

## CITY COUNCIL WORK SESSION AGENDA

April 22, 2013

### 7:00 P.M. – Call to order in the Municipal Building Courtroom

- I. Presentation and Transmittal by the City Manager of Fiscal Year 2014 Budget to the Oak Ridge City Council.
  - A. Presentation/Overview
  - B. Overview of Budget Calendar
  - C. Comments by Finance Director
  - D. Major Department Overviews and Goals
    1. Police
    2. Fire
    3. Recreation and Parks
    4. Library
    5. Information Services
    6. Electric
    7. Planning and Community Development
    8. Public Works
    9. Personnel
    10. Questions
- II. Briefing/Presentation by Chris Bessler of Cumberland Securities and Janice McGinnis, Finance Director, on proposed refinancing of City bond schedules to provide savings at lower interest rate and “flattening” of payment schedule to reduce future rate impacts (to be considered in May).
- III. Briefing and Discussion by Gary Cinder, Public Works Director, Concerning Options for City of Oak Ridge on Recycle Bank Rate Adjustment to City Contract.
- IV. Review of City Protocols, City Procedure, and City Remembrances for Military Honorees, Special Community Honorees and Employees.
- V. Discussion with City Manager on Scheduling a Joint Meeting at Request of the Oak Ridge Housing Authority and Review of any Topics of Interest by City Council.
- VI. Discussion/Overview of Proposed Sign Ordinance Amendments (Electronic Billboards) being considered by Planning Commission and Understanding of Enforcement Standards.
- VII. Updates (from City Manager)
  - A. Land Request of Habitat for Humanity
  - B. Dog Park Construction at Big Turtle Park
  - C. CSX Rails-to-Trails Project
  - D. Rental Property Policy to be transmitted to City Council
  - E. Invitation to Tuesday, April 23, MBA Project Presentation
- VIII. Adjournment

**FINANCE DEPARTMENT MEMORANDUM  
13-04**

DATE: April 18, 2013  
TO: Mark S. Watson, City Manager  
FROM: Janice E. McGinnis, Finance Director  
SUBJECT: Debt Refunding and Capital Outlay Note Restructuring

Attached is the preliminary funding analysis for the refunding of the outstanding Series 2003 General Obligation Bonds, the 1997, 1998 and 2002 State Revolving Fund Loans (the "Refunded Obligations") and the restructuring of the Capital Outlay Note ("CON") between the General and Waterworks Fund that was issued in 2011. The Series 2003 General Obligation Bonds includes a refunding of debt funded by water and sewer rates and the general fund.

Page 2 of the sewer analysis reflects the current debt service amortization of sewer debt, including the projected debt service for the \$18,000,000 State Revolving Fund (SRF) Loan that was just approved by City Council. Option 1 on page 4 of the analysis reflects a refunding and restructuring of the Refunded Obligations and CON that essentially retains the current payment schedule beginning in 2015 and includes an approximate \$2,000,000 of new bond proceeds. Option 2 on page 6 of the analysis is similar to Option 1, but restructures and extends the Refunded Obligations and CON resulting in a lower annual debt service payment of \$400,000 to \$500,000 per year until 2023. Option 1 results in higher overall net present value savings, while Option 2 reduces the annual debt service payment until 2023 and reduces some of the near term pressure on the sewer rates that will result from the \$18,000,000 SRF Loan.

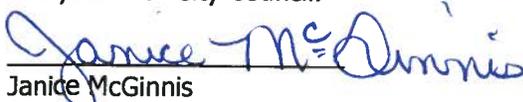
Both the water and sewer analysis contain a restructuring of the final payment of the \$5,000,000 capital outlay note between the Waterworks Fund and the General Fund. The final payment is \$500,000 for water and \$1,166,666 for sewer. The restructuring spreads this final payment out over a 7 year period, which is the maximum allowed. The sewer debt service has been restructured with a lower debt service payment in 2014 in order to build cash in the system in preparation for the new SRF loan, which is a reimbursement loan.

Page 2 of the water analysis contains the current water debt service amortization. Page 5 contains the water debt amortization schedule resulting from the refunding of the Series 2003 bonds and the restructuring of the capital outlay note. Page 7 contains the same base as page 5 with an additional approximate \$600,000 in new bond proceeds.

The approximate \$2,000,000 in new sewer bond proceeds would complete funding for the contracts that have currently been issued for the EPA mandate and provide funding for other sewer projects planned for fiscal 2014. The approximate \$600,000 in new water funding would finance the City's share of 2014 projects planned for the water treatment plant, including a roof and window replacement and replacement of 700" of raw water line. DOE will fund 53.5% of these project costs.

The final page of the attachment, reflects the approximately \$136,000 savings from the refunding of the portion of the Series 2003 GO Bonds that is funded through the General Fund.

Chris Bessel with Cumberland Securities will be at the meeting on Monday night to review these analyses with City Council.

  
Janice McGinnis

**CITY OF OAK RIDGE, TENNESSEE**  
**Sewer System**

Preliminary  
Funding  
Analysis

April 22, 2013

Prepared By:

**CUMBERLAND SECURITIES COMPANY, INC**  
Independent Financial Advisors  
813 S. Northshore Drive, Suite 201A  
Knoxville, Tennessee 37919  
Telephone: (865) 988-2663  
Facsimile: (865) 988-1863

# City of Oak Ridge, Tennessee

## Preliminary Funding Analysis

### TABLE OF CONTENTS

REPORT	PAGE
<b>Current Situation</b>	
Total Outstanding Debt (including new SRF Loan in process).....	1
CHART - Total Outstanding Debt .....	2
<b>Option 1</b>	
Estimated Proposed Outstanding Debt Structure - Option 1.....	3
CHART - Option 1 .....	4
<b>Option 2</b>	
Estimated Proposed Outstanding Debt Structure - Option 2.....	5
CHART - Option 2 .....	6

**City of Oak Ridge, Tennessee**  
**Total Outstanding Sewer Fund Debt Service**  
(Budget Variable Rates)  
Includes New SRF Loan in Process

