

HAMBLEN COUNTY GOVERNMENT

Bill Brittain
County Mayor



May 16, 2014

TO: Hamblen County Legislative Body

FROM: Cindy Dibb, Executive Assistant
Office of the Hamblen County Mayor

RE: May Committee/Commission Meeting

Monday, May 19, 2014 at 5:00 p.m. – **Hamblen County Courthouse – Third Floor Large Courtroom**

- Public Services Committee
- Calendar and Rules Committee - *Immediately following Public Services Committee*
- Jail Study Committee – *Immediately following Calendar and Rules Committee*

Tuesday May 20, 2014 at 4:00 p.m. – **Hamblen County Courthouse – Third Floor Large Courtroom**

- Budget Committee
 - E-911
 - General Sessions II
 - Other Open Items

Thursday, May 22, 2014 at 5:00 p.m. – **Hamblen County Courthouse – Third Floor Large Courtroom**

- Monthly Commission Meeting



Hamblen County Government
PUBLIC SERVICES COMMITTEE

Monday, May 19, 2014
5:00 p.m.

Hamblen County Courthouse – Third Floor Large Courtroom

**Public Services
Committee**

Herbert Harville
Chairman

Rick Eldridge
Vice-Chairman

Stancil Ford
Ex-Officio

Howard Shipley
Member

Paul LeBel
Member

Nancy Phillips
Member

Doyle Fullington
Member

Tim Dennison
Member

Wayne NeSmith
Member

AGENDA

1. **Call to Order** – *Chairman Herbert Harville*
2. **Visitors Wishing to Address the Committee** – *Chairman Herbert Harville*
(Visitors will be allotted 5 minutes to speak)
3. **Old Business** – *Chairman Herbert Harville*
 - a. Morristown-Hamblen Humane Society– *Mayor Bill Brittain*
4. **New Business** – *Chairman Herbert Harville*
 - a. None Stated
5. **Items of Interest (No Action Necessary)** – *Chairman Herbert Harville*
 - a. None Stated
6. **Adjournment** – *Chairman Herbert Harville*

HAMBLEN COUNTY GOVERNMENT

Bill Brittain
County Mayor



To: Public Service Committee
Hamblen County Commission

From: Bill Brittain, County Mayor

Date: May 16, 2014

Re: Morristown-Hamblen Humane Society Contract

As of today, the future of how animal control/animal shelter services will be provided in Hamblen County for the 2014-15 fiscal year is undecided. The Public Service Committee meets Monday, May 19th at 5 p.m. to discuss this issue.

The committee needs to make four recommendations to the full commission:

- 1) Does the County want to contract with the M-H Humane Society to provide animal control/animal shelter services for FY 2014-15?
- 2) Does the County want to include in the contract the conditions compiled by Morristown Mayor Danny Thomas and me that were accepted by the MHHS board a couple of months ago?
- 3) Since several commissioners have expressed concerns about how the MHHS Board has operated the past few years, does the County want to dictate in the contract how the MHHS Board is selected for FY 2014-15?
- 4) Does the County want an oversight committee consisting of the County's Finance Director, City's Administrative Services Director and a citizen representative to periodically review MHHS operations and activities?

There are three proposals regarding the selection of MHHS Board members that have surfaced.

- a) The MHHS is proposing a 12 member board that consists of seven members of its current board that have the best attendance since 2009, a citizen representative appointed by the City Mayor and the County Mayor each, and 3 ex-officio members (the City Mayor, the County Mayor and the Chairman of the County Commission or his designee).
- b) Some commissioners are proposing a nine member board that consists of 4 members appointed by the County, three members appointed by the City and the City Mayor and County Mayor serve as ex-officio members.
- c) A third option is a compromise that includes a nine member board with 3 members selected by the City, 3 members selected by the County and 3 members selected by the MHHS membership.

Do not hesitate to contact me with any questions about this issue.



Hamblen County Government

HAMBLEN COUNTY CITY OF MORRISTOWN



City of Morristown

Mayors' conditions for continuing to contract with the Morristown-Hamblen Humane Society to provide animal control/shelter services through June 30, 2015.

The mayors' will endorse a Morristown City Council and Hamblen County Commission decision to contract with the M-H Humane Society to supply animal control/shelter services through June 30, 2015 if the following conditions are included in the contract for service:

- a) MHHS obtain reinstatement of its 501 (c) 3 tax exempt status from the Internal Revenue Service
- b) MHHS submit monthly financial reports to the Mayors' offices by the 15th of the subsequent month beginning with a year-end report for FY 2013-14 to be received in July.
- c) MHHS conducts a separate accounting report of funds received for fines, adoption fees, rescue reimbursement/operations, building donations, etc.
- d) MHHS has a financial audit completed for FY 2013-14
- e) MHHS submit to the mayors quarterly reports of shelter activity which includes the number of animals entered with the disposition of cases involving all animals handled by animal shelter personnel
- f) MHHS submit to the mayors quarterly reports listing: i) management decisions made to improve operations and reduce/maintain costs; ii) changes of members of the board of directors and staffing; iii) any activity or decision that could improve or damage the operation of the shelter/animal control;
- g) MHHS prepare and submit to the mayors updated standard operating procedures (that includes the process of how staff decides whether to adopt, euthanize or rescue an animal), organizational chart, and board membership with officers
- h) MHHS hold board meetings in a public place (ex: Health Department or Library Conference Rooms) and they be open to the public;
- i) MHHS submit board minutes to the mayors within two weeks after the board meetings
- j) MHHS agrees that if all the conditions are not met and the City and County decide not to renew the contract for service beyond June 30, 2015, MHHS will transfer the shelter's physical assets including, but not limited to, all equipment and vehicles used in daily operations to the City/County before July 1, 2015. The transfer does not include cash accounts.

