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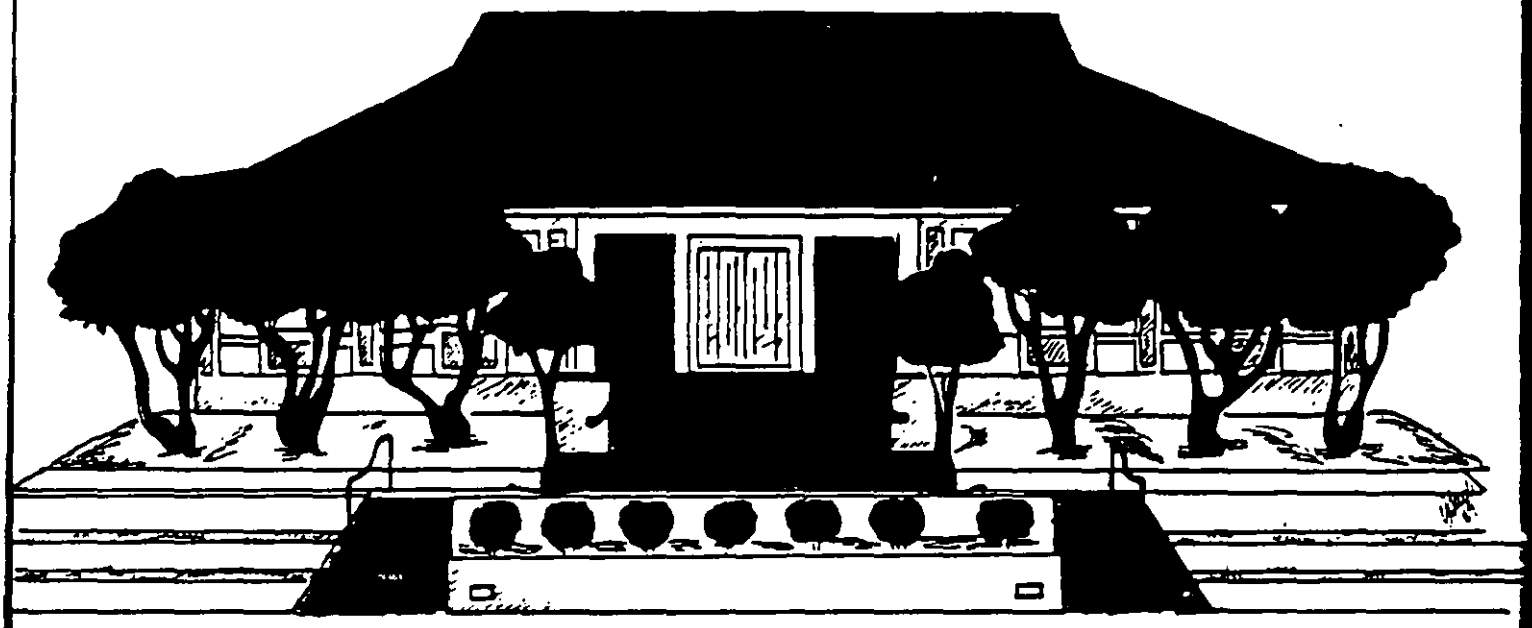

City of Cupertino

CITY HALL
COLORING BOOK

F Clifton White Resource Center
International Foundation for Election Systems

City of Cupertino

An Educational Coloring Book About Cupertino City Government

Cover and Illustrations by Bonnie Tucker

Produced by the Public Relations Office
City of Cupertino
10300 Torre Ave.
Cupertino. Ca. 95014

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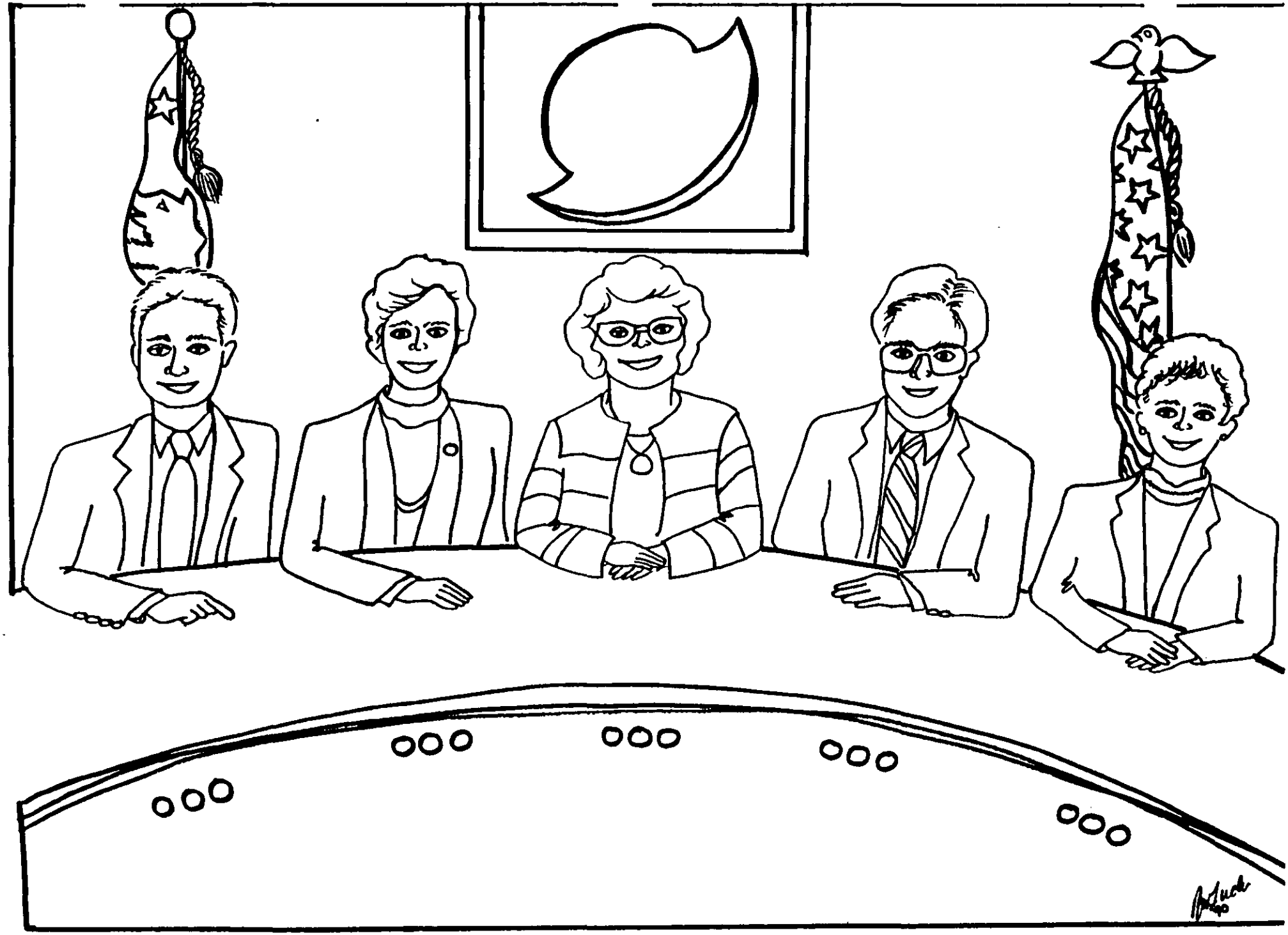
The City Council

The residents of Cupertino elect five people to make decisions about how their city should be run. These five people are called The City Council. They are elected for four-year terms. Members of the City Council take turns being the Mayor of Cupertino and every year, there is a new Mayor.

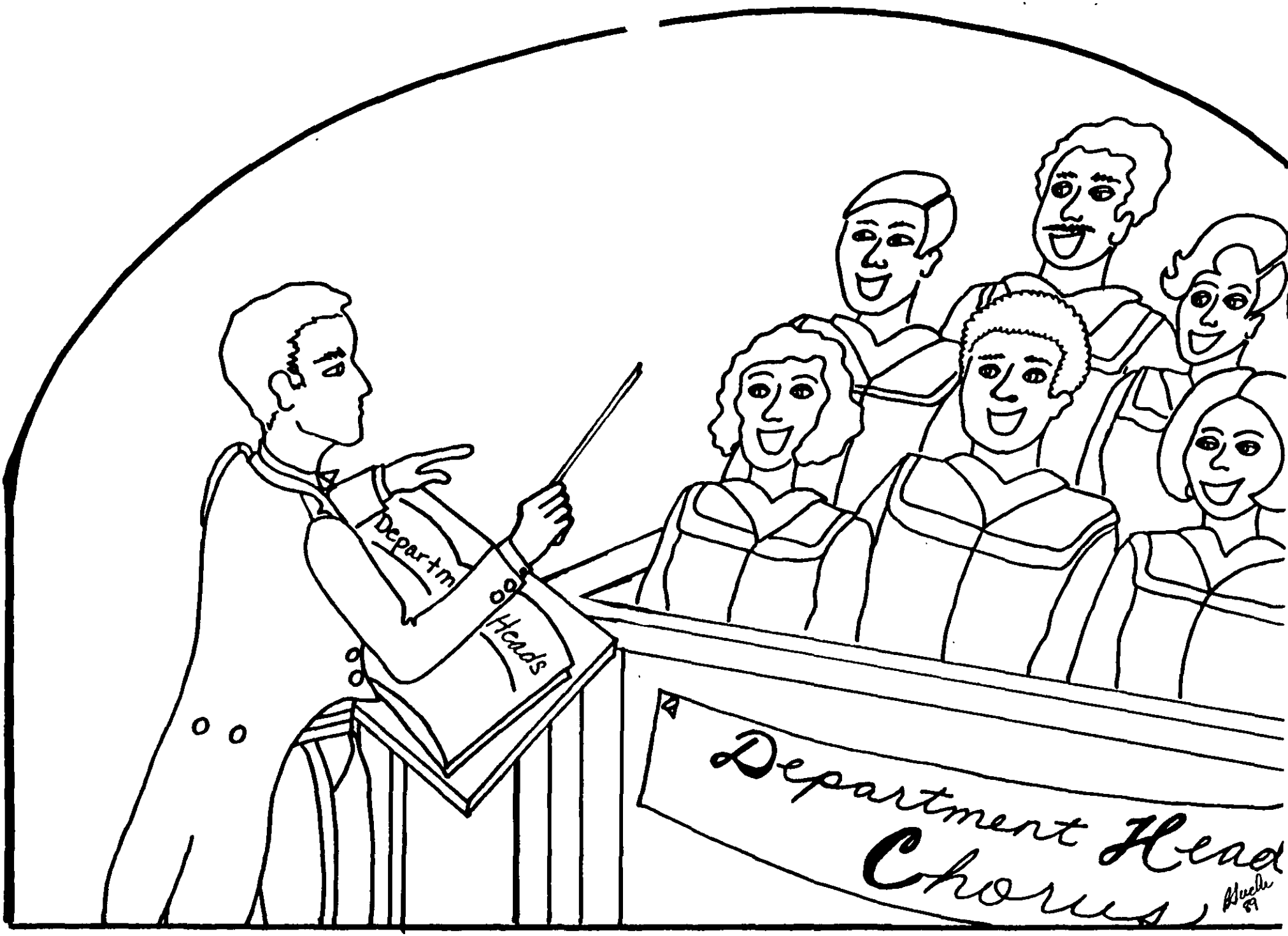
The City Council meets the first and third Mondays of each month to take care of city business. Anyone who wants to can go to these meetings. The City Council meetings are held in City Hall.



The City Manager

Because running the city is such a big job, the City Council hires someone to help them--someone who works every day at City Hall and who knows all about making a city operate smoothly. This person is called the City Manager. He is much like the president of a company, because he has many people in different departments working with him. His job is to make sure the city is taking care of the needs of everyone living in Cupertino.

All city departments report to the City Manager.


Depart-m
Heads
Department Head
Chores

City Clerk

The City Clerk keeps a record of what happened at each council meeting. She tape records the meetings and takes the minutes. Her department also is in charge of putting together the agenda for each meeting. The agenda is a list of things that the City Council will discuss at their meeting.

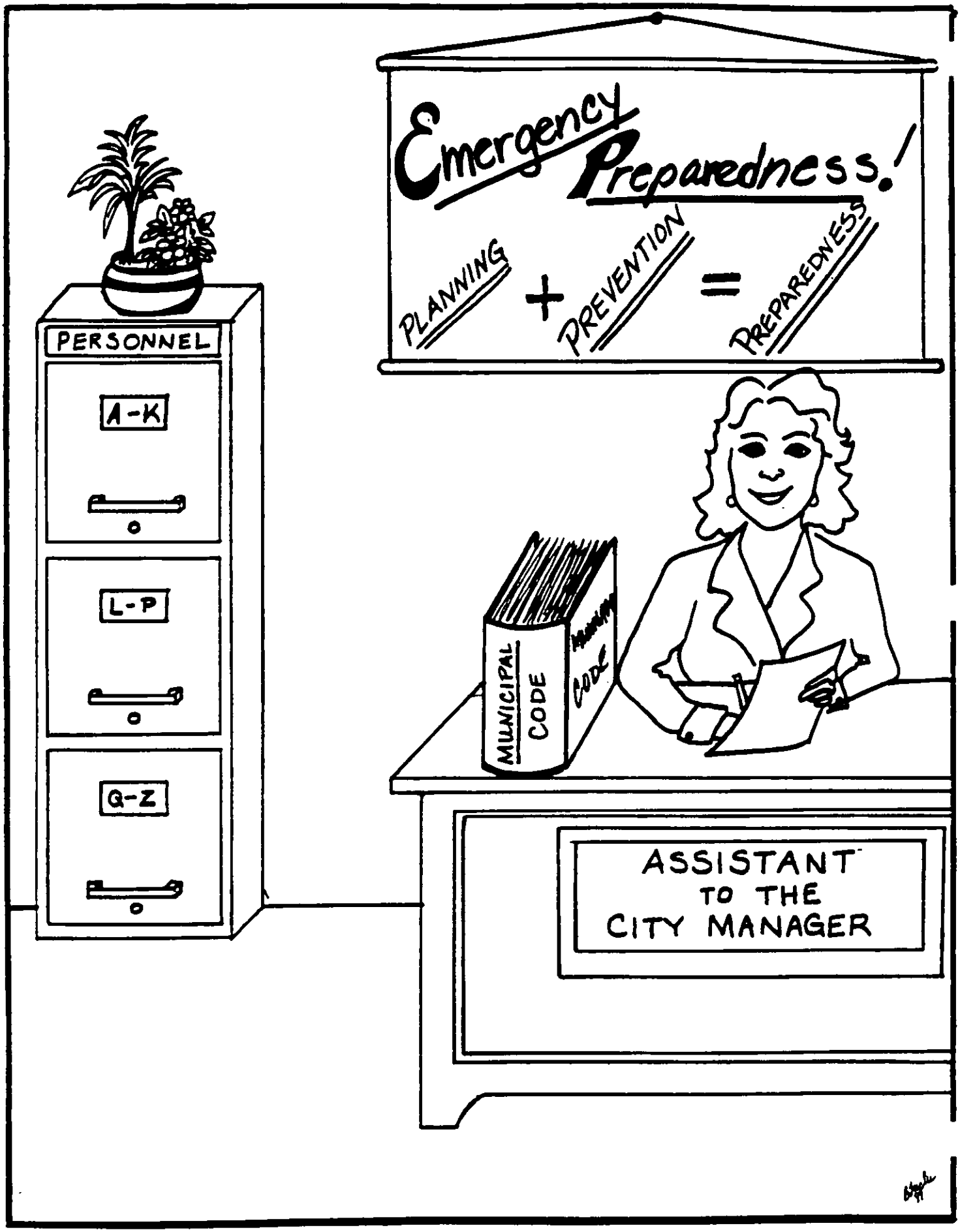
The City Clerk also provides information to people who want to be elected to the City Council and to those who want to serve on special city committees.