**Aggregate Debt Service**

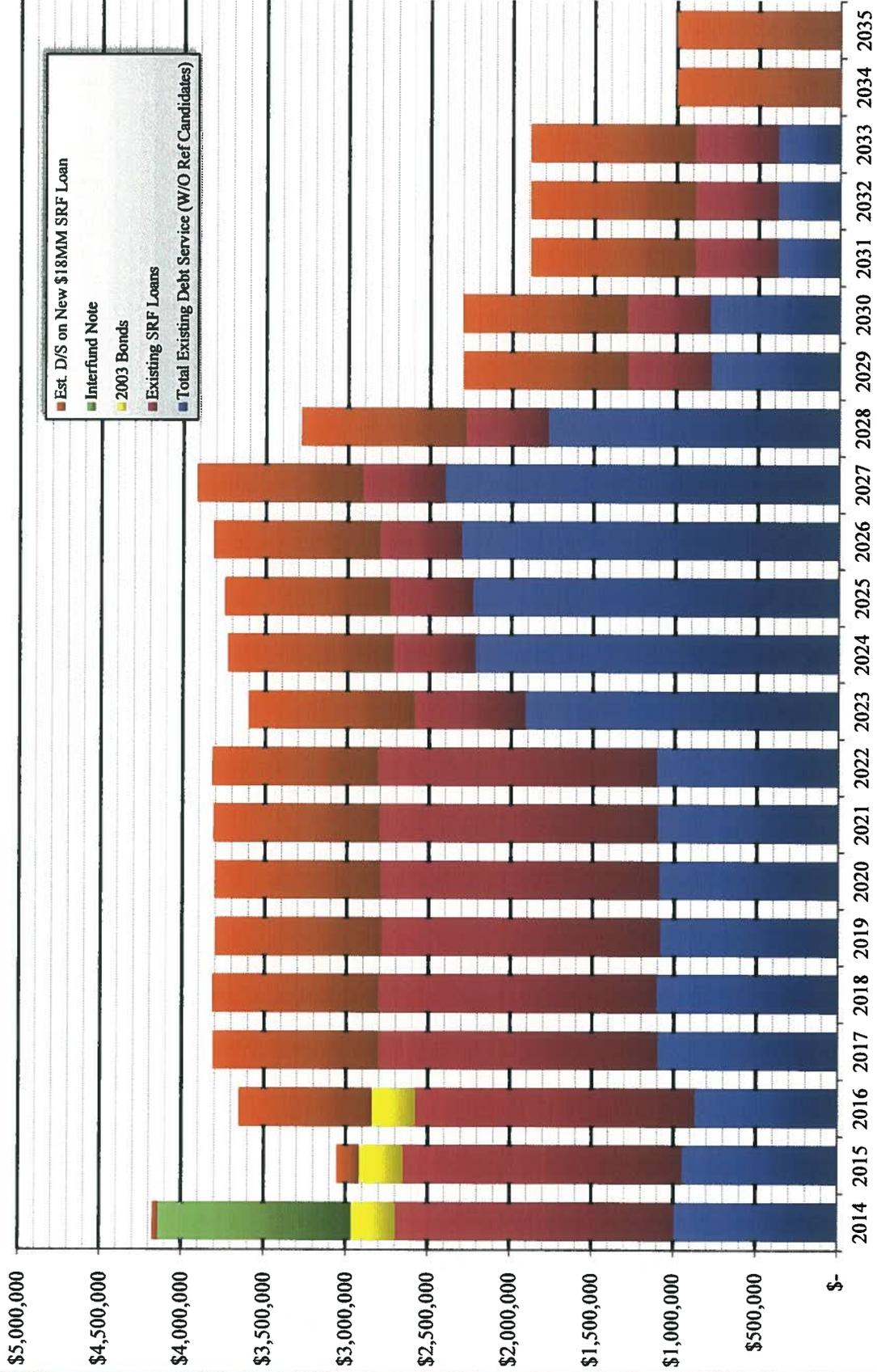
Date	Principal	Interest	Treasury Rebate	Total P+I
06/30/2014	2,700,768.25	1,514,970.19	(42,533.40)	4,173,205.04
06/30/2015	1,597,662.60	1,499,782.78	(42,533.40)	3,054,911.98
06/30/2016	2,259,960.35	1,431,238.18	(42,533.40)	3,648,665.13
06/30/2017	2,498,321.26	1,352,025.16	(42,533.40)	3,807,813.02
06/30/2018	2,584,978.67	1,270,553.75	(42,533.40)	3,812,999.02
06/30/2019	2,651,322.03	1,185,795.55	(42,533.40)	3,794,584.18
06/30/2020	2,745,970.52	1,098,489.21	(42,533.40)	3,801,926.33
06/30/2021	2,844,647.38	1,007,466.58	(42,533.40)	3,809,580.56
06/30/2022	2,948,024.76	912,559.27	(42,533.40)	3,818,050.63
06/30/2023	2,808,898.14	831,156.21	(42,533.40)	3,597,520.95
06/30/2024	3,012,306.02	754,353.13	(41,077.40)	3,725,581.75
06/30/2025	3,113,870.71	667,919.75	(37,473.80)	3,744,316.66
06/30/2026	3,270,300.48	575,427.88	(33,788.30)	3,811,940.06
06/30/2027	3,466,951.13	477,976.39	(30,439.50)	3,914,488.02
06/30/2028	2,937,874.05	370,913.88	(24,024.00)	3,284,763.93
06/30/2029	2,030,618.56	279,613.97	(16,161.60)	2,294,070.93
06/30/2030	2,093,314.31	215,394.36	(8,299.20)	2,300,409.47
06/30/2031	1,741,793.65	148,514.37	-	1,890,308.02
06/30/2032	1,786,280.51	103,862.25	-	1,890,142.76
06/30/2033	1,832,602.89	57,698.37	-	1,890,301.26
06/30/2034	985,364.00	18,847.22	-	1,004,211.22
06/30/2035	997,554.00	6,658.69	-	1,004,212.69
<b>Total</b>	<b>\$52,909,384.27</b>	<b>\$15,781,217.14</b>	<b>(616,597.80)</b>	<b>\$68,074,003.61</b>

**Par Amounts Of Selected Issues**

1994 TMBF Loan (Variable).....	1,770,326.45
2003 Bonds.....	745,101.44
2008 TMBF Loan (Variable).....	863,276.57
2009B BAB Bonds.....	2,080,000.00
2006 TMBF Loan (Variable).....	1,712,957.69
2011B Bonds.....	6,297,394.69
2012 TMBF Loan (Variable).....	4,500,000.00
Interfund Note -Sewer.....	1,166,666.66
Est Ammo on New SRF -\$400k (w Draw Down).....	17,600,000.00
SRF 1997.....	6,395,064.00
SRF 1998.....	2,778,596.77
SRF 2002.....	7,000,000.00
<b>TOTAL.....</b>	<b>52,909,384.27</b>