Danny Thomas
Mayor, City of Morristown

Bill Brittain
Hamblen County Mayor

Updated 3/27/2014

Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

City of Morristown
100 West First North Street
Morristown, TN 37814

4/21/14

Attendants: Mayor Thomas, Mayor Brittain, MHHS President Christine Coley, MHHS Vice President Larry Baker

RE: MHHS Board of Directors Proposal

According to the by-laws of the Morristown-Hamblen Humane Society the only change that can be made with the MHHS Board of Directors is removing any directors that have less than 50% meeting participation or have missed more than two quarterly meetings unexcused. Currently the board of directors meets monthly, however according to attendance records (February 2009 – February 2014) there are numerous members who have not attended regularly scheduled meetings. The following board members will be moved off of the MHHS Board of Directors:

Richard Swanson

Nancy Phillips

Frank McGuffin

Dr. Daniel Parks

Mike Howard

Upon MHHS changing their by-laws and board approval this will be the proposed MHHS Board of Directors for 2014-2015:

Mayor Thomas-City of Morristown

Mayor Brittain-Hamblen County

Larry Baker-County Commission Appointee

Non-Government Citizen appointed by Mayor Thomas

Non-Government Citizen appointed by Mayor Brittain

Christine Coley

Ruth Frederick

Wallace Long

Charlotte Long

Diane Fox

Avonia Thress

Virginia Pokorny

The last 7 board members will rotate off when their term ends and the MHHS board of directors will replace their seats on the board. The scheduled by-law revision will be July 1, 2014. Once there is a member who is able and qualified to fill the Treasurers seat the current Treasurer will be step down from his seat.

There will be an Oversight Committee which will review the progress of the Morristown Hamblen Humane Society operations and activities of the board of directors. The following will be participants of this committee:

Larry Clark-City of Morristown

Joey Barnard-Hamblen County

Dr. Daniel Parks-Former MHHS Board of Directors member

Morristown Hamblen Humane Society Board of Directors Plan of Action

Each board member will have assigned duties in regards to the shelter's operations. I have assigned each board member a classification. The board member will have a team of volunteers to work with them to assist with the work load. All volunteers will have to be board approved before working with the board member. The volunteers will work directly with each board member and the board member will give a report. Upon a board members term ending, the board member may put up for nomination of one of these volunteers to take over their duties on the board of directors. In accordance with the bylaws each volunteer will need to be a member of the humane society for one year.

Rescue

Rescues would include researching existing rescues as well as potential rescues for the shelter to work with. Future rescues will fill out applications to work with Morristown Hamblen Humane Society which will be brought forward for recommendation by the board member over the rescue program and approved by the board of directors before the rescue is allowed to work with the shelter. It will be this board members responsibility to stay in contact with the rescue coordinator and the rescues to ensure policies set by the board of directors are being followed.

Foster

Foster Homes will be visited on a regular basis by a two volunteers to make sure they are fit to house the shelter animals. All foster homes will have to fill out an application to have on file at the shelter and with the Foster Home Coordinator (board member). Another volunteer will be actively be recruiting homes for animals to be fostered in. This will start with the application process.

Communications

The board member who will be over communications and have a volunteer to ensure the website (petfinder & adopt a pet) are up to date with available animals as well as facebook, will assist the volunteer who puts the newsletter out, will assist with correspondence and make sure it is done in a timely fashion.

Fundraising

Anyone business/individual who is interested in doing a fundraiser for the shelter will go through this board member. This board member will ensure advertising, costs, state requirements are all in place. This board member will also assist with the marketing of the shelter with animals and may work with the board member who is over communications and education. Here is a list of observances and fundraisers that could be planned for 2014.

May	Food Drive Chip Your Pet Month
June	Adopt a Shelter Cat Month-reduce fees for cat adoption
July	National Dog House Repair Month-This could be an opportunity to have volunteers repair dog pens at the shelter and get new dog houses.

October	Adopt a Shelter Dog Month-reduce fees for cat adoption Golf Tournament
November	National Pet Awareness Month-work with the board members who is over Education and Communications to start newspaper articles and the newsletter for pet awareness
December	Pet Ornaments
January	National Train Your Dog Month-work with a professional trainer to offer classes to assist pet owners with their dogs
February	Spay/Neuter Awareness Month-place a large emphasis on this and offer low cost spay/neuter.

Education

Currently the shelter offers the KIND program and would continue this process. Any requests for someone to come speak before a group would go through this board member. This board member will coordinate volunteers to speak at these events. This board member will work with the board member who is over fundraising and communications. This board member will develop a strong program to educate the public with animal awareness and care.

Veterinary

Currently we have a veterinarian on the board of directors who has been very generous with the shelter. It is important we keep a position open for this person to assist numerous board members with their job duties to ensure the shelter is operating properly.

Volunteers

Board member will work with the current volunteer coordinator to grow this program. The board member will have a volunteer recruiter to enlist new volunteers to work at the shelter. This program will have more structure to assist the staff with their duties.

Operations

This position will enlist the executive board members to ensure the operations of the shelter are in compliance. It will also include the veterinarian who is a board member.

Executive Board Members

This group includes the President, Vice President, Treasurer and Secretary. This group will meet when needed to look at personnel issues as well as operations at the shelter that need to be reviewed and revised. It will include keeping the employee handbook up to date. This group will bring recommendations to the board members for changes that are needed at the shelter.

Morristown Hamblen Humane Society Action Plan

Goal: *To have a functional animal shelter with a staff that is properly trained so the board of directors does not have to micro-manage the operations*

Evaluations will be done weekly by the president and monthly by the board of directors.