MINUTES
CITY COUNCIL
JAN - MAR.
PLANNING
COMMISSION
MINUTES

Assistant to the City Manager

One of the most important jobs the Assistant to the City Manager has is to see that the City of Cupertino is prepared in case a big earthquake or other emergency occurs. Cupertino has a plan for such an emergency and this plan is known by all city departments.

The assistant also is responsible for the Personnel Department, which hires city workers, and the Code Enforcement Department. Cupertino has three code enforcement officers who make sure that all city laws are followed by people living in Cupertino.

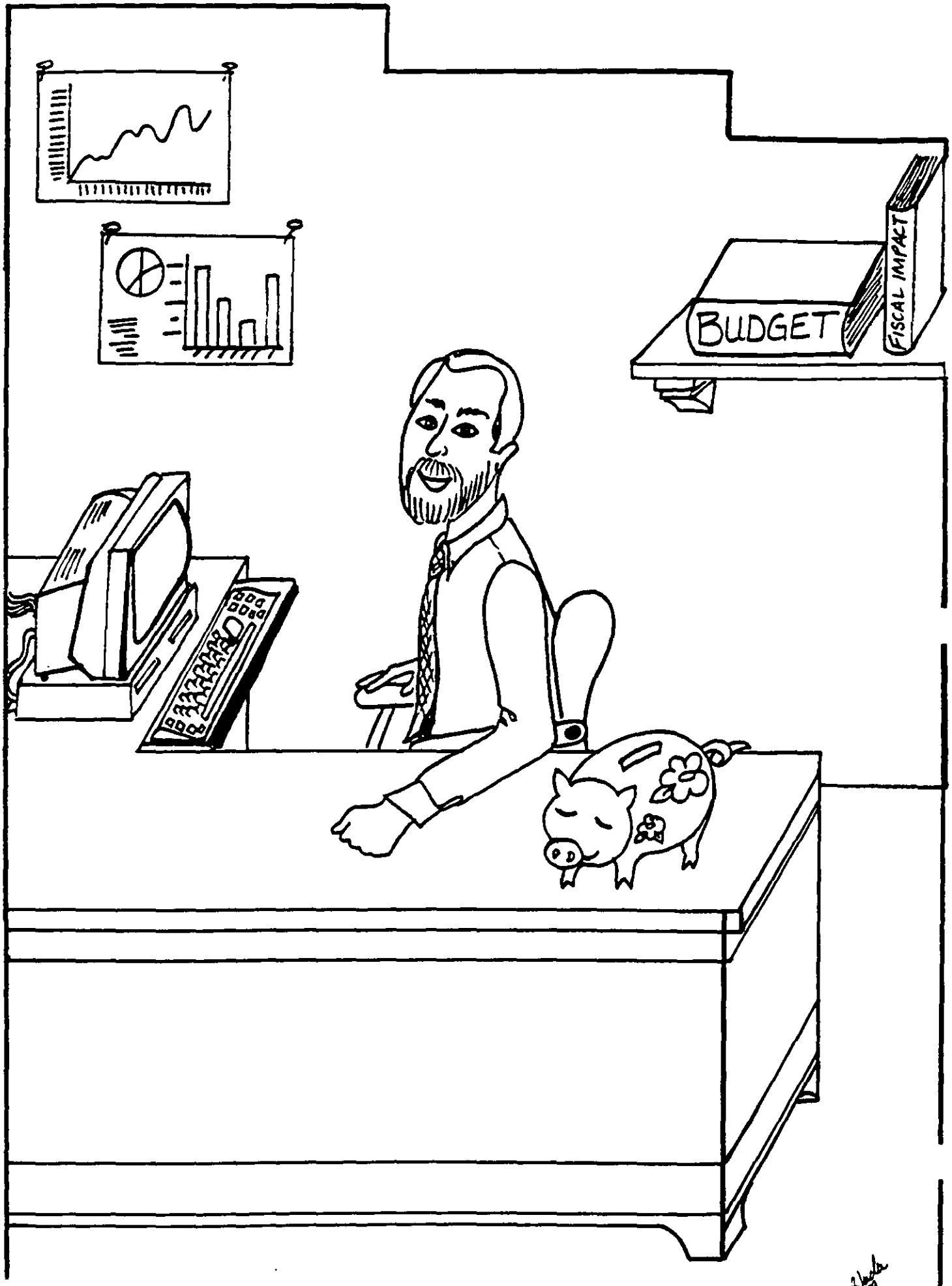

Emergency Preparedness!
PLANNING + PREVENTION = PREPAREDNESS
PERSONNEL
A-K
L-P
Q-Z
MUNICIPAL CODE
ASSISTANT TO THE CITY MANAGER

The Finance Department

It takes about $17,000,000.00 to run the City of Cupertino. The Finance Department is in charge of paying all those bills.

Every year, the Finance Director prepares a budget for the city. A budget shows show much money should be spent on various city services. For example, the city will spend about $25,000 to maintain one of the smaller parks in Cupertino. There are many other services which must be paid for and the budget acts as a guideline for all city employees to follow.

The Finance Department also is in charge of issuing bicycle licenses, bus tickets and business licenses.

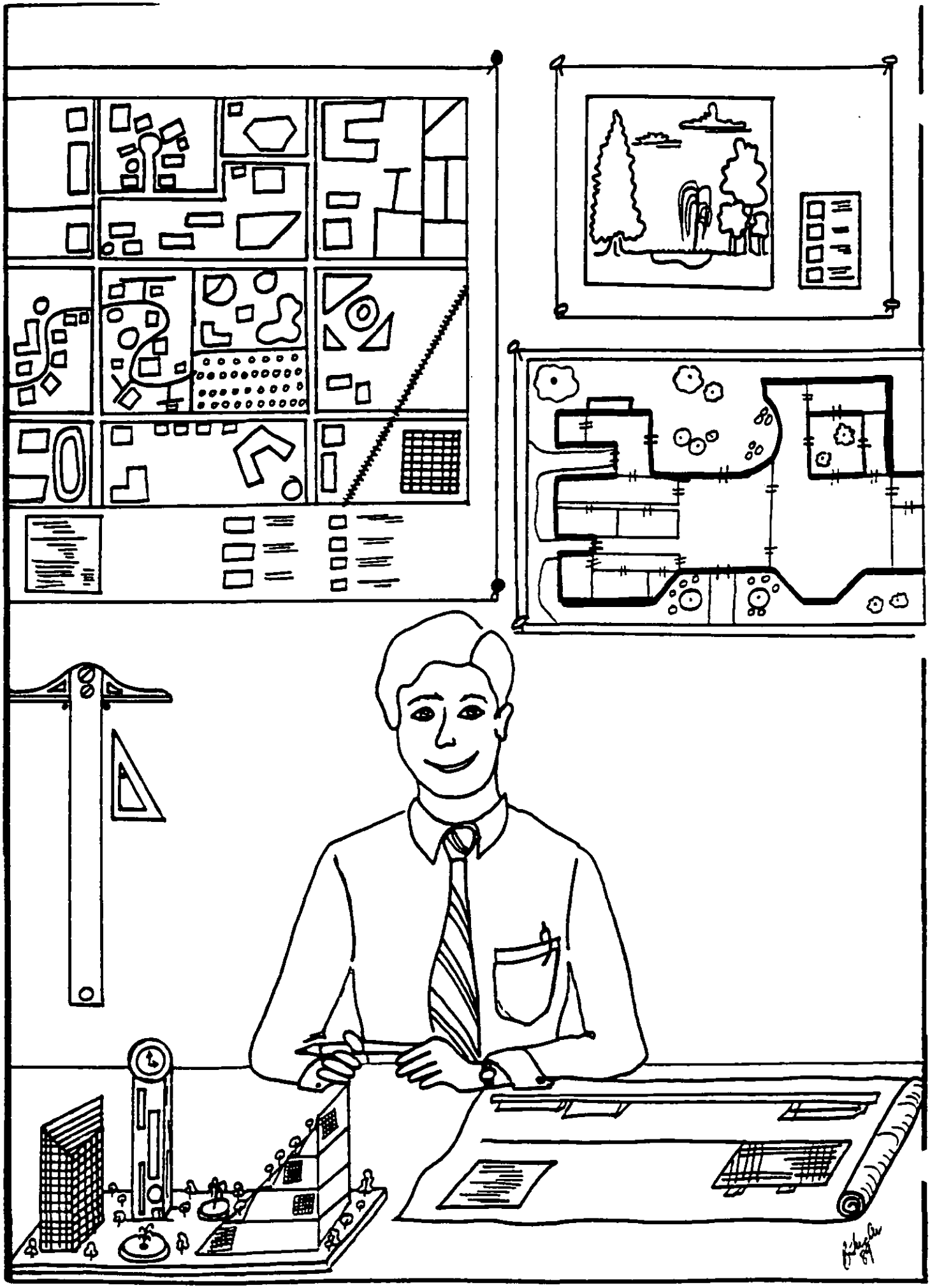

BUDGET
FISCAL IMPACT

Community Development

In order to make sure that the land in Cupertino is properly used and that buildings are safe, there is a Community Development Department at City Hall. This is sometimes known as the Planning Department. Anyone wishing to construct a building in Cupertino must first be sure that his plans meet the city's rules and guidelines.

Once the Community Development Department has agreed on the new building, the plans are taken to the City Council and voted upon.

It is the job of the Community Development Department to make sure that all the office buildings, stores and houses that get built help to make Cupertino an attractive place to live.

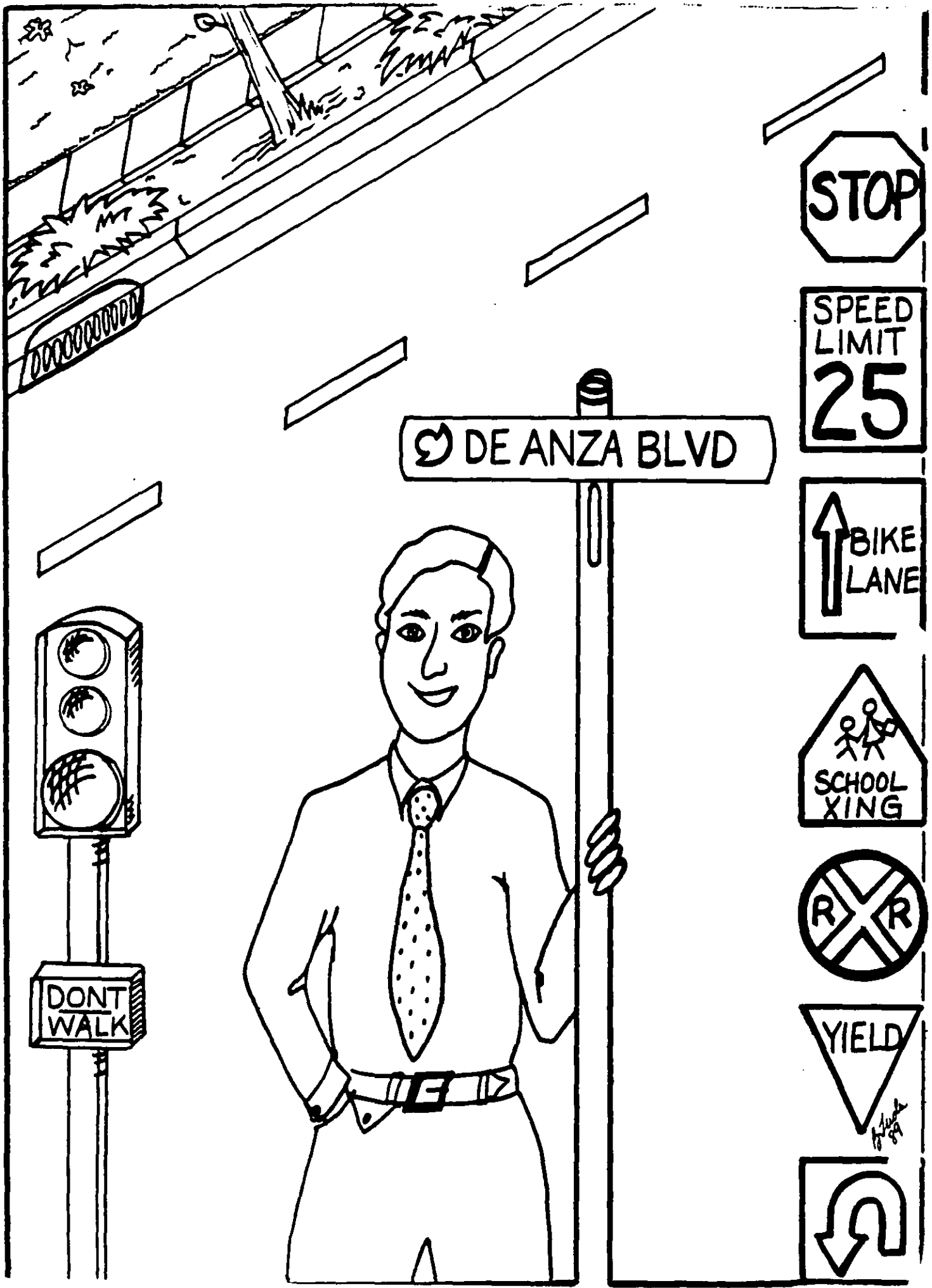


Public Works

Keeping the streets paved and the traffic signals working are just two of the jobs the Public Works Department has. Workers in this department plant and maintain the trees and grass in the middle of the larger roads. They repair street lights that are broken.

Public Works engineers are always looking for ways to improve traffic in Cupertino, too.

If there is a big pothole in your street or if the branches of a tree along a city sidewalk are hanging dangerously low, the Public Works Department will fix these problems. The pothole will be filled and the tree will be trimmed.


