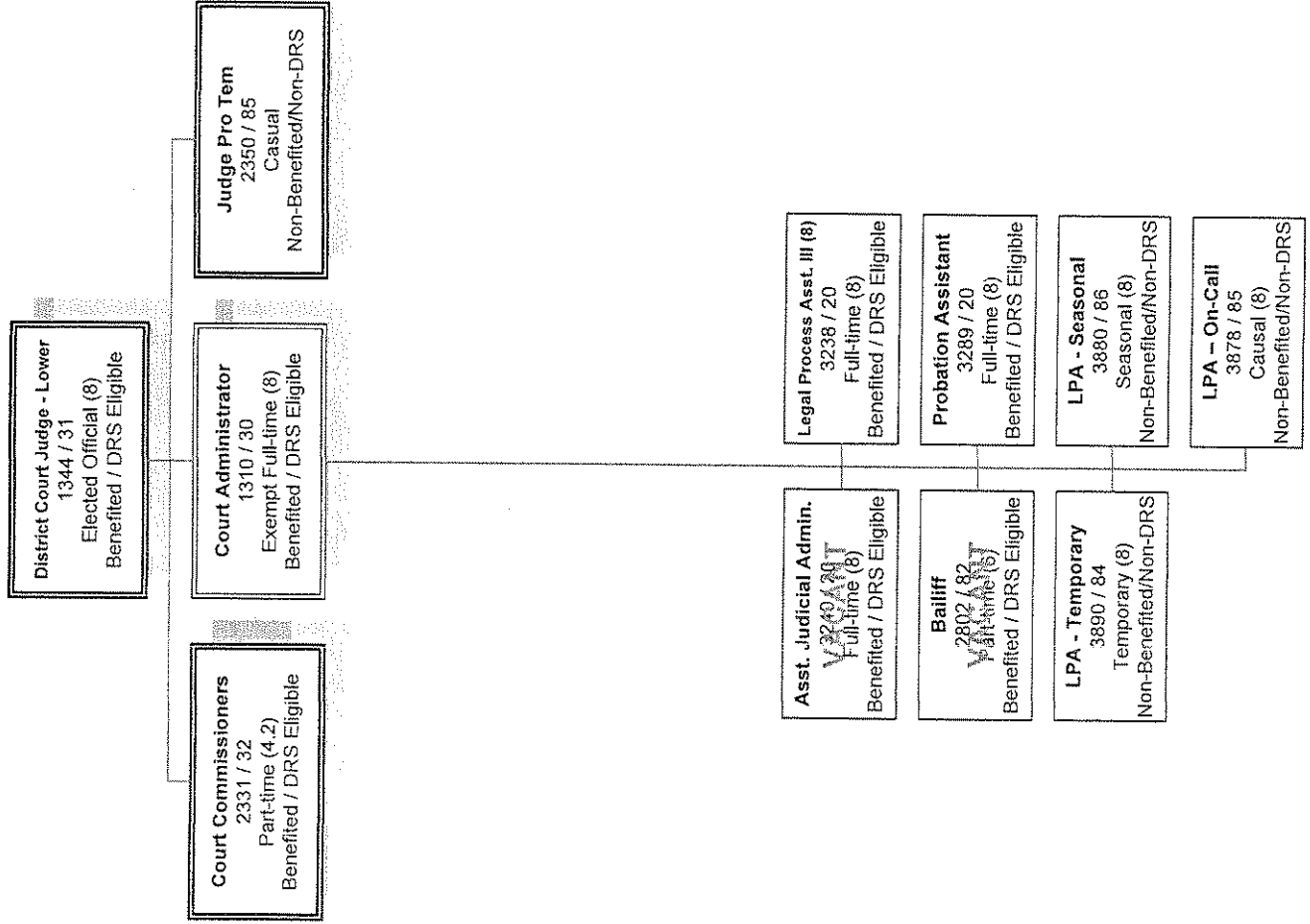


0024 – Lower District Court Organizational Chart



Updated 7/22/08

GL787

JMP - PRELIMINARY DEPT REVENUE

Report Format 561

January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Dpt 0024	LOWER DISTRICT COURT									
BAC 338	INTERGOVERNMENTAL SERVICE R									
1 2433812	REIMBURSEMENT FOR C			10,000-	10,000-	10,000-	10,000-	10,000-	10,000-	100.0
BAC 338	INTERGOVERNMENTAL SERVICE R									
BAC 341	GENERAL GOVERNMENT									
1 2434122	D/M COURT CIVIL FIL		196-							
1 2434132	CLERKS RECORD SERVI		4,842-	4,200-	5,174-	7,200-	7,200-	7,200-	7,200-	41.7
1 2434135	CERTIFIED COPIES				5-					
1 2434162	MICROFILM AND PHOTO		506-	250-	261-	300-	300-	300-	300-	16.7
1 243412201	ANTI-HARASSMENT FIL		130-							
1 243412203	CIVIL FILING		18,463-	16,000-	12,645-	16,000-	16,000-	16,000-	16,000-	100.0
1 243412205	ANTI-HARASSMENT FIL		695-		825-	800-	800-	800-	800-	
1 243412301	CIVIL/PROB/DOMESTIC		20-		604-					
1 243412400	DISPUTE RESOLUTION		8,515-	4,500-	6,080-	8,000-	8,000-	8,000-	8,000-	43.8
1 243412401	DISPUTE RESOLUTION		870-	4,500-	1,519-	1,000-	1,000-	1,000-	1,000-	350.0-
1 243412801	D/M OTHER COURT FIL		47-		37-	60-	60-	60-	60-	100.0
1 243412802	CIVIL TRANSCRIPTS		511-	600-						
1 243412805	OTHER FILLINGS				84-	160-	160-	160-	160-	100.0