	Issue	Action Steps What Will Be Done	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Resources	
					A. Resources Available	B. Resources Needed (financial, Human, Political & Other)
1	501c3	Contact Phil Roe to move process along faster	Wally Long Larry Baker	September 2014	A. Phil Roe IRS Joe Swann	B. Hire Attorney ?
2	Bylaws	Review & Update to work along with today's shelter needs & obligations	Executive Committee	August 2014	A. Other Shelters Attorney-Rick Swanson ?	
3	City/County Contracts	Update City Contract Create New Contract with County	Executive Committee City Mayor County Mayor	June 2014	A. City & County Other Comparable Shelters	
4	Shelter Operations	Create operation procedures for the staff to follow	Mike Howard, Executive Committee	May 2014	A. Other Shelters US Humane Society	
5	Job Descriptions	Update current job descriptions	Executive Committee	May 2014	A. Other Shelters US Humane Society	
6	Financials/Budget	Create a working budget Assess current bookkeeping needs	President, Treasurer, Staff Bookkeeper	March 2014 June 2014		A. Previous Records

Issue	Action Steps What Will Be Done	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Resources	
				A. Resources Available	B. Resources Needed (financial, Human, Political & Other)
7 Employee Handbook	Follow up with employee handbook to work in compliance with job descriptions & operation procedures	Mike Howard, Executive Committee	May 2014	A. Previous Records Other Shelters	
8 Applications					
Adoption	Review application to have successful adoptions	Operations Committee-Mike Howard, Executive Committee	May 2014	A. Other Shelters US Humane Society	
Foster	Review application to have successful foster homes	Foster Home Board Member-Avonita Thress, President, Foster Home Board Volunteers	June 2014	A. Other Shelters US Humane Society	
Volunteers	Review applications to have successful volunteers	Volunteer Board Member-Virginia Pokorny, President, Volunteer Coordinator & Volunteer Recruiter	June 2014	A. Other Shelters US Humane Society	
Rescue	Review applications to have successful rescue groups	Rescue Board Member-Nancy Phillips, Presidents, Rescue Volunteers	June 2014	A. Other Shelters US Humane Society	
Employment	Review application so it is in compliance with TN Labor Law	Executive Committee	April 2014	A. TN Labor Other Shelters	

		Resources		Timeline By When? (Day/Month)	Responsibilities Who Will Do It?	Action Steps What Will Be Done	Resources A. Resources Available B. Resources Needed (financial, Human, Political & Other)
Issue							
9	Board Member Assignments	Assign duties to each board member, enlist volunteers to assist them with their duties, develop programs for all involved to follow	Board of Directors	March 2014			A. Internet
10	Staff Meetings	Assist Shelter Director with Staff Meetings Ensure Mayors receive monthly reports Ensure Staff receives communications from the board with changes to procedures etc. Ensure President receives daily reports of each day from the shelter	President & Secretary	Immediately			N/A
11	Communications with Mayors & Staff	Monitor Existing Relations with Current Rescue Groups, including Pet Sense	President	March 2014			N/A
12	Rescue Group Issues	Ensure Community has access to the board members for concerns List of board members to each mayors office	President, Rescue Board Member- Nancy Phillips	March 2014			A. Other Shelters
13	Community Outreach	Begin a marketing plan to increase adoptions	President, Mayors	March 2014			N/A
14	Marketing Plan	Put Action Plan into place	Staff, Board of Directors, Communications Board Member	March 2014			A. Staff Ideas Board of Directors
15	Action Plan		Board of Directors	March 2014			N/A

Morristown-Hamblen Humane Society, Inc.

Balance Sheet

As of April 30, 2014

	Apr 30, 14
ASSETS	
Current Assets	
Checking/Savings	
1000 · Jefferson Federal - Building	2,893.43
1010 · Jefferson Federal - Operations	49,665.50
1020 · Jefferson Federal - Rescue	5,060.57
1030 · PayPal Account	155.88
1040 · Petty Cash - General	200.00
1041 · Petty Cash - Meals	150.00
1042 · Petty Cash - Rescue	500.00
Total Checking/Savings	58,625.38
Accounts Receivable	
1100 · Accounts Receivable	68.00
Total Accounts Receivable	68.00
Other Current Assets	
1125 · Healthcare Credit Receivable	7,629.00
1150 · Promises to Give	271,390.00
1500 · Investments - Edward Jones	
1510 · FMV	295,644.62
1520 · Unrealized Gains/Losses	71,641.41
Total 1500 · Investments - Edward Jones	367,286.03
1550 · Employee Loan - Curtis Baker	200.00
Total Other Current Assets	646,505.03
Total Current Assets	705,198.41
Fixed Assets	
1705 · Land	30,848.00
1710 · Equipment	46,540.96
1720 · Vehicles	98,370.44
1730 · Computers	1,444.00
1740 · Leasehold Improvements	111,434.09
1789 · Accumulated Depreciation	-200,874.68
Total Fixed Assets	87,762.81
TOTAL ASSETS	792,961.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,009.22
Total Accounts Payable	7,009.22
Other Current Liabilities	
2100 · Accrued Expenses	29,201.83
2106 · PALS Clinic Deposits	-623.00
2110 · Payroll Tax Payable - 941	3,191.53
2120 · SUTA Payable	217.27
Total Other Current Liabilities	31,987.63
Total Current Liabilities	38,996.85
Total Liabilities	38,996.85
Equity	
3200 · Unrestricted Net Assets	457,244.69
3300 · Temp Restricted Net Assets	354,018.00
Net Income	-57,298.32
Total Equity	753,964.37
TOTAL LIABILITIES & EQUITY	792,961.22

