

## 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, Greater Detroit Resource Recovery Authority, and Detroit Human Resources Management System (DHRMS), which includes the PMO/HR Payroll project.

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 cable/video franchising entity, and as such is responsible for the review and issuance of franchising agreements with video service providers that seek to obtain access to and ongoing use of the City's right-of-way for telecommunications facilities. Detroit's telecommunications ordinance and the State of Michigan's Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (2002 PA 48 or "METRO Act") provide the legislative framework for this activity.

The daily programming, operation and management of Government Access Channel 10 and Education Access Channel 22 are also important services provided by the Cable Commission staff. The goal is to produce and/or import, and broadcast programming that is responsive to the public's diverse information needs and interests about policies, programs and services related to government and the community organizations. Local programming is typically created and produced by the Cable's Commission's Media Production Services Division by working with the Mayor's Office, City departments and commissions, City Council and community organizations.

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An example of the Cable Commissions' commitment to programming excellence is depicted through our roundtable discussion program, *NEXT Detroit*, which examines the challenges, opportunities and successes of Detroit's government and community by focusing on topics such as education, homeland security and family preparedness, health, neighborhoods, the budget.

The **Detroit Building Authority (DBA)** is primarily responsible for administering capital projects from start to completion in accordance with the Mayor's strategic priorities. Critical functions include encumbering funds through contracts of lease; distributing bid documents and request for proposals; issuing contract awards; securing required Human Rights clearances; advising contractors of Executive Orders 2003-3, 2003-4 and 2003-5 requirements; preparation and execution of all contract documents; review and approval of contract invoices; actual payment to vendors; monitoring design development and construction for each capital project managed by the DBA. Funds are made available from city departments' capital improvement budgets as a result of bond sales, capital grants or general funds.

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.

### **The Detroit Human Resources Management System (DHRMS)**

The DRMS function, previously recorded in a separate agency, is merged into the Program Management Office-HR Payroll Project. In FY 2005-06, a separate organization was established to implement the DHRMS- Human Resources Payroll Project and to more accurately monitor the revenues and expenditures of the project. One aspect of the project is the implementation of a front-end time capture system utilizing the Workbrain Time and Attendance software. Workbrain, Inc., will provide professional support for technical and end-user training. Implementation of the time capture system requires an interface with Oracle HRMS module. This is an ongoing project and funds will be carried forward until the project is completely implemented. The department estimates the time period for completion as June 2008.

### **MAJOR INITIATIVES FOR FY 2006-07**

The **Board of Ethics** will develop material and information to increase employee and the general public's awareness of the Ethics Ordinance and its requirements; enhance and upgrade Web Page; meet with community groups as requested to educate the public about the existence of the Ordinance and its importance of promoting an ethical environment in City government, and develop and conduct employee education programs regarding the role of the

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Board of Ethics, standards of conduct, complaints and resolution procedures.

The predominate goal for the **Cable Commission's** operational structure, resources, policies, and procedures are aligned with the provisions of any newly adopted state and/or federal cable/or video legislation. As with the adoption and implementation of most new legislation, particularly one as drastic as the one before us, upfront there will be a significant need for legal and compliance services.

On January 1, 2007 the State of Michigan's new video legislation, the Uniform Video Services Local Franchise Act, PA 480 of 2006 ("the Act"), became effective and immediately invalidated all current cable franchise agreements, which differed from the provisions specified in the Act. Sweeping changes to the historical cable/video landscape include:

- Eliminates locally negotiated cable/video franchise agreements and institutes a "uniform franchise agreement form";
- Restrict the number of public, education and government ("PEG") access channels to those active on the effective date of legislation;
- Essentially eliminate the requirement for a universal build out of the network by the video/cable providers which will allow for "cherry-picking" of customers;
- Eliminate in-kind services and shift technological and financial burdens to the franchising entity or City;
- Establishes a maximum 2% PEG fee; and
- Shifts customer services for subscribers from the local level to the State's Public Service Commission.

To date, the Cable Commission continues to work with the incumbent video services provider, Comcast on outstanding issues/information regarding certain services and obligations.

