

# City Newsletter

From City Hall

September 2015

## Boat Wake in the Harbor

*Council creates a no wake zone*

An ordinance creating a “no wake zone” has been introduced by Coffman Cove City Council and is scheduled for a public hearing on October 15<sup>th</sup>.

It has been brought to the City’s attention that some boats are traveling in the cove at a high rate of speed and throwing a wake while float planes are loading/unloading which creates a safety hazard. We’ve also heard complaints from individuals at the main dock.

In the future, you can expect a “no wake zone” to go into effect in the Cove, starting at the ferry terminal and continuing just past the main harbor. Enforcement, public outreach and signage will be topics of Council discussion after the no wake ordinance is approved.

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*“We make a living by what we get, but we make a life by what we give.”*

*By Winston Churchill*

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## Forklift Operation on City Streets

On September 17<sup>th</sup>, the City adopted an ordinance that allows use of forklifts on City streets provided that:

- Drivers have a valid driver’s license
- Driver is at least 18 years of age
- All drivers have a current forklift operator certificate
- Forklift must have proper lighting if operated after dark

We have contacted the Prince of Wales Vocational and Technical Education Center in Klawock and requested that they offer forklift operator certification training.

## CALENDAR OF EVENTS

### CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

OCTOBER 15<sup>TH</sup>, 6:45 P.M. @ CITY HALL

AGENDA T.B.D.

### CITY OF COFFMAN COVE COUNCIL WORKSHOP

OCTOBER 6<sup>TH</sup>, 6:00 P.M. @ CITY HALL

AGENDA TO INCLUDE A REVIEW OF CITY UTILITY RATES

### CHRISTMAS BAZAAR

NOVEMBER 7<sup>TH</sup>, 10 A.M. TO 4 P.M.

AT HOWARD VALENTINE SCHOOL

## Want to keep your house from burning down.....Read this...

*October 4 – 10 is fire prevention week and here is what the Coffman Cove VFD would like you to know*

Three out of five home fire deaths happen at night, from fires in homes with no smoke alarms or no working smoke alarms. Make sure every bedroom has a smoke alarm that it is correctly installed.

The leading factor contributing to heating equipment fires is failure to clean. This usually involves creosote build-up in chimneys. Make sure your chimney is property cleaned before winter.

Fire Extinguishers.....make sure you have them.

There are a wide variety of types – each one design to put out a different type of fire. Make sure you have the appropriate type and that you know how to use it. It should be visually inspected at least monthly and once a year, turned upside down for one week to prevent the chemicals from hardening in the bottom of the extinguisher. Other fire extinguisher maintenance requirements can be easily found online or by talking with one of your local 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.

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