DEPARTMENT OF COMMUNITY DEVELOPMENT & SUSTAINABILITY

STATEMENT OF PURPOSE

The Department of Community Development & Sustainability is responsible for a wide range of functions related to community change evolution, enhancement and preservation. Areas of responsibility include planning and zoning, building inspection and plan check services and economic development. Specific task areas include current and advanced planning, zoning administration, environmental impact studies, management of historic structures, code compliance, resale inspections, business recruitment, retention and expansion, downtown redevelopment and public information. In the recent reorganization, the Department has acquired sustainability management, agricultural conservation, transportation/mobility planning, parks and facility planning and city property acquisition and management. The Department strives to provide vision and leadership within the context of innovative, high quality, equitable and efficient services which encompass and reflects community values.

ADMINISTRATION - DIVISION 31
Develop, implement and monitor departmental policies and procedures to ensure effective, efficient use of city resources. Coordinate and administer activities in the planning, economic development, code enforcement, housing, building and redevelopment programs.

- Budget Management
- Customer Service
- Special Projects/ Studies
- Redevelopment Support
- City Council Project Coordination
- Interdepartmental /Governmental Projects / Relations
- Department Supervision / Personnel Management
- Staff to Planning Commission & Historic Resources Management

DIVISION 32
CURRENT PLANNING
Develop and implement planning and zoning services for the evolution of a livable and sustainable community.

- Public Information
- Current Planning Projects
- Community Planning
- Historic Resources Management
- Administer CEQA, Other City/State Codes/Regulations
- Staff to Planning Commission & Historic Resources Management Commission
ECONOMIC DEVELOPMENT
Develop and implement effective strategies for the development of a healthy and sustainable economy.

- Economic Development strategies and policies
- Business Attraction
- Business Retention
- Ombudsman to Business Community
- Liaison to Davis Downtown Business Association and Chamber of Commerce
- Customer Service Improvements
- Staff to Business & Economic Development Commission
- Redevelopment projects

LONG RANGE & TRANSPORTATION PLANNING
The Long Range and Transportation Planning Division is responsible for coordinating and developing the comprehensive long term visions and policies for a livable and sustainable community as well as development and implementation of transportation plans for vehicle, bicycle, and pedestrian networks.

Long Range Planning:
- General Plan Preparation and Implementation
- Seek Grant Funding for Community Planning and General Plan Update Efforts
- Evaluate Long Term Community Needs for Aging Population

Transportation Planning:
- Manage the City’s Bicycle and Pedestrian Safety Program.
- Maintain and update the Mobility Element of the General Plan.
- Develop an action-oriented Mobility Plan addressing multi-modal improvements in existing and new development areas.
- Develop a Complete Streets policy
- Develop a Sustainable Transportation policy, if not part of Mobility Plan above.
- Maintain the Bicycle Plan and Bikeways Plan.
- Prepare corridor plans.
- Seek grant funding for transportation planning efforts

SUSTAINABILITY & OPEN SPACE CONSERVATION
The Sustainability and Open Space Conservation division improves the quality of life of Davis’ residents by overseeing the city’s efforts in reducing community greenhouse gas emissions and protecting open space and farmland.

- Sustainability Implementation and Management
- Implementation of the Davis Climate Action and Adaptation Plan
- Farmland Conservation
- Open Space and Habitat Commission
PROPERTY ACQUISITION & MANAGEMENT
The Property Planning and Management Division is responsible for the planning and development of parks and facilities and the acquisition and management of property, including fee titles, easements and leases. The division oversees 22 facility leases, 11 cell tower leases, multiple access agreements, Sport Park EIR and Parks Master Plan.

- Property Acquisition and Management
- Park & Facility Planning and Development

BUILDING - DIVISION 33
Ensure that all new construction and improvements to city or privately owned property conform to requirements of state and city codes including disabled access requirements and energy and water conservation. Promote preservation and conservation of existing housing stock and energy through the Resale program and the Code Enforcement program.

