

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

STATEMENT OF PURPOSE

The Non-Departmental budget provides funds for activities that are not the responsibility of any one single agency.

DESCRIPTION

This agency provides funding for expenditures, which are not specifically associated with any single department's activities and includes funding for the Board of Ethics, Detroit Building Authority, Detroit Cable Communications Commission and Greater Detroit Resource Recovery Authority.

Non-Departmental is also the depository agency for General Fund subsidy appropriations for enterprise activities and accounts for a wide variety of General Fund revenues that cannot be credited to any specific department.

The **Board of Ethics** investigates and resolves complaints regarding alleged violations of the Ethics Ordinance by public servants, and issues advisory opinions regarding the meaning and application of provisions of the Charter, City ordinances or other laws or regulations establishing standards of conduct for public servants. Advisory opinions shall be rendered upon written request by a public servant. Advisory opinions shall be published by the Board annually in a report to the Mayor and City Council. The Board is charged with monitoring and recommending improvements in the disclosure requirements, and in the standards of conduct under the Ethics Ordinance, in order "to promote an ethical environment within City government, and to ensure the ethical behavior of public servants." All meetings of the Board shall be open to the public

unless an individual involved in the matter to be addressed requests in writing that the meeting be closed; or unless otherwise provided by ordinance or by statute.

The **Detroit Cable Communications Commission** ("Cable Commission") which was established by ordinance in 1981, operates as the City of Detroit's local video franchising authority with direct responsibility for the review and issuance of franchise agreements and permit agreements to telecommunications providers who seek to obtain access to and ongoing use of the City's right-of-way for telecommunications facilities.

As the City of Detroit's video production and television broadcast services provider, the Cable Commission is responsible for the daily programming, operation and management of Government Access Channel 10 and Education Access Channel 22. The Cable Commission interfaces with the Mayor's Office, City Council, City departments and commissions, educational institutions and community organizations to produce programming that is responsive to the public's diverse information needs and interests.

The **Detroit Building Authority** (DBA) is primarily responsible for administering capital projects as determined by each respective City department, with identified capital improvement funds. Critical functions include; encumbering funds through Contract of Lease; managing the bid, RFP/RFQ process; issuing contract awards; securing the necessary clearances; advising contractors of Executive Order 2007-1 requirements; execution of contract documents; monitor design development and construction for each DBA capital project; review and approve contract invoices; oversee payments to vendors.

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

The **Greater Detroit Resource Recovery Authority** (GDRRA) provides efficient, environmentally responsible waste disposal service(s) to the residential, commercial and industrial sectors of Detroit. This includes the acquisition, construction, improvement, enlargement, extension and operation of solid waste disposal facilities. The Authority's activities encompass one or more parts of a total waste management system (post collection) including transportation, recoverable materials marketing (recycling), generation and sale of waste derived fuel energy products (steam and electricity), and disposal. The Authority is a component unit and is legally separate from the City of Detroit.

MAJOR INITIATIVES FOR FY 2008-09

The **Board of Ethics** will:

- Develop material and information to increase employee and general public awareness of the Ethics Ordinance and its requirements.
- Revise and expand the Web Page.
- Develop and conduct employee educational programs regarding the role of the Board of Ethics, standards of conduct, complaints and resolution procedures.
- Review of Ethics Ordinance and propose amendments as needed.

The Detroit Cable Commission

Major initiatives are as follows:

- Upgrade master control room and transmission systems, production and post production equipment from analog to digital.
- Acquire and build out space to accommodate staff and media productions, including a studio.

- Continue to monitor and partner with local/state/national organizations promoting PEG channels as value added municipal assets (e.g., state and federal legislation and messages).
- Ensure reliability of all transmissions to Comcast and AT&T.
- If applicable, work with the Law Dept. and others to resolve disputes arising from the Uniform Video Local Franchise Act.
- Continue to interface with departments to facilitate familiarity and use of the Cable Commission's media production services and affiliated broadcast capabilities to ensure messages about City services, projects, events, and accomplishments are consistently communicated via the City's television channels.
- Continue outreach to educational institutions to increase local educational programming (e.g., DPS board meetings).
- Continue outreach to community organizations (e.g., 501 C3) to increase awareness about local resources.

The **DBA** will utilize a web based program management software. This software allows the user to quickly assess the current status of multiple projects or a single project, to review budgets between project types or locations to review pictures of the project, to document and exchange information between project members, house electronic copies of contracts and apply electronic signatures. This tool can also eliminate redundant work processes thereby, providing more efficient use of staff time.

The DBA will continue implementation of a DBA pilot program for facilities management utilizing national recognize guidelines to maintain facilities as a capital asset. This methodology known as "Facilities Asset Management" establishes a systematic process

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

for maintaining, upgrading, and operating facilities. The next phase of implementation is education and facilities needs.

