

Pride in our community • Affection for our history • Service to our neighbors



AK HILL

DECEMBER 2013 www.oakhilltn.us N E W S

HAPPY HOLIDAYS FROM THE CITY OF OAK HILL



City Employee Says Goodbye to Oak Hill, Embarks on New Adventure

After 12 years of service, Patrick Steiner, administrative assistant for the City of Oak Hill has resigned to pursue a new adventure in Baltimore, Maryland, with his wife, Heather, and infant daughter, Scarlett.

A native of Nashville, Steiner attended Franklin Road Academy and Overton High School, then graduated from Lipscomb University with his bachelor's degree. He joined the City staff in 2001 and served Oak Hill in various capacities since.

After the birth of their daughter in March 2013, Steiner and his wife, Heather, made the decision to move closer to her



family in Maryland.

"It's been a long run and I've truly enjoyed working with City staff and residents over the last 12 years to help make this community the best it can be," Steiner said. "I've

made a lot of friends here and I'll miss them greatly."

And we'll all miss you, Patrick. Thank you for all your great work!



INSIDE

- Learn about the City of Oak Hill's Investment Advisory Committee—page 2
- Reducing your risk of identity theft this Holiday season—page 5

The mission of the City of Oak Hill is to preserve its natural resources and residential environment; to offer an enhanced level of services to its citizens; and to provide a strong sense of community pride with historical awareness all within close proximity to a world-class metropolitan area.

Mayor

Austin McMullen 579-6593

Vice Mayor

Jennifer Claxton 504-6163

Commissioner

Kyle Felts 760-5406

Planning Commission

371-8291

John Gillespie, Chair

Wade Hill, Vice Chair

& Secretary

Michael Baron

Bill Cary

Vice Mayor Jennifer Claxton

Judy Hoover

Mayor Austin McMullen

Art McWilliams

Julia Wesley

Board of Zoning Appeals

371-8291

Tonya Matthews, Chair

Lance Iverson, Vice-Chair

Graham Baker

City Judge

Tom Lawless

City Manager

Kevin Helms 371-8291

Assistant City Manager

M.C. Sparks 371-8291

City Attorney

J. Todd Moore 290-5355

City Engineer

Kimley-Horn & Assoc. 371-8291

Building Official

Bill Burdette 371-8291

Safety Coordinator

Tommy Campsey 557-7329

Meeting Dates

All meetings will be held at

the City Office at 5 p.m.

5548 Franklin Pike Suite 102

Board of Commissioners Meeting

Third Thursday

Planning Commission Meeting

Fourth Tuesday

Board of Zoning Appeals Meeting

Third Wednesday

City Office

5548 Franklin Pike Suite 101

Phone: 371-8291

Fax: 855-611-8980

Hours: Monday-Friday

8:30 a.m. - 4:30 p.m.

After-Hours Emergency

557-7672 509-4812

www.oakhilltn.us

 Don't throw away this newsletter. Recycle it!

All About Oak Hill's Investment Advisory Committee and Maintaining Our Portfolio



FROM THE CITY MANAGER

Kevin Helms

Kevin.Helms@oakhilltn.us

Oak Hill's Board of Commissioners, the City's external investment advisor and I all work together to invest the City's funds in instruments approved by the State of Tennessee. Since the investment advisor is the only person who has true expertise in this area, the Board of Commissioners decided in 2008 to create an Investment Advisory Committee to assist with investment decisions. The Board of Commissioners appoints Oak Hill residents who typically have professional investment expertise to this committee.

The Investment Advisory Committee's purpose is to review the City's investment portfolio and make recommendations to the Board of Commissioners, who set the investment policy for the City, and to the City manager and investment advisor, who make individual investment decisions in accordance with the investment policy. The committee has no legal authority and their decisions serve only as recommendations.

The committee was originally established with three members, each serving a two-year term that expires in even numbered years. Earlier this year, the Board of Commissioners decided to expand the committee to four members. They also reconfigured the terms so that two terms will expire each year, providing continuity and reducing the likelihood that all members would leave the committee simultaneously.

Today's four residents who serve on this committee are Scott Schuman (elected as chairman by the remaining members), Benjamin Carswell, Destin Tompkins, and Gary Waddey. They generally meet three to four times a year and all serve without compensation.

While I do not know for sure, I believe that the state of the economy in 2008 prompted the Board of Commissioners to establish this advisory committee. In 2008, the City was about one year away from a series of investments that were about to mature. Those investments were taken out when interest rates were high and were yielding good returns for the City.