STOP
SPEED LIMIT 25
DE ANZA BLVD
BIKE LANE
SCHOOL XING
R R
YIELD
DONT WALK

Parks and Recreation

Cupertino's Parks and Recreation Department is responsible for seeing that the parks in the city are both safe and beautiful, so that everyone can enjoy them. The biggest park in the city is Memorial Park. There are 10 other parks scattered throughout Cupertino.

This department also plans all of the recreational activities that are offered to Cupertino residents--like classes in gymnastics, dance and tennis, and ski trips and holiday programs.

CUPERTINO
SENIOR CENTER
CUPERTINO
COMMUNITY CENTER
Activity
Guide

Community Relations

In order to let people know what's going on in their city, the Community Relations Department produces the Cupertino Scene, a little magazine that is mailed each month to all residents.

Cupertino's television Channel 53 is another way to provide information. Channel 53 viewers can watch City Council meetings on television and see other programs about Cupertino as well.

The Community Relations Department also is responsible for the Sister City, SWING and arts programs in the city. This department handles special events for the City Council, as well as provides information about Cupertino to newspapers and television stations.

City of Cupertino
Official Proclamation
Cupertino Scene
Vol. 10 No. 4
Channel 53

City Hall Word Search

T R U C O U N C I L R G H I

S E R V I C E S L K E Y B O

M I B U D G E T I N L P T E

A Z T M E E T I N G H Q X I

Y R F A P K C I T Y N C Z A

O I C L G R S A D N E G A I

R T F Y G E V J L Q I A C S

L Y A I D F N N H R H T C E

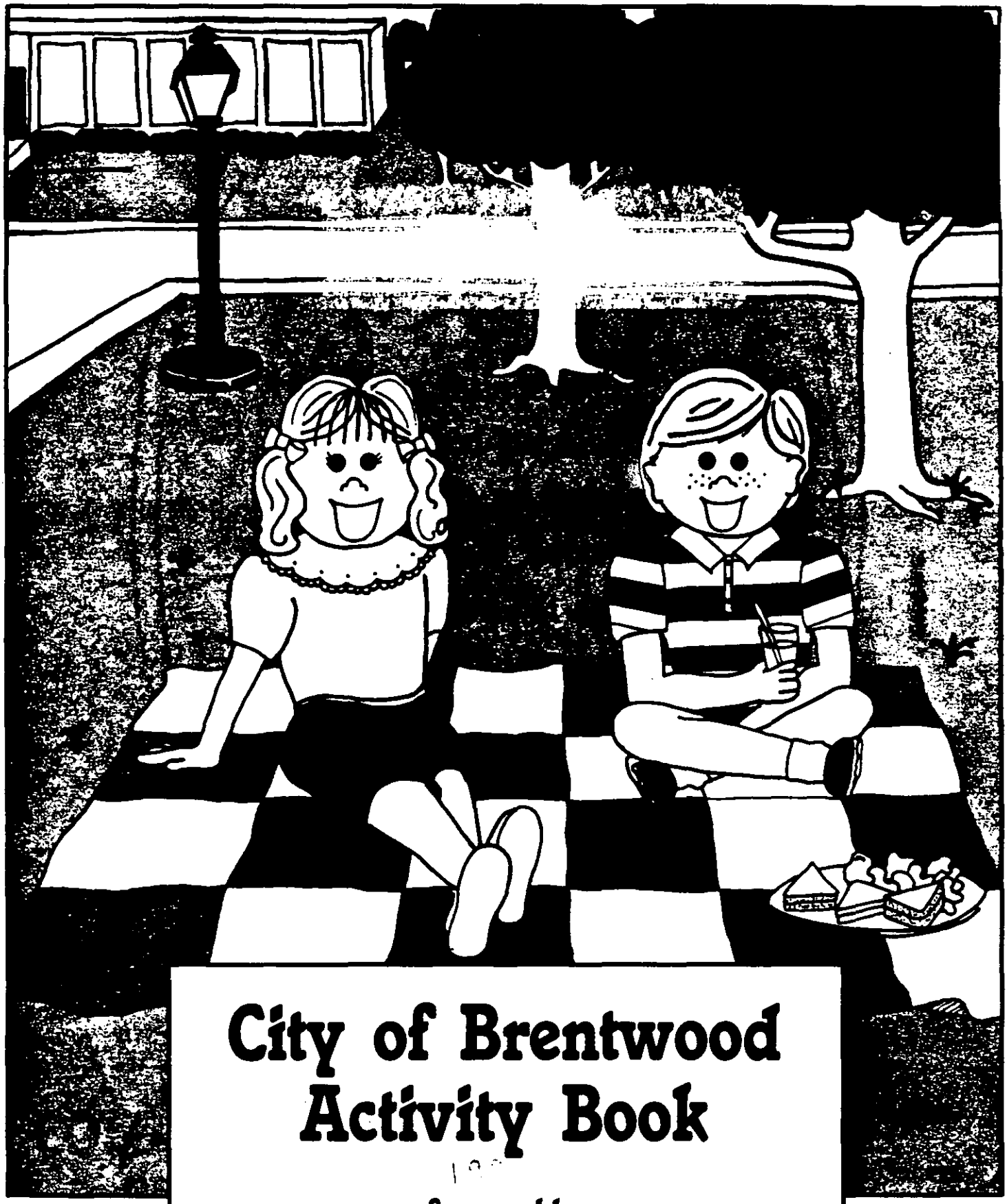
C L E R K E S I D O Y T V D

E P U N E T S B C A R I C O

O N I T R E P U C P L I E C

The following words are located in the Word Search Puzzle.
They are written up and down, across or backward.
Can you find them all?

Agenda	Council	Cupertino
Budget	Mayor	Codes
Clerk	Meeting	
City	Services	



City of Brentwood Activity Book

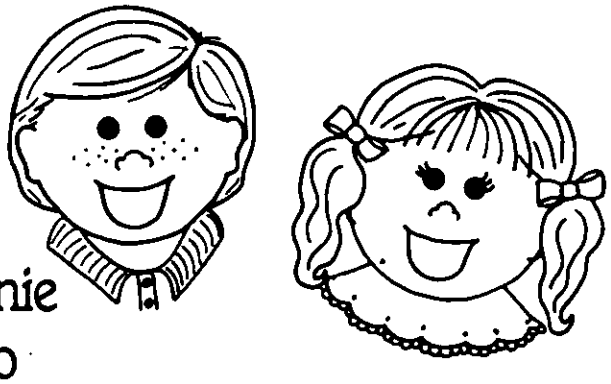
Sponsored by
First Tennessee Bank
The City of Brentwood • The Brentwood Journal

This special activity and coloring book is presented by the City of Brentwood. As you look through the pages and work some of the puzzles, we hope you will learn more about your city government and the services we provide.

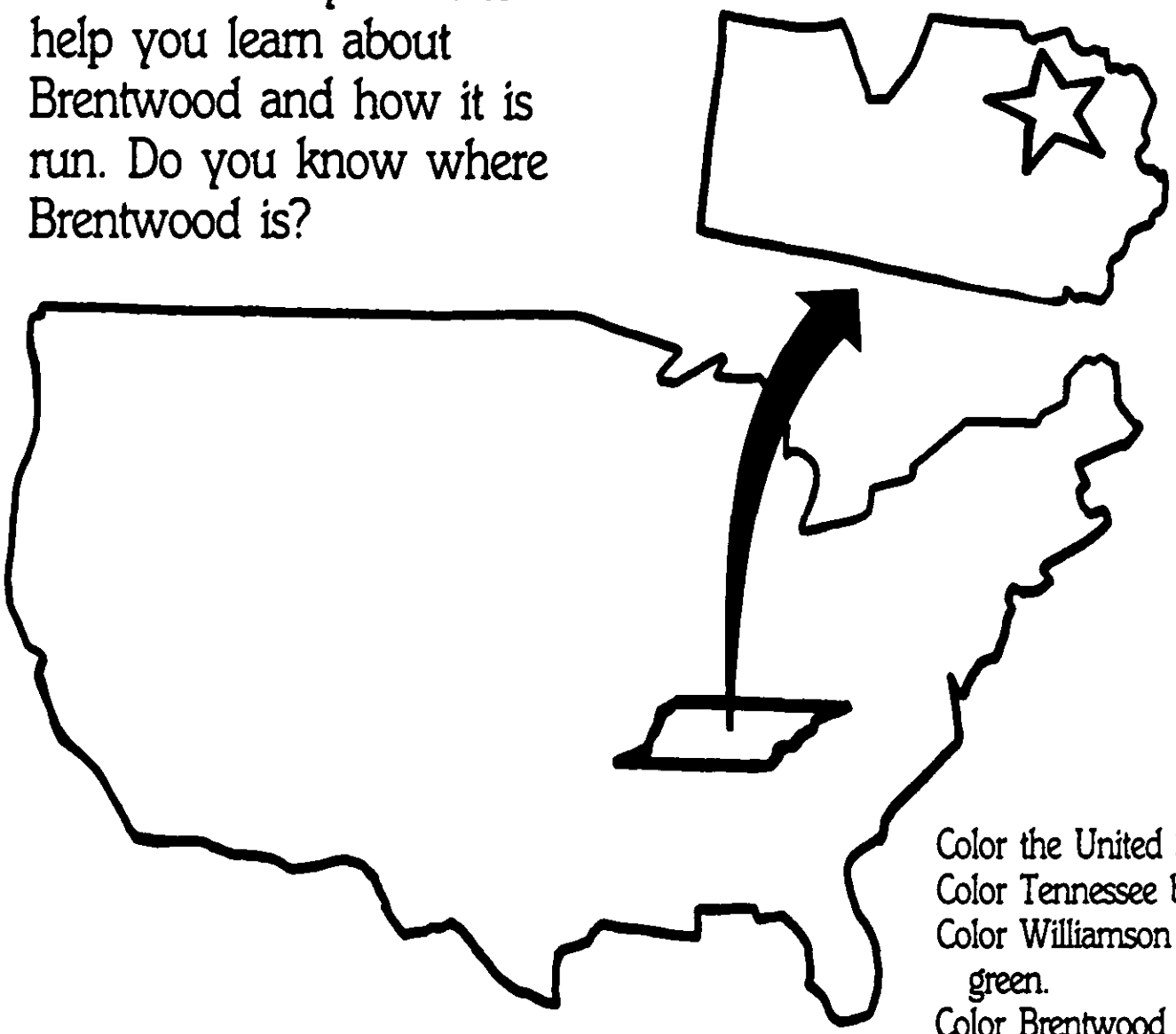
Enjoy !

COLOR THE CITY SEAL

Castles, suits of armour and shields may seem out of place in the Brentwood City Seal — except that our city's seal is actually the same seal that is used by our Sister City, Brentwood, England. The phrase "Ardens-Fide" means "burning with faith".



These children are Bonnie and Brad. They want to help you learn about Brentwood and how it is run. Do you know where Brentwood is?



Color the United States red.
Color Tennessee blue.
Color Williamson County green.
Color Brentwood orange.

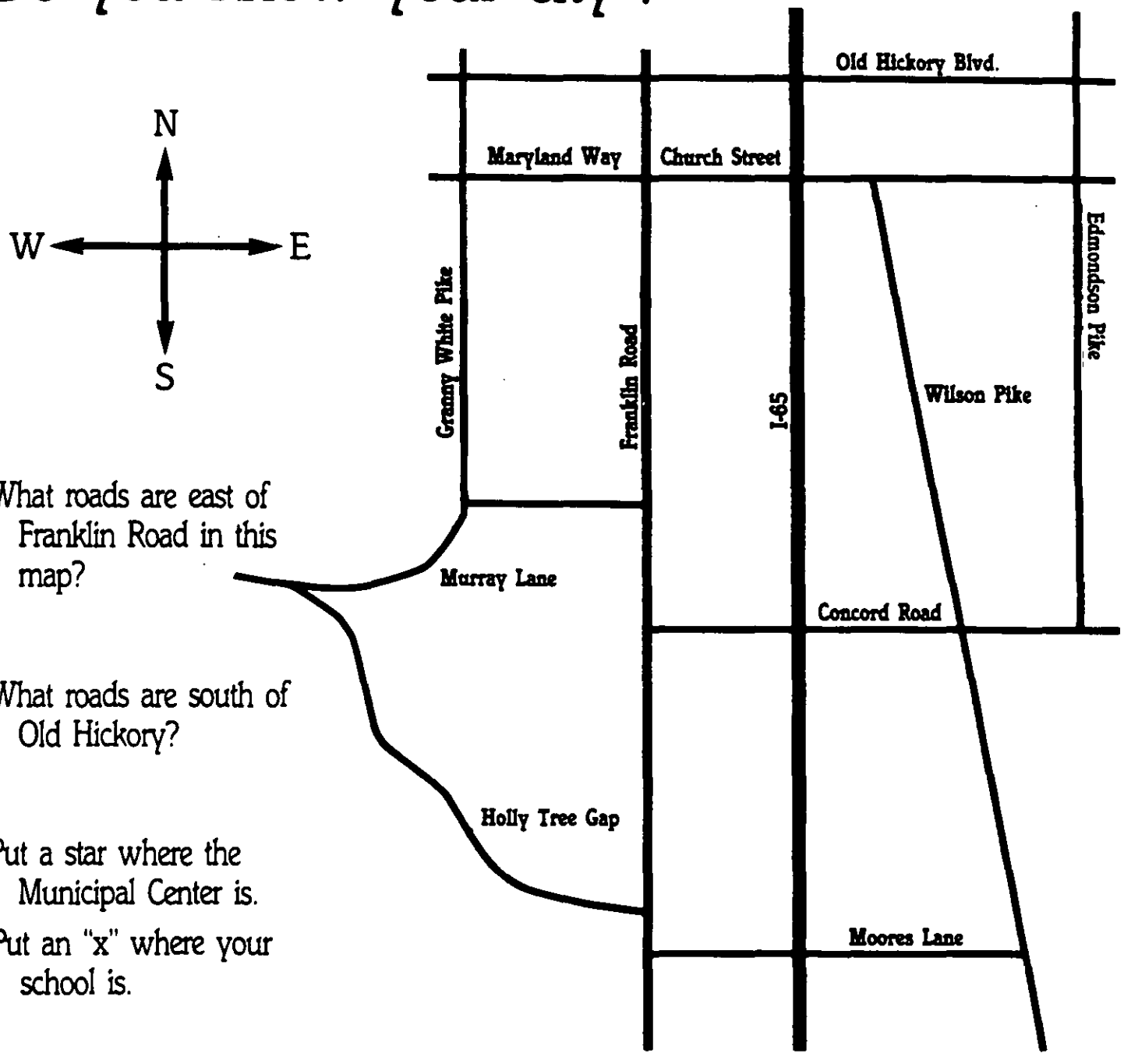
LOCATION

Although Brentwood is not located in the geographic center of the United States, it is centrally located to most of our nation's population. About one-half of all the people in the United States live within 600 miles of our city.