Morristown-Hamblen Humane Society, Inc.
Profit & Loss YTD Comparison
April 2014

	Apr 14	Jul '13 - Apr 14
Ordinary Income/Expense		
Income		
4000 · Adoption		
4001 · Fees	100.00	22,368.00
4002 · Refunds	0.00	-590.00
4000 · Adoption - Other	2,190.00	2,190.00
Total 4000 · Adoption	2,290.00	23,968.00
4005 · After Hours Pick-up Charge	0.00	550.00
4010 · Animal Pick-up - County	0.00	70.00
4015 · Animal Pickups - Vet	8.00	175.00
4020 · Boarding Fees	120.00	2,163.00
4030 · Citations	300.78	6,116.53
4040 · Donations		
4042 · Building Fund	50.00	1,995.00
4045 · Memorial	0.00	1,025.00
4040 · Donations - Other	283.00	13,618.32
Total 4040 · Donations	333.00	16,638.32
4060 · Euthanasia Fees	80.00	730.00
4100 · Fundraising		
4102 · General Expenses	0.00	-255.83
4130 · Products Income	0.00	73.50
4131 · Products Expenses	0.00	-8.00
4135 · T-shirts Income	0.00	929.50
4136 · T-shirt Expenses	0.00	-590.00
4140 · Safety Day Income	0.00	80.50
4141 · Safety Day Expenses	0.00	-67.86
4150 · Furry Fun Run Income	0.00	20.00
Total 4100 · Fundraising	0.00	181.81
4200 · Funds - City of Morristown	34,472.50	137,890.00
4210 · Funds - Hamblen County	44,500.00	111,250.00
4250 · Membership Fees	140.00	2,425.00
4260 · Miscellaneous Income	0.00	1,053.25
4270 · Rabies Vaccination	78.00	1,158.00
4280 · Reclaim Fee	0.00	50.00
4290 · Surrender Fee	0.00	137.00
4300 · Spay / Neuter		
4301 · Spay / Neuter Deposit	0.00	1,300.00
4302 · Spay / Neuter Refund	0.00	-1,265.00
4320 · Spay / Neuter Grant Monies	0.00	3,650.00
Total 4300 · Spay / Neuter	0.00	3,685.00
Total Income	82,322.28	308,240.91
Expense		
6000 · Payroll Expense		
6010 · ACO	3,572.40	39,430.08
6020 · Admin	3,750.00	30,765.04
6030 · Office	3,933.52	47,730.43
6040 · Kennel	2,752.43	24,968.31
6100 · Payroll Tax Expense	720.88	11,310.32
6150 · Other Employee Expenses	0.00	250.00
Total 6000 · Payroll Expense	14,729.23	154,454.18
7000 · Advertising		
7002 · Newspaper	35.88	250.68
7000 · Advertising - Other	0.00	56.94
Total 7000 · Advertising	35.88	307.62
7010 · Alarm Monitoring	0.00	491.73
7020 · Animal Care		
7021 · Animal Care Supplies	582.40	7,855.22
7020 · Animal Care - Other	198.80	198.80
Total 7020 · Animal Care	781.20	8,054.02
7030 · Bank Charges	91.09	825.35
7040 · Bookkeeping & Audit	0.00	9,400.00

Morristown-Hamblen Humane Society, Inc.
Profit & Loss YTD Comparison
April 2014

	Apr 14	Jul '13 - Apr 14
7050 · Communications		
7052 · Cell Phone	234.24	2,228.88
7053 · Internet Service	40.16	401.60
7054 · Telephone	0.00	761.85
Total 7050 · Communications	274.40	3,392.33
7070 · Dues & Subscriptions	0.00	160.00
7080 · Equipment / Tools	0.00	201.74
7090 · Food - Animal	815.50	9,831.75
7100 · Gifts	0.00	88.41
7110 · Insurance		
7111 · ACO Surety Bond	0.00	75.00
7112 · Auto	0.00	6,110.69
7114 · Group Medical	-94.06	13,097.09
7117 · Workmen's Comp	718.00	3,802.00
7110 · Insurance - Other	0.00	375.00
Total 7110 · Insurance	623.94	23,459.78
7120 · Landfill Fees	0.00	1,901.55
7130 · Legal Fees	254.50	5,941.23
7140 · License & Fees	0.00	656.25
7150 · Meals		
7151 · Employees	0.00	103.62
7152 · Inmates	514.22	5,501.85
7153 · PALS	0.00	139.71
Total 7150 · Meals	514.22	5,745.18
7159 · Medicine / Medical		
7160 · Medicine / Medical Supplies	1,272.38	18,868.99
7161 · Reimbursement	-117.50	-2,600.40
7165 · Medical - PARVO	252.55	718.55
7166 · PARVO Donations (Mayhem Fund)	0.00	-460.85
Total 7159 · Medicine / Medical	1,407.43	16,526.29
7169 · Microchip		
7170 · Microchip Supplies	1,078.50	6,547.86
7171 · Reimbursement	-500.00	-5,297.80
Total 7169 · Microchip	578.50	1,250.06
7180 · Miscellaneous	0.00	136.97
7190 · Newsletter	0.00	1,798.33
7200 · Office Expenses	0.00	460.13
7205 · Over / Short	0.00	0.00
7210 · Penalties & Late Fees	0.00	427.42
7220 · Postage	49.00	842.62
7230 · Repairs & Maintenance		
7231 · Equipment	0.00	277.17
7232 · Property	263.94	1,796.05
7230 · Repairs & Maintenance - Other	10.10	28.17
Total 7230 · Repairs & Maintenance	274.04	2,101.39
7240 · Supplies		
7241 · ACO Supplies	29.91	513.21
7242 · Cleaning	213.89	4,997.25
7243 · Office	438.58	7,004.74
7244 · Kennel Supplies	43.98	43.98
Total 7240 · Supplies	726.36	12,559.18
7250 · Taxes		
7251 · Property Tax	0.00	442.81
Total 7250 · Taxes	0.00	442.81
7255 · Training / Education	0.00	1,099.00
7260 · Transportation		
7261 · Fuel	1,163.31	13,807.24
7262 · Registration & Tags	0.00	14.25
7263 · Repair & Maintenance	51.89	2,423.71
Total 7260 · Transportation	1,215.20	16,245.20