1 243412806	CIVIL-SUPP PROCEEDI		1,846-	1,600-	1,323-	2,000-	2,000-	2,000-	2,000-	20.0
1 243412808	OTHER FEES - CIVIL		67-		521-	800-	800-	800-	800-	100.0
1 243412809	OTHER FILLINGS SMALL		555-		596-	600-	600-	600-	600-	100.0
1 243413201	WRITS AND GARNISH F				13-					
1 243413202	D/M COURT RECORDS S		50-		140-	100-	100-	100-	100-	100.0
1 243413203	CIVIL FEES - APPEAL				27-					
1 243413302	WARRANT COSTS		25,426-	24,000-	21,652-	30,000-	30,000-	30,000-	30,000-	20.0
1 243413303	DEFERRED PROSECUTIO		4,636-	4,000-	6,395-	8,000-	8,000-	8,000-	8,000-	50.0
1 243413307	RELICENSING PROGRAM				1,790-	1,200-	1,200-	1,200-	1,200-	100.0
1 323413307	RELIC PROGRAM FEE				400-					
BAC 341	GENERAL GOVERNMENT		67,375-	59,650-	60,091-	76,220-	76,220-	76,220-	76,220-	21.7
BAC 342	SECURITY OF PERSONS & PROPE									
1 2434210	LAW ENFORCEMENT SER			14,500-						
1 243429001	CRIMINAL CONV FEE D		1,311-	1,100-	1,028-	1,400-	1,400-	1,400-	1,400-	21.4
1 243429002	CRIMINAL CONV FEE C		7,979-	6,000-	5,129-	6,000-	6,000-	6,000-	6,000-	
1 243429003	CRIMINAL CONV FEE		6,724-	6,000-	4,163-	6,000-	6,000-	6,000-	6,000-	
BAC 342	SECURITY OF PERSONS & PROPE		16,014-	27,600-	10,320-	13,400-	13,400-	13,400-	13,400-	106.0-

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JMP - PRELIMINARY DEPT REVENUE