Brentwood is located about 150 miles west of Knoxville, 180 miles northeast of Memphis, and 120 miles northwest of Chattanooga. Interstate 65 is the most often used roadway for trips to Nashville, our state capital.

The area's major air transportation center, the Nashville International Airport, is located northeast of Brentwood in Davidson County.

Do you know your city ?



What roads are east of Franklin Road in this map?

What roads are south of Old Hickory?

Put a star where the Municipal Center is.

Put an "x" where your school is.

PLANNING DEPARTMENT

The work of the Planning Department can be seen everywhere in Brentwood. Homes, offices and stores are thoughtfully separated because every acre of land in Brentwood is zoned for a special type of use. For example, land that is zoned to build a home cannot be used to build a grocery store.

As the city grows and changes, members of the Planning Department work to make sure Brentwood can handle a larger population without becoming too crowded.

Bonnie and Brad want you to know more about their city's government. Help them begin by finding these words that relate to their administration.

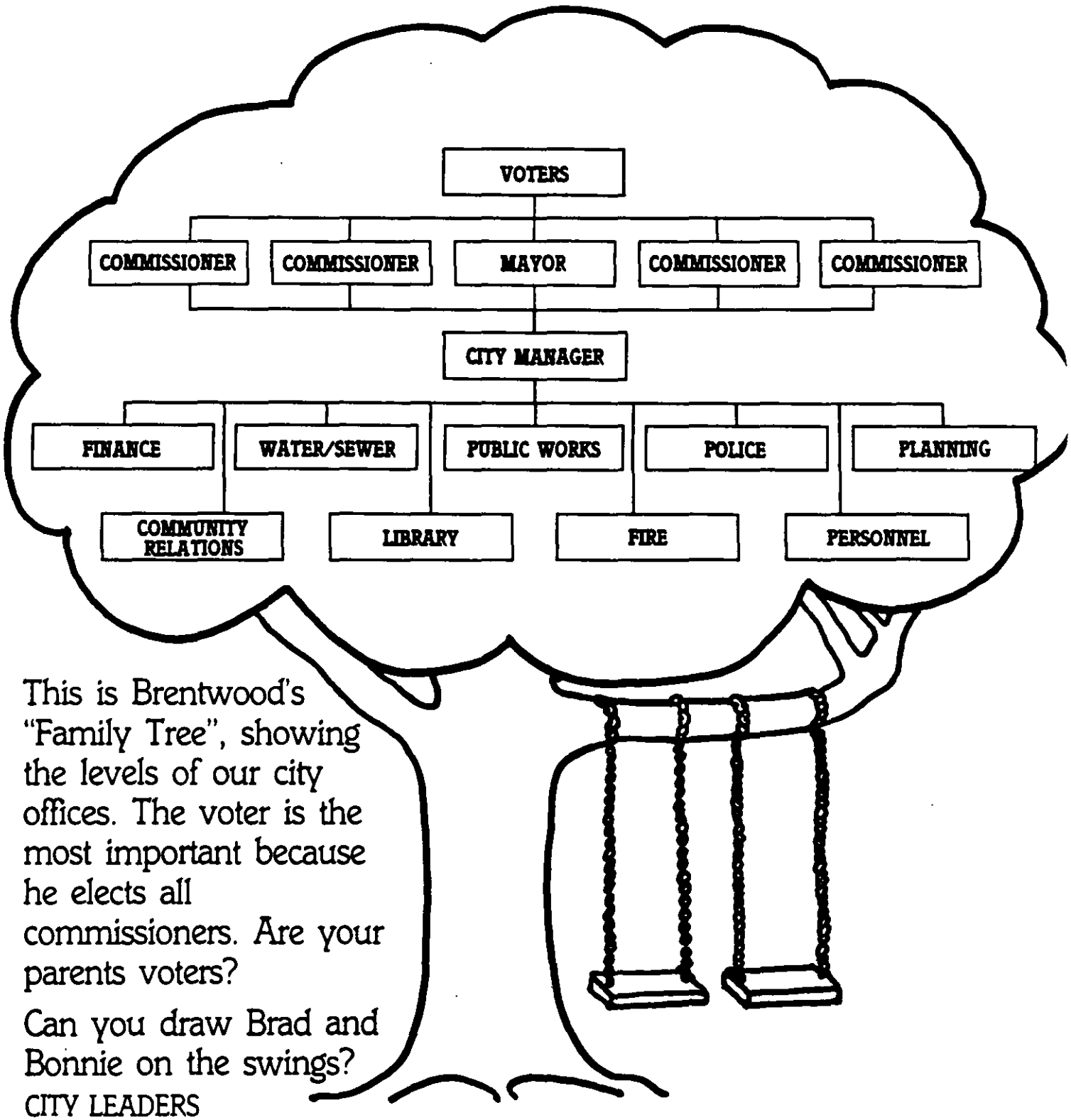
C	I	T	Y	F	E	R	D	M	Z	Q	W	T
L	B	M	K	P	L	F	E	D	C	W	Y	K
P	O	I	M	N	E	S	P	O	L	I	C	Y
U	A	L	L	I	C	T	A	O	X	B	N	E
L	R	Y	H	L	T	S	R	K	L	S	D	M
A	D	M	I	N	I	S	T	R	A	T	O	R
W	P	X	C	B	O	I	M	Q	W	E	R	E
P	D	F	L	G	N	S	E	O	X	A	Y	T
Z	L	D	J	M	E	A	N	A	I	O	M	R
T	P	O	D	A	P	U	T	G	I	B	O	W
L	E	B	C	Y	A	T	E	G	D	U	B	N
L	E	Y	V	O	I	O	K	P	W	O	S	K
V	O	T	E	R	E	T	O	A	M	B	U	D

administrator
adopt
bill
board
budget
city
department
election
law
mayor
policy
tax
term
voter

MUNICIPAL FORM OF GOVERNMENT

Brentwood uses the Commission-Manager form of government. The city has a Board of Commissioners (elected officials) which create the laws and policies of the city. The City Manager (an appointed official) is the administrator. He makes certain that all the policies created by the Board of Commissioners are enforced.

The City Manager does just that — he manages the day-to-day operations of Brentwood. He has a college education and experience which prepared him for the challenges of running a city. As part of his job, he is in charge of all the people who work for Brentwood. Along with other responsibilities, he oversees the city budget. The directors of each city department report to the City Manager.



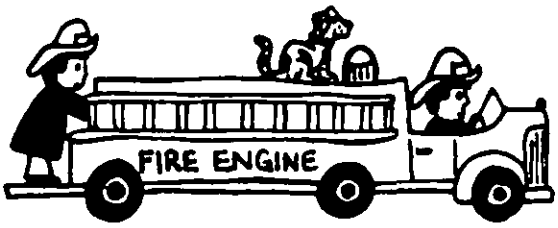
This is Brentwood's "Family Tree", showing the levels of our city offices. The voter is the most important because he elects all commissioners. Are your parents voters?

Can you draw Brad and Bonnie on the swings?

CITY LEADERS

Registered voters in Brentwood elect five citizens to serve on the Board of Commissioners. Each commissioner serves a four-year term. After each election, members of the Commission select a Mayor and Vice Mayor.

The Board of Commissioners meets twice a month, on the second and fourth Mondays. The general public is invited to attend the meetings, which are held at the Brentwood Municipal Center. The commissioners are legislators; they adopt ordinances and create policies for the city.

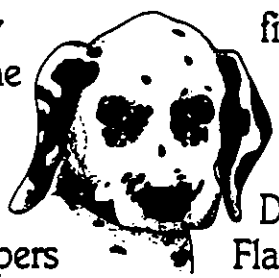


Help Flash and the fire engine reach Bonnie's house before it burns down!

FIRE DEPARTMENT

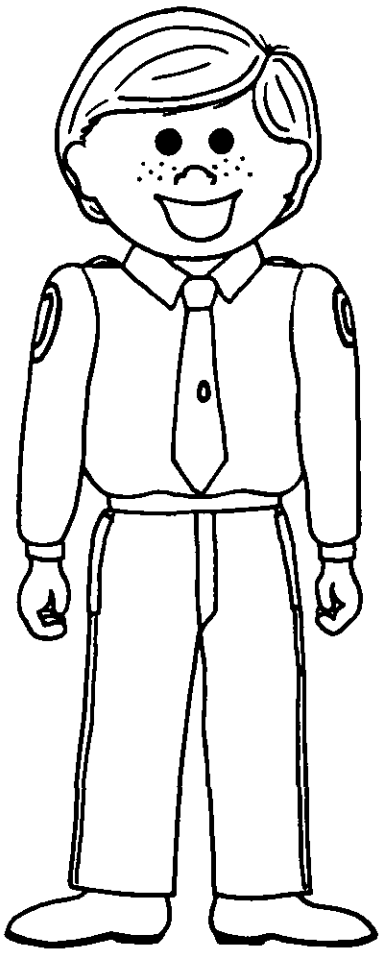
The Brentwood fire trucks always look shiny and new, partly because of the care they receive and partly because they are fairly new. The city has had a fire department only since 1986.

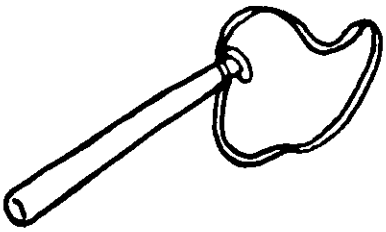
In a short amount of time, Brentwood acquired three pumpers (regular fire trucks) and a tanker that can carry about 1,600 gallons of water. The Wilson Pike station was the first to be built,and the new fire station is located in the Municipal Center.

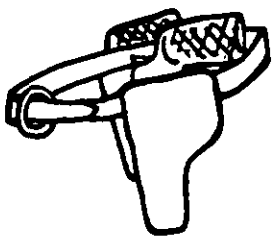


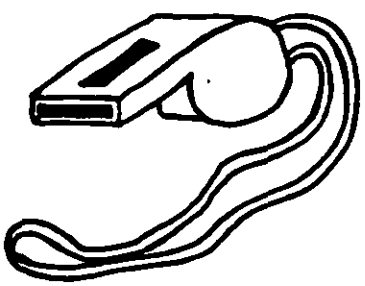
And, of course, the Fire Department even has a mascot - Flash, our pet Dalmation.

If Brad were a policeman, what would he wear?
Color his uniform and draw a line from the pieces to the place they belong.





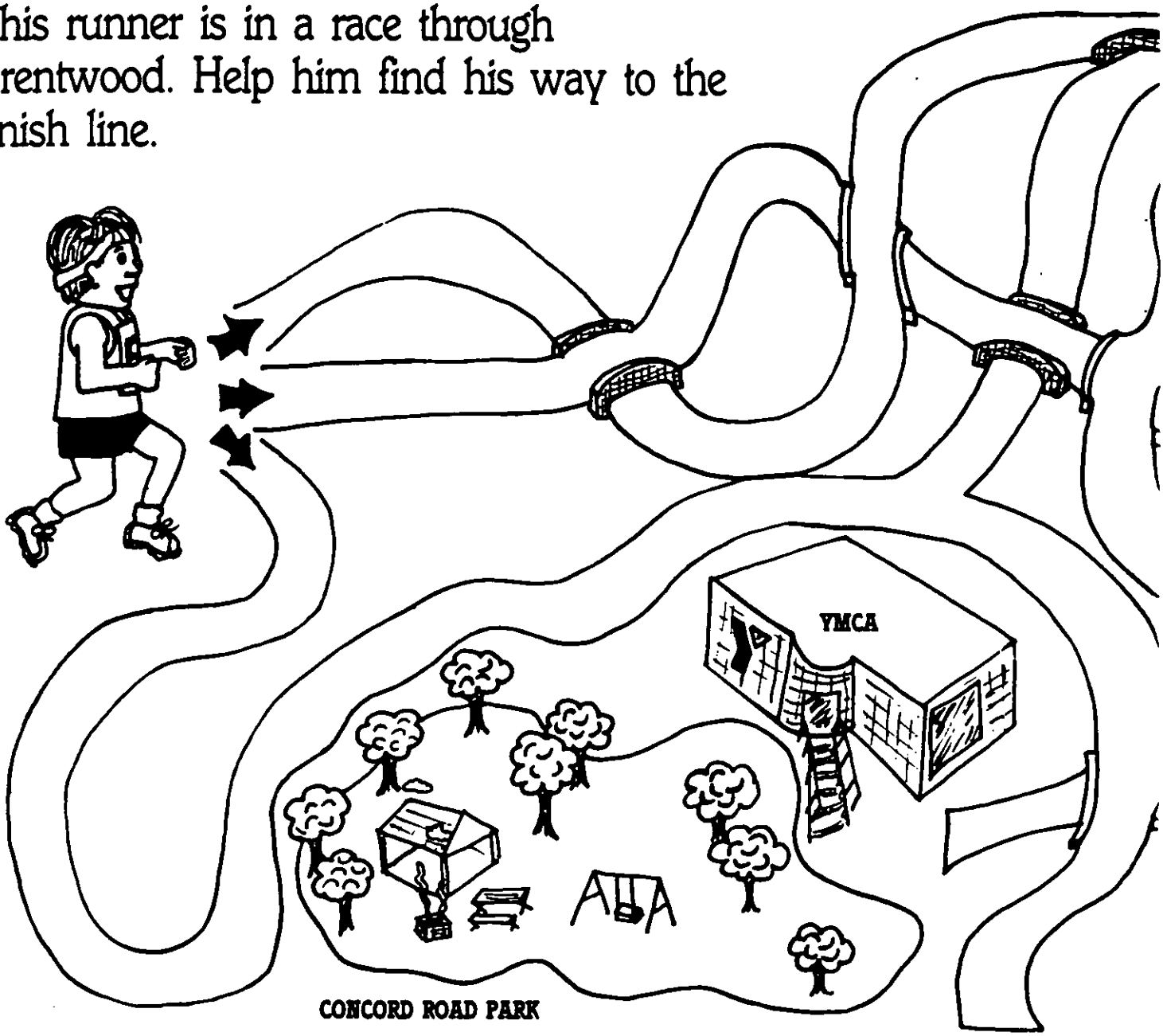




POLICE DEPARTMENT

Here are three important numbers to remember: 9 - 1 - 1. If you ever face an EMERGENCY — such as a fire or serious injury — just call 911 for help. The Brentwood Police and Fire Departments are using a special phone system. When you call with a problem, the special system can tell the operator where your house is located. The operator is also specially trained to help with a variety of emergency situations.

This runner is in a race through Brentwood. Help him find his way to the finish line.