Morristown-Hamblen Humane Society, Inc.**Profit & Loss YTD Comparison**

April 2014

	<u>Apr 14</u>	<u>Jul '13 - Apr 14</u>
7270 · Uniforms	45.00	260.85
7280 · Utilities		
7281 · Electric	395.00	5,002.33
7283 · Gas	0.00	2,019.45
Total 7280 · Utilities	395.00	7,021.78
7300 · Veterinary Fees		
7305 · PALS	0.00	1,145.00
7310 · Regular Vet Fees	2,433.00	20,517.06
7320 · Special Medical	918.00	5,747.94
7398 · Reimbursement	0.00	-120.00
7399 · Medical Donations (AJ Fund)	-432.00	-6,568.65
Total 7300 · Veterinary Fees	2,919.00	20,721.35
7500 · W/C Medical / Medications	268.67	4,368.34
7510 · W/C Salary Payment	32,515.91	42,176.26
9999 · Ask My Accountant	0.00	0.00
Total Expense	58,514.07	353,349.10
Net Ordinary Income	23,808.21	-45,108.19
Other Income/Expense		
Other Income		
8050 · Interest Income	1.91	171.78
8060 · Interest Expense	0.00	-8.83
Total Other Income	1.91	162.95
Net Other Income	1.91	162.95
Net Income	23,810.12	-44,945.24

Morristown-Hamblen Humane Society, Inc.
Profit & Loss YTD Comparison (RESCUE)
April 2014

	Apr 14	Jul '13 - Apr 14
Ordinary Income/Expense		
Income		
4100 · Fundraising		
4101 · General Income	0.00	10.00
Total 4100 · Fundraising	0.00	10.00
Total Income	0.00	10.00
Expense		
7070 · Dues & Subscriptions	0.00	10.00
7255 · Training / Education	0.00	120.00
Total Expense	0.00	130.00
Net Ordinary Income	0.00	-120.00
Other Income/Expense		
Other Expense		
9010 · Rescue Van Expenses		
9011 · Rescue Van - Fuel	226.27	3,739.78
9012 · Rescue Van - R/M	0.00	301.32
9013 · Rescue Van - Tags	0.00	51.00
Total 9010 · Rescue Van Expenses	226.27	4,092.10
9040 · Rescue Donations	-891.76	-941.76
9050 · Rescue Labor	206.44	1,822.16
9062 · Rescue Supplies	0.00	63.65
9065 · Rescue Medical Expenses		
9069 · Veterinary Fees	270.00	449.00
9070 · Reimbursement Vet Expenses	0.00	-135.00
9071 · Microchip Expense	420.00	8,452.11
9072 · Reimbursement Microchip Expense	-420.00	-8,428.16
9073 · Heartworm Test Expense	108.00	1,467.25
9074 · Reimbursement Heartworm Test	-108.00	-1,400.65
9075 · Vaccine Expense	32.00	8,882.48
9076 · Reimbursement Vaccine Expense	-36.00	-1,901.26
9065 · Rescue Medical Expenses - Other	0.00	-19.98
Total 9065 · Rescue Medical Expenses	266.00	7,365.79
9090 · Miscellaneous Rescue Expense	0.00	270.14
9091 · Reimbursement Misc Expense	-141.00	-439.00
Total Other Expense	-334.05	12,233.08
Net Other Income	334.05	-12,233.08
Net Income	334.05	-12,353.08

Morristown-Hamblen Humane Society, Inc.

Profit & Loss Prev Year Comparison

July 2013 through April 2014

15

	Jul '13 - Apr 14	Jul '12 - Apr 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Adoption				
4001 · Fees	22,368.00	27,730.00	-5,362.00	-19.3%
4002 · Refunds	-590.00	-1,850.00	1,260.00	68.1%
4000 · Adoption - Other	2,190.00	0.00	2,190.00	100.0%
Total 4000 · Adoption	23,968.00	25,880.00	-1,912.00	-7.4%
4005 · After Hours Pick-up Charge				
4010 · Animal Pick-up - County	550.00	250.00	300.00	120.0%
4015 · Animal Pickups - Vet	70.00	105.00	-35.00	-33.3%
4020 · Boarding Fees	175.00	94.00	81.00	86.2%
4030 · Citations	2,163.00	777.00	1,386.00	178.4%
4040 · Donations	6,116.53	0.00	6,116.53	100.0%
4042 · Building Fund				
4045 · Memorial	1,995.00	480.00	1,515.00	315.6%
4040 · Donations - Other	1,025.00	1,598.00	-573.00	-35.9%
Total 4040 · Donations	13,618.32	19,814.29	-6,195.97	-31.3%
Total 4040 · Donations	16,638.32	21,892.29	-5,253.97	-24.0%
4060 · Euthanasia Fees				
4100 · Fundraising	730.00	1,251.00	-521.00	-41.7%
4101 · General Income				
4102 · General Expenses	0.00	326.10	-326.10	-100.0%
4115 · Gift Baskets Income	-255.83	-487.29	231.46	47.5%
4116 · Gift Baskets Expenses	0.00	724.00	-724.00	-100.0%
4125 · Paint for Pups Income	0.00	-83.74	83.74	100.0%
4126 · Paint for Pups Expenses	0.00	1,550.00	-1,550.00	-100.0%
4130 · Products Income	73.50	-1,050.00	1,050.00	100.0%
4131 · Products Expenses	-8.00	1,669.00	-1,595.50	-95.6%
4135 · T-shirts Income	929.50	-1,023.50	1,015.50	99.2%
4136 · T-shirt Expenses	-590.00	1,304.00	-374.50	-28.7%
4140 · Safety Day Income	80.50	-961.00	371.00	38.6%
4141 · Safety Day Expenses	-67.86	0.00	-67.86	100.0%
4150 · Furry Fun Run Income	20.00	0.00	20.00	100.0%
Total 4100 · Fundraising	181.81	1,967.57	-1,785.76	-90.8%
4200 · Funds - City of Morristown				
4210 · Funds - Hamblen County	137,890.00	137,890.00	0.00	0.0%
4250 · Membership Fees	111,250.00	133,500.00	-22,250.00	-16.7%
4260 · Miscellaneous Income	2,425.00	2,225.00	200.00	9.0%
4270 · Rabies Vaccination	1,053.25	1,106.00	-52.75	-4.8%
4280 · Reclaim Fee	1,158.00	1,109.00	49.00	4.4%
4290 · Surrender Fee	50.00	776.00	-726.00	-93.6%
	137.00	315.00	-178.00	-56.5%

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Morristown-Hamblen Humane Society, Inc.