The DBA will also use the United States Building Council's LEED® (Leadership in Energy & Environmental Design), green building rating system as a guideline for all new construction and renovations on capital projects. Currently these guidelines are being implemented on the New Animal Control Hospital for the Department of Health & Wellness Prevention.

The Greater Detroit Resource Recovery Authority will:

- Implement of a long term energy purchase agreement for the sale of steam after June 30, 2009.
- Complete the request for proposal process and determine long term strategies for facility operations and municipal solid waste hauling and disposal.
- Determine the course of action necessary to market commodities collected during the City's pilot curbside recycling program.
- Explore options for disposal of the facilities post incineration by-products in an effect to maximize landfill avoidance.
- Implement improved processes and procedures to reduce the costs associated with the transportation of ferrous and non-ferrous metals.

PLANNING FOR THE FUTURE FOR FY 2009-10, FY 2010-11 and BEYOND

The **Board of Ethics** will explore hosting a city wide Ethics Awareness Seminar conducted by a national ethics education provider and develop additional Publications

to increase awareness of the Ethics Ordinance.

The **Detroit Cable Communications Commission** labor intensive television productions and technologically driven television broadcasting combine to bring key communications to the public through our access programming.

The Detroit Cable Communications Commission must continuously align its budget, organizational structure and service delivery capabilities and programming with market decisions dictated by local cable/video subscribers, telecommunications and video/cable providers, as well as, legislative and administrative decision makers.

The **DBA** will be using the (USBGC) Leed Council's standards for new construction and renovation for all DBA projects. All structures designed, built, renovated and operated, will be used in an ecological and resource-efficient manner. The DBA is committed to assisting City Departments with capital improvement projects that meet certain objectives such as protecting occupant health; improving employee productivity; using energy, water, and other resources more efficiently; and reducing the overall impact to the environment.

Energy Master Plan Building "Green" is not a trend, but the future for all construction. Universities, state agencies, and the federal government have all instituted mandated guidelines for new construction and renovations. In building "Green", the goal is to reduce waste and to become more efficient by understanding and identifying how energy mandate, funding for some projects could be tied to the proposed infrastructure using federal funds.

Michigan's current renewable energy requirement is a 10% reduction in energy usage

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

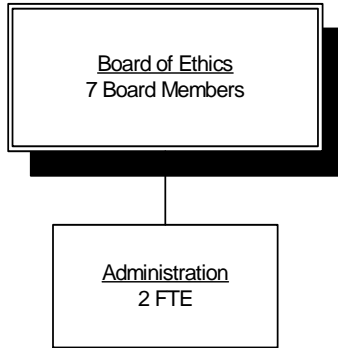
with renewable energy capacity of 1,100 megawatt by 2015. By building “Green”, the 10% reduction is attainable because all of the building components are efficient. However, to reach the renewable energy requirement, the monitoring of how energy is purchased along with receiving credit for

using alternative energy (e.g. solar powered) is required.

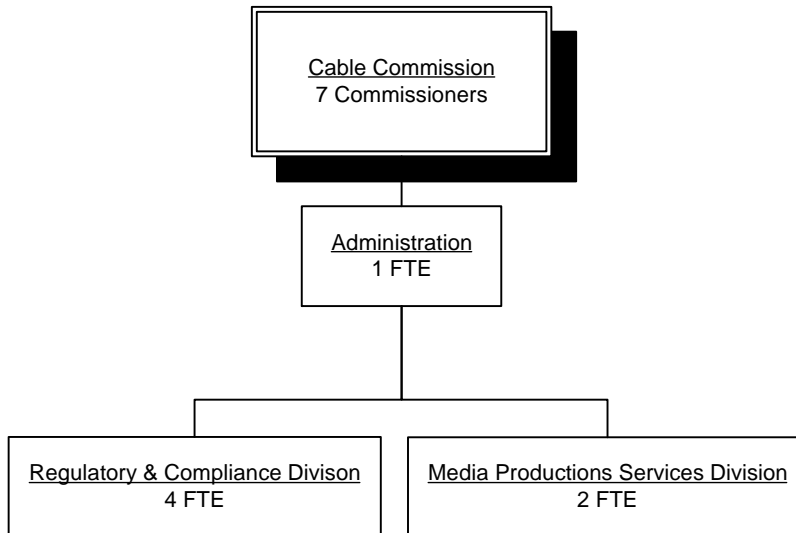
GDRRA will continue to develop on-going long term strategies for alternative, efficient, and cost effective management of solid waste for the City of Detroit.