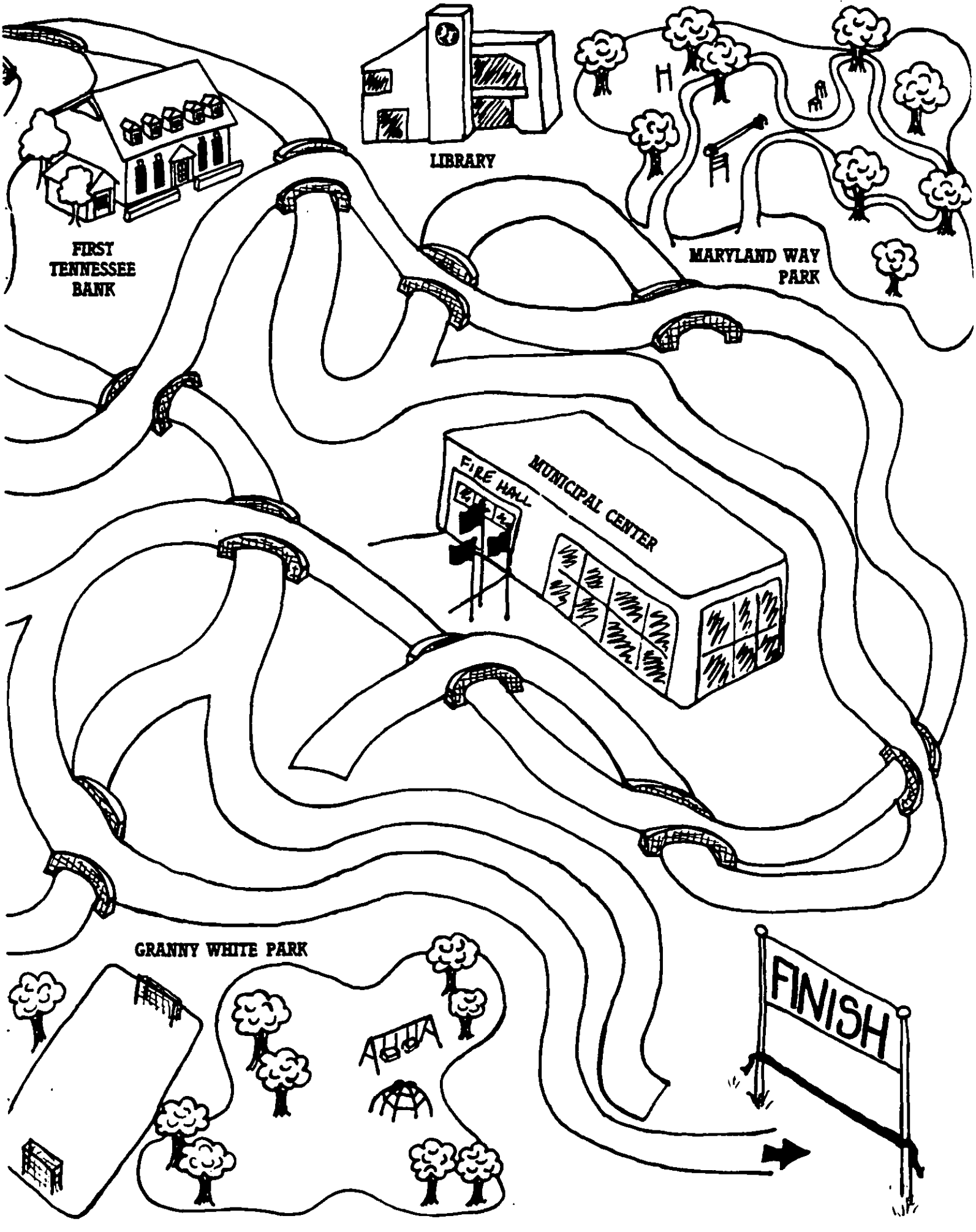
RECREATION

Soccer and football fields, tennis courts and jogging trails can be found all around Brentwood. The city owns and maintains three parks for the use of residents.

Granny White Park is located next to Brentwood Middle and High Schools. It has a football/soccer field, playground equipment, tennis courts, a jogging trail and a picnic area. Softball fields are planned.

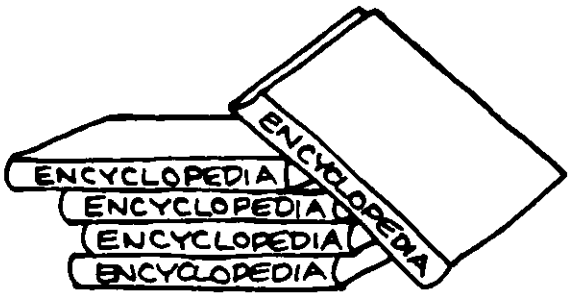
There aren't any ball fields at Maryland Way Park, but it's a nice place to walk or jog. There are even special exercise stations where you can test your strength and agility. The park is located next to the Brentwood Public Library.

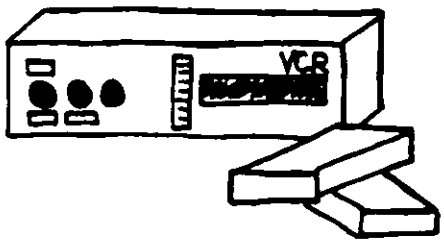
The Concord Road Park is located next to the Harpeth YMCA. There are football/soccer fields, picnic grills, tables, a pavillion and playground equipment.

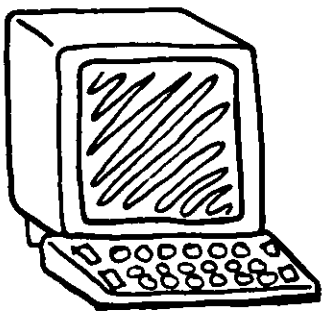

LIBRARY
FIRST TENNESSEE BANK
MARYLAND WAY PARK
FIRE HALL
MUNICIPAL CENTER
GRANNY WHITE PARK
FINISH

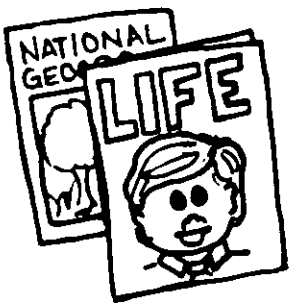
MEMORY GAME

These are objects and services you can find in the library. Look at them for 60 seconds, then close the book and see how many objects you can remember!









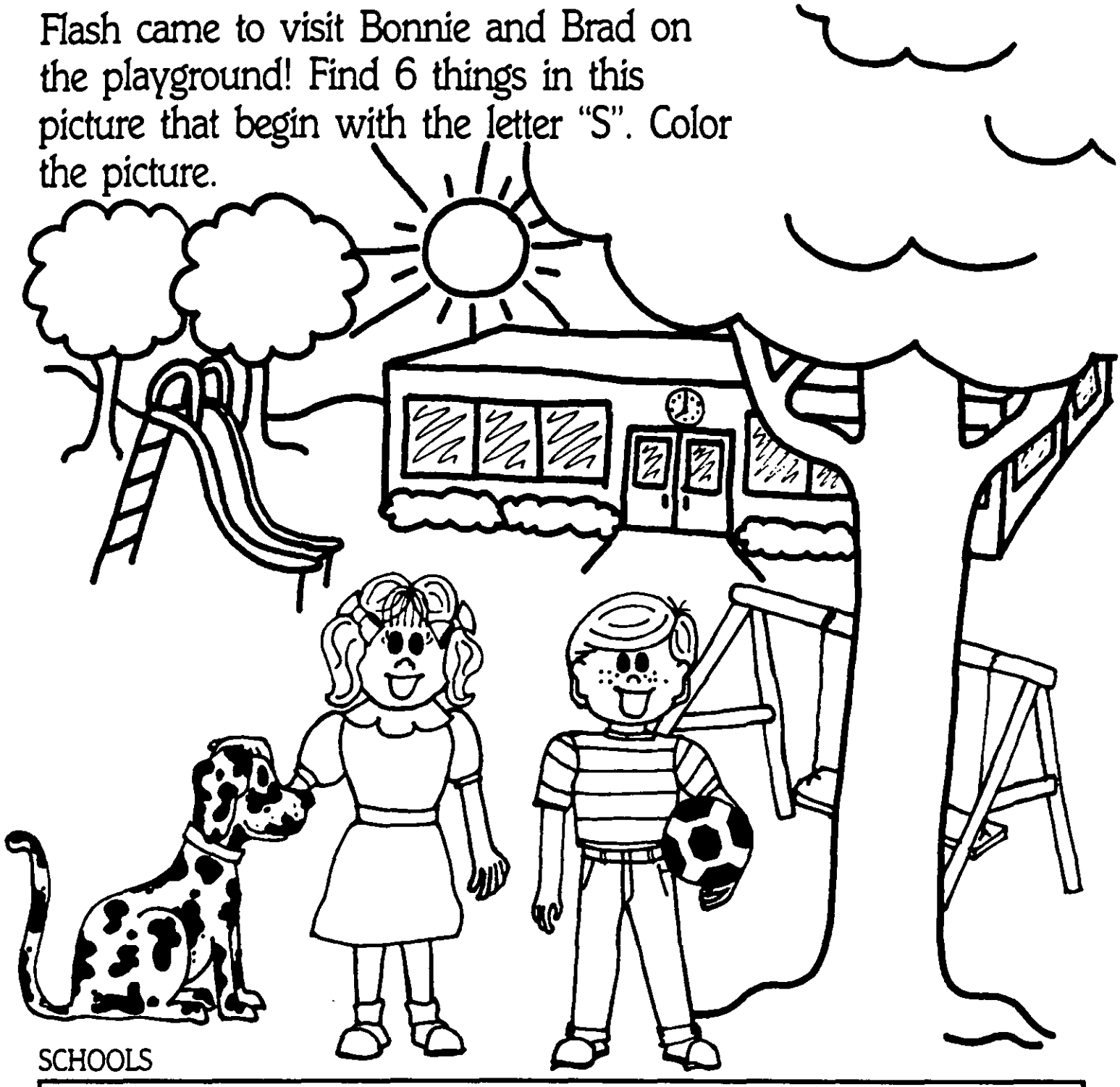
LIBRARY

The Brentwood Library is so big and packed with books that it's hard to believe it began so simply — as a bookmobile with only two shelves of books!

Today, the 14,000-square-foot library has shelves for the hundreds of books in the city's collection. In addition, there are magazines, newspapers, and even a computer. The children's library has an especially bright and appealing home on the second floor.

And if you want to learn about Brentwood's history, don't forget to check out the Brentwood Room. It's filled with historical information about our city and Williamson County.

Flash came to visit Bonnie and Brad on the playground! Find 6 things in this picture that begin with the letter "S". Color the picture.



SCHOOLS

There are two public elementary schools in the Brentwood area: Lipscomb Elementary (located off Concord Road) and Scales Elementary (off Murray Lane). Both of these Williamson County schools teach children from kindergarten through fifth grade.

After passing fifth grade, students attend Brentwood Middle School, which used to be called Northside Middle School. After passing eighth grade, students go to Brentwood High School.

Brentwood Academy is a private school in our city, and offers classes for seventh through twelfth graders.

The History of Brentwood, Tennessee

Brentwood is located in the valley that is drained by the Little Harpeth River. The name "Brentwood" was first used in 1856 when the area's U.S. Post Office opened. Some say the city's name was taken from the home of Horatio McNish, the area's first member of the Williamson County Court. He named his residence "Brentwood" after the names of his ancestral homes in Virginia — "Brenton" and "Woodstock".

Long before Brentwood was named, about 2,000 years ago, it was the home of Indian Mound Builders. Some of the ceremonial mounds built by these Indians are still visible today off Moores Lane. In the 1600's and 1700's, the area was populated by several tribes of Indians, including the Shawnee, Chicasaw and Cherokee.

The first permanent white settlers came to Brentwood in the late 1700's. Southerland Mayfield chose a site for his home near an Indian trail, now called Smyrna Road. This first settlement was known as Mayfield Station. Later, Nimrod Williams brought his family to land that is now a part of Cloverland Estates and Saddlewood subdivisions.

Granny White Pike, named for innkeeper Lucinda White, was the main road to Nashville until the 1830 construction of Franklin Road, which was built on an old buffalo trail. Wilson Pike was constructed in the 1840's. The area's first railroad station was opened in the 1850's.

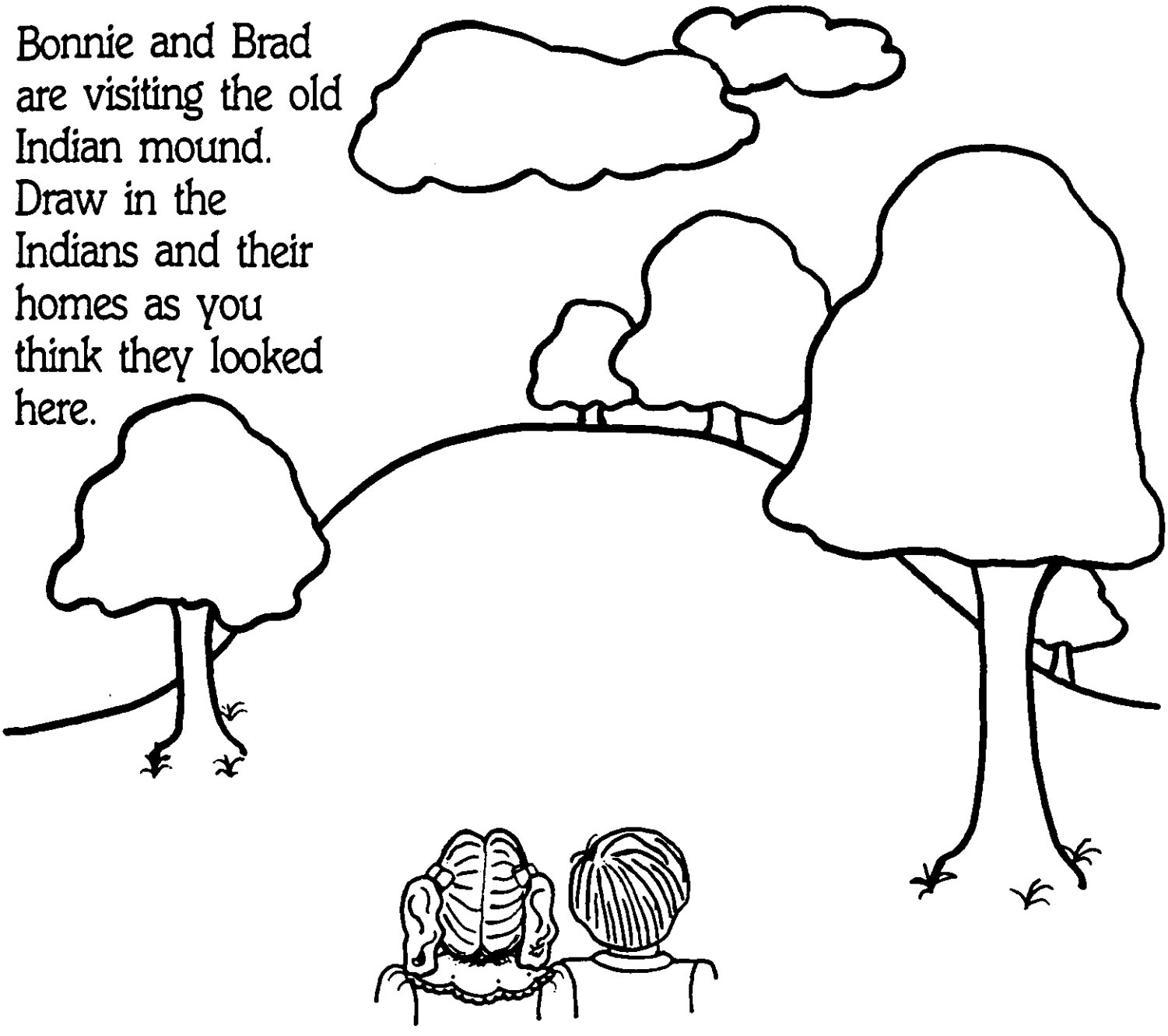
The first formal school, Boiling Springs Academy, opened for classes in 1833. The building still stands today off Moores Lane. Lipscomb Elementary was originally a log structure. It was founded in 1860 by William Lipscomb.