Profit & Loss Prev Year Comparison

July 2013 through April 2014

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	Jul '13 - Apr 14	Jul '12 - Apr 13	\$ Change	% Change
4300 · Spay / Neuter				
4301 · Spay / Neuter Deposit	1,300.00	3,670.00	-2,370.00	-64.6%
4302 · Spay / Neuter Refund	-1,265.00	-2,100.00	835.00	39.8%
4320 · Spay / Neuter Grant Monies	3,650.00	0.00	3,650.00	100.0%
4325 · Low Cost S/N (AnWks / SmkyMtn)	0.00	366.00	-366.00	-100.0%
Total 4300 · Spay / Neuter	3,685.00	1,936.00	1,749.00	90.3%
Total Income	308,240.91	331,073.86	-22,832.95	-6.9%
Expense				
6000 · Payroll Expense				
6010 · ACO	39,430.08	40,623.17	-1,193.09	-2.9%
6020 · Admin	30,765.04	29,069.14	1,695.90	5.8%
6030 · Office	47,730.43	53,527.27	-5,796.84	-10.8%
6040 · Kennel	24,968.31	23,085.32	1,882.99	8.2%
6100 · Payroll Tax Expense	11,310.32	13,330.54	-2,020.22	-15.2%
6150 · Other Employee Expenses	250.00	0.00	250.00	100.0%
Total 6000 · Payroll Expense	154,454.18	159,635.44	-5,181.26	-3.3%
7000 · Advertising				
7002 · Newspaper	250.68	92.15	158.53	172.0%
7000 · Advertising - Other	56.94	0.00	56.94	100.0%
Total 7000 · Advertising	307.62	92.15	215.47	233.8%
7010 · Alarm Monitoring	491.73	484.96	6.77	1.4%
7020 · Animal Care				
7021 · Animal Care Supplies	7,855.22	7,593.60	261.62	3.5%
7020 · Animal Care - Other	198.80	0.00	198.80	100.0%
Total 7020 · Animal Care	8,054.02	7,593.60	460.42	6.1%
7030 · Bank Charges	825.35	227.70	597.65	262.5%
7040 · Bookkeeping & Audit	9,400.00	3,660.00	5,740.00	156.8%
7050 · Communications				
7051 · ACO Radios	0.00	560.00	-560.00	-100.0%
7052 · Cell Phone	2,228.88	1,932.28	296.60	15.4%
7053 · Internet Service	401.60	852.41	-450.81	-52.9%
7054 · Telephone	761.85	863.26	-101.41	-11.8%
7055 · Web Site	0.00	667.00	-667.00	-100.0%
Total 7050 · Communications	3,392.33	4,874.95	-1,482.62	-30.4%
7060 · Computer / Software Supplies	0.00	794.45	-794.45	-100.0%
7070 · Dues & Subscriptions	160.00	0.00	160.00	100.0%
7080 · Equipment / Tools	201.74	401.59	-199.85	-49.8%
7090 · Food - Animal	9,831.75	6,790.92	3,040.83	44.8%
7100 · Gifts	88.41	750.00	-661.59	-88.2%

Morristown-Hamblen Humane Society, Inc.

Profit & Loss Prev Year Comparison

July 2013 through April 2014

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	Jul '13 - Apr 14	Jul '12 - Apr 13	\$ Change	% Change
7110 · Insurance				
7111 · ACO Surety Bond	75.00	75.00	0.00	0.0%
7112 · Auto	6,110.69	5,766.70	343.99	6.0%
7113 · D&O Liability	0.00	2,252.00	-2,252.00	-100.0%
7114 · Group Medical	13,097.09	0.00	13,097.09	100.0%
7116 · Volunteer Accident Coverage	0.00	300.00	-300.00	-100.0%
7117 · Workmen's Comp	3,802.00	3,804.00	-2.00	-0.1%
7110 · Insurance - Other	375.00	0.00	375.00	100.0%
Total 7110 · Insurance	23,459.78	12,197.70	11,262.08	92.3%
7120 · Landfill Fees	1,901.55	1,766.80	134.75	7.6%
7130 · Legal Fees	5,941.23	2,830.52	3,110.71	109.9%
7140 · License & Fees	656.25	1,162.75	-506.50	-43.6%
7150 · Meals				
7151 · Employees	103.62	123.73	-20.11	-16.3%
7152 · Inmates	5,501.85	4,988.09	513.76	10.3%
7153 · PALS	139.71	177.12	-37.41	-21.1%
Total 7150 · Meals	5,745.18	5,288.94	456.24	8.6%
7159 · Medicine / Medical				
7160 · Medicine / Medical Supplies	18,868.99	29,976.45	-11,107.46	-37.1%
7161 · Reimbursement	-2,600.40	-8,431.86	5,831.46	69.2%
7165 · Medical - PARVO	718.55	154.00	564.55	366.6%
7166 · PARVO Donations (Mayhem Fund)	-460.85	-1,210.00	749.15	61.9%
Total 7159 · Medicine / Medical	16,526.29	20,488.59	-3,962.30	-19.3%
7169 · Microchip				
7170 · Microchip Supplies	6,547.86	9,448.39	-2,900.53	-30.7%
7171 · Reimbursement	-5,297.80	-7,304.00	2,006.20	27.5%
Total 7169 · Microchip	1,250.06	2,144.39	-894.33	-41.7%
7180 · Miscellaneous	136.97	93.55	43.42	46.4%
7190 · Newsletter	1,798.33	1,346.00	452.33	33.6%
7200 · Office Expenses	460.13	174.96	285.17	163.0%
7205 · Over / Short	0.00	31.99	-31.99	-100.0%
7210 · Penalties & Late Fees	427.42	0.00	427.42	100.0%
7220 · Postage	842.62	750.27	92.35	12.3%
7230 · Repairs & Maintenance				
7231 · Equipment	277.17	263.80	13.37	5.1%
7232 · Property	1,796.05	4,431.40	-2,635.35	-59.5%
7230 · Repairs & Maintenance - Other	28.17	0.00	28.17	100.0%
Total 7230 · Repairs & Maintenance	2,101.39	4,695.20	-2,593.81	-55.2%
7240 · Supplies				
7241 · ACO Supplies	513.21	67.76	445.45	657.4%
7242 · Cleaning	4,997.25	5,711.32	-714.07	-12.5%
7243 · Office	7,004.74	4,551.85	2,452.89	53.9%
7244 · Kennel Supplies	43.98	0.00	43.98	100.0%
Total 7240 · Supplies	12,559.18	10,330.93	2,228.25	21.6%

Morristown-Hamblen Humane Society, Inc.

