

# City Newsletter

From City Hall

September, 2016

## DECLARATION OF CANDIDACY FOR THE OCTOBER 4<sup>TH</sup> ELECTION.

The City of Coffman Cove is looking for citizens interested in filing for Declaration of Candidacy for City Council.

**Last day to file your Declaration of Candidacy** for the October 4<sup>th</sup> Election is **September 4<sup>th</sup>**. If you are interested in filing, stop by the City office Monday-Thursday between 10: am-2:00pm.

### CITY OF COFFMAN COVE COUNCIL MEETINGS:

**WORKSHOP:** 6:00PM AT CITY HALL

SEPTEMBER 6<sup>TH</sup>, 2016 AGENDA TBD

**REGULAR MEETING** 7:00PM AT CITY HALL

SEPTEMBER 15<sup>TH</sup>, 2016 AGENDA TBD

### A NOTE OF THANKS—

Our 2016 6<sup>th</sup> Annual “**By The Sea**” **Arts and Seafood Festival** was a huge success this year thanks to all of our volunteers, our sponsors who gave us great raffle prizes, all of the entertainers including the Mighty Grebes band. Our Mayor did a great job singing as well as performing a wedding ceremony and the weather even cooperated. We had 47 vendors, which is the most we have ever had. Thank you to the City of Coffman Cove for all the support in making this Festival what it is today!!! -Heather

### **A way you can support our Fish Enhancement Program:**

Purchase of whole salmon! Local volunteers are netting our returning King Salmon, watch for the signs posted at the dock and near the Riggin Shack announcing the catch. Prices are posted. Questions may be directed to Dick Stewart @ 329-2001 or Deedee Jeffreys @329-329-2032. Proceeds go toward our Fish Enhancement Program. Thank you for your support!

### **Library:**

Coffman Cove Community Library is advertising a vacant board seat. If you are interested in filling this seat and love your library submit a letter of interest to the City Office by October, 2016.

Remember: Donations to the library are always welcome and appreciated. Donated dollars are used for operating expenses.

### **Coffman Cove Library Awarded Grant for Early Literacy Center**

The Coffman Cove Community Library has been awarded funding to develop the existing children’s room into an early literacy center for the youth of the community. This grant, for the amount of \$10,000, has been awarded by The Crossett Fund, which is dedicated to projects that improve the health and education of children in Southeast Alaska.

The funding for this project will be used to renovate the current children’s room, acquire early learning toys and materials, and fund a part-time position for an Early Literacy Specialist who will deliver Storytime’s and programming on a weekly basis. Progress towards the development of the Early Literacy Center is currently underway. Community members who wish to be involved in the project or provide input or suggestions are encouraged to do so. Updates will be posted on the Coffman Cove Community Library Facebook page.

The development of this program and the grant application were completed through the work of the AmeriCorps VISTA Libraries Build Communities project, which focuses on early literacy, financial literacy, and digital literacy.

**GARBAGE PICK-UP STARTS AT 7:00AM EVERY FRIDAY!  
PLEASE HAVE YOUR CANS OUT ON TIME FOR PICK-UP.**

**PLEASE KEEP ALL 4-WHEELERS OFF THE CITY ROCK PILES STOCKED BEHIND THE POST OFFICE IN THE LOG TRANSFER AREA. Parents: please inform your children that this area is off limits to all 4 wheelers.**





## 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.