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

Board of Ethics

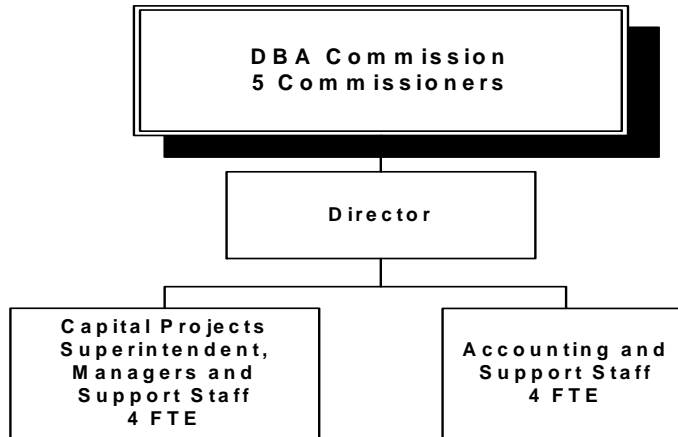


Detroit Cable Communications Commission

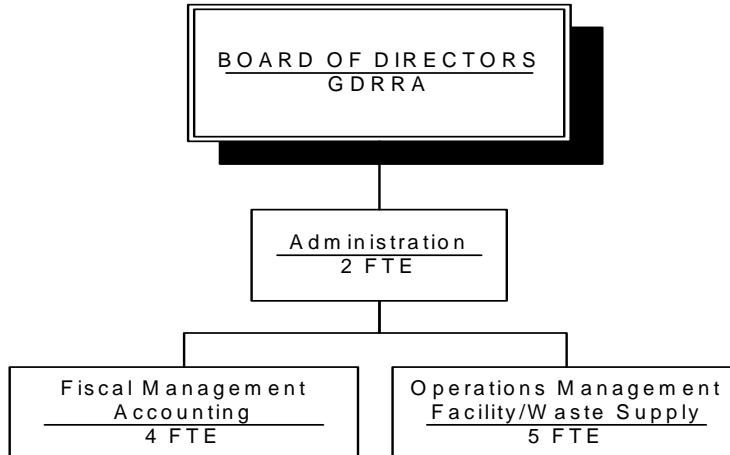


**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

Detroit Building Authority



Greater Detroit Resource Recovery Authority



**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

PERFORMANCE MEASURES AND TARGETS

Board of Ethics

| Type of Performance Measure: List of Measures | 2007-08 Actual | 2008-09 Projection | 2009-10 Target |
|---|---------------------------|-------------------------------|---------------------------|
| Inputs: Resources Allocated or Service Demands Made | | | |
| Number of inquiries received | 42 | 5-10 | 5-10 |
| Outputs: Units of Activity directed toward Goals | | | |
| Number of training programs conducted | 12 | 10 | 10 |
| Efficiency: Program Costs related to Units of Activity | | | |
| Percentage of inquires responded to | 100% | 100% | 100% |
| Percentage of investigations completed | 100% | 100% | 100% |
| Percentage of Advisory Opinions completed | 100% | 100% | 100% |
| Number of matters concluded within time prescribed by Ordinance | 42 | 5-10 | 5-10 |

Detroit Cable Communications Commission

| Type of Performance Measure: List of Measures | 2007-08 Actual | 2008-09 Projection | 2009-10 Target |
|--|---------------------------|-------------------------------|---------------------------|
| Inputs: Resources Allocated or Service Demands Made | | | |
| Produce and/or broadcast video productions on government and educational access channels | N/A | 165 | 165 |
| Produce videos - city services | N/A | 40 | 40 |
| Produce videos – business and economic development. | N/A | 20 | 20 |
| Produce videos - public safety | N/A | 20 | 20 |
| Produce videos - health and wellness | N/A | 20 | 20 |
| Produce videos - community involvement | N/A | 60 | 50 |
| Produce videos – education | N/A | 5 | 15 |
| Outcomes: Results or Impacts of Program Activities | | | |
| Video Service fees | 4,287,047 | 4,000,000 | 4,240,500 |
| PEG Fees | 41,320 | 7,600 | 120,000 |
| METRO Act Application | N/A | 500 | 500 |
| Playback on Channel 22 (Educational Channel) | 24 Hours | 8,760 Hours | 8,760 Hours |
| Playback on Channel 10 (Government Channel) | 24 Hours | 8,760 Hours | 8,760 Hours |

Explanation

Playback on Channel 10 (day/hours): Represents the number of hours on air (10:00 a.m.-12:00 A.M.) Monday-Friday.

Playback on Channel 22 (day/hours): Represents the number of hours on air (12:00 a.m.-11:59 p.m.) Monday-Friday

Weekend Playback on Channel 10 on Saturday (12:00 noon-10:00 p.m.) 10 hours; Sunday (12:00 Noon- 8:00 p.m.) 8 Hours.

Total: 18 additional hours per week.