Profit & Loss Prev Year Comparison

July 2013 through April 2014

18

	Jul '13 - Apr 14	Jul '12 - Apr 13	\$ Change	% Change
7250 . Taxes				
7251 . Property Tax	442.81	446.30	-3.49	-0.8%
Total 7250 . Taxes	442.81	446.30	-3.49	-0.8%
7255 . Training / Education				
7260 . Transportation	1,099.00	0.00	1,099.00	100.0%
7261 . Fuel	13,807.24	14,272.30	-465.06	-3.3%
7262 . Registration & Tags	14.25	0.00	14.25	100.0%
7263 . Repair & Maintenance	2,423.71	4,030.63	-1,606.92	-39.9%
Total 7260 . Transportation	16,245.20	18,302.93	-2,057.73	-11.2%
7270 . Uniforms				
7280 . Utilities	260.85	664.86	-404.01	-60.8%
7281 . Electric	5,002.33	4,104.00	898.33	21.9%
7283 . Gas	2,019.45	2,426.84	-407.39	-16.8%
Total 7280 . Utilities	7,021.78	6,530.84	490.94	7.5%
7300 . Veterinary Fees				
7305 . PALS	1,145.00	2,996.00	-1,851.00	-61.8%
7310 . Regular Vet Fees	20,517.06	23,940.63	-3,423.57	-14.3%
7320 . Special Medical	5,747.94	212.00	5,535.94	2,611.3%
7398 . Reimbursement	-120.00	-382.50	262.50	68.6%
7399 . Medical Donations (AJ Fund)	-6,568.65	-2,954.00	-3,614.65	-122.4%
Total 7300 . Veterinary Fees	20,721.35	23,812.13	-3,090.78	-13.0%
7500 . W/C Medical / Medications				
7510 . W/C Salary Payment	4,368.34	1,465.30	2,903.04	198.1%
9999 . Ask My Accountant	42,176.26	12,144.44	30,031.82	247.3%
9999 . Ask My Accountant	0.00	0.00	0.00	0.0%
Total Expense	353,349.10	311,975.15	41,373.95	13.3%
Net Ordinary Income	-45,108.19	19,098.71	-64,206.90	-336.2%
Other Income/Expense				
Other Income				
8050 . Interest Income	171.78	292.14	-120.36	-41.2%
8060 . Interest Expense	-8.83	0.00	-8.83	-100.0%
Total Other Income	162.95	292.14	-129.19	-44.2%
Net Other Income	162.95	292.14	-129.19	-44.2%
Net Income	-44,945.24	19,390.85	-64,336.09	-331.8%

Morristown-Hamblen Humane Society, Inc.

Profit & Loss Prev Year Comparison (RESCUE)

July 2013 through April 2014

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Ordinary Income/Expense	Jul '13 - Apr 14	Jul '12 - Apr 13	\$ Change	% Change
Income				
4100 · Fundraising				
4101 · General Income	10.00	0.00	10.00	100.0%
4110 · Car Show Income	0.00	3,101.00	-3,101.00	-100.0%
4111 · Car Show Expenses	0.00	-1,271.20	1,271.20	100.0%
4120 · Golf Tournament Income	0.00	9,760.00	-9,760.00	-100.0%
4121 · Golf Tournament Expenses	0.00	-2,588.36	2,588.36	100.0%
4130 · Products Income	0.00	19.00	-19.00	-100.0%
Total 4100 · Fundraising	10.00	9,020.44	-9,010.44	-99.9%
Total Income	10.00	9,020.44	-9,010.44	-99.9%
Expense				
7070 · Dues & Subscriptions	10.00	0.00	10.00	100.0%
7255 · Training / Education	120.00	0.00	120.00	100.0%
Total Expense	130.00	0.00	130.00	100.0%
Net Ordinary Income	-120.00	9,020.44	-9,140.44	-101.3%
Other Income/Expense				
Other Expense				
9010 · Rescue Van Expenses				
9011 · Rescue Van - Fuel	3,739.78	5,819.96	-2,080.18	-35.7%
9012 · Rescue Van - R/M	301.32	3,214.88	-2,913.56	-90.6%
9013 · Rescue Van - Tags	51.00	51.00	0.00	0.0%
Total 9010 · Rescue Van Expenses	4,092.10	9,085.84	-4,993.74	-55.0%
9040 · Rescue Donations	-941.76	-2,372.90	1,431.14	60.3%
9050 · Rescue Labor	1,822.16	0.00	1,822.16	100.0%
9062 · Rescue Supplies	63.65	-171.18	234.83	137.2%
9065 · Rescue Medical Expenses				
9069 · Veterinary Fees	449.00	556.00	-107.00	-19.2%
9070 · Reimbursement Vet Expenses	-135.00	-635.25	500.25	78.8%
9071 · Microchip Expense	8,452.11	0.00	8,452.11	100.0%
9072 · Reimbursement Microchip Expense	-8,428.16	0.00	-8,428.16	-100.0%
9073 · Heartworm Test Expense	1,467.25	0.00	1,467.25	100.0%
9074 · Reimbursement Heartworm Test	-1,400.65	0.00	-1,400.65	-100.0%
9075 · Vaccine Expense	8,882.48	0.00	8,882.48	100.0%
9076 · Reimbursement Vaccine Expense	-1,901.26	0.00	-1,901.26	-100.0%
Total 9065 · Rescue Medical Expenses	7,385.77	-79.25	7,465.02	9,419.6%
9090 · Miscellaneous Rescue Expense	270.14	0.00	270.14	100.0%
9091 · Reimbursement Misc Expense	-458.98	0.00	-458.98	-100.0%
Total Other Expense	12,233.08	6,462.51	5,770.57	89.3%
Net Other Income	-12,233.08	-6,462.51	-5,770.57	-89.3%
Net Income	-12,353.08	2,557.93	-14,911.01	-582.9%



