Campaign for Change" press conference event on Monument Circle.
- Along with Mayor and Chief Knox, attended Governor Holcomb's signing of Senate Bill 322 and photographed.
- Added bid postings to the website on behalf of Planning & Economic Development Department.
- Attended CruZionsville's ribbon cutting ceremony.

### -Social media updates:

- Twitter: 4,870 followers
- Facebook Town: 5,171 likes
- Facebook ZFD: 3,188 likes
- Facebook ZPD: 3,148 likes
- Instagram: 1,275 followers
- E-Newsletter: 2,496 recipients