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

Detroit Building Authority

| Type of Performance Measure: List of Measures | 2007-08 Actual | 2008-09 Projection | 2009-10 Target |
|--|---------------------------|-------------------------------|---------------------------|
| Provide efficient, quality and user-friendly services to City Departments: | | | |
| Development of DBA pilot program guidelines: Higher efficiency facilities | 65% | 65% | 100% |
| Implementation of new Project Management Construction Software: | 50% | 50% | 70% |
| “Building Green” using US Green Bldg. Council’s LEED guidelines | 20% | 30% | 50% |
| Promote client satisfaction by providing technical expertise | 95% | 100% | 100% |
| Comply with ADA requirements for city departments/citizens: | 100% | 100% | 100% |
| Accelerate Economic & Business Development: | | | |
| Contract Minority, Detroit Headquartered, and Detroit Based Businesses. | 98% | 98% | 98% |
| Support the Mayor’s strategic priorities: | | | |
| Improving facilities for Rec. Dept., Police Dept., Health & Wellness Dept., & Fire Dept. | 100% | 45% | 40% |
| Construction of new police facilities (public safety) | 50% | 50% | 70% |

Greater Detroit Resource Recovery Authority

| Type of Performance Measure: List of Measures | 2007-08 Actual | 2008-09 Projection | 2009-10 Target |
|---|---------------------------|-------------------------------|---------------------------|
| Inputs: Resources Allocated or Service Demands Made | | | |
| Percent of staff software proficient | 100% | 100% | 100% |
| Outputs: Units of Activity directed toward Goals | | | |
| Tonnage received/processed | 830,709 | 800,000 | 800,000 |
| Private hauler fees revenue | \$6,475,322 | \$5,263,806 | \$5,421,720 |
| Outcomes: Results or Impacts of Program Activities | | | |
| Steam sold (Mlb) | 2,584,159 | 2,600,000 | 2,600,000 |
| Electricity sold (Mwh) | 235,078 | 241,376 | 241,376 |
| Efficiency: Program Costs related to Units of Activity techniques and technology | | | |
| Recovered material recycled (tons) | 41,081 | 25,213 | 32,000 |

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

| | Actual Expense | 2008-09 Redbook | Mayor's Budget Rec | Variance | Variance Percent |
|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| Salary & Wages | \$ 2,407,789 | \$ 3,482,819 | \$ 1,643,277 | \$ (1,839,542) | -53% |
| Employee Benefits | (701,195) | 3,838,385 | 1,131,850 | (2,706,535) | -71% |
| Prof/Contractual | 11,723,021 | 952,214 | 1,041,834 | 89,620 | 9% |
| Operating Supplies | 24,407 | 82,615 | 62,615 | (20,000) | -24% |
| Operating Services | 53,124,670 | 107,076,667 | 49,696,516 | (57,380,151) | -54% |
| Capital Equipment | 17,492,489 | 32,560,650 | 525,400 | (32,035,250) | -98% |
| Capital Outlays | 1,314,708 | - | - | - | 0% |
| Fixed Charges | 164,144,476 | 97,351,877 | 105,499,877 | 8,148,000 | 8% |
| Other Expenses | 174,985,871 | 216,750,784 | 431,474,144 | 214,723,360 | 99% |
| TOTAL | \$ 424,516,236 | \$ 462,096,011 | \$ 591,075,513 | \$ 128,979,502 | 28% |
| POSITIONS | 32 | 47 | 29 | (18) | -38% |

REVENUES

| | 2007-08 Actual Revenue | 2008-09 Redbook | 2009-10 Mayor's Budget Rec | Variance | Variance Percent |
|--------------------------|------------------------------|-------------------------|----------------------------------|----------------------|---------------------|
| Taxes/Assessments | \$ 648,003,570 | \$ 668,049,452 | \$ 606,845,891 | \$ (61,203,561) | -9% |
| Licenses/Permits | - | 20,000 | 20,000 | - | 0% |
| Fines/Forfeits/Penalties | 7,144,737 | 7,000,000 | 7,070,000 | 70,000 | 1% |
| Rev from use of Assets | 15,972,687 | 8,168,700 | 278,895,000 | 270,726,300 | 3314% |
| Grants/Shared Taxes | 273,047,593 | 280,009,723 | 275,855,854 | (4,153,869) | -1% |
| Sales & Charges | 64,650,465 | 66,347,557 | 62,906,877 | (3,440,680) | -5% |
| Sales & Assets | 20,653,204 | 24,626,013 | 1,370,913 | (23,255,100) | -94% |
| Contrib/Transfers | 85,266,234 | 94,597,003 | 112,241,970 | 17,644,967 | 19% |
| Miscellaneous | 151,472,944 | 110,633,750 | 220,500 | (110,413,250) | -100% |
| TOTAL | \$ 1,266,211,434 | \$ 1,259,452,198 | \$ 1,345,427,005 | \$ 85,974,807 | 7% |

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NON-DEPARTMENTAL (35)**

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