However, because the nation has been in a low interest rate environment for an extended period of time, the investment mechanisms in which these funds could be reinvested did not offer near the same return. Further, the investment options available to the City that would prioritize protecting the principal are much more limited than what is available to a private investor. As a result, the City's leadership knew that its second largest single-source of revenue—interest on invested principal—was going to decline drastically.

The committee's efforts have been admirable and they have assisted the City in maximizing the return of investment available within today's market environment, but regardless there has been decline in annual investment revenue from over \$300,000 per year to about \$60,000 per year.

For this reason, the City is currently considering a census of its residents. The results of the census would likely increase the per capita revenue the City receives from the state, increase the amount of City funds available for investment, and therefore increase the chances of more annual revenue available for operating and improving our community.

The Investment Advisory Committee, the Board of Commissioners, the City's investment advisor and I all continue to work together to make the best investment decisions for Oak Hill. We thank all residents and individuals who work to make Oak Hill a better, more profitable community.

New Chipper Policy in Effect

The Chipper Policy has recently been updated. Please review the below information and contact the City Office if you have questions.

1. Place leaves, small clippings and grass in bags.
2. Bags cannot exceed 50 pounds.
3. Do not place bagged leaves in ditches, other drainage structures or in the road. The right-of-way typically extends 10 to 12 feet beyond the pavement, and bagged leaves anywhere within this area will be collected.
4. Do not put dirt, rocks or trash (including flower pots, papers or animal feces) in leaf bags.
5. Make sure there are no foreign objects (metal, plastic or glass) in the material.
6. Stack limbs and twigs with cut ends toward the street.
7. Limbs should be stacked in a straight and orderly fashion.
8. Limbs larger than four inches in diameter will not be collected.
9. Do not leave materials with roots or dirtballs attached.
10. The City will not collect materials prepared by professionally licensed and insured companies. These companies are responsible for removing the materials that they generate.
11. Since this service is intended for routine yard maintenance, the maximum quantity that will be collected in one month is approximately 15 feet long, six feet wide and five feet high. A professional company should be hired to remove larger volumes of material.
12. Arrangements can be made with the City's service provider directly between the resident and the company to dispose of materials in excess of this policy. However, the resident may choose to use any service provider, not just the one contracted by the City.
13. Service is provided once per month with the date dependent upon the most recently approved zone collection schedule (view the City website for zone specifications).

Recent Board of Commissioners Actions

To help keep our citizens informed about decisions being made by the Board of Commissioners, we will include in each newsletter a list that summarizes the various actions of the Board.

September 2013

1. Adopted Ordinance 13-11 on second reading which amends the FY 2013 budget by \$21,667 for the Limited Commercial Zoning Project.
2. Adopted Ordinance 13-13 on first reading which establishes a Citywide speed limit of 30 mph in all areas where speeds are not posted otherwise.
3. Approved Resolution 13-10 establishing new fees for the City and reaffirming other existing fees. Also in accordance with the new fee structure, \$250 of the \$500 fee was refunded to Nashville Soccer United for their CUP application.
4. Adopted an Amendment of the chipper/leaf collection service guidelines setting a maximum limit on the amount of chipper material collected per month at each residence and clarifying the term "professional service" so those in the community who cannot do the work and have assistance will still be able to have their material picked up.
5. Adopted Ordinance 13-12 on first reading providing for a City election in 2014, to be held on the second Tuesday in June.

October 2013

1. Adopted Ordinance 13-12 on second reading to approve the City election in June 2014.
2. Adopted Ordinance 13-13 on second reading to establish a Citywide speed limit.
3. The Board approved the renewal of an insurance policy with the TML Risk Management Pool with changes to the coverage limits and deductibles. The changes are projected to result in savings to the City based upon claims history.
4. Adopted Ordinance 13-14 on first reading regarding special event permits for road closures or street parking.

November 2013 (Special Meeting and Regular Meeting)

1. Approved an amendment to the public relations firm agreement for the purpose of conducting a special census.
2. Adopted 13-15 on first reading which amends the FY 2013 budget by \$23,500 for the purpose of conducting a special census.
3. Adopted Ordinance 13-14 on second reading regarding special event permits for road closures or street parking.
4. Adopted Ordinance 13-15 on second reading regarding which amends the FY 2013 budget by \$23,500 for the purpose of conducting a special census.
5. Adopted Ordinance 13-16 on first reading to amend the Zoning Ordinance to create a limited commercial district.
6. Accepted from the Tennessee Municipal League Risk Management Pool a \$500 check as part of their safety grant program.
7. Approved an assignment of the garbage/recycle collection services from Earth Savers to CleanEarth and extended the term of the agreement by one year.
8. Adopted Resolution 13-12 to approve an Internal Financial Controls Policy for the City.
9. Adopted Resolution 13-11 to authorize certain City employees to utilize credit/debit cards for business purpose in accordance with the Internal Financial Controls Policy.