As were many areas of Middle Tennessee, Brentwood was the scene of Civil War battles. The most famous occurred on March 24, 1863, when Brigadier General Nathan Bedford Forrest raided a Union camp in Brentwood. He captured 785 soldiers and a great amount of supplies for the Confederacy.

Many historic homes in Brentwood were used by both Confederate and Union troops during the Civil War. Midway, the mansion which now serves as the clubhouse for the Brentwood Country Club, was used as a hospital during the war. Many families lost their cows, horses, chickens and food crops to raiding troops.

By 1881, the population of Brentwood had grown to about 300 people. It continued to grow as transportation to the area improved. In 1909, an electric

Bonnie and Brad are visiting the old Indian mound. Draw in the Indians and their homes as you think they looked here.



trolley car service ran from Nashville to Franklin. The line passed through such places in town as the Meadow Lake subdivision.

In the 1930's, J. Truman Ward bought 400 acres of land to create Maryland Farms. The scenic farm became known for its champion American Saddle Horses and Tennessee Walkers. The Brentwood Municipal Center is located on the farm land, near to Maryland Manor, the Ward family home.

In the 1960's the opening of Interstate 65 caused Brentwood to grow at a rapid rate. On April 15, 1969, voters decided to incorporate the city. This allowed the residents of Brentwood to govern and plan the continued growth of their city.

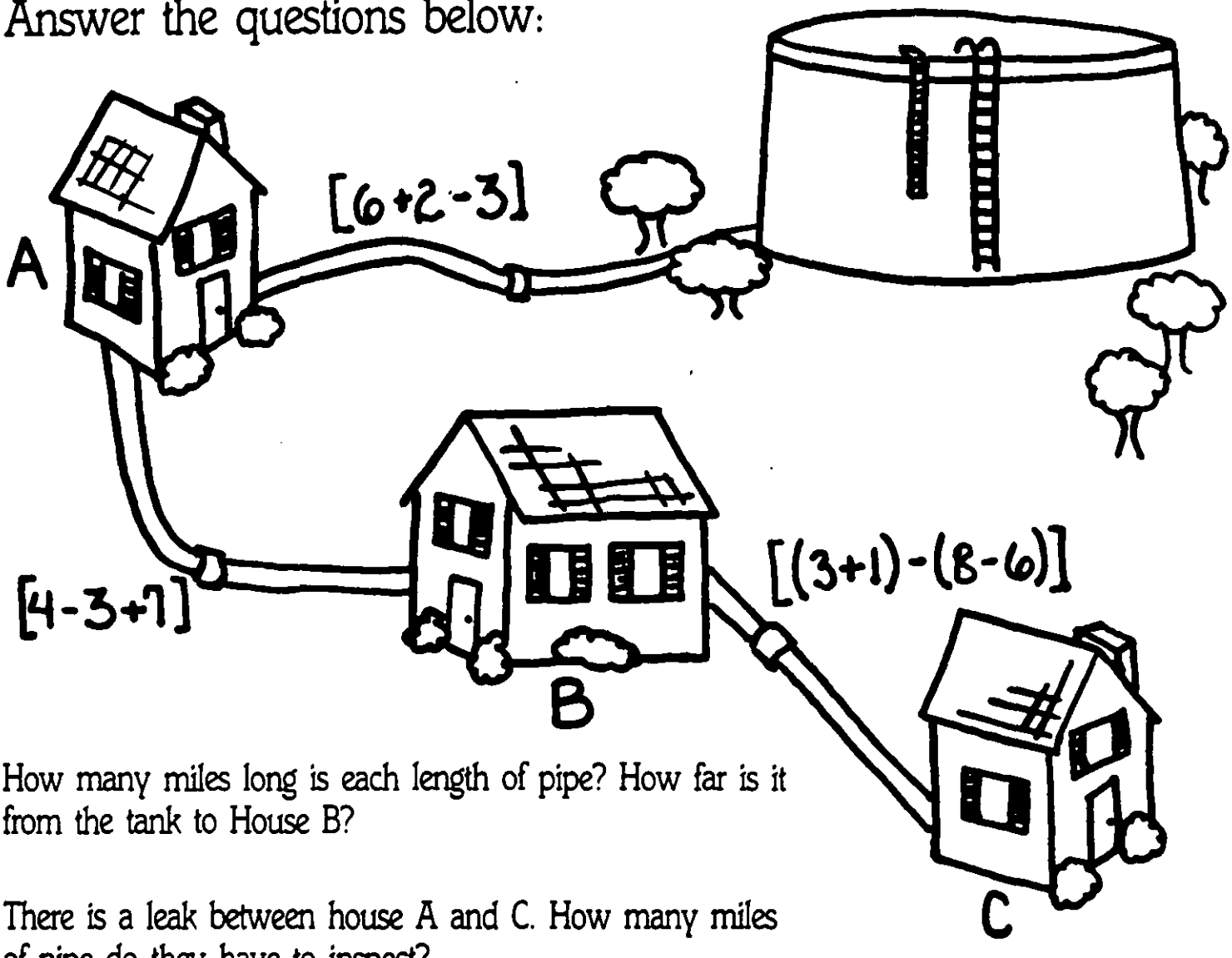
This history was taken from "Historic Brentwood", a book written by Vance Little. You can find a copy in the Brentwood Public Library.

Color the Public Works employees cleaning up your city.

PUBLIC WORKS

Just like there are a lot of chores that need to be done at your house, there are a lot of jobs that need to be done each day for the City of Brentwood. The Department of Public Works is in charge of these daily tasks, which include repairing potholes in the roads, and clearing away snow in the winter.

Specially treated, clean water comes to your house from the city's storage tanks. Answer the questions below:



How many miles long is each length of pipe? How far is it from the tank to House B?

There is a leak between house A and C. How many miles of pipe do they have to inspect?

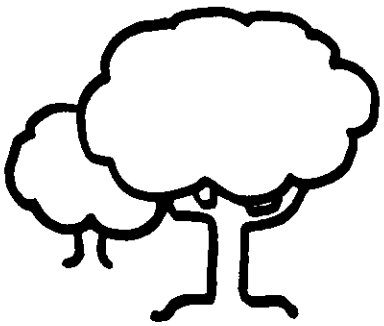
WATER AND SEWER SERVICES

It takes a lot of water to supply all the people who live in Brentwood — people who want to water the lawn, wash dishes, take baths or simply get a drink. How much? The city's water storage tanks hold 8,039,000 gallons of water. If you drank one gallon of water each hour, it would take you about 917 years to drink that much water.

That sounds like a lot. But with so many people living in Brentwood, the city's Department of Water and Sewer Services says 8 million gallons last about four days. The water has to be specially treated and tested to make sure it's safe to drink.

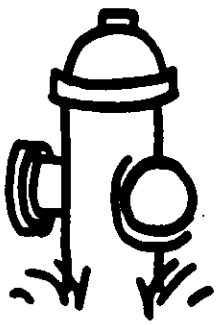
What do your taxes pay for? Use the code at the top to find the missing words.

a	c	e	t	r	w	h	s	o	d	l	f	i	p	m	n	k
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17



____ ____ ____ ____ ____

14 1 5 17 8

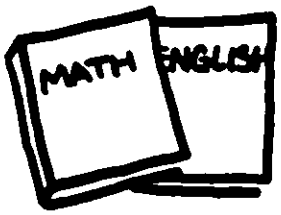


____ ____ ____ ____ ____ ____ ____

8 2 7 9 9 11 8

____ ____ ____ ____ ____

5 9 1 10 8



____ ____ ____ ____ ____ ____

14 9 11 13 2 3

____ ____ ____ ____

12 13 5 3

____ ____ ____ ____ ____ ____ ____ ____ ____ ____

10 3 14 1 5 4 15 3 16 4

TAXES AND FINANCE DEPARTMENT

When your family bought a home in Brentwood, you began to benefit from all the city services. Policemen and firemen provided protection. The roads to your house were in good repair.

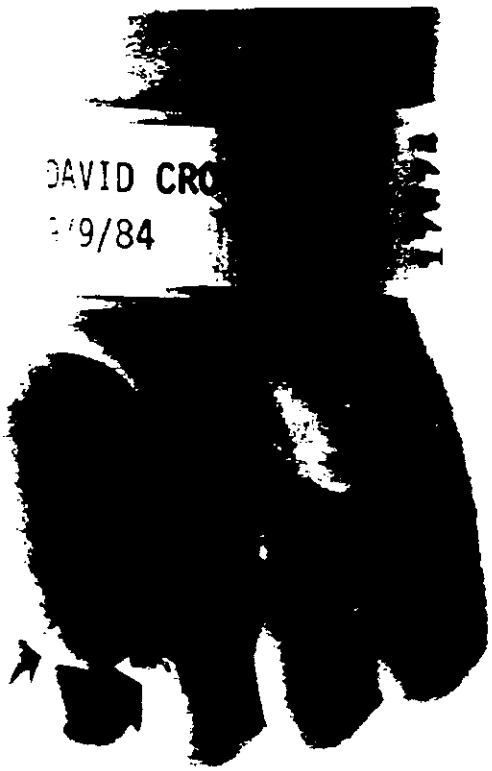
The City of Brentwood must have money to provide all these services. Most of the money comes through property taxes. People who own homes, offices, stores or land pay a local property tax each year. The money is budgeted through the city's Finance Department.

CITY TRIVIA

1. Brentwood's City seal is the same as the seal of _____, England.
2. There are _____ commissioners on the Brentwood Board of Commissioners. They are elected by _____.
3. The laws which govern our city are created by the _____ _____.
4. The _____ is in charge of the daily administrative work of our city.
5. Brentwood became a city in _____.
6. The city has _____ fire halls. A Dalmation is the Fire Department's mascot. His name is _____.
7. Dial _____ if you have an emergency and need help from the Police or Fire Department.
8. Brentwood has _____ parks. They are located on _____ _____.
9. You can find videos, art, magazines, newspapers, books and computers in the City of Brentwood _____.
10. Three of the services which are funded through our tax dollars are _____.
11. _____ and _____ are two local elementary schools.
12. Brentwood is located in _____ County. The county seat is _____.
13. The stone fences found throughout Brentwood were probably built by _____.
14. During the Civil War, some of the large estate homes in Brentwood were used by both the North and South armies as _____.
15. The first school in Brentwood opened in 1833. It was _____.
16. The tallest structure in Brentwood is the _____. It is 804 feet tall.
17. Before Maryland Farms was an office park, it was a farm that raised _____.
18. The oldest Brentwood business still operating today is _____. It was founded in 1929.

ANSWERS

1. Brentwood 2. Five; registered voters 3. Board of Commissioners
4. City Manager 5. 1969 6. Two; Flash 7. 9-1-1 8. Three; Granny White Pike, Concord Road and Maryland Way 9. Library 10. (Any three) Schools, Police Department, Fire Department, water and roads. 11. Lipscomb, Scales
12. Williamson, Franklin 13. Slaves or Irish laborers 14. Hospitals
15. Bolling Springs Academy 16. WSM Radio Tower
17. Show horses 18. Noble's Restaurant



IN TENNESSEE, WE HAND DOWN MORE THAN WATCHES FROM ONE GENERATION TO THE NEXT.

For generations, the sons and daughters of Tennessee have served the world with uncommon vision and dedication. And for generations, one bank has served their individual needs with uncommon vision and dedication.

1ST FIRST TENNESSEE

AN UNCOMMON BANK FOR UNCOMMON PEOPLE.

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CITY OF BRENTWOOD 1969 TENN. USA

Student's Name _____

School _____

Grade _____

Teacher _____

Compliments of
The City of Brentwood

Covering all of Brentwood and Northern Williamson County

BRENTWOOD Journal

Serving All Of Brentwood And Northern Williamson County

CITY OF VIRGINIA BEACH

A GOVERNMENT GUIDE FOR CHILDREN

Prepared by the Office of Public Information
427-4111

TO TEACHERS AND PARENTS

This booklet is published by the Office of Public Information as a supplement to the lecture students receive when they visit City Hall.

This material may be difficult for some children and should be discussed by an adult in class or at home.

The games and puzzles are designed to provide an entertaining way for children to learn about local government. Teachers will be provided with answer sheets for the classroom.

Thank you for your interest in the government of the City of Virginia Beach.

HISTORY

The City of Virginia Beach, as we know it today, began in 1963 with the official joining (merger) of the resort City of Virginia Beach and the area known as Princess Anne County. Although the new City of Virginia Beach is young, its history dates back as far as the settlement of North America by the British.

British colonists first landed at Cape Henry in 1607 and moved on to establish Jamestown. Princess Anne County was established in 1691. In 1692, authorization was given to build a courthouse and a jail. By 1702, every constitutional office in the County was filled.

In 1791, Cape Henry became the site of another important event, the building of the first federally funded lighthouse. This lighthouse is now a symbol of Virginia Beach and is a part of the City seal.

In 1824, the County seat was moved from Kempsville to Princess Anne because it was located in the center of the County. Princess Anne is now the seat of the City government.

Toward the end of the nineteenth century, Virginia Beach was beginning to become a seaside resort. In 1880, the first boardwalk was constructed of wood. By 1902, a road had been built to Virginia Beach and the first electric street cars were running in the resort area.

In 1906, Virginia Beach became a town and had a population of 642. In 1959, a campaign began to join the resort city and the County of Princess Anne. In 1962, voters approved this merger and it became effective on January 1, 1963.

Today, Virginia Beach can no longer be thought of only as a resort area. With a population of almost one third of a million people and a land area of 310 square miles, it is truly a City.

CITY SEAL

The City seal reflects our nation's beginning, as well as landmarks and specialties for which Virginia Beach is recognized. Each part of this seal has a special meaning.

Leaping marlins form its outer edge and represent sport fishing, boating and other water activities available in the City.

