

EXHIBIT B-1

SCHEDULE OF CHARGES AND PAYMENTS

A. The maximum amount of payment made under this contract for fiscal year 2013-14 shall not exceed \$290,019 and shall be subject to the availability of funds to the County. Payments will be made in 12 equal installments, which shall be due and payable as of the 5th of each month beginning July 1, 2013

i. July 1, 2013	\$290,019
ii. July 1, 2014	\$295,819
iii. July 1, 2015	\$301,736
iv. July 1, 2016	\$307,770
v. July 1, 2017	\$392,630
vi. July 1, 2018	\$739,000
vii. July 1, 2019	\$739,000

B. Changes to the line items as between major categories (Salaries and Benefits, and Services and Supplies) above in excess of ten percent (10%) or rollover of funds from one Fiscal Year to another shall be submitted in advance for approval by the Undersheriff or his designee who at sole discretion shall determine if the change in the operating budget will continue to meet the outcomes of the contract.

C. Contractor shall provide monthly expenditure reports including Payroll reports.

D. For the fiscal year 18/19, Class I Expenditure of \$85,000 shall be pro-rated until a Shelter Director has been hired as well as Class I Expenditure of \$65,000 shall be pro-rated until a Financial Manager has been hired.

BILLING AND PAYMENT

Contractor shall submit an invoice to County by the 15th of each preceding the month services to be rendered. Each invoice shall include ATTACHMENT B.

Invoices are to be submitted to:

Nevada County Sheriff's Office
Attention: Fiscal Unit
Post Office Box 1210
Nevada City, California 95959

**CONTRACT EXPENDITURE BREAKDOWN
DESCRIPTION EXPENSE**

		Year One	Year Two	Year Three	Year Four	Year Five
		FY 13/14	FY 14/15	FY15/16	FY 16/17	FY 17/18
<u>SALARIES AND BENEFITS</u>						
PERMANENT FULL TIME SALARIES						
Position 1	Shelter Director	65,000	66,300	67,626	68,979	70,358
Position 2	Office Manager	35,000	35,700	36,414	37,142	37,885
Position 3	Shelter Coordinator	41,500	42,330	43,177	44,040	44,921
Position 4	Shelter Associate	35,500	36,210	36,934	37,673	38,426
TEMPORARY OR PART TIME SALARIES						
Position 1	Shelter Attendant	0	0	0	0	0
BENEFITS						
Insurance, etc.		22,500	22,950	23,409	23,877	24,355
WORKER'S COMP		17,000	17,340	17,687	18,041	18,401
TELEPHONE SERVICE						
Standard Phone Expense	Provider	1,000	1,020	1,040	1,061	1,082
Cell Phone Service	Provider	0	0	0	0	0
<u>Refuse Disposal</u>						
Trash Pick-up	Dump Fees	500	510	520	531	541
DOTS - Semi-Annual Waste Fee	DOTS (JE)		0	0	0	0
<u>Household Expense – Other</u>						
Cleaning Supplies/Office	Janitorial Supplies	3,000	3,060	3,121	3,184	3,247
Drinking water	Gold Country	500	510	520	531	541

	Water					
Disinfectant/Foaming		2,500	2,550	2,601	2,653	2,706
INSURANCE						
Liability – General		4,000	4,080	4,162	4,245	4,330
Liability – Auto		1,000	1,020	1,040	1,061	1,082
MAINT - BLDGS& IMPROV						
Routine Maintenance		2,000	2,040	2,081	2,122	2,165
Other - add as needed			0	0	0	0
MEMBERSHIPS:						
State Humane Assn.		0	0	0	0	0
Other - add as needed		0	0	0	0	0
MEDICAL, DENTAL & LAB (For People)						
First Aid Kits	Replenish	150	153	156	159	162
Other - add as needed		600	612	624	637	649
OFFICE EXPENSE						
Office Supplies		500	510	520	531	541
Printing Supplies		1,000	1,020	1,040	1,061	1,082
Subscriptions - Magazines, etc.		0	0	0	0	0
Copies		250	255	260	265	271
Miscellaneous		250	255	260	265	271
POSTAGE						
US Postal Service	Postage	400	408	416	424	433
UPS/FED EX	Shipping		0	0	0	0
COMPUTER SOFTWARE AND LICENSES						
Upgrade Software		500	510	520	531	541
New License software		200	204	208	212	216

Other - add as needed			0	0	0	0
COMPUTER AND RELATED EQUIPMENT						
New computers			0	0	0	0
Printers			0	0	0	0
Miscellaneous			0	0	0	0
			0	0	0	0
PROFESSIONAL SERVICES						
Accounting & Audit			0	0	0	0
Technical services			0	0	0	0
Contract Vet Services			29,319	29,905	30,503	31,114
Vet Services for Injured/Sick Shelter Animals			0	0	0	0
Emergency Vet Services			0	0	0	0
Transport & Service			500	510	520	531
Placer County Public Health Labs	Rabies Testing		0	0	0	0
Sharps Needle Disposal			400	408	416	424
Euthanasia			250	255	260	265
Bank and payroll fees			1,800	1,836	1,873	1,910
SPEC DEPT EXPENSE						
Storage Containers			0	0	0	0
Transport Cages			200	204	208	212
Cat Litter/Cat Pan Liners/Litter Boxes			3,000	3,060	3,121	3,184
Leashes and Collars			500	510	520	531
Dog Food			2,500	2,550	2,601	2,653
Cat Food			3,300	3,366	3,433	3,502
Other Food			2,500	2,550	2,601	2,653
Feed and Supply Items			200	204	208	212