- Public Information
- Permit Processing / Inspections / Issuance
- Plan Checking
- Resale Program
- Code Enforcement
- Enforce City/State Codes and Regulations
- Sustainability and Green Building Initiatives
## Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
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**Total Revenues**

|               | 3,963,224 | 3,768,861 | 3,483,123 | 3,201,097 |

## Expenses by Division

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**Total Expenditures**

|               | 3,963,224 | 3,768,861 | 3,483,123 | 3,201,097 |

## Expenses by Category

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**Total Expenditures**

|               | 3,963,224 | 3,768,861 | 3,483,123 | 3,201,097 |

### Source of Funds for 2010-11 Budget

- Gen Fund 29.3%
- Spec Rev Funds 47.5%
- Const Tax 1.7%
- Dev Imp Fees 1.7%
- Fees & Chrgs 15.0%
- Total 100%

### Expenses by Division

- Building 42.8%
- Planning 47.8%
- Admin 9.5%

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City of Davis  
Final Budget 2010 - 2011  
9-4
# Final Budget 2010 - 2011

## Department/Program

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<th>Salaries &amp; Benefits with Overtime</th>
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DEPARTMENT OF COMMUNITY DEVELOPMENT & SUSTAINABILITY

Community Development Director

Administrative Operations

Economic Development
Redevelopment Admin

Sustainability Program

Planning

Property Management

Building

Sustainability Program from Parks & General Services
Property Management from Parks & General Services
Bicycle / Pedestrian Coordinator from Parks & General Services *

Regular Full Time 25.00
Regular Part Time 0.50
Temporary Part Time 0.57
Total FTE's 26.07
### Department of Community Development & Sustainability

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<td>0.00</td>
</tr>
<tr>
<td>SENIOR PLANS EXAMINER</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>SUSTAINABILITY PROG COORD</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Total Regular Full-Time FTE's**  
31.00  
28.00  
25.00

**Total Regular Part Time FTE's**  
0.00  
0.00  
0.50

**Total Temporary Part-Time FTE's**  
0.57  
0.57  
0.57

**Total Community Development Department**  
31.57  
28.57  
26.07
Major Accomplishments in FY 2009-10

- Continued to update, monitor and implement citywide and department goals, policies and objectives
- Trained employees to provide competent advice to citizens, city council and other city staff
- Managed Department in a fiscally prudent manner
- Provided primary administrative support for the Davis Redevelopment Agency
- Organized the 2009 Davis Neighbors’ Night Out. The City had 143 neighborhood events.
- Coordinated City responses on various UCD matters, including the new West Village project
- Provided support to 17 neighborhood associations
- Continued to work with other city departments on improving public involvement in city decision-making
- Provided professional & technical support to other divisions in the department

Plans / Goals for FY 2010 - 11

- Continue to respond to rental issues
- Maintain quality control of department work products
- Continue to provide comprehensive, fair, efficient and timely planning and building services, while ensuring that development conforms to the goals, objectives and values of the citizens of Davis, as reflected in the city’s General Plan, Specific Plans and other policies
- Prepare, administer, & monitor the department’s budget
- Function as lead on major projects requiring negotiation with developers, contractors, property owners, neighborhoods and interest groups
- Plan, organize and direct the activities of the department’s divisions. Coordinate departmental activities with other departments, agencies and outside organizations
- Continue to work on various UCD matters, including UC Davis LRDP Update and West Village
- Act as staff to the Davis Redevelopment Agency, administering various programs including commercial rehabilitation, downtown improvements and affordable housing
- Ensure that the public, including members of commission/committees, receive competent advice, information and services from employees
- Provide support to various related council initiatives
- Continue to act as staff representative or liaison to various citywide and external committees
- Continue to expand use of technology and automation to enhance overall department efficiency
- Improve communications between department divisions and City departments in development review matters
- Continue assistance, support & development of Neighborhood Associations
### Summary of Major Budget Changes

There are no major budget changes.

### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Support</td>
<td>192,726</td>
<td>117,894</td>
<td>163,385</td>
<td>123,591</td>
</tr>
<tr>
<td>General Fund Grants/Designated Revenue</td>
<td>7,374</td>
<td>7,794</td>
<td>8,000</td>
<td>6,800</td>
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<tr>
<td>RDA Funds</td>
<td>93,558</td>
<td>95,605</td>
<td>87,708</td>
<td>79,470</td>
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<tr>
<td>Special Revenue Funds</td>
<td>109,153</td>
<td>111,543</td>
<td>102,326</td>
<td>92,715</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>402,811</strong></td>
<td><strong>332,836</strong></td>
<td><strong>361,419</strong></td>
<td><strong>302,576</strong></td>
</tr>
</tbody>
</table>

### Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditures</td>
<td>199,275</td>
<td>162,842</td>
<td>183,052</td>
<td>186,555</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>203,536</td>
<td>169,994</td>
<td>178,367</td>
<td>116,021</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>402,811</strong></td>
<td><strong>332,836</strong></td>
<td><strong>361,419</strong></td>
<td><strong>302,576</strong></td>
</tr>
</tbody>
</table>
Major Accomplishments in FY 2009-10

Planning
- Completed processing Target applications and issued building permits
- Completed a design charrette process for the Simmons property on E. Eighth Street, using civic engagement funds from the Sacramento Area Council of Governments (SACOG)
- Competed work with the General Plan / Housing Element Steering Committee, to develop a Housing Element for submittal to the State and recommendations on how the one percent growth should be implemented and concluding with a resolution adopted by City Council
- Submitted General Plan annual report to the State
- Contributed to the Climate Action Team process including analysis of actions
- Continued to monitor regional projects such as the County’s General Plan update and Yolo County LAFCO’s update to the Sphere of Influence
- Processed applications for the new 70,000 square foot DTL headquarters, the Davis Tech Park, New Harmony Apartments and the Novozymes Expansion project
- Continued to staff the Planning Commission and completed a review of the Green Building Ordinance
- Completed development of Citywide Sign Guidelines and streamlining review process
- Initiated community engagement for Fifth Street Corridor in conjunction with Public Works
- Completed non-residential viability study and planning process for the Lewis property

Economic Development
- Continued regular outreach and communications with auto dealers
- Staffed the Business & Economic Development Commission.
- Supported annual Best Business Award process
- Functioned as Liaison to the Davis Downtown Business Association’s (DDBA) Board and Parking, Marketing and Promotions, and Visioning and Community Relations subcommittees
- Collaborated on preparation of Yolo County Comprehensive Economic Development Strategy (CEDS) with other county jurisdictions
- Assisted in establishment of new grocery store at Westlake Shopping Center
- Continued to work proactively to continue the rehabilitation and leasing of Davis Manor Center
- Initiated process for 3rd Street Improvements between A and B Streets identified in B Street Visioning Process
- Supported collaborative effort of City, DDBA, Unitrans, and UC Davis to implement and evaluate trial City / UCD Downtown shuttle service
- Assisted businesses looking to relocate or expand in Davis
Updated City commercial and industrial database, and other economic trend data in development of new set of community “economic indicators”

Actively participated in regional economic organizations and initiatives, Sacramento Area Regional Technology Alliance (SARTA), Valley Vision’s Green Capital Alliance, Sacramento Area Trade and Commerce Organization (SACTO), TechCoire,

Co-sponsored SARTA regional MedStart and CleanStart events promoting Davis as a business location, conducting outreach to prospective businesses, entrepreneurs and investors.

Collaborated with UC Davis, BEDC, DDBA and Chamber of Commerce to co-host celebrate UC Davis Centennial, including establishment of new Bicycle Museum, new City banners and signage and other Downtown enhancement efforts

Continued efforts to identify Davis as a destination for visitors and bicycle enthusiasts including:

Opened new Bicycle Museum to coincide with the UC Davis Centennial events and AMGEN bicycle race

Hosted Induction Ceremony for U.S. Bicycle Hall of Fame

Hosted start of AMGEN bicycle race, drawing international media coverage and substantial number of visitors

LONG RANGE / TRANSPORTATION PLANNING

Housing Element adopted by City Council (May 25, 2010)

Annual residential development status report to City Council (4/10)

General Plan annual report to State

Senior housing strategies report to Council (December 2009)

Fifth Street Corridor project: Received approval of a grant for $836,000, conducted community outreach, developed a project design, and developed metrics for measuring success

Submitted grant for Third Street improvements between A and B Streets (grant approved August 2010)

Staffed Bicycle Advisory Commission

Staged Bike Month activities (May 2010)

Supported Bicycle Hall of Fame

Conducted Bicycle Rodeos at elementary schools

Continued to install bicycle parking in the downtown & railroad depot

Obtained funding to convert bicycle paths from asphalt to concrete

Developed a purpose and responsibilities statement for a new Land Use and Transportation Planning division within the CDS Department