Increasing departmental familiarity with and facilitating the use of the Cable Commission's media production and broadcast services remains a major initiative. The value of the Cable Commission's media production services and its affiliated broadcast capabilities on up to three (3) cable access channels needs to be continuously communicated to City departments in order to ensure that messages about City services, projects, events, accomplishments, news, etc. are regularly and thoroughly covered via the City's broadcast medium. To strategically exploit the use of the City's cable access channels, departments must include media production and broadcast services in plans to communicate important information to affected populations and viewers. When departmental communication plans are inked, the Cable Commission should be viewed as an essential, consistent partner in communicating those messages.

The **DBA** will utilize web based program management software that allows managing multiple or single projects in real time and quickly allows the user to assess the current status of a single or multiple projects; review budgets between project types or locations; review pictures of the project to document and exchange information between project members, and help to provide a single source for the deposit of project information; eliminate redundant work and payment approval processes; project milestone and schedule tracking;

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centralized access to information 24/7; reduce cycle time for decisions and approvals, project scheduling, project reporting, cost tracking, and archive.

In the fiscal year 2006-07 and fiscal year 2007-08, **GDRRA** plans to expand its new and ongoing "Recycle Here" Recycling Program with the inclusion of our e-waste program, as well as satellite locations that meet the standards set by the Department of Environmental Quality. **GDRRA** is currently implementing its Non-Ferrous Metal Recovery System in an effort to reduce disposal costs. **GDRRA** will also expand its Clean Neighborhood Roll-Off Container Program to ten (10) CRS sectors.

**DHRMS HR Payroll Project** function will continue the implementation of the HR Payroll project with the installation of equipment and advanced benefit software.

### **PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND**

The **Board of Ethics** will revise the Boards Administrative Rules and Procedures as necessary in order to implement the Amendments to the Ethics Ordinance if adopted; and continue to review the current Ethics Ordinance in order to make recommendations for improvement.

**The Detroit Cable Communications Commission** will align its budget, structure and service delivery capabilities and options

with decisions made legislatively and administratively. This is due to the national telecommunications players such as AT&T, Verizon and others who have lobbied for entry into the cable/video services marketplace and encouraged legislators to eradicate franchising at the local or municipal level, and in its place, pass legislation that supports either state or federal franchising agreements.

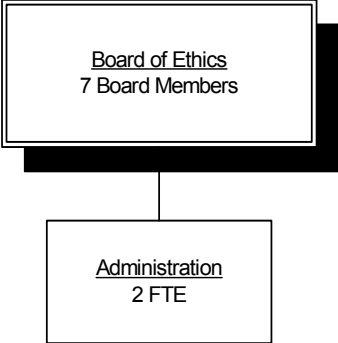
The **DBA** is working with city departments to Grow Detroit through the implementation of City departments' capital projects. The plan is to quickly begin the project to maximize progress/completion in a timely manner since the longest process is not the construction, rather it is the financial process required to fund a project.

**GDRRA** will continue to develop on-going strategies for alternative, efficient, and cost effective waste management, continuing through the expiration of the sale-lease back transaction agreement in the year 2009.

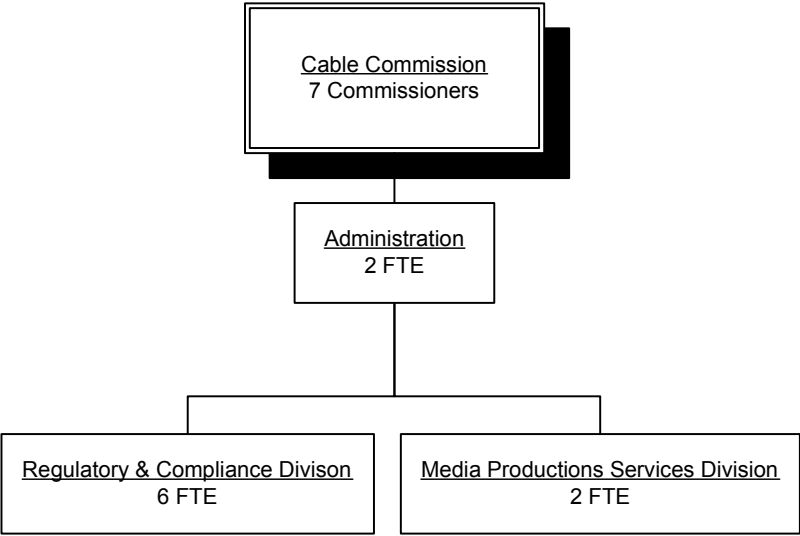
With the implementation of the new payroll system, there is an increased need to maintain all of the Oracle software, provide help desk support and train employees. The **DHRMS HR Payroll Project** is prepared to facilitate the provision of these functions.