Report Format 561

January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Dpt 0024	LOWER DISTRICT COURT									
BAC 351	SUPERIOR COURT-FELONY/MIS P					119-				
1	CRIMINAL FILING FEE			2,435-	2,000-	2,311-	3,000-	3,000-	33.3	
BAC 351	SUPERIOR COURT-FELONY/MIS P					119-				
1	CIVIL PENALTIES			2,435-	2,000-	2,311-	3,000-	3,000-	33.3	
BAC 352	MANDATORY INSURANCE			2,435-	2,000-	2,311-	3,000-	3,000-	33.3	
1	CIVIL PENALTIES			2,435-	2,000-	2,311-	3,000-	3,000-	33.3	
BAC 353	CIVIL INFRACTION PENALTIES			543,024-	690,241-	431,704-	543,000-	543,000-	27.1-	
1	TRAFFIC INFRACTION			247-			250-	250-	100.0	
1	LITTER CONTROL VIOL			17,967-	22,000-	15,860-	18,000-	18,000-	22.2-	
1	OTHER NON TRAFFIC I			13-		30-				
1	TRAFFIC INFRACTION			80,673-		33,649-	80,000-	80,000-	100.0	
1	TRAFFIC INFRACTION			6,071-		1,397-	6,000-	6,000-	100.0	
1	TRAFFIC INFRACTION			4,185-		660-	4,000-	4,000-	100.0	
1	OTHER NON TRAFFIC I					155-	140-	140-	100.0	
1	AGRIC DEPT ACCT			652,180-	712,241-	483,455-	651,390-	651,390-	9.3-	
BAC 353	CIVIL INFRACTION PENALTIES			652,180-	712,241-	483,455-	651,390-	651,390-	9.3-	
BAC 354	CIVIL PARKING INFRACTION PE			2,017-	7,000-	1,833-	2,000-	2,000-	250.0-	
1	PARKING INFRACTION			3,042-		600-	3,000-	3,000-	100.0	
1	PARKED IN HANDICAPP			5,059-	7,000-	2,433-	5,000-	5,000-	40.0-	
BAC 354	CIVIL PARKING INFRACTION PE			5,059-	7,000-	2,433-	5,000-	5,000-	40.0-	
BAC 355	CRIMINAL TRAFFIC MISD. FINE			55,041-	55,000-	39,893-	57,000-	57,000-	3.5	
1	DWI			87,323-	99,241-	50,372-	80,000-	80,000-	24.1-	
1	OTHER CRIMINAL TRAF			142,365-	154,241-	90,265-	137,000-	137,000-	12.6-	
BAC 355	CRIMINAL TRAFFIC MISD. FINE			142,365-	154,241-	90,265-	137,000-	137,000-	12.6-	
BAC 356	CRIMINAL NON-TRAFFIC FINES			128,339-	140,000-	83,602-	120,000-	120,000-	16.7-	
1	FELONY FINES			347-		48-				
1	OTHER CRIMINAL NON-			48-		33-				
1	CIT DOG TO 7/03			128,339-	140,000-	83,602-	120,000-	120,000-	16.7-	
1	CIT DOG TO 7/03			48-		33-				
1	OTHER CRIMINAL NON-			128,767-	140,000-	83,817-	120,000-	120,000-	16.7-	
BAC 356	CRIMINAL NON-TRAFFIC FINES			128,767-	140,000-	83,817-	120,000-	120,000-	16.7-	

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JMP - PRELIMINARY DEPT REVENUE

Report Format 561

January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Dpt 0024	LOWER DISTRICT COURT									
BAC 357	CRIMINAL COSTS									
1	2435733	COURT APPT ATTORNEY	448-	11,260-	12,000-	100.0				
1	2435734	SHERIF WARRANT SER	1,027-	376-						
1	243573300	COURT APPT ATTORNEY	39,392-	26,000-	48,000-	45.8				
BAC 357	CRIMINAL COSTS		40,866-	27,200-	60,000-	54.7				
BAC 361	INTEREST EARNINGS									
1	243614001	INTEREST ON CONTRAC	10,083-	8,239-	10,000-	100.0				
1	243614003	D/M INTEREST	10,083-	21,100-	10,000-	111.0-				
BAC 361	INTEREST EARNINGS		20,166-	21,100-	20,000-	5.5-				
BAC 369	OTHER MISCELLANEOUS REVENUE									
1	2436981	OVER & SHORT	735	14						
1	2436982	FOREIGN CURRENCY EX	12							
1	2436990	MISCELLANEOUS REVEN	10-							
1	243698100	OVER & SHORT	836-	453-	400-	100.0				
1	243699060	NSF CHECK SERVICE F	84-	401-	400-	100.0				
BAC 369	OTHER MISCELLANEOUS REVENUE		183-	840-	400-	100.0				
Dpt 0024	LOWER DISTRICT COURT		1,075,409-	1,151,032-	1,096,410-	5.0-				

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JMP - PRELIMINARY DEPT EXPENSE