Recycle Your Cardboard

Metro has passed a new Metro waste ordinance prohibiting disposal of cardboard in the trash. By January 1, 2014 the City's recycling and waste contractor will no longer accept trash with cardboard in it. For more information, please visit the news page on the City's website.

Test Your Knowledge

The City of Oak Hill continues this feature in the newsletter as a way to inform citizens about City government and services. Each newsletter will feature a quiz about a different aspect of the City. We hope you find this to be a fun way to learn more about living in Oak Hill.

1. True or False: The City's deposits in banking institutions are FDIC insured, as are personal deposits.
2. The voluntary program in which financial institutions may choose to participate so that City investments are insured above FDIC limits is called _____.
 - A. Tennessee Bank Insurance Pool
 - B. State Investment Pool
 - C. Tennessee Bank Collateral Pool
 - D. Tennessee Investment Insurance Fund
3. The Government Finance Officers Association recommends a minimum unreserved fund balance equal to _____ months of regular general fund operating revenue or regular general fund operating expenditures.
 - A. 12
 - B. 2
 - C. 6
 - D. 1
4. Which one of these is not a priority when investing public funds in Tennessee?
 - A. Maturity
 - B. Safety
 - C. Liquidity
 - D. Yield
5. To _____ is to invest assets in instruments with different maturity dates to decrease interest rate risk by holding short and long term investments to spread risk along the interest rate curve, while also maintaining a steady cash flow.
 - A. Stagger
 - B. Overlap
 - C. Alternate
 - D. Ladder

Answer Key:
1) True. City investments are insured up to \$250,000 per institution just as personal deposits are.
2) C. Tennessee Bank Collateral Pool
3) B. The Government Finance Officers Association recommends a minimum unreserved fund balance equal to 2 months. As of 6/30/12, Oak Hill's fund balance was equal to 33 months of operating expenditures.
4) A. Maturity is not a priority. Safety, Liquidity, and Yield are the three investment priorities listed in order of importance.
5) D. Ladder

Call For Entries: Oak Hill to Honor Loyal Residents

The City of Oak Hill would like to recognize citizens who have been a part of the City for over two and a half decades. Qualifying residents will be given one of three awards, the Silver Citizen Award (25 years), the Gold Citizen Award (50 years), and a Charter Citizen Award (residing in Oak Hill before April 1952).

If you or someone you know has resided in Oak Hill for more than 25 years, please call the City Office at 371- 8291 or email administration@OakHillTN.us to provide the following information: resident's name, current address, and the year he or she moved to the City of Oak Hill.

Residents will be presented their awards in April, which is the anniversary month the City was incorporated in 1952. Additional information regarding this effort will be circulated to residents after the first of the year.

Your Participation is Requested!

Please be prepared this month to complete and return a population census requested by the City. This information assists the City in retrieving funding which provides City services to its residents without the need for an Oak Hill property tax.

A Little Vigilance and Good Practice Will Reduce Your Risk of Identify Theft



FROM THE SAFETY COORDINATOR
Tommy Campsey
oakhillsafety@oakhilltn.us

Most holiday shopping is typically done in stores, but now with a click of the mouse you can order almost anything from the internet.

Identity theft is commonly caused by visiting untrusted websites and giving away sensitive information, like usernames and passwords, without knowing. Once your identity is stolen, thieves can

drain your bank account, run up charges on your credit cards and even receive medical treatment on your health insurance.

Please be aware of these simple ways you can reduce the risk of having your identity stolen.

Only make purchases on trusted sites

You might become a victim of identity theft when you make purchases on websites that aren't secure. Stick with trusted, well-known online retailers, or smaller sites that use reputable payment processors like PayPal.

Know how to spot phishing

Phishing is a technique used by identity thieves to get your sensitive information by pretending to be a site you trust like your bank account site. When logging into these accounts, make sure that you're not being asked for any information that you usually wouldn't be required to provide to log in.

Secure your network

If you have a wireless network, make sure that it is secure. A hacker can gain access to anything you do over an unsecured network. If you look at the documentation for your wireless router, you'll be able to find out how to lock your router and encrypt your information.

Can the spam

Spam emails are often from phishers but they can also contain viruses that can get into

your computer and send your information back to their unsavory creators. Installing spam-filtering software can also keep your data safe.

Don't reuse passwords

As tempting as it may be to reuse passwords, it's best to use a different password for every account you access online. This way, if someone discovers the password to your bank account, they will not be able to also access your checking, brokerage and email accounts.