# City of Oak Ridge, Tennessee Sewer Fund Debt Service - Current

Includes New SRF Loan in Process



**City of Oak Ridge, Tennessee**  
**Sewer Fund Debt Service**  
(Budget Variable Rates)

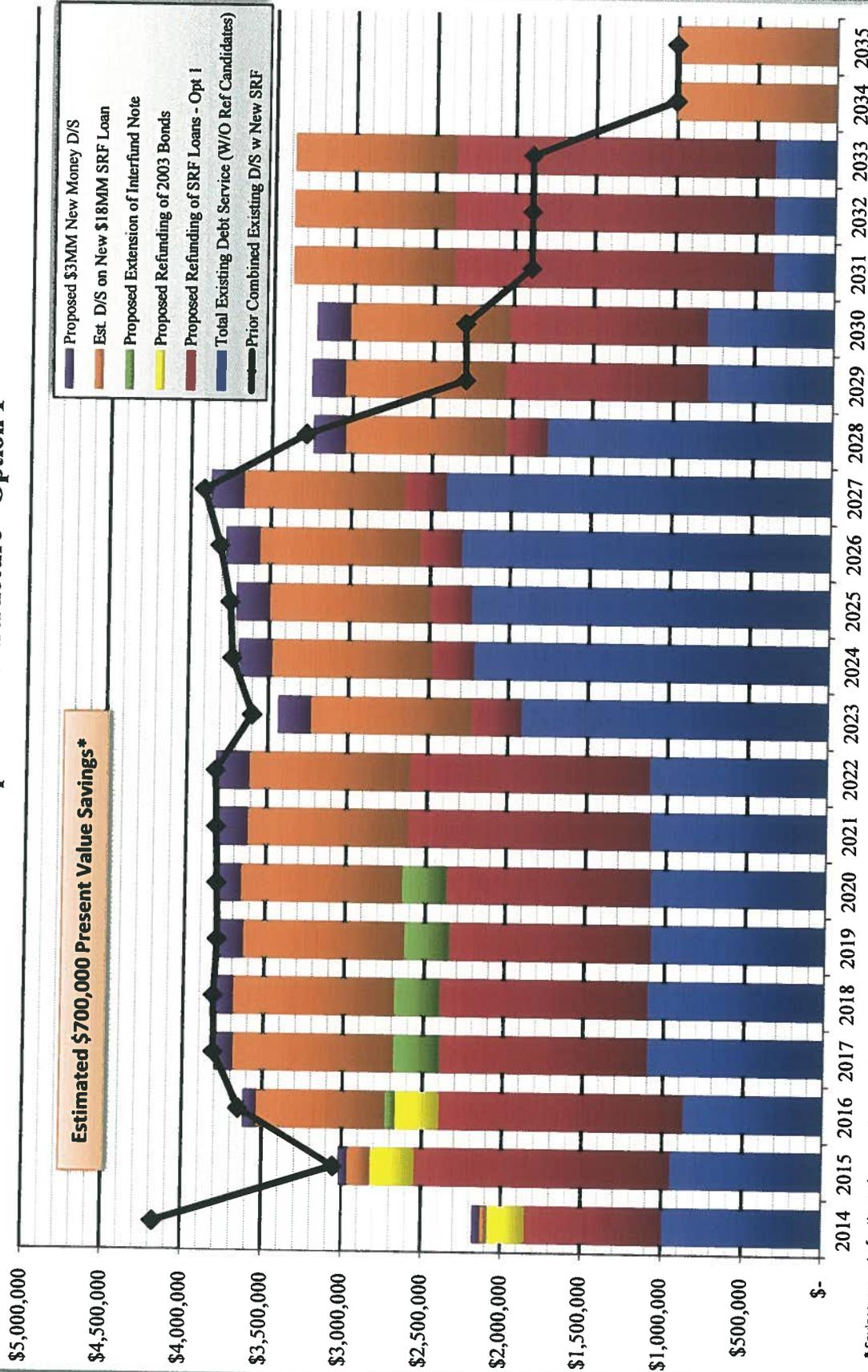
**Estimated Proposed Debt Structure - Option 1**

Date	Principal	Interest	Treasury Rebate	Total P+I
06/30/2014	887,046.73	1,324,900.55	(42,533.40)	2,169,413.88
06/30/2015	1,658,189.31	1,404,863.12	(42,533.40)	3,020,519.03
06/30/2016	2,289,114.43	1,372,023.74	(42,533.40)	3,618,604.77
06/30/2017	2,519,860.08	1,327,268.73	(42,533.40)	3,804,595.41
06/30/2018	2,571,482.57	1,276,826.17	(42,533.40)	3,805,775.34
06/30/2019	2,615,741.89	1,222,843.21	(42,533.40)	3,796,051.70
06/30/2020	2,676,174.21	1,165,550.32	(42,533.40)	3,799,191.13
06/30/2021	2,745,628.56	1,105,122.49	(42,533.40)	3,808,217.65
06/30/2022	2,825,246.70	1,035,953.08	(42,533.40)	3,818,666.38
06/30/2023	2,519,453.29	963,594.77	(42,533.40)	3,440,514.66
06/30/2024	2,834,076.80	895,679.41	(41,077.40)	3,688,678.81
06/30/2025	2,927,067.68	818,522.34	(37,473.80)	3,708,116.22
06/30/2026	3,074,394.55	735,498.38	(33,788.30)	3,776,104.63
06/30/2027	3,256,392.57	647,851.82	(30,439.50)	3,873,804.89
06/30/2028	2,717,091.69	550,210.81	(24,024.00)	3,243,278.50
06/30/2029	2,804,019.00	469,363.12	(16,161.60)	3,257,220.52
06/30/2030	2,855,281.00	383,727.25	(8,299.20)	3,230,709.05
06/30/2031	3,086,686.00	294,721.58	-	3,381,407.58
06/30/2032	3,173,433.00	207,509.35	-	3,380,942.35
06/30/2033	3,261,324.00	115,606.85	-	3,376,930.85
06/30/2034	985,364.00	18,847.22	-	1,004,211.22
06/30/2035	997,554.00	6,658.69	-	1,004,212.69
<b>Total</b>	<b>\$55,280,622.06</b>	<b>\$17,343,143.00</b>	<b>(616,597.80)</b>	<b>\$72,007,167.26</b>

**Par Amounts Of Selected Issues**

1994 TMBF Loan (Variable).....	1,770,326.45
2008 TMBF Loan (Variable).....	863,276.57
2009B BAB Bonds.....	2,080,000.00
2006 TMBF Loan (Variable).....	1,712,957.69
2011B Bonds .....	6,297,394.69
2012 TMBF Loan (Variable).....	4,500,000.00
Est New SRF Loan.....	17,600,000.00
Interfund Note Extended -Sewer - Extended.....	1,166,666.66
Proposed Refunding of SRF Loans.....	15,530,000.00
Proposed Refunding of 2003 Bonds.....	760,000.00
Est. \$3MM New Money.....	3,000,000.00
<b>TOTAL.....</b>	<b>55,280,622.06</b>

# City of Oak Ridge, Tennessee Sewer Fund Debt Service Estimated Proposed Debt Structure - Option 1



\* Savings are net of estimated costs and are based upon current market rates. Savings could be higher or lower depending upon the market at the time of sale.