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**Board of Ethics**

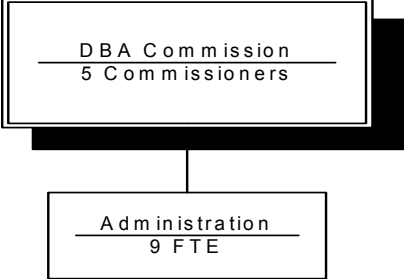


**Detroit Cable Communications Commission**

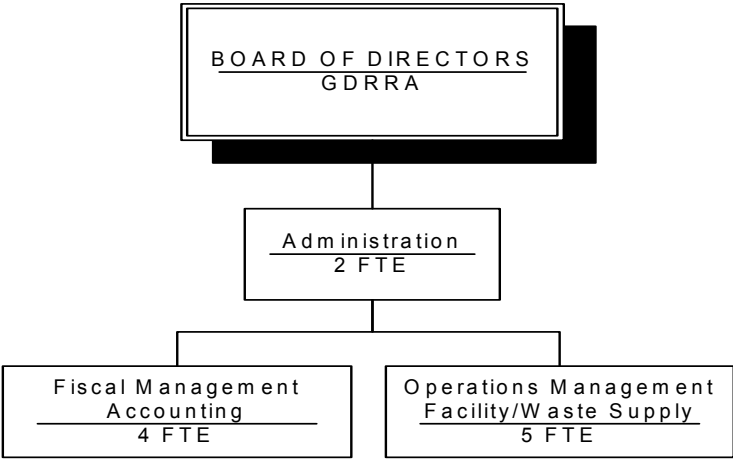


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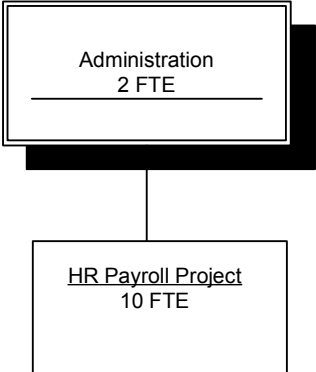
**Detroit Building Authority**



**Greater Detroit Resource Recovery Authority**



**DHRMS - HR Payroll Project**



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**PERFORMANCE MEASURES AND TARGETS**

*Board of Ethics*

<b>Type of Performance Measure:</b> List of Measures	<b>2005-06 Actual</b>	<b>2006-07 Projection</b>	<b>2007-08 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b> Number of inquiries received	20	5-10	5-10
<b>Outputs: Units of Activity directed toward Goals</b> Number of training programs conducted	8	7	7
<b>Efficiency: Program Costs related to Units of Activity</b> 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	5-10	5-10	5-10

*Detroit Cable Communications Commission*

<b>Type of Performance Measure:</b> List of Measures	<b>2005-06 Actual</b>	<b>2006-07 Projection</b>	<b>2007-08 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b> <b>Educational Outreach Series: Customer Service</b> Number of community events attended	12	12	12
<b>Customer Service for Cable Subscribers</b> Number of complaints processed	430	380	380
Number of mediations completed	1	1	1
<b>Outputs: Units of Activity directed toward Goals</b> <b>Monitor the use of all public, educational and government channels facilities and equipment</b> Audits of cable operator	1	1	1
Equipment inspections	1	1	1
<b>Outcomes: Results or Impacts of Program Activities</b> <b>Facilitate the business development and expansion of the cable television and telecommunications industries in the city of Detroit</b> METRO Act Maintenance Fees	\$2,773,090	\$2,800,000	\$2,800,000
Cable franchise	\$4,000,000	\$4,000,000	\$4,000,000
<b>Maximize the use of all public, educational and government channels, facilities and equipment:</b> Playback on Channel 22 (Educational Channel)	24 Hours	24 Hours	24 Hours
Playback on Channel 10 (Government Channel)	24 Hours	24 Hours	24 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.