Report Format 561

January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND LOWER DISTRICT COURT	Sub 001 Div 010	GENERAL FUND 1/10TH LAW & JUSTICE TAX	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Prj 0000041	1/10 CRIMINAL JUSTICE SALE T									
Obj 510	SALARIES AND WAGES			55,276	60,994	44,585	60,954		60,954	.1-
1 241051001	SALARIES			55,276	60,994	44,585	60,954		60,954	.1-
Obj 510	SALARIES AND WAGES									
Obj 520	PERSONNEL BENEFITS									
1 241052001	FICA			4,229	4,666	3,032	4,663		4,663	.1-
1 241052002	MEDICAL AID/LABOR & RETIREMENT			96	113	78	214		214	47.2
1 241052003	RETIREMENT			4,036	4,404	2,994	3,657		3,657	20.4-
1 241052004	MEDICAL BENEFITS			3,827	3,943	2,629	8,400		8,400	53.1
1 241052006	UNEMPLOYMENT			343	378	246	378		378	
Obj 520	PERSONNEL BENEFITS			12,531	13,504	8,979	17,312		17,312	22.0
Prj 0000041	1/10 CRIMINAL JUSTICE SALE T			67,807	74,498	53,564	78,266		78,266	4.8
Div 010	1/10TH LAW & JUSTICE TAX			67,807	74,498	53,564	78,266		78,266	4.8

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JMP - PRELIMINARY DEPT EXPENSE

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January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Obj	Fnd	Dpt	Sub	Div	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Obj 555	001	0024	001	054	42,287	25,000	20,452	50,000	50,000	50,000	50.0
INTERFUND SUBSIDIES											
1 245455501 OPERATING TRANSFER											
Obj 555					42,287	25,000	20,452	50,000	50,000	50,000	50.0
INTERFUND SUBSIDIES											
Div 054					42,287	25,000	20,452	50,000	50,000	50,000	50.0
TRIAL COURT APPROVEMENT ACCT											

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JMP - PRELIMINARY DEPT EXPENSE

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January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Dpt 0024	LOWER DISTRICT COURT									
Prj 0000090	DISPUTE RESOLUTION CENTER									
Obj 541	PROFESSIONAL SERVICES			11,457	9,000	6,690	11,000		11,000	18.2
1 249054101	PROFESSIONAL SERVICE									
Obj 541	PROFESSIONAL SERVICES			11,457	9,000	6,690	11,000		11,000	18.2
Prj 0000090	DISPUTE RESOLUTION CENTER			11,457	9,000	6,690	11,000		11,000	18.2

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JMP - PRELIMINARY DEPT EXPENSE

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January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Obj	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Prj 0000099 LAW AND JUSTICE							
Obj 510 SALARIES AND WAGES	49,969	62,443	45,954	63,794	63,794	63,794	2.1
1 249951001 SALARIES	1,523		311				
1 249951002 OVERTIME	25						
1 249951004 VACATION PAYOFF							
Obj 510 SALARIES AND WAGES	51,516	62,443	46,265	63,794	63,794	63,794	2.1
Obj 520 PERSONNEL BENEFITS	3,926	4,777	3,148	4,880	4,880	4,880	2.1
1 249952001 FICA	123	431	134	427	427	427	.9
1 249952002 MEDICAL AID/LABOR & RETIREMENT	3,637	4,508	3,111	3,828	3,828	3,828	17.8
1 249952003 RETIREMENT	12,198	14,880	9,920	16,800	16,800	16,800	11.4
1 249952004 MEDICAL BENEFITS	319	387	255	396	396	396	2.3
1 249952006 UNEMPLOYMENT							
Obj 520 PERSONNEL BENEFITS	20,203	24,983	16,568	26,331	26,331	26,331	5.1
Prj 0000099 LAW AND JUSTICE	71,719	87,426	62,834	90,125	90,125	90,125	3.0

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JMP - PRELIMINARY DEPT EXPENSE