**City of Oak Ridge, Tennessee**  
**Sewer Fund Debt Service**  
(Budget Variable Rates)

**Estimated Proposed Debt Structure - Option 2**

Date	Principal	Interest	Treasury Rebate	Total P+I
06/30/2014	887,046.73	1,407,246.22		
06/30/2015	968,189.31	1,493,090.62	(42,533.40)	2,251,759.55
06/30/2016	1,664,114.43	1,469,911.24	(42,533.40)	2,418,746.53
06/30/2017	2,009,860.08	1,435,468.73	(42,533.40)	3,091,492.27
06/30/2018	2,051,482.57	1,393,696.17	(42,533.40)	3,402,795.41
06/30/2019	2,125,741.89	1,349,593.21	(42,533.40)	3,402,645.34
06/30/2020	2,161,174.21	1,302,835.32	(42,533.40)	3,432,801.70
06/30/2021	1,980,628.56	1,254,767.49	(42,533.40)	3,421,476.13
06/30/2022	2,055,246.70	1,204,723.08	(42,533.40)	3,192,862.65
06/30/2023	2,464,453.29	1,151,999.77	(42,533.40)	3,217,436.38
06/30/2024	2,834,076.80	1,085,569.41	(41,077.40)	3,573,919.66
06/30/2025	2,927,067.68	1,008,412.34	(37,473.80)	3,878,568.81
06/30/2026	3,074,394.55	925,388.38	(33,788.30)	3,898,006.22
06/30/2027	3,256,392.57	837,741.82	(30,439.50)	3,965,994.63
06/30/2028	2,717,091.69	740,100.81	(24,024.00)	4,063,694.89
06/30/2029	2,804,019.00	659,253.12	(16,161.60)	3,433,168.50
06/30/2030	2,855,281.00	573,617.25	(8,299.20)	3,447,110.52
06/30/2031	2,906,686.00	484,611.58	-	3,420,599.05
06/30/2032	2,988,433.00	403,429.35	-	3,391,297.58
06/30/2033	3,076,324.00	317,909.35	-	3,391,862.35
06/30/2034	2,285,364.00	227,717.22	-	3,394,233.35
06/30/2035	2,342,554.00	168,078.69	-	2,513,081.22
06/30/2036	1,395,000.00	110,982.50	-	2,510,632.69
06/30/2037	1,450,000.00	57,275.00	-	1,505,982.50
<b>Total</b>	<b>\$55,280,622.06</b>	<b>\$21,063,418.67</b>	<b>(616,597.80)</b>	<b>\$75,727,442.93</b>

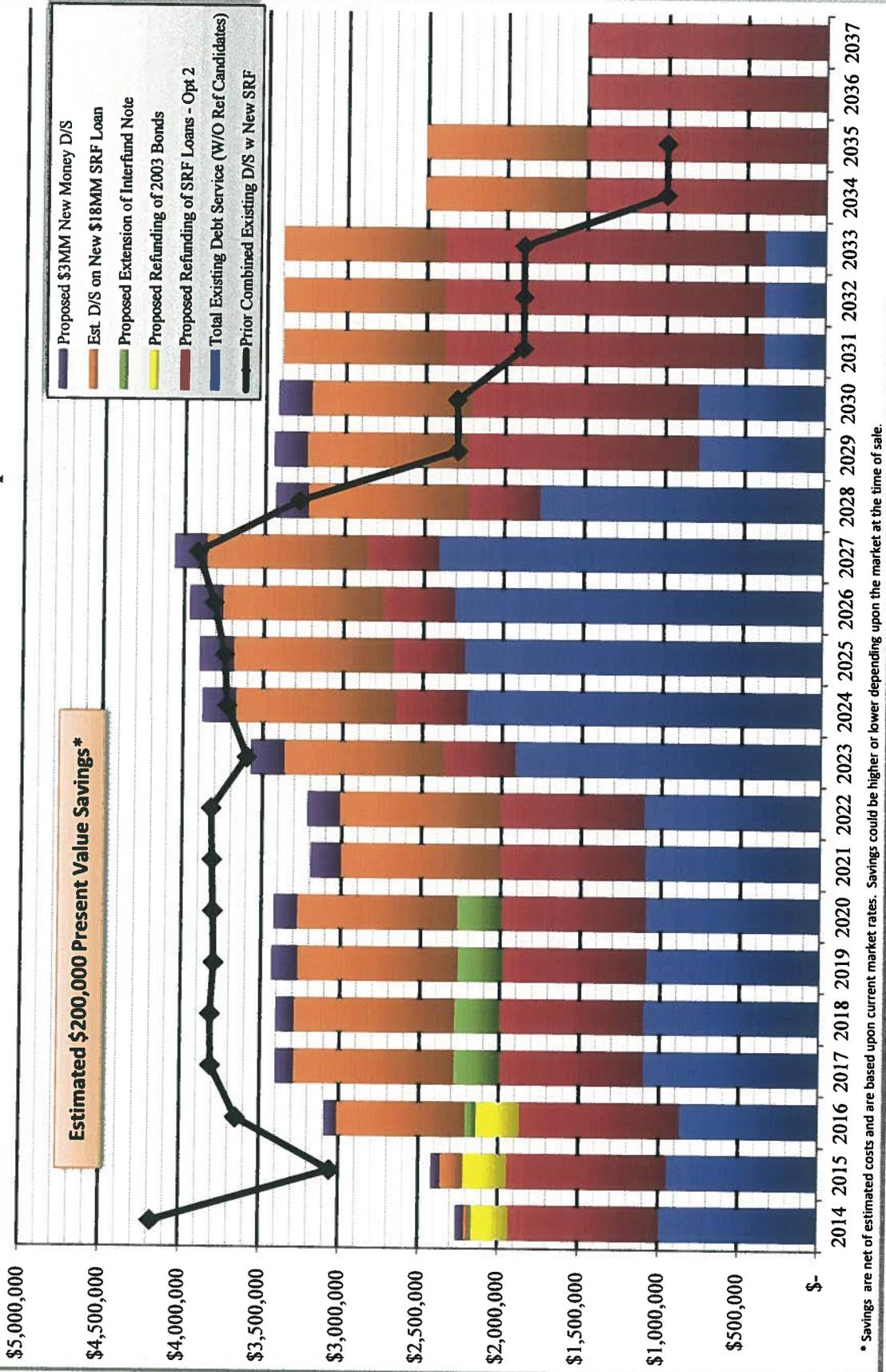
**Par Amounts Of Selected Issues**

1994 TMBF Loan (Variable).....	1,770,326.45
2008 TMBF Loan (Variable).....	863,276.57
2009B BAB Bonds.....	2,080,000.00
2006 TMBF Loan (Variable).....	1,712,957.69
2011B Bonds.....	6,297,394.69
2012 TMBF Loan (Variable).....	4,500,000.00
Est New SRF Loan.....	17,600,000.00
Interfund Note Extended -Sewer - Extended.....	1,166,666.66
Proposed Refunding of SRF Loans.....	15,530,000.00
Proposed Refunding of 2003 Bonds.....	760,000.00
Est. \$3MM New Money.....	3,000,000.00
<b>TOTAL.....</b>	<b>55,280,622.06</b>