Strawberry leaves link together to create an inner circle, representing the importance of agriculture to the City's economy.

In the seal's center is the Cape Henry Lighthouse and the cross marking the first landing of settlers on this nation's soil. The Lighthouse and cross symbolize the beginnings of Virginia Beach and the United States.

Bright sunshine and blue water join the sandy beach to show the importance of tourism and the pleasures of nature available to Virginia Beach residents and visitors.

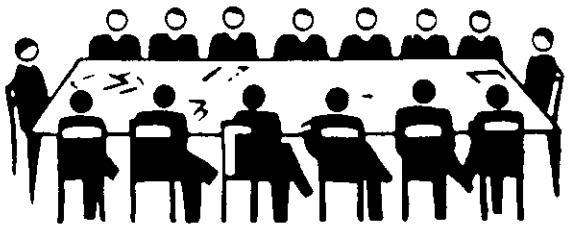
This design is the official seal for the City. Papers issued with municipal authority and requiring the seal of the City must use this seal to be valid.

Color this official City seal with appropriate colors for the items described in the preceding page.

FORM OF GOVERNMENT

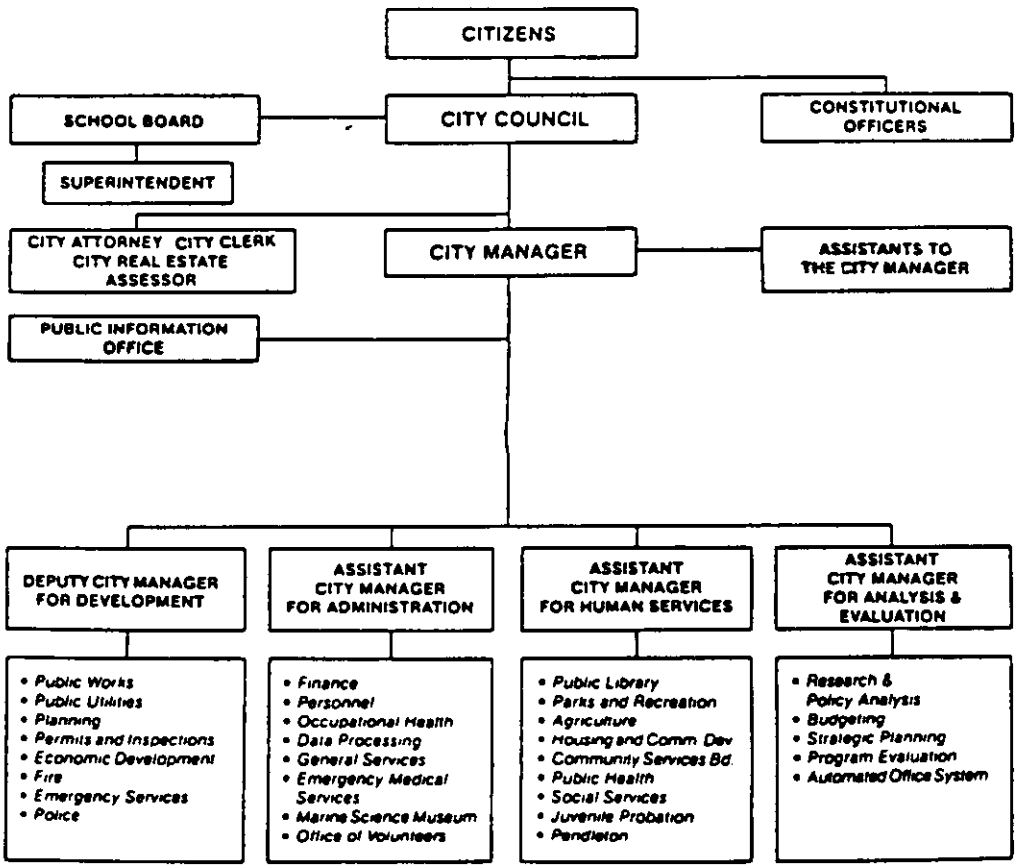
The City of Virginia Beach is governed by a City Council/City Manager form of government. The City Council are the elected officials who make and change Virginia Beach laws. The City Manager is appointed by City Council to be in charge of the daily operation of the City departments and business.

Staunton, Virginia hired the first "general manager" in 1908. Since this time, 2500 cities have adopted the Council-Manager plan. More than 50 million Americans live in cities organized under the Council-Manager plan of government.



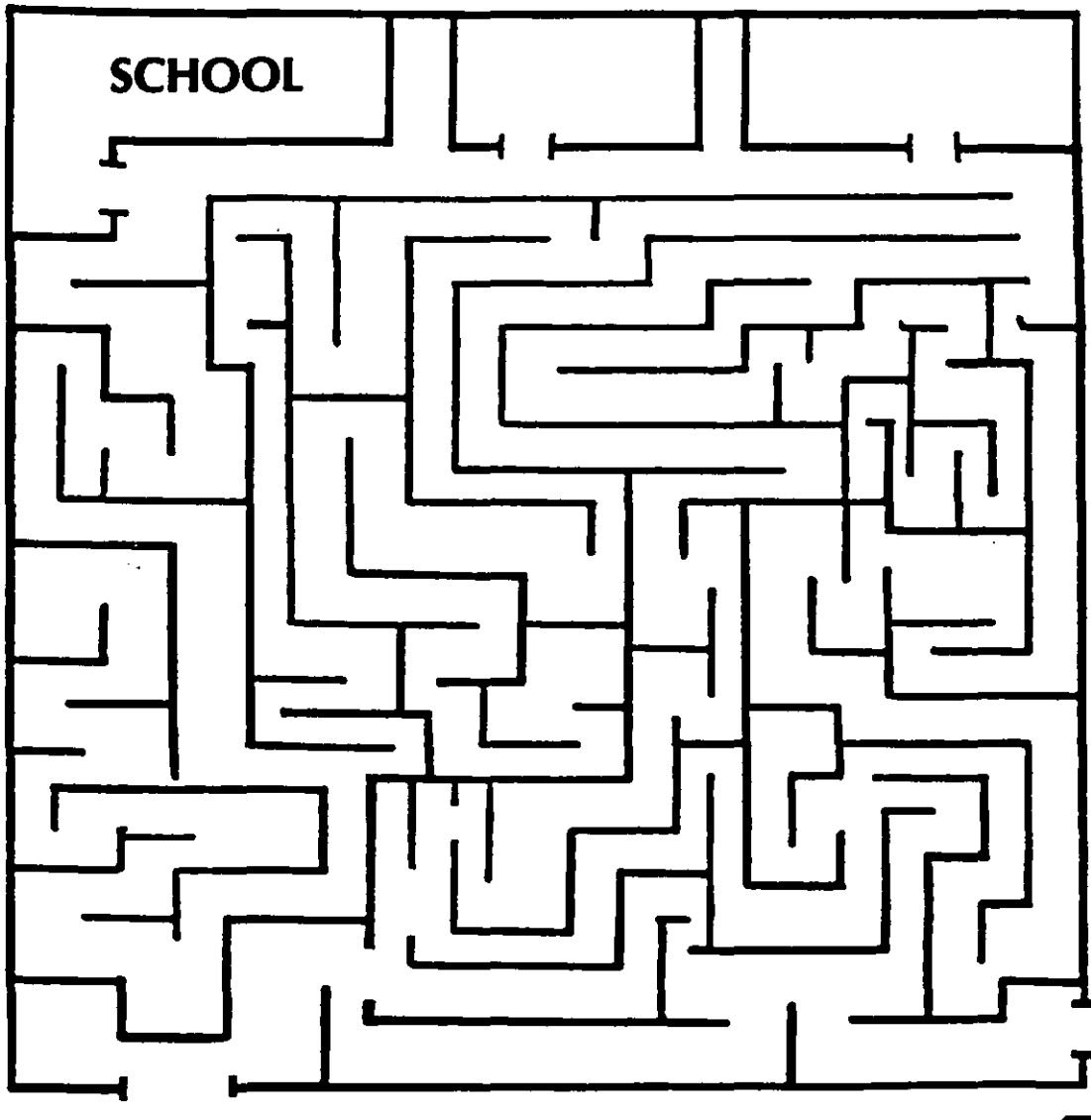
CITY ORGANIZATION CHART

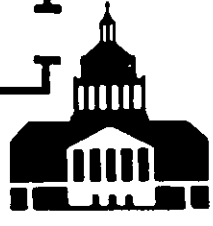
The City's organization chart shows all the elected and appointed City officials and City departments. The lines lead up to the person or group in charge. For instance, the City Manager reports to the City Council who report to the citizens. You should be familiar with this chart to understand how government operates. This booklet will give you a brief description of each area of government.



HELP THE STUDENTS GET TO CITY HALL!

START





CITY HALL

CITY COUNCIL

The City Council is the legislative branch of the government which makes and changes Virginia Beach laws. City Council has 11 members who each serve a four year term in office.

Even though each Council Member serves a four year term, staggered elections are held every two years so that everyone is not elected at the same time. For instance, the six Members elected in 1982 will serve until 1986. The five Members elected in 1984 will serve until 1988. Elections are held every two years, in even numbered years, on the first Tuesday in May. (The official year for the City runs from July 1 to June 30 every year.)

The City is divided into seven boroughs, or sections. Citizens vote for all City Council Members, but seven of the elected Council Members must live in the borough they represent and four Members may live anywhere in Virginia Beach. These four are called "At Large Members". Do you know why there are an odd number of Council Members? Why not have ten? What could happen when they voted if there is an even number?

The seven boroughs are:
Bayside Borough
Blackwater Borough
Kempsville Borough
Lynnhaven Borough
Princess Anne Borough
Pungo Borough
Virginia Beach Borough

Which borough do you live in? Which borough is your school in? Your teacher will give you a listing of the Council Members in Virginia Beach. Use it to learn who are At Large Members and who represents your borough.

MAYOR

The Mayor is elected to a four-year term through a direct election by the registered voters in Virginia Beach. The Mayor is a City Council Member and is responsible for presiding over City Council Meetings and serving as the ceremonial head of the City. The Mayor has the same duties and rights as other Council Members, including one vote on matters before Council. The Mayor has no veto power.

A Vice-Mayor is elected by City Council at the first July meeting following a council-manic election. The Vice-Mayor is charged with carrying out the duties of the Mayor in his or her absence.

Who are the Mayor and Vice-Mayor of Virginia Beach now?

CITY COUNCIL MEETINGS

City Council has regular meetings to discuss and vote on items of business for the City of Virginia Beach. These meetings are open to the public and you are welcome to attend one. Everyone is encouraged to watch City Council Meetings on television (Cable Channel 29).

City Council meets on the first four Mondays of every month in the City Council Chambers on the second floor of the City Hall Building at the Municipal Complex. The schedule for Council Meetings is as follows:

First three Mondays of the month —
1:00 p.m. Executive Session (not open to the public)
2:00 p.m. Regular Session (open to the public)

Fourth Monday of the month —
6:00 p.m. Executive Session (not open to the public)
7:00 p.m. Regular Session (open to the public)

City Council does not meet on the fifth Monday of the month. City Council meets on the first two Mondays only in July.

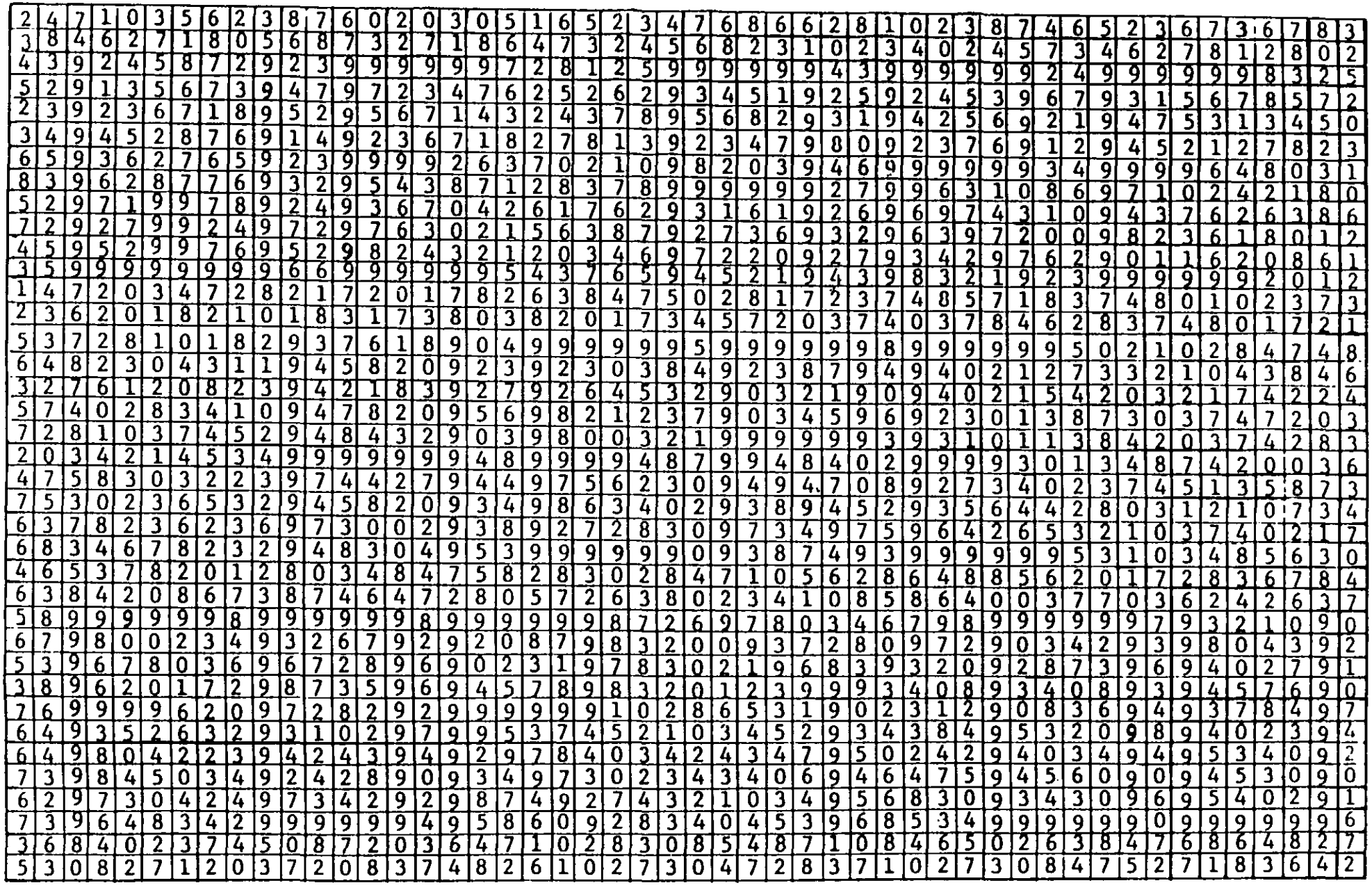
If a citizen wishes to speak to Council concerning an item on the weekly Agenda, he or she must register with the City Clerk prior to the start of the meeting. They can call the City Clerk in advance or register at the desk located outside the Council Chambers prior to the meeting.