Drafted an outline for mobility planning, including General Plan Mobility Element update and the creation of a Mobility Plan

SUSTAINABILITY / OPEN SPACE MANAGEMENT

Manage and implement CAAP Year 1 Workplan

Develop Year 2-5 CAAP Workplan

Support for Habitat Conservation Plan

Conservation Easement Acquisitions

Manage public information on community’s Sustainability programs/projects

PROPERTY MANAGEMENT / PARKS PLANNING

Complete/Implement Parks and Facilities Masterplan

Update the Greenbelt Standards for Infill development

Complete Sports Park EIR and request Council direction on how to proceed
• Central Park Improvement Plans and Funding Strategy
• Manage City/Agency leases (22 including Amtrak, Bistro 33, Varsity, Explorit, Municipal golf course, USBHOF, Farmers Market, DDBA, and YCVB)
• Manage 11 cell tower leases some with multiple subleases
• Assist in any land acquisition associated with surface water supply project

Plans / Goals for FY 2010 – 11
Current Planning
• Obtain certification of Draft Housing Element from the State Housing and Community Development Department (HCD)
• Initiate an update of the General Plan
• Submit General Plan Annual Report to the State
• Provide Council with a development monitoring/status report
• Explore new methods and processes that more fully involve citizen groups in the planning process
• Process applications for downtown and B Street projects, continued commercial and office projects on 5th and 2nd Street, in Mace Ranch and South Davis
• Complete processing applications for Chiles Ranch, Willowbank subdivision, Aikens Townhomes, and the Park, Vaughan, Fleming office building.
• Participate in the City’s Sustainability Working Group process to develop sustainable practices for the city
• Continue to monitor the Yolo County General Plan update
• Streamline development review practices and complete and implement the Citywide Sign Design Guidelines
• Complete community outreach and recommendations for Fifth Street Corridor

Economic Development
• Partner with the business community to create a common vision for economic development in Davis, with action steps and timelines for delivery
• Publish an assessment of Davis’ economic health and prosperity to be used to monitor successes and needs for improvement
• Update and streamline zoning for office and light industrial lands

LONG RANGE / TRANSPORTATION PLANNING
• Development Status Report
• General Plan Annual Report
• Implement Housing Element action items
• Analyze initial feasibility/owner interest for development of DJUSD headquarters, PG&E, and Nishi
• Support mobility related sustainability initiatives in the Climate Action Plan
• Develop Sustainable Transportation Policy including citywide Mobility Plan
• Address Safe Routes-to-School
• Implement Bike Master plan and priority bikeway improvement project
• Complete Bike Parking Ordinance
• Initiate Citywide Pedestrian Plan
• Implement Downtown Transportation and Parking Workplan
• 3rd Street Bike/Pedestrian Improvements (A to B Streets)
• Richards/Olive Dr/Depot Parking and Access Plan
• Pursue Grant funding for capital projects and programs
• Support PW on water demand analysis
• Provide Tours / Information to Public
• Data collection/analysis-Travel patterns
• Develop Greenbelt standards for Infill Development
• Review Development Applications
• Coordinate with local and regional partners (DavisBicycles!, DDBA, DJUSD, UCD, Unitrans, ITS, TMA, YCTD, SACOG,...)
• Zoning ordinance updates
• Policy/ordinance review (e.g.: landscape water conservation ordinance, stormwater ordinance, sewer ordinance, marijuana ordinance), senior housing
• Historic Resources Management
• General Plan Amendments (e.g.: Housing Element Update)
• CEQA/NEPA review/assistance for city projects (ex: 5th Street corridor, various CIP’s, sports complex, CDBG, various grants)
• Climate Action Plan (various efforts, public forums)
• Development Status Report
• General Plan Annual Report
• Zoning ordinance updates
• Policy/ordinance review (e.g.: landscape water conservation ordinance, stormwater ordinance, sewer ordinance, marijuana ordinance), senior housing
• Historic Resources Management