# City of Oak Ridge, Tennessee

## Sewer Fund Debt Service

### Estimated Proposed Debt Structure - Option 2



**CITY OF OAK RIDGE, TENNESSEE**  
**Water System**

Preliminary  
Funding  
Analysis

April 22, 2013

Prepared By:

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# City of Oak Ridge, Tennessee

## Preliminary Funding Analysis

### TABLE OF CONTENTS

REPORT	PAGE
<b>Existing Debt Service</b>	
Total Outstanding Debt .....	1
CHART - Total Outstanding Debt .....	2
<b>Funding Analysis</b>	
Proposed Extension of Interfund Note .....	3
Proposed Refunding of 2003 Bonds .....	4
CHART - Total Outstanding Debt (Post Refunding) .....	5
Proposed New Money Bond Issue .....	6
CHART - Total Outstanding Debt (Post Bond Issue & Refunding) .....	7

**City of Oak Ridge, Tennessee**  
**Total Water System Outstanding Debt Service**  
(Budget Variable Rates)

**Aggregate Debt Service**

Date	Principal	Interest	Treasury Rebate	Total P+I
06/30/2014	1,172,779.29	589,548.19	(59,710.34)	1,702,617.14
06/30/2015	694,229.40	560,271.13	(59,710.34)	1,194,790.19
06/30/2016	717,989.62	532,563.45	(59,710.34)	1,190,842.73
06/30/2017	781,967.50	503,193.72	(59,710.34)	1,225,450.88
06/30/2018	816,259.79	472,902.55	(59,710.34)	1,229,452.00
06/30/2019	866,950.06	441,103.63	(59,710.34)	1,248,343.35
06/30/2020	894,252.32	407,642.45	(59,710.34)	1,242,184.43
06/30/2021	923,044.57	372,950.25	(59,710.34)	1,236,284.48
06/30/2022	943,570.81	337,180.90	(59,710.34)	1,221,041.37
06/30/2023	996,632.74	301,272.54	(59,710.34)	1,238,194.94
06/30/2024	917,810.27	262,530.79	(57,666.34)	1,122,674.72
06/30/2025	937,589.97	224,563.83	(52,607.44)	1,109,546.36
06/30/2026	928,169.68	184,628.29	(47,433.56)	1,065,364.41
06/30/2027	859,139.35	144,998.88	(42,732.36)	961,405.87
06/30/2028	813,205.31	104,988.16	(33,726.00)	884,467.47
06/30/2029	525,600.00	64,824.00	(22,688.40)	567,735.60
06/30/2030	554,800.00	33,288.00	(11,650.80)	576,437.20
<b>Total</b>	<b>\$14,343,990.68</b>	<b>\$5,538,450.76</b>	<b>(865,608.30)</b>	<b>\$19,016,833.14</b>

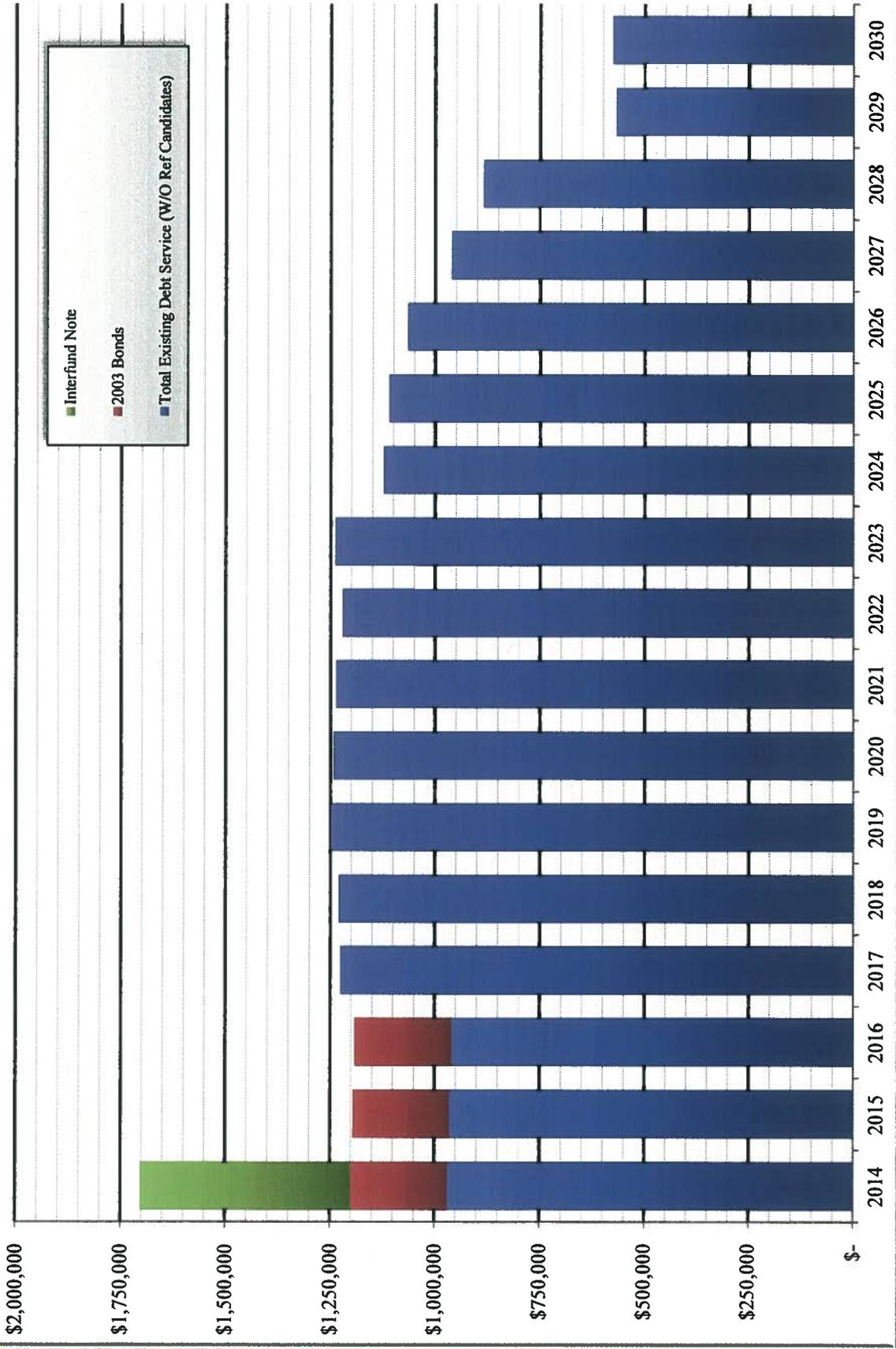
**Par Amounts Of Selected Issues**

1994 TMBF Loan (Variable).....	1,033,408.69
2001 TMBF Loan (Variable).....	1,711,000.00
2003 Bonds.....	639,898.56
2006 TMBF Loan (Variable).....	2,695,938.77
2008 TMBF Loan (Variable).....	931,139.35
2009B BAB Bonds.....	2,920,000.00
2011B Bonds .....	3,412,605.31
2012 TMBF Loan (Variable).....	500,000.00
2010 Interfund Note .....	500,000.00
<b>TOTAL.....</b>	<b>14,343,990.68</b>