Use optional security questions

It's a good idea to set up optional security questions to log into your accounts to increase the security of your account. Many financial institutions ask security questions that a third party wouldn't know.

Don't put private information on public computers

Make sure not to save private information on a computer used by the public. If you're accessing a private account at the library or cyber cafe, make sure to log out completely from your accounts. Never choose to save login information on these computers.

Set banking alerts

Many financial institutions are beginning to offer email and text alerts when your accounts reach certain conditions. Setting alerts for your accounts can ensure that you find out about unauthorized access as soon as possible.

Identity theft has become more common and people are afraid to even use their own personal computers to access any sensitive information or make online purchases. You can do those things without being taken advantage of by making sure that you keep your information safe while online.

These tips plus more are made available by the Tennessee Division of Consumer Affairs and can also be found on Oak Hill's news page on the website.

Find a Solution for Stormwater Pollution

Stormwater runoff is rain that falls on streets, parking areas, sports fields, gravel lots, rooftops or other developed land and flows directly into nearby lakes and rivers. Stormwater is created when the drizzling or pounding rain mixes with elements on the ground, including:

- Oil, grease, metals and coolants from vehicles;
- Fertilizers, pesticides and other chemicals from gardens and homes;
- Bacteria from pet wastes and failing septic systems;
- Soil from construction sites and other bare ground;
- Soaps from car or equipment washing;
- Accidental spills, leaky storage containers, tobacco spit, and
- Whatever else ends up on the ground.

The polluted runoff then rushes into nearby gutters and storm drains and into streams, lakes, rivers and bays. In most areas, stormwater runoff enters these waters without being cleaned of pollutants.

Please keep your properties free of such debris to reduce the amount of stormwater pollution and to help keep Oak Hill clean.

Donate Your Used Christmas Tree for Trees to Trails Collection

Clean Earth Collections is collecting Christmas trees from December 28 through February 2, 2014 to create mulch for Radnor Lake trails.

If you'd like to donate your tree after the holidays, please strip your tree and drop it off in the West parking lot of Radnor Lake.

Each tree must be free of the below items because they can cause damage to the chipper, be harmful to the volunteers, or litter the trails.

- **NO** nails or bolts

- **NO** metal hooks or wire of any kind

- **NO** stands or partial stands including nails, bolts or wood

- **NO** frosted trees (chemicals harm the lake!)

- **NO** ornaments, lights, tinsel or decorations

- **NO** wreaths or garland

Thank you for taking the time to assure that your donation is safe. If you have questions, please contact Leslie at 615-373-3467.

Trees should be donated between December 28 and February 2, 2014 in the West parking lot only.

The City of Oak Hill Continues Working to Ensure Stable Funding for its Operations



FROM THE MAYOR
Austin McMullen
Austin.McMullen@oakhilltn.us

News about the federal government shutdown and increase in the debt ceiling has been seemingly ubiquitous. Many are shocked to learn that the national government spends \$3.5 trillion annually and is \$17 trillion in debt. Frustration is growing with the inability of our national leaders

to address the unsustainable growth of spending and debt.

Oak Hill is debt-free with a reserve fund balance but faces a fiscal cliff of its own. Yet, the Oak Hill Commissioners are working to avoid this cliff by securing the long-term economic viability of municipal services. This determination and team work is a refreshing contrast to the endless debate and political posturing that occurs in Washington.

As readers of this quarterly newsletter know well, Oak Hill provides numerous services – including trash pick-up, street paving and zoning controls – without charging a City property tax. Currently, all of your property taxes go to the Metro Government.

Oak Hill's ability to continue providing these services free-of-charge is at risk. The anticipated elimination of Oak Hill's major funding source – the Hall Tax – is the greatest threat to the services Oak Hill residents enjoy. A fiscal study conducted by the University of Tennessee's Municipal Technical Advisory Service (MTAS) revealed that declining revenues and increasing expenses will likely reduce Oak Hill's reserve fund balance by 50 percent

over the next four years, even if the Hall Tax remains in place.

The Oak Hill Commissioners have responded to these threats proactively and comprehensively by cutting costs and identifying alternative revenue sources.

It is important that you cooperate with the City when it requests census information, because there is a direct correlation between state funding and population. For every person not counted in Oak Hill, funding for the provision of services is routed to other Tennessee municipalities rather than our own.

As part of this response, the Commissioners have authorized a supplemental census to allow the City to receive more state-shared per capita revenue over the next eight years.

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The Commissioners' work has been consistent with the goals expressed by Oak Hill citizens. Citizens stated – both when scientifically surveyed and when volunteering re-

sponses – that they want to continue the existing high level of City services while keeping taxes low.