Report Format 561

January 1, 2009 through December 31, 2009

Transaction status 1
Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND LOWER DISTRICT COURT	Sub 001 GENERAL FUND	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Obj 510	SALARIES AND WAGES								
1 2451001	SALARIES		369,879	383,088	289,899	400,017		400,017	4.2
1 2451002	OVERTIME		1,757	2,000	1,291	2,500		2,500	20.0
1 2451003	EXTRA HELP		6,499	10,000	7,753	14,000		14,000	28.6
1 2451004	VACATION PAYOFF		158-						
1 2451006	INTERPRETERS		763	3,500	150	3,500		3,500	
1 2451007	JUDGE PRO TEMP		4,802	8,000	2,380	8,000		8,000	
Obj 510	SALARIES AND WAGES		383,543	406,588	301,472	428,017		428,017	5.0
Obj 520	PERSONNEL BENEFITS								
1 2452001	FICA		26,272	31,104	20,019	32,743		32,743	5.0
1 2452002	MEDICAL AID/LABOR & RETIREMENT		1,543	1,722	1,021	1,719		1,719	.2-
1 2452003			27,064	29,356	19,313	24,001		24,001	22.3-
1 2452004	MEDICAL BENEFITS		59,018	29,356	39,679	67,200		67,200	56.3
1 2452006	UNEMPLOYMENT		1,552	66,958	1,082	1,775		1,775	3,672.3-
1 2452011	LABOR INDUSTRIES/NO		274	2,521	286	500		500	404.2-
Obj 520	PERSONNEL BENEFITS		115,723	161,017	81,400	127,938		127,938	25.9-
Obj 531	OFFICE AND OPERATING SUPPLI								
1 2453101	OFFICE SUPPLIES		3,814	6,000	3,758	6,000		6,000	
1 2453102	LAW BOOKS		3,190	2,000	285	3,200		3,200	37.5
Obj 531	OFFICE AND OPERATING SUPPLI		7,004	8,000	4,042	9,200		9,200	13.0
Obj 535	SMALL TOOLS/MINOR EQUIPMENT								
1 2453561	MINOR OFFICE EQUIPM		284	780	821	3,100		3,100	74.8
1 2453562	MINOR OFFICE FURNIT		762			385		385	100.0
1 2453563	MINOR COMPUTER EQUI		1,086			300		300	100.0
Obj 535	SMALL TOOLS/MINOR EQUIPMENT		2,132	780	821	3,785		3,785	79.4
Obj 541	PROFESSIONAL SERVICES								
1 2454101	PROFESSIONAL SERVIC		25,209	5,900	343	5,900		5,900	
1 2454106	SPECIAL LEGAL SERVI		224,100	200,000	152,350	200,000		200,000	
Obj 541	PROFESSIONAL SERVICES		249,309	205,900	152,693	205,900		205,900	
Obj 542	COMMUNICATIONS								
1 2454201	TELEPHONE		1,922	2,600	2,043	2,600		2,600	
1 2454202	POSTAGE		989	50		50		50	
Obj 542	COMMUNICATIONS		2,911	2,650	2,043	2,650		2,650	

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JMP - PRELIMINARY DEPT EXPENSE

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January 1,2009 through December 31,2009

Transaction status 1
Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND LOWER DISTRICT COURT	Sub 001	GENERAL FUND	2008 ACTUAL	2009 BUDGET AMENDED	2009 ACTUAL	2010 DEPT REQUEST	2010 BUDGET SUPPLEMENTAL	2010 PRELIMINARY	% INCREASE
Obj 543	TRAVEL			1,087	1,500	127	1,500		1,500	
1 2454301										
Obj 543	TRAVEL			1,087	1,500	127	1,500		1,500	
Obj 544	ADVERTISING			65	150		150		150	
1 2454401	ADVERTISING									
Obj 544	ADVERTISING			65	150		150		150	
Obj 546	INSURANCE AND BONDS			1,166			406		406	100.0
1 2454602	BONDS									
Obj 546	INSURANCE AND BONDS			1,166			406		406	100.0
Obj 548	REPAIRS & MAINTENANCE									
1 2454801	BUILDING REPAIRS &							21,000	21,000	100.0
1 2454803	EQUIPMENT REPAIRS &			2,259	2,500	1,461	2,500		2,500	
1 2454809	COMPUTER SOFTWARE M			1,118	1,200	1,055	1,200		1,200	
Obj 548	REPAIRS & MAINTENANCE			3,377	3,700	2,516	3,700		24,700	85.0
Obj 549	MISCELLANEOUS									
1 2454902	DUES & SUBSCRIPTION			1,150	1,200	1,200	1,200		1,200	
1 2454905	PRINTING & BINDING			9,399	9,500	5,195	9,500		9,500	
1 2454906	REGISTRATION/ TRAIN			306	500		1,000		1,000	50.0
1 2454914	JURY & WITNESS FEES			5,849	5,000	4,861	6,000		6,000	16.7
Obj 549	MISCELLANEOUS			16,704	16,200	11,256	17,700		17,700	8.5
Obj 592	INTERFUND COMMUNICATIONS									
1 2459201	INTERFUND TELEPHONE			402	720	82	720		720	
1 2459202	INTERFUND POSTAGE			9,365	12,500	6,763	12,500		12,500	
Obj 592	INTERFUND COMMUNICATIONS			9,767	13,220	6,845	13,220		13,220	
Dpt 0024	LOWER DISTRICT COURT			986,058	1,015,629	706,754	1,043,557	21,000	1,064,557	4.6