Cumberland Securities Company, Inc. - 865-988-2663  
Tennessee Public Finance - CCB

# City of Oak Ridge, Tennessee

## Water Fund Debt Service Analysis - Current



**\$5,000,000**  
**City of Oak Ridge, Tennessee**  
**Interfund Capital Outlay Note, Series 2010**  
**Water Portion**

**Estimated Debt Service on Extension of Note**

Date	Principal	Est. Coupon	Interest	Total P+I
11/01/2012	-	-	-	-
11/01/2013	-	-	5,000.00	5,000.00
11/01/2014	277,777.77	1.000%	5,000.00	282,777.77
11/01/2015	222,222.23	1.000%	2,222.22	224,444.45
<b>Total</b>	<b>\$500,000.00</b>	<b>-</b>	<b>\$12,222.22</b>	<b>\$512,222.22</b>

**Date And Term Structure**

Dated.....	11/01/2012
First Coupon Date.....	5/01/2013
Frequency of Interest Payments.....	2 Per Year
First Serial Maturity Date.....	11/01/2013

**Yield Statistics**

Average Coupon.....	0.9999998%
Average Life.....	2.444 Years
Weighted Average Maturity.....	2.444 Years
True Interest Cost (TIC).....	0.9999998%
Bond Yield for Arbitrage Purposes.....	1.0000000%
Bond Year Dollars.....	\$1,222.22

**\$650,000**  
**City of Oak Ridge, Tennessee**  
**Proposed General Obligation Bonds, Series 2013**  
**Proposed Refunding of 2003 Bonds**

**Estimated Savings Analysis**

Date	Principal	Est Coupon*	Interest	Total P+I	Refunded D/S	Est. Savings
06/01/2014	215,000.00	0.950%	8,505.00	223,505.00	231,195.12	7,690.12
06/01/2015	215,000.00	1.200%	6,640.00	221,640.00	229,901.46	8,261.46
06/01/2016	220,000.00	1.450%	3,630.00	223,630.00	230,640.70	7,010.70
<b>Total</b>	<b>\$650,000.00</b>	<b>-</b>	<b>\$18,775.00</b>	<b>\$668,775.00</b>	<b>\$691,737.28</b>	<b>\$22,962.28</b>

\* Estimated Coupon is based off of market rates as of the date of this analysis. Actual rates would be determined on the date of the sale and could be higher or lower.

**Present Value Assumptions**

Net Present Value Benefit.....	\$21,960.00
Net PV Benefit / \$639,899 Refunded Principal.....	3.432%

**Date And Term Structure**

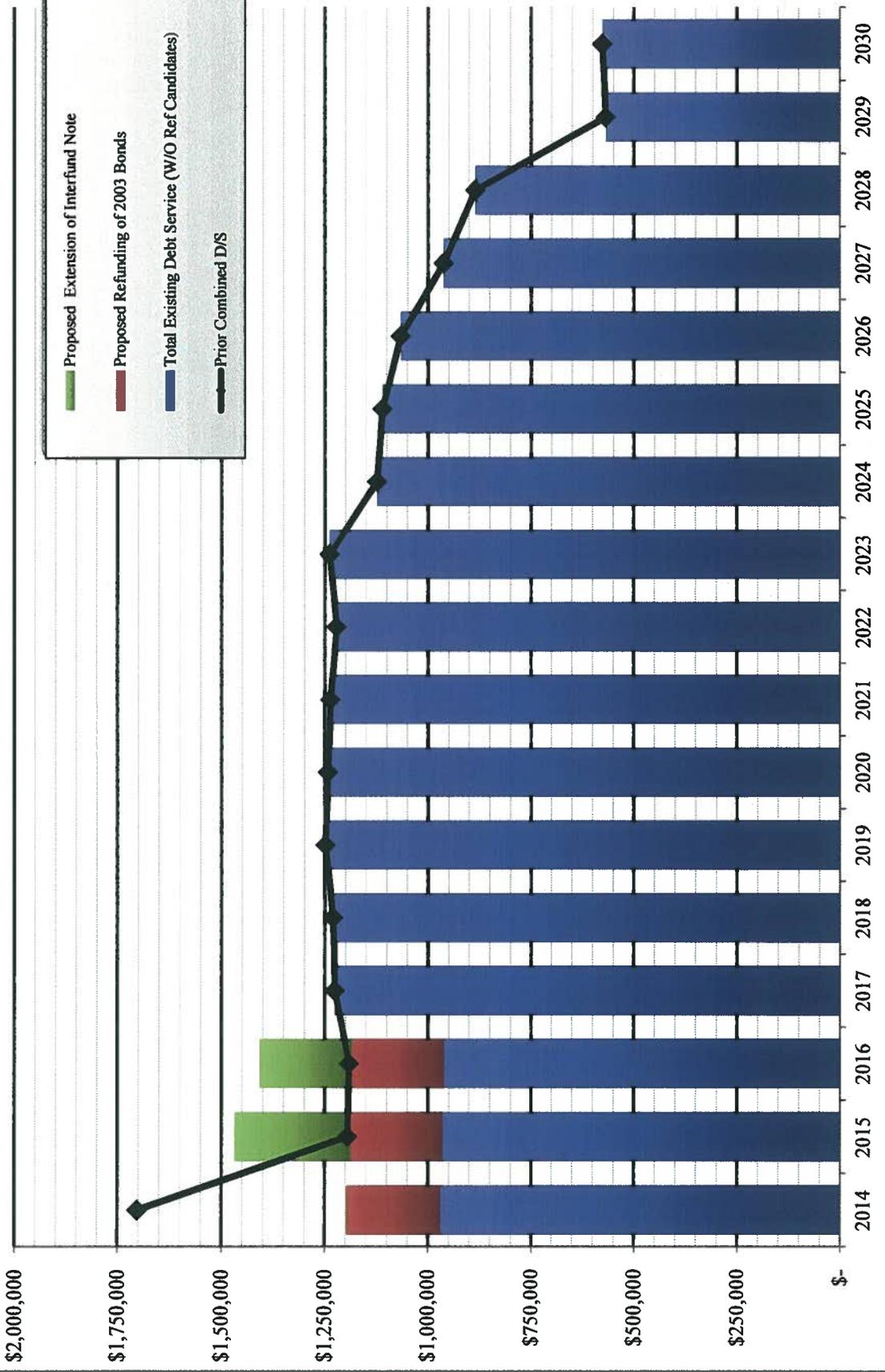
Dated.....	6/25/2013
First Coupon Date.....	12/01/2013
Frequency of Interest Payments.....	2 Per Year
First Serial Maturity Date.....	6/01/2014

