# City Newsletter

## City Address System

Our community was incorporated into a second class City in 1989. Since then, there have been numerous attempts at creating a comprehensive physical address database for all properties within City limits.

We found remnants of each attempt but unfortunately, they were just that……remnants, all of which were incomplete and conflicting with each other.

So, we started over and Lynn Bateman dedicated a lot of time to assigning each lot a physical address and sometimes two, if the lot was large enough to be subdivided in the future. She researched addressing systems extensively and tried to change as little as possible but inevitably, a lot of people will have a different physical address than they are used to using. That includes me. The physical address database will be a working document as subdivisions evolve, however, this is the final document.

When we sync our physical address database with the ACS switchboard, and customers start using their given address, we should see a huge improvement in ACS's ability to diagnose problems and hook up new phone service.

### CALENDAR OF EVENTS

**CITY OF COFFMAN COVE REGULAR COUNCIL MEETING**

CITY HALL
SEPTEMBER 19TH AT 7:00 P.M.

**ARTS AUCTION & WINE TASTING**

FIRST BANK IN CRAIG
SEPTEMBER 7TH AT 6:30 P.M.
TICKETS CAN BE PURCHASED AT THE DOOR &
PROCEEDS GO TO CANCER COALITION

**COFFMAN COVE COUNCIL WORKSHOP**

CITY HALL
SEPTEMBER 10TH AT 6:00 P.M.
T.B.D.

## Hunting Season

The time is upon us once again to start harvesting! This is your friendly reminder that hunting within City limits is not allowed so please do your harvestin' out of town.

## Life Flight Insurance

*A Change in Company*

For those of you who are used to insuring your household for emergency medevac services, when you go to renew your policy this year, you might be surprised that things have changed. Air Life Northwest is the new company offering Life Flight Insurance.

You can insure your family for $99/ year. Debbie Stewart has requested pamphlets and will have extra so please contact her for more info. Also note that if you have folks visiting who would like to be insured for emergency medevac services, Air Life Northwest offers a three - month policy for $80.

> *"Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in."*
>
> *By Marjorie Moore*

## Elections

*Don't forget to vote!*

Have you taken a turn in the hot seat? Well now is your chance! There are three council seats open, two 3-year and one 2-year. You must have your declaration of candidacy filed with the clerk by 2:00 p.m. on September 3rd to be included on the ballot.

Our regular election date this year is October 1st. Please come to the library and vote. There will be some very important questions on the ballot about **TAXES.** Don't forget to make sure you are a registered voter.

## Home Owners Insurance Rate

The Coffman Cove Volunteer Fire Department was successful in getting our ISO rating improved. You should see a 30 – 50% reduction in your home owners insurance rates within the next year. Thank you volunteer fire fighters!

### MORE WAYS TO CUSTOMIZE THIS TEMPLATE

#### FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

#### INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

#### BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

#### QUESTIONS AND ANSWERS

Q:  I would like to change some of the text box shading to improve the print quality. Can that be done?

A:  Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q:  What's the best way to print this newsletter?

A:  Print page 2 on the back of page 1.Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q:  I would like to use my own clip art. How do I change the art without changing the design?

A:  To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

# Inserting and Editing Pictures

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ∎

Q:  How do I change the text and borders that appear at the bottom of every page?

A:  Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q:  Can I save a customized newsletter as a template for future editions?

A:  Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.