Feeding Bowls		250	255	260	265	271
Lethal injection Drugs			0	0	0	0
Cleaning Supplies Cages and Kennels		400	408	416	424	433
Grooming Supplies		150	153	156	159	162
Beds and Bedding		250	255	260	265	271
Flea and Tick Treatment		250	255	260	265	271
Heartworm Medicine		1,000	1,020	1,040	1,061	1,082
Medical Items not in Professional Services	detail required		0	0	0	0
Sales Tax		1,300	1,326	1,353	1,380	1,407
Remittance of Impound/License Fees		0	0	0	0	0
Miscellaneous		0	0	0	0	0
Reserve		0	0	0	0	0
VEHICLES						
Fuel Costs		550	561	572	584	595
Repair & Maintenance		550	561	572	584	595
UTILITIES						
Electricity		3,500	3,570	3,641	3,714	3,789
Propane		2,500	2,550	2,601	2,653	2,706
TOTAL EXPENSE		290,019	295,819	301,736	307,770	313,926

**Year 5 Expense Allocation
FY 17/18**

Class I

Salaries	\$200,000
Benefits	\$25,000
Workers Compensation	\$20,000

Total Class I Expenses **\$245,000**

Class II

Telephone Service	\$11,479
Refuse Disposal	\$4,000
Household Expenses - Other	\$8,800
Insurance	\$5,905

Maintenance - Building & Improvements	\$1,500
Medical, Dental & Lab (for people)	\$600
Office Expenses	\$4,000
Postage	\$500
Computer Software and Licenses	\$757
Computer & Related Equipment	\$2,000
Professional Services	\$42,000
Special Department Expenses	\$49,884
Vehicles	\$1,100
Utilities	\$15,105
Total Class II Expenses	\$147,630
Total Expenses	\$392,630

Year 6 Expense Allocation

FY 18/19

Revenue

Fees Collected for Shelter Services

Adoptions	\$	77,000
Kennel Fees	\$	15,000
Owner Turn-in Fees	\$	4,500
Quarantine Fees	\$	-

Contract Contribution

County Contract	\$	714,000
Wilson Family Trust	\$	25,000

Total County Contract Contribution	\$	739,000
Total Shelter Related Revenue	\$	835,500

Salaries Expenses

Full Time		
Succession - Shelter Director (to be hired)	\$	85,000
Succession - Financial Officer (to be hired)	\$	65,000
Shelter Staff	\$	267,500
Workers Compensation	\$	65,000
Employer Taxes	\$	45,000
Total Class I Expenditure	\$	527,500

Operating Expenses

Utilities

Standard Phone	\$	13,000
Refuse Disposal	\$	7,425
Electricity	\$	10,000
Propane	\$	10,000
Water	\$	600

Shelter Supplies and Maintenance

Cat Litter/Cat Pan liners/Litter Boxes	\$	7,200
Animal Feed and supplies	\$	49,500
Vehicle maintenance	\$	6,100
Equipment Maintenance	\$	4,375
Facility Maintenance	\$	17,000

Office Expense	\$	7,300
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Professional Services

Accounting & Audit	\$	21,000
Contact Services	\$	2,500
Animal Rehabilitation	\$	20,000
Spay and Neuter (<i>covered by est. adoption fee revenue</i>)	\$	70,000

Vet Services for Injured/Sick Shelter Animals	\$	47,000
Insurance	\$	7,500
Miscellaneous	\$	7,500
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Total Class II Expenditure	\$	308,000
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Total Shelter Related Expenses	\$	835,500
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Expense over Revenue	\$	-

Year 7 Expense Allocation

FY 19/20

Revenue

Fees Collected for Shelter Services

Adoptions	\$	77,000
Kennel Fees	\$	15,000
Owner Turn-in Fees	\$	4,500
Quarantine Fees	\$	-

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Employer Taxes	\$	45,000
Total Class I Expenditure	\$	527,500

Operating Expenses

Utilities

Standard Phone	\$	13,000
Refuse Disposal	\$	7,425
Electricity	\$	10,000
Propane	\$	10,000
Water	\$	600

Shelter Supplies and Maintenance

Cat Litter/Cat Pan liners/Litter Boxes	\$	7,200
Animal Feed and supplies	\$	49,500
Vehicle maintenance	\$	6,100
Equipment Maintenance	\$	4,375
Facility Maintenance	\$	17,000

Office Expense	\$	7,300
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Accounting & Audit	\$	21,000
Contact Services	\$	2,500
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Expense over Revenue	\$	-