I have detailed in this column on several occasions that ensuring long-term economic viability will require one of three actions:

(1) a significant reduction in City services (such as elimination of trash service), (2) implementation of an Oak Hill property tax (\$500 annually on the average Oak Hill home valued at \$587,000) on top of the property taxes residents currently pay to Metro, or (3) limited commercial development on Old Hickory Boulevard.

Oak Hill residents heavily favor allowing limited commercial development rather than reducing services or imposing a property tax. A study conducted during the summer concluded that commercial development along Old Hickory Boulevard would be viable and would very likely fund City services well into the future.

This fall the City has been working through the details of a potential commercial development district along a portion of Old Hickory Boulevard. The legal restrictions under consideration for this district are intended to ensure (1) that any development is high quality and consistent with the excellence we expect in our community, (2) that the impact on adjacent residential properties is minimized, and (3) that the geographic area in which the development could occur is strictly limited to properties adjacent to existing commercial development outside Oak Hill.

I appreciate your input concerning how to best sustain City services at a high level while keeping taxes low. I also invite you to a public information meeting on December 10, 2013 between 4:30 p.m. and 6:30 p.m. at the City Office to learn more about the proposal under consideration. It will be a causal meeting with no set program so residents are encouraged to ask questions and may come and go as they please.

Important Solicitation Information: What To Do If A Solicitor Knocks On Your Door

One of the most repetitive issues that the City deals with is the number of unwanted door-to-door solicitors. Unfortunately, this issue does not rank as a high priority for the Metro Police during high call volume times because violations of City ordinances are considered a civil offense rather than a criminal offense.

You may choose to post a "No Trespassing/No Solicitation" sign on your property to help eliminate solicitors. If this sign is posted and a solicitor comes to your door, it will then be considered a criminal matter and Metro Police will assign the issue a higher priority when responding.

Everyone going door-to-door within Oak Hill (except for persons selling newspapers or distributing political information, which are First Amendment protected) must have a solicitation permit from the City-- even if they represent a charitable or religious organization. While we continue to work on getting illegal solicitors before City court by having Oak Hill staff issuing citations to unpermitted solicitors, the actions of Oak Hill citizens can be equally affective at curtailing these activities.

Here are a few suggestions when dealing with unwanted solicitors:

1. If someone knocks on your door when you are not expecting visitors, before opening the door, ask who it is.
2. If you do not know the person, ask them to leave your property. If they refuse, tell them you are calling Metro Police to report that someone is on your property and you asked them to leave but they have refused to do so. After calling Metro police, call and report the incident to Oak Hill's City Office.
3. If you have interest in the product or in donating to their cause, before opening the door, ask to see their solicitation permit from the City of Oak Hill.
4. If they do not have the proper documentation, do not open the door and ask them to leave immediately. Again, if they refuse to leave then let them know you are calling Metro Police to report that someone is on your property and you have asked them to leave but they refuse to do so. After calling Metro police, call and report the incident to Oak Hill's City Office.

Remember that donating to door-to-door solicitors encourages their activity in the City. If all residents consistently refuse to even open the door to these solicitors, it will encourage them to stop visiting Oak Hill.



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Nashville, TN 37220

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QUICK CALL LIST

CITY OF OAK HILL
5548 Franklin Pike Suite 101
Phone: 371-8291
Fax: 855-611-8980
www.oakhilltn.us

SOLID WASTE SERVICES

Chipper Service

CleanEarth: 371-8291

Garbage/Recycling Pickup

EarthSavers: 481-9640

OakHill@earthsavers.org

Snow and Ice

Management Service

Mid Tennessee Erosion Control:
371-8291

Public Street Repairs, Street Signage, and Drainage Maintenance

City Office: 371-8291

Dead Animal Removal

City Office: 371-8291

After Hours: 862-8971

Emergency: 911

Non-Emergency Fire: 327-1300

Non-Emergency Police: 862-8600

West Sector Patrol: 862-7747

Oak Hill Safety Coordinator:

557-7329

HOLIDAY OFFICE HOURS

The City Office will be closed on
December 24, 25, and 26. It will also be
closed on **December 31 and January 1.**



HOLIDAY RECYCLING & TRASH COLLECTION

There will be no trash or recycling
collection on **Tuesday, December 24** and
Thursday, December 26. There will be
double collection on **Friday, December
27** and **Monday, December 30.**

Oak Hill Public Hearing

Please mark
your calendars
to attend
a public
information
meeting on
December 10th
from 4:30 to
6:30 at the City
Office. This
hearing will
be focused on
the potential
commercial
development
district.