**Yield Statistics**

Bond Yield for Arbitrage Purposes.....	2.9508961%
Average Coupon.....	1.4881111%
Average Life.....	1.941 Years
Bond Year Dollars.....	\$1,271.33

# City of Oak Ridge, Tennessee

## Water Fund Debt Service Analysis - Est. Post Refunding



**\$610,000**  
**City of Oak Ridge, Tennessee**  
**General Obligation Bonds, Series 2013**  
**Water Portion**

**Estimated Debt Service**

Date	Principal	Est. Coupon	Interest	Total P+I
06/01/2014	-	-	13,830.13	13,830.13
06/01/2015	-	-	14,818.00	14,818.00
06/01/2016	35,000.00	1.450%	14,818.00	49,818.00
06/01/2017	35,000.00	1.500%	14,310.50	49,310.50
06/01/2018	35,000.00	1.700%	13,785.50	48,785.50
06/01/2019	35,000.00	1.950%	13,190.50	48,190.50
06/01/2020	40,000.00	2.200%	12,508.00	52,508.00
06/01/2021	40,000.00	2.300%	11,628.00	51,628.00
06/01/2022	40,000.00	2.350%	10,708.00	50,708.00
06/01/2023	40,000.00	2.500%	9,768.00	49,768.00
06/01/2024	40,000.00	2.550%	8,768.00	48,768.00
06/01/2025	40,000.00	2.670%	7,748.00	47,748.00
06/01/2026	45,000.00	2.700%	6,680.00	51,680.00
06/01/2027	45,000.00	2.800%	5,465.00	50,465.00
06/01/2028	45,000.00	2.900%	4,205.00	49,205.00
06/01/2029	45,000.00	3.000%	2,900.00	47,900.00
06/01/2030	50,000.00	3.100%	1,550.00	51,550.00
<b>Total</b>	<b>\$610,000.00</b>	<b>-</b>	<b>\$166,680.63</b>	<b>\$776,680.63</b>

**Date And Term Structure**

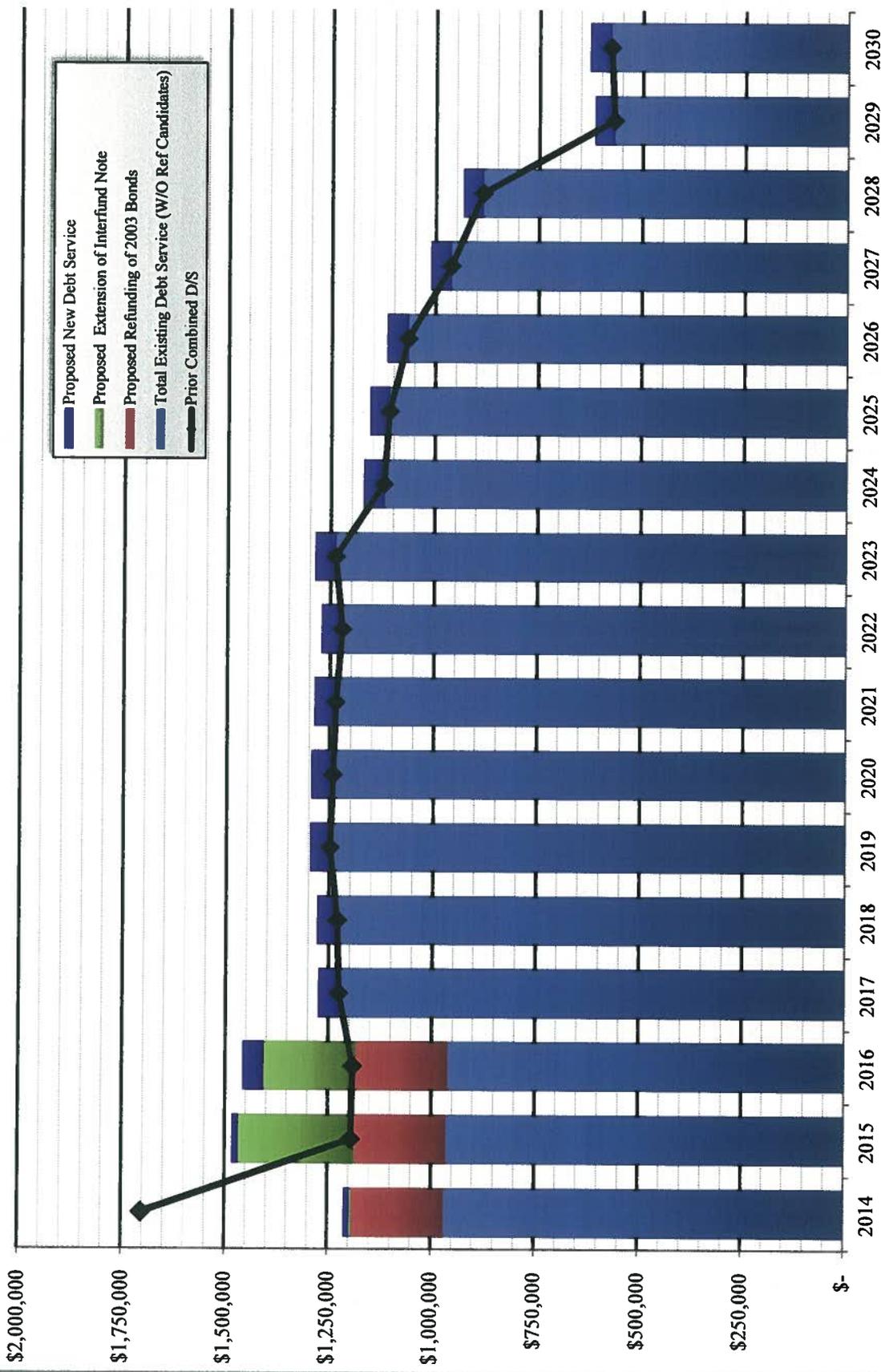
Dated.....	6/25/2013
First Coupon Date.....	12/01/2013
Frequency of Interest Payments.....	2 Per Year
First Serial Maturity Date.....	6/01/2016

**Yield Statistics**

Average Coupon.....	2.6338039%
Average Life.....	10.389 Years
Weighted Average Maturity.....	10.389 Years
True Interest Cost (TIC).....	2.6711725%
Bond Yield for Arbitrage Purposes.....	2.6705093%
Bond Year Dollars.....	\$6,389.00

# City of Oak Ridge, Tennessee

## Water Fund Debt Service Analysis - Est. Post Refunding with New Money



\* Proposed debt is based upon current market rates. Rates could be higher or lower depending upon the market at the time of sale.