All persons speaking before Council go to the podium when their names are called. Everyone is limited to ten minutes. They state their name and address and say whether they are representing themselves or someone else, or a group or organization. After finishing, the speaker should be ready to answer any questions asked by Council.

City Council Meetings are broadcast live by the City's Cable Channel 29. This station also rebroadcasts City Council Meetings. A program schedule is published in the Sunday Virginia Beach *Beacon*.

COLOR IN THE SQUARES NUMBERED "9"

A MESSAGE FROM CITY GOVERNMENT IS WHAT YOU'LL FIND



CITY MANAGER

The City Manager is the head of the administrative area of Virginia Beach City Government. He is responsible for managing all City departments and the business of the City.

The City Manager is an employee appointed by City Council. With the assistance of a Deputy City Manager and three Assistant City Managers, he is in charge of over thirty departments and agencies responsible for delivering City services to citizens. He is responsible for hiring and firing all City employees and officers, though he may give this responsibility to his staff.

One of the major responsibilities of the City Manager is the preparation of the annual City Operating Budget. State law requires that this budget be balanced. The City's budget tells how money will be spent to run the City for the next year.

CITY COUNCIL APPOINTEES

In addition to the City Manager, the City Council appoints three City Officials: the City Attorney, the City Clerk and the Real Estate Assessor.

The City Attorney handles all law business of the City. He is the chief legal advisor to City Council, the City Manager and all City departments. It is his duty to advise Council concerning the legality of actions by the City and to represent the City in all legal matters.

The City Clerk is custodian of the City's official seal and the "Clerk of Council". The City Clerk records the business of Council Meetings, keeps City Council records, prepares the weekly City Council Agenda and distributes a weekly Summary of Council Actions. The City Clerk also prepares Resolutions to honor and recognize citizens.

The Real Estate Assessor is responsible for determining the value of all real estate properties in the City, so that taxes can be figured. The Real Estate Assessor mails a notice about property values to property owners before March 1 of each year.

"ELECT" TO UNSCRAMBLE THESE WORDS!

Unscramble the letters below to spell words pertaining to what you have just learned about the City Council.

1. T I C Y _____

2. L N U C O C I _____

3. V E R O G N _____

4. R E K L C _____

5. Z E N I T I C _____

6. L E T C E E D _____

7. Y R O M A _____

CONSTITUTIONAL OFFICERS

In addition to electing City Council Members, the voters also elect the City's Constitutional Officers. These people are elected to uphold the law and protect the interests of the Commonwealth of Virginia in Virginia Beach. Constitutional Officers are responsible to the citizens. Their offices receive both State and City money to operate.

There are five Constitutional Officers in Virginia Beach: the Commonwealth's Attorney, the Commissioner of Revenue, the Clerk of Circuit Court, the City Treasurer and the Sheriff. They all serve four year terms, except the Clerk of Circuit Court who serves an eight year term.

The Commonwealth's Attorney is a law enforcement official, independent from the City and State. His duties are listed in the State Constitution and Code of Virginia. His main duties are the prosecution in court of all criminal cases that come under the criminal code of Virginia. He also has a Welfare Fraud Division that prosecutes people who receive state welfare money when they are not eligible to. The Commonwealth's Attorney Office also helps protect consumers who are not treated fairly or cheated by businesses or merchants.

The Commissioner of Revenue's Office is responsible for many things. They determine the value of personal property, like cars, trucks and boats. This office collects all State Income Tax and audits State Income Tax Returns. They also issue Business Licenses, which businesses must have before they can operate in Virginia Beach.

The Clerk of the Circuit Court is responsible for the safekeeping and proper indexing of all legal papers having to do with civil suits, divorces, adoptions, wills, real estate deeds and other such papers coming from the Circuit Court. This office also issues all marriage licenses.

The City Treasurer is responsible for receiving and accounting for all money paid to the City. The Treasurer's Office collects all fees and taxes. They sell auto license decals, dog licenses and bicycle licenses.

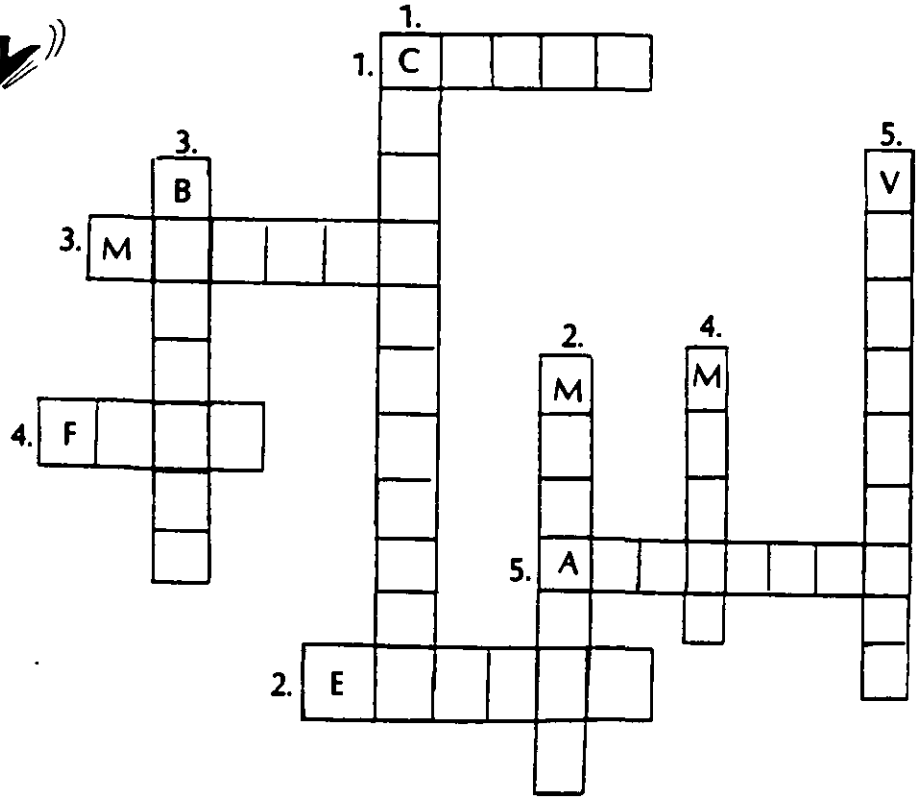
The Sheriff is responsible for the care and custody of people in the Correction Center (jail). He also provides guards for the Circuit Court and the General District Court.

CITY PUBLIC SCHOOLS

Overall responsibility for the education of Virginia Beach children rests with the 11 member School Board, appointed by City Council for staggered three year terms. The schools are managed on a daily basis by the Superintendent of Schools who is appointed by the School Board.

The School Board has regular meetings at 2:00 p.m. on the third Tuesday of each month. Meetings are open to the public and citizens are encouraged to attend. School Board meetings are held at the School Administration Building at the Municipal Complex.

CITY COUNCIL CROSSWORD PUZZLE



DOWN

1. The elected group who make and change City laws in Virginia Beach.
2. The City _____ is in charge of the daily operation of the City.
3. The seven areas of the City are called _____.
4. The person who presides over City Council Meetings.
5. The person who acts as the Mayor in his or her absence.

ACROSS

1. The City _____ records all City Council Meetings and business.
2. The number of City Council Members in Virginia Beach.
3. The day of the week when City Council meets.
4. The number of years each Council member serves in his or her term of office.
1. The City _____ is the legal advisor for the City Council.

CITY DEPARTMENTS

Thirty-five City departments, agencies and offices provide citizens with services, information, programs and the organization necessary to operate the City. These departments are organized into four groups: the Development Group, the Administration Group, the Human Services Group and the Policy and Analysis Group. Each of these groups is headed by an Assistant City Manager or the Deputy City Manager. The Deputy City Manager also serves as the City Manager in his absence.

DEVELOPMENT GROUP

The Department of Public Works builds and maintains roads, collects refuse, handles City construction projects and maintains traffic lights, signs, detours and parking meters.

The Department of Public Utilities provides water and sewer service.

The Department of Planning provides and maintains a planning program to help the City plan for the best use of all land now and in the future.

The Department of Permits and Inspections enforces the building, electrical, mechanical and plumbing codes to help ensure safe buildings.

The Department of Economic Development promotes tourism, conventions and industrial development in the City.

The Department of Fire provides fire protection and fire prevention services for the community.

The Office of Emergency Services plans what to do in case of a Citywide emergency like a hurricane or flood.

The Department of Police is responsible for preserving the public peace.

ADMINISTRATION GROUP

The Department of Finance takes care of the financial business of the City, including the payment of bills.

The Department of Personnel assists in all employee related matters such as hiring and training.

The Office of Occupational Health provides primary medical care to any injured or ill employee.

The Department of Data Processing is the computer department for the City.

The Department of General Services provides support functions for the other City departments like printing, mail delivery, building maintenance and employee safety.

The Office of Emergency Medical Services coordinates the rescue squads in the City.

The Virginia Museum of Marine Sciences will be open in 1985 to teach visitors about Virginia's marine environment.

The Office of Volunteers coordinates all of the volunteer service for City departments.

HUMAN SERVICES GROUP

The Department of Public Libraries manages five area libraries, which provide books and reading materials along with many other services to the public.

The Department of Parks and Recreation provides year round recreation programs and maintains City parks.

The Department of Agriculture provides environmental programs and services to the community, as well as operating the Farmer's Market.

The Department of Housing and Community Development takes care of block grants to help people.

The Community Services Board is responsible for the mental health, mental retardation and substance abuse programs, services and facilities in the City.

The Public Health Department provides health services for Virginia Beach residents.

The Department of Social Services provides help for individual and family related problems.

The Office of Juvenile Probation provides support services to the Juvenile and Domestic Relations Court.

The Pendleton Child Service Center helps children under the age of 12, with problems.

ANALYSIS AND EVALUATION GROUP

The Office of Research and Policy Analysis will provide research and recommendations.

The Office of Budget Preparation and Forecasting will provide direction and assistance in preparing the City's Annual Operating Budget.

The Office of Strategic Planning will provide direction in setting goals.

The Office of Program Evaluation will evaluate City programs and make recommendations.

The Office of Automation and Communication will help City offices to purchase and use computers.

The following City Offices are not grouped with the others:

The Office of Public Information communicates City news, information, services and programs to the public, the media and other City departments.

The General Registrar's Office is a combination State and City office which helps residents to register to vote.

CITY DEPARTMENT WORD SEARCH

Listed below are the City departments included in this puzzle. The underlined words in the department's title are those you should find. These words may be listed horizontally or diagonally in the box of letters below. Find as many as possible and circle them.

Public Works
Public Utilities
Planning
Fire
Police
Public Health
Permits and Inspections
Finance
Public Libraries
Parks and Recreation
Agriculture
Social Services

H P L J C N Q M W O X C R U A L Z X H J T I S P
I A O F E C O M M U N I T Y S E R V I C E S U P
T R F O I N S P W R T Y B C V M X N J H P S Y T
H K S O S N G H C K S I P A M V N J U Z X C P E
D S I S L Z A G R I C U L T U R E N H D F G L M
U R J N D F G N E Y T U I B T C U X I W X C N O
W E M E R G E N C Y S E R V I C E S R W U M B X
V C C V I A B H U E M C X I L A Z O P H T Y V C
T R B I S J K A L I W E T M I X S M K O Y R E P
D E W U Y G I A T L Q P W X T A E T E D F I U Y
F A K P W F O K X H T R O I I V U L K D S I X U
D T S O C I A L S E R V I C E S I D F O I C M S
I I A L R R T I X M C O L D S S E W X V Y C J K
R O D I G E S B C S W I K A L E X I A M X S A F
H N E C L O L R V B P F G H C I A P A N M E C L
P E N E E O Q A Z S E T O E X C R T L B J O M P
U O W R T O A R T V T H I C Z N B R P I A N A R
N I E W H N W I J X W E A O O P K L M Q I A V O
G O F V O B M E I P L A N N I N G L W M X A D B
P E W Q I R N S G S D L H O D N J C V P H E S A
P S B I E F K B O V P T Q M W E P T R M S I E T
X F G P E U T S S M D H E I G F P E I O X T I I
W E O D P S S I X T I X L C D I N S O P S I O O
B V M E I S L M U W I O S S X I W L S I E X M N

COURTS

Virginia Beach is in the 2nd Judicial Circuit of Virginia. There are three categories of the court system which include the Circuit Court, General District Court and the Juvenile and Domestic Relations Court.

The Circuit Court is the City's only "court of record" which handles cases involving criminal law, civil law and public records. The Circuit Court has final authority in the affairs of other courts. There are six Circuit Court Judges, each appointed to an eight year term by the General Assembly.

The General District Court handles cases involving misdemeanors, violations of City ordinances, minor civil suits and preliminary hearings in felony cases. General District Court includes the Traffic Division, the Civil Division and the Criminal Division. There are three judges appointed to six year terms by the General Assembly.

The Juvenile and Domestic Relations District Court handles cases related to family problems, including child custody and child support. There are three Judges appointed to six year terms by the General Assembly.

All courts and supporting offices are located at the Virginia Beach Municipal Center.

VOTING REGISTRATION

Any resident of Virginia Beach who will be 18 years old prior to the next general election may register to vote. There is no length of residency required; however, a person must be registered to vote 31 days prior to the election in which he or she plans to vote.

The Virginia Beach Electoral Board supervises all elections held in the City and is responsible for enforcing election laws. The three members of the Electoral Board are appointed by the Circuit Court Judges to serve three year terms. The Registrar, appointed by the Electoral Board, is responsible for registering voters, advising them of election rules and maintaining all election records.

A punch card method of electronic voting is used in all precincts in Virginia Beach. Absentee ballot voting is available for those who are too ill or are absent from the City on election day.

There are 12 locations in the City where residents may register to vote.

MESSAGE FROM THE MAYOR PUZZLE

Use the numbered alphabet to "decode" this message from the Mayor. Work the math problems. Match the number answer to the letter of the alphabet it represents and put that letter on the blank line.

1. 4 - 2 = _____ = _____
2. 10 - 5 = _____ = _____
3. 27 - 26 = _____ = _____
4. 10 - 3 = _____ = _____
5. 10 + 5 = _____ = _____
6. 30 - 15 = _____ = _____
7. 2 x 2 = _____ = _____
8. 2 + 1 = _____ = _____
9. 3 x 3 = _____ = _____
10. 4 x 5 = _____ = _____
11. 27 - 3 = _____ = _____
12. 98 - 72 = _____ = _____
13. 25 - 20 = _____ = _____
14. 2 x 7 = _____ = _____

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26