**Calendar & Rules
Committee**

Hamblen County Government
CALENDAR & RULES COMMITTEE

Monday, May 19, 2014
Immediately Following Adjournment of Public Services Committee
Hamblen County Courthouse – Third Floor Large Courtroom

Paul LeBel
Chairman

Nancy Phillips
Vice-Chair

Stancil Ford
Ex-Officio

Louis "Doe" Jarvis
Member

Herbert Harville
Member

Howard Shipley
Member

AGENDA

- 1. Call to Order**
- 2. Review of Regular Calendar Items**
- 3. Review of Consent Calendar Items**
- 4. Adjournment**

HAMBLEN COUNTY LEGISLATIVE BODY

Regularly Scheduled Monthly Meeting
Thursday, May 22, 2014
5 p.m.

Open Meeting - Sheriff Esco Jarnagin

Call to Order - Chairman Stancil Ford

Prayer – Reverend Scott Helton, Bethel Baptist Church

Pledge of Allegiance - Commissioner Nancy Phillips

Roll Call - County Clerk Linda Wilder

Recognition of Visitors - Chairman Stancil Ford

a. Charles Curtiss, Executive Director of the Tennessee County Commissioners Association

*Prepared under the direction of:
Chairman Stancil Ford*

REGULAR CALENDAR**Hamblen County Legislative Body**

Order #	Vote	Item
		<u>Presentation</u> a. Employee Recognition
	Vote	<u>Nominations / Appointments (Chairman Stancil Ford)</u> a. Board of Equalization
		<u>Public Official Bonds (Chairman Stancil Ford)</u> a. None
		<u>Convene as Hamblen County Beer Board</u> a. Beer Permit for Hamblen Co. Marina, 3050 Hamblen Dock Rd., Morristown, TN <u>Reconvene as Hamblen County Legislative Body</u>
	Vote	<u>Beer Permit Vote</u> a. Beer permit for Hamblen Co. Marina, 3050 Hamblen Dock Rd., Morristown, TN
	Vote Vote	<u>Calendar and Rules Committee Report (Chairman Paul LeBel)</u> a. Approval of Consent Calendar Items b. Approval of Regular Calendar Items
	Vote	<u>Approval of Consent Calendar (Chairman Stancil Ford)</u> a. Consent Calendar
	Vote Vote Vote Vote	<u>Finance Committee (Chairman Louis "Doe" Jarvis)</u> a. Approval of Monthly Checks b. Mobile Data Terminals c. Budget Amendments 1. Fund #122 Drug Enforcement 2. Hamblen County Department of Education (\$19,204.33)
		<u>Jail Study Committee (Chair Nancy Phillips)</u> a. Justice Center /Jail Structural Assessment Findings b. Intensive Community Corrections Program
	Vote Vote Vote Vote	<u>Public Services Committee (Chairman Herbert Harville)</u> a. Resolution to Amend the Hamblen County Zoning Regulations Relative to a Crematory b. Items to be Declared Surplus 1. Circuit Court – Dell Desktop Computers (2) 2. Planning Department – 2001 Ford Taurus c. Morristown-Hamblen Humane Society
		<u>Announcements /Informational Items / Upcoming Meeting Dates (Chairman Stancil Ford)</u> a. June Committee Meetings: June 9, 2014 at 11:30 a.m. at Health Dept. Conference Room b. June County Commission Meeting: June 19, 2014 at 5 p.m. at Courthouse, Large Courtroom
		<u>Adjournment (Chairman Stancil Ford)</u>

CONSENT CALENDAR**Hamblen County Legislative Body**

Order #	Item	Placed From
1	Approval of the Previous Month's Commission Meeting Minutes – April 24, 2014	Chairman Stancil Ford
2	Approval of Notaries	County Clerk Linda Wilder
3	Operating Summaries – April 2014	Finance Committee
4	Budget Amendments Approved by County Mayor 1. Fund #101 a. County Clerk (\$1,500) b. County Clerk (\$3,500) c. Archives (\$1,000)	Finance Committee
5	County Attorney Invoices - April 2014	Finance Committee
6	Planning Commission Building Permit Report - April 2014	Finance Committee
7	Coroner's Report – April 2014	Finance Committee
8	Comcast Announcement	Public Services Committee

Thursday, May 22, 2014



Jail Study Committee

Nancy Phillips
Chair

Stancil Ford
Member

Paul LeBel
Member

Louis "Doe" Jarvis
Member

Tim Goins
Member

Tim Dennison
Member

Herbert Harville
Member

Rick Eldridge
Member

Dana Wampler
Member

Larry Baker
Member

Doyle Fullington
Member

Howard Shipley
Member

Larry Carter
Member

Wayne NeSmith
Member

Hamblen County Government
JAIL STUDY COMMITTEE

May 19, 2014

Immediately Following Adjournment of Calendar and Rules Committee
Hamblen County Courthouse – Third Floor Large Courtroom

AGENDA

1. Call to Order – Chair Nancy Phillips
2. Old Business - Chair Nancy Phillips
 - a. Justice Center Needs Assessment Presentation – *Alan Richardson and Chris Monsma, Carter Goble Lee and Associates*
3. New Business - Chair Nancy Phillips
 - a. None Stated
4. Items of Interest – Chair Nancy Phillips
 - a. None Stated
5. Adjournment – Chair Nancy Phillips