**SUSTAINABILITY / OPEN SPACE MANAGEMENT**

**Sustainability:**
• Implement Climate Action and Adaptation Plan year one work plan

**Open Space**
• Complete 3 easement transactions

**PROPERTY MANAGEMENT / PARKS PLANNING**
• Complete Parks and Facilities Master Plan and begin incorporating projects into the CIP process.
• Complete greenbelt standards for infill development guidelines
• Complete Sports Park EIR
• Begin implementation of Central Park Master Plan update
• Continue to support all city departments on real estate activities
### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Support</td>
<td>919,823</td>
<td>936,361</td>
<td>826,926</td>
<td>763,236</td>
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<tr>
<td>Construction Tax</td>
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<td>122,048</td>
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<tr>
<td>Development Impact Fees</td>
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<td>60,113</td>
<td>53,631</td>
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<tr>
<td>General Fund Fees &amp; Charges</td>
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<td>594,372</td>
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<tr>
<td>General Fund Grants/Designated Revenue</td>
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<tr>
<td>RDA Funds</td>
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<td>124,601</td>
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<td>Special Revenue Funds</td>
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<td>Trust/Agency Funds</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>1,822,942</strong></td>
<td><strong>1,833,794</strong></td>
<td><strong>1,598,616</strong></td>
<td><strong>1,529,790</strong></td>
</tr>
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</table>

### Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
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</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
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<td>295,838</td>
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<td>Salaries and Benefits</td>
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<td>1,555,070</td>
<td>1,302,778</td>
<td>1,290,905</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>1,822,942</strong></td>
<td><strong>1,833,794</strong></td>
<td><strong>1,598,616</strong></td>
<td><strong>1,529,790</strong></td>
</tr>
</tbody>
</table>
Major Accomplishments in FY 2009-10

- All permit inspection staff were certified as Green Building Professionals
- Adopted and began implementation of the Green Building Ordinance. Our Green Building Ordinance is one of only a few in the state that is mandatory and only one other addresses residential remodels
- Reduced our inspection fleet by two vehicles and traded another in for a Prius Hybrid
- Established the criteria and implementation strategies to expand Code Enforcement to a pro-active program. The goal is to identify and actively pursue cases of visual blight throughout all neighborhoods within the City before they are reported by our citizens
- Trained Plans Examiner, Counter Techs, and Field Inspectors on the details of the Construction & Demolition Ordinance. The inspectors are responsible for understanding and monitoring the final Construction and Demolition Debris Diversion Plan
- Perform plan check services on all building permits
- Perform commercial/residential building inspections citywide
- Develop cross-training inspection program
- Continue to Improve Resale program
- Perform Code Enforcement on visual blight/health and safety cases
- Business Outreach/Education on ADA Requirements
- Verify compliance with city/state green building codes
- Explore ways to integrate green building principals into existing housing stock

Plans / Goals for FY 2010 - 11

- More closely integrate Code Compliance Citation process with the Finance Departments billing program to improve and streamline collection of fines and recording of liens
- Revisit, review and analyze the Green Building program to identify what worked and did not work well during the second year of enforcement. Make modifications, as necessary, to improve compliance, ease of use and consistency of enforcement. Continue training of the field inspection staff in the intricacies of the program so that they may become a resource for our customers
- Adopt by ordinance the 2010 California Building Codes
- Combine the positions of Resale Inspector and Code Enforcement Officer to enhance our ability to respond to customer needs and the flexibility to address staff absences.
- Certify an additional staff member as a CASp (Certified Access Specialist) Provide required training equivalent to the states requirement for inspection staff without the use of any city funds
There are no major budget changes.

### Summary of Major Budget Changes

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Support</td>
<td>86,539</td>
<td>104,156</td>
<td>81,095</td>
<td>50,658</td>
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<td>Special Revenue Funds</td>
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<td>1,498,075</td>
<td>1,441,993</td>
<td>1,318,073</td>
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</tbody>
</table>

**Total Revenues**:

- 07-08 Actual: 1,737,471
- 08-09 Actual: 1,602,231
- 09-10 Budget: 1,523,088
- 10-11 Budget: 1,368,731

### Expenses by Category

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<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditures</td>
<td>482,491</td>
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<td>284,273</td>
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<td>Salaries and Benefits</td>
<td>1,254,980</td>
<td>1,228,114</td>
<td>1,224,844</td>
<td>1,084,458</td>
</tr>
</tbody>
</table>

**Total Expenditures**:

- 07-08 Actual: 1,737,471
- 08-09 Actual: 1,602,231
- 09-10 Budget: 1,523,088
- 10-11 Budget: 1,368,731