

City Newsletter

From City Hall

May 2015

Tourism & Marketing

A Few words from the Tourism Coordinator

Here are a few website facts that may be of interest to the Coffman Cove businesses who participate in the City brochure and marketing program. During the month of April:

- The City website had 220,767 hits, with a daily average of 7,358
- The Coffman Cove brochure was downloaded 174 times
- Homes for sale was downloaded 162 times
- Land for sale was downloaded 87 times

Planning for the next Arts Festival is underway. If you would like to be a vendor or know someone who might want to be a vendor, please contact Heather at the City office or fill out an online application by visiting www.ccalaska.com.

The King Salmon Derby is back!!!! From May 1- August 31st. Tickets may be purchased at the Riggan Shack, R&R fuels, Harbormaster and various lodges. Proceeds will go to the Fish Enhancement Program.

If you are interested in sponsoring the Arts Festival, King Salmon Derby and/or the Silver Salmon Tournament, please contact Heather at the City office.

Coffman Cove advertises in the Alaska State Travel Planner each year – this year we have had 559 people request information from Coffman Cove. We send a brochure and personalized letter to each request.

“Never believe that a few caring people can’t change the world. For, indeed, that is all who ever have.”

By Margaret Mead

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL
MAY 28TH, 7 P.M. @ CITY HALL
AGENDA T.B.D.

CITY OF COFFMAN COVE COUNCIL WORKSHOP

MAY 8TH @ 2:00 P.M. &
MAY 18TH @ 2:00 P.M.
CITY HALL

HOWARD VALENTINE HIGH SCHOOL GRADUATION

MAY 21ST

PRINCE OF WALES COMMUNITY ADVISORY COUNCIL MEETING

MAY 26TH @ 1:00 P.M.
HARBOR VIEW HALL (AKA COFFMAN COVE FERRY TERMINAL)

PRINCE OF WALES MARATHON

MAY 23RD

Parking on City Property

The City of Coffman Cove owns a significant amount of downtown property. The City does not employ a parking attendant. Instead, the Harbormaster and Office Staff attempt to manage the parking and collect fees for vehicles/ equipment/ boats on City property in accordance with the Council-approved parking policy.

Part of the revenue earned is used to pay for essential City-services such as EMS and Fire Department. If you pay for annual moorage, you are entitled to a parking permit which buys you:

- Day use of the boat launch area
- Up to three days in the Harbor Parking Lot
- Up to three weeks in the City Storage Lot

If you require parking or storage for longer than three weeks, the City will be happy to accommodate you. Sign up for long-term parking or a special land use permit through the Harbormaster or City Hall and remember, the money goes to a good cause.

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,

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

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.