Kittitas County 2010 Preliminary Budget Narrative

LOWER KITTITAS DISTRICT COURT

Department

	2008 Actual	2009 Budget	2010 Preliminary
Budget Totals	\$986,058	\$1,015,629	\$1,064,557

Description of Departments Duties: The Lower Kittitas District Court (LKDC) has jurisdiction to hear and adjudicate a wide variety of civil and criminal cases.

Nine law enforcement agencies in Kittitas County file criminal charges in LKDC: the Washington State Patrol, Kittitas County Sheriff, Department of Fish and Wildlife, Washington State Department of Parks and Recreation, Ellensburg Police Department, Central Washington University Police Department, Liquor Control, Department of Natural Resources, and the Kittitas Police Department. These agencies file two classes of criminal charges with the LKDC. Misdemeanors carry a maximum penalty of \$1,000 and/or 90 days in jail. An example of this class of crime is Driving While License Suspended 3rd Degree. Gross misdemeanors carry a maximum penalty of \$5,000 and/or one year in jail. Examples of this class of crime are Driving While Under the Influence of Alcohol and/or Drugs and Assault in the Fourth Degree. These agencies also file civil infractions and parking tickets. Additionally, LKDC conducts preliminary hearings in felony cases.

The LKDC hears Small Claims and has jurisdiction over matters filed in this department when the controversy is \$5,000 or less. The Civil Department has jurisdiction up to and including \$75,000.

The LKDC staff is required by statute to assist those seeking assistance in Small Claims cases. Instructions and forms are provided by staff and the claimant is assisted through all points of the proceeding to final judgment.

The LKDC staff also assists petitioners seeking relief under statutes that provide for protection from unlawful harassment as well as domestic violence. As with small claims, instructions and forms are provided and the petitioner is assisted throughout the process.

In 2008, 13,735 civil, criminal, and parking cases were filed with the court.

Remodel Request

\$21,000

Request to install new steel door in courtroom for inmate transfer. Details included in Building Remodeling Request attached.

Kittitas County Building Remodeling Request Budget Year 2010

Department Lower Kittitas District Court-Courtroom

Building Courthouse

Amount of Request \$21,000

Funding Source General Fund

XX To be included in Capital Facilities Plan – must be over \$5000.00

Description of Request: (This must include why this request is submitted, where the request is to take place, when the project is to be completed.)

Safety Issue.

The location of the door connecting the jail with the courtroom used by jail staff to escort prisoners into the courtroom creates unsafe circumstances for prosecutors and defense counsel sitting at counsel tables. Currently, counsel tables are placed in the only location available in the courtroom. Unfortunately, this location places the prosecutor within inches of prisoners who are coming into the courtroom from the jail. The Lower District Court proposes that a new transport door with a 12" by 12" window be created along the east wall of the courtroom to eliminate the safety concerns raised by the current travel path for prisoners. In addition, installing benches (with hand cuff rings) on the jail side of the door would allow the court to better control the number of prisoners in the courtroom by holding some prisoners on the jail's side of the door until they are needed in the courtroom. Finally, limiting the number of prisoners in the court room would make it easier to control access to prisoners by members of the public who are sitting in the courtroom.

In April, 2008 Belsaas and Smith estimated the cost for part of this project to be \$15,200. This estimate includes sawing existing concrete, furnishing and installing a steel door, frame, hardware, glass window, reframe, sheetrock and trim back at new steel door area. This estimate does not include tax, permits, or painting. The difference between the estimate and requested funds will pay for the tax, permit, benches, and paint touchups.

This proposed project would begin at contractor's earliest convenience in 2010.