**\$3,395,000**  
**City of Oak Ridge, Tennessee**  
Proposed General Obligation Bonds, Series 2013  
Proposed Refunding of 2003 Bonds

**Estimated Savings Analysis**

Date	Principal	Est Coupon*	Interest	Total P+I	Refunded D/S	Est. Savings
06/01/2014	705,000.00	1.150%	45,901.33	750,901.33	793,800.00	42,898.67
06/01/2015	1,325,000.00	1.400%	41,072.50	1,366,072.50	1,412,400.00	46,327.50
06/01/2016	1,365,000.00	1.650%	22,522.50	1,387,522.50	1,435,200.00	47,677.50
<b>Total</b>	<b>\$3,395,000.00</b>	<b>-</b>	<b>\$109,496.33</b>	<b>\$3,504,496.33</b>	<b>\$3,641,400.00</b>	<b>\$136,903.67</b>

\* Estimated Coupon is based off of market rates as of the date of this analysis. Actual rates would be determined on the date of the sale and could be higher or lower.

**Present Value Assumptions**

Net Present Value Benefit.....	\$130,654.69
Net PV Benefit / \$3,345,000 Refunded Principal.....	3.906%

**Date And Term Structure**

Dated.....	6/25/2013
First Coupon Date.....	12/01/2013
Frequency of Interest Payments.....	2 Per Year
First Serial Maturity Date.....	6/01/2014

**Yield Statistics**

Bond Yield for Arbitrage Purposes.....	2.9282601%
Average Coupon.....	1.5157999%
Average Life.....	2.128 Years
Bond Year Dollars.....	\$7,223.67

CITY COUNCIL MEMORANDUM  
13-06

DATE: April 18, 2013  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: PROTOCOLS

Recently, the City assisted with the return of a fallen soldier to his hometown for final services. This procedure involved coordination with the U.S. Army organization under the directions of a Casualty Assistance Officer. These officers are provided to the family to assist with any arrangement needs.

In the instance of Oak Ridge, coordination for the escort occurred with the Oak Ridge Police Department. This request was made and assistance was provided. Under an Administrative Order of nearly 15 years ago, the City Manager was authorized to issue that flags fly at half-staff. Usually, the City will follow the lead of the White House or the Tennessee Governor for requests for government buildings to fly flags at half-staff. In any case, I believe that flags can be flown at half-staff, but, as City Manager, I would keep that at 24 hours or a weekend. Longer periods are reserved for the President. In the case of the loss of an employee such as a Police officer, it may be flown to sunset of the day of the funeral.

Military funerals are conducted by military arrangement and may involve the Police Department in escort services to the cemetery. No charges are made for the services. Police must remain vigilant during funeral events due to minor matters like protests or family squabbles. In some instances, we will send representatives of our departments to fallen officer's department as a token of solidarity.

The City does not coordinate or organize parade events or dedication. This is up to local organizations to assist in these efforts and make City law enforcement and emergency personnel aware of these efforts. In the loss of a fellow City employee, the employees are usually allowed to attend funerals and visitations. This is encouraged in the after work hours, with a skeletal crew being retained to allow representations by the City.

The City Council will be encouraged to attend events of this type and funeral events. They will be conscious of the state of the family and will officially express their sympathies.

There is a monument for veterans on City grounds: in front of City Hall is a 50-year anniversary (1942-1992) monument of Oak Ridge's fallen soldiers. The bronze plaque has no more room so new arrangements are required. Many cities have monuments and other options to recognize those who have died in the military. A additional plaque on the existing monument or a second monument would be needed.

I look forward to answering any questions about this matter.

  
Mark S. Watson



RECEIVED  
2013 APR 17 PM 9:01  
CITY MANAGER'S OFFICE

April 15, 2013

Honorable Mayor and Members of Oak Ridge City Council  
P.O. Box 1  
Municipal Building  
Oak Ridge, Tennessee 37830

Dear Mayor and Members of Council:

On behalf of the Oak Ridge Housing Authority, we am requesting that the ORHA board of commissioners and executive Director be placed on the agenda of your next suitable workshop for a *brief* presentation and to begin a dialogue with City Council on ways that the Oak Ridge Housing Authority can increase our cooperative efforts with the City of Oak Ridge to improve housing conditions in our city.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dorothy Hightower".

Dorothy Hightower  
Board Chairman  
Oak Ridge Housing Authority  
482-3348  
[dthightower@comcast.net](mailto:dthightower@comcast.net)

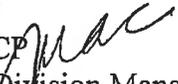
A handwritten signature in black ink that reads "James A. Carson".

James A. Carson  
Executive Director  
Oak Ridge Housing Authority  
482-1006, ext 125  
[jacarson@orha.net](mailto:jacarson@orha.net)

Copy to: M. Watson

**COMMUNITY DEVELOPMENT DEPARTMENT  
MEMORANDUM**

**TO:** Planning Commission

**FROM:** Monica Austin Carroll, AICP   
Community Development Division Manager

**DATE:** April 11, 2013

**SUBJECT:** Revised Sign Ordinance Amendments

The following is a summary of the changes that were discussed during the Policy Work Session on March 14, 2013 regarding the proposed changes to the sign ordinance for moving copy signs (electronic message centers (EMCs)).

- Each message displayed on a moving copy sign (electronic message centers (EMCs)) shall be static (sign that includes no animation or effects simulating animation) and depicted for a minimum of eight (8) seconds. Transition from one message to another shall be continuous without flashing, change in light intensity, animation or other type of movement between messages except fade-ins/fade-outs of messages is permitted. Animated video or continuous scrolling of messages is prohibited.
- The surface display area for the EMCs shall not exceed 30% of the overall sign. The EMCs portion shall be an integrated part of the total sign surface area. For purposes of this section, integrated into the total sign surface shall mean an EMC cabinet contained within the non-electronic portion of the sign. For pole signs only, the EMCs shall be located on the bottom portion of the overall sign.
- EMCs shall not be located within 100 feet of any residential uses, residential zoning districts, or public parks. This measurement shall be made from the sign structure to the nearest residential or public park property line.
- Outdoor athletic fields with permanent seating shall be allowed to have EMCs provided that the display is:
  - Used only during the sporting event
  - EMCs are an integrated part of the scoreboard
  - Surface display area shall not exceed more than 50% of the front face of the scoreboard

For recreational and sporting venues within public parks, EMCs may be allowed on a temporary basis for the duration of the event provided the orientation of the display is not visible from public rights-of-way. Live video may be displayed on the EMCs for the duration of the event.

● No moving copy sign shall interfere with the effectiveness of an official traffic control device as determined by the City Engineer. All such signs shall have automatic dimming capabilities, which are via photo cell technology (sensory controlled). The brightness of such signs shall not exceed 7,500 nits (measured at white levels) day light hours and not to exceed 750 nits at night. All applications shall include a letter from the sign manufacturer to verify the dimming capabilities and brightness of the sign. No sign permit shall be issued without certification of the manufacturer regarding brightness capability of the EMC sign. The owner of such sign is responsible for making any adjustments to the brightness of the sign following notice by the City of non-compliance with these requirements.