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***Detroit Building Authority***

<b>Type of Performance Measure:</b> List of Measures	<b>2005-06 Actual</b>	<b>2006-07 Projection</b>	<b>2007-08 Target</b>
<b>Outputs: Units of Activity directed toward Goals</b>			
Improve public health through City facilities: Improving for Rec. Dept., Police Dept., Health & Wellness Dept., & Fire Dept.	100%	100%	70%
Development of DBA pilot program guidelines: higher efficiency facilities	50%	65%	100%
Implementation of new project Management Construction Software:	N/A	50%	70%
Comply with ADA requirements for city departments/citizens	100%	100%	100%
Construction of new police facilities (public safety)	100%	100%	70%
“Building Green” using US Green Bldg. Council’s LEED guidelines	N/A	20%	50%
Promote client satisfaction by providing technical expertise	95%	100%	100%

***Greater Detroit Resource Recovery Authority***

<b>Type of Performance Measure:</b> List of Measures	<b>2005-06 Actual</b>	<b>2006-07 Projection</b>	<b>2007-08 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>			
Percent of staff software proficient	100%	100%	100%
<b>Outputs: Units of Activity directed toward Goals</b>			
Tonnage received/processed	\$806,367	810,000	800,000
Private hauler fees revenue	\$5,034,316	\$4,920,098	\$5,178,126
<b>Outcomes: Results or Impacts of Program Activities</b>			
Steam sold (Mlb)	2,645,773	2,000,000	2,000,000
Electricity sold (Mwh)	207,074	241,376	241,376
<b>Efficiency: Program Costs related to Units of Activity techniques and technology</b>			
Recovered material recycled (tons)	17,594	21,546	20,160

***DHRMS – HR Payroll Project***

<b>Type of Performance Measure:</b> List of Measures	<b>2005-06 Actual</b>	<b>2006-07 Projection</b>	<b>2007-08 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>			
Percent of City Employees with completed Computer Based Training	N/A	N/A	100%
Percent of City Employees who approve time with completed instructor Led Training	N/A	N/A	100%
Percent of chat inquiries resolved	N/A	N/A	100%
<b>Outputs: Units of Activity directed toward Goals</b>			
Percent of on-time deliveries	N/A	N/A	80%
Percent of scripts passed	N/A	N/A	80%
Number of monthly employee newsletters	N/A	N/A	12
Number of monthly managers newsletters	N/A	N/A	12
<b>Outcomes: Results or Impacts of Program Activities</b>			
No disruption of employee pay	N/A	N/A	100%



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**EXPENDITURES**

	2005-06		2007-08			
	Actual	2006-07	Mayor's	Variance	Variance	
	Expense	Redbook	Budget Rec		Percent	
Salary & Wages	\$ 2,702,269	\$ 1,948,250	\$ 3,068,214	\$ 1,119,964	57%	
Employee Benefits	290,107,332	1,467,897	2,769,168	1,301,271	89%	
Prof/Contractual	43,760,950	773,072	839,588	66,516	9%	
Operating Supplies	463,963	26,471	307,798	281,327	1063%	
Operating Services	49,905,120	104,538,742	105,372,473	833,731	1%	
Capital Equipment	37,211,841	26,642,000	29,363,600	2,721,600	10%	
Capital Outlays	9,667,197	-	-	-	0%	
Fixed Charges	1,300,011,673	95,052,117	99,078,143	4,026,026	4%	
Other Expenses	229,370,824	181,742,256	169,837,458	(11,904,798)	-7%	
<b>TOTAL</b>	<b>\$ 1,963,201,169</b>	<b>\$ 412,190,805</b>	<b>\$ 410,636,442</b>	<b>\$ (1,554,363)</b>	<b>0%</b>	
POSITIONS	42	34	44	10	29%	

**REVENUES**

	2005-06		2007-08			
	Actual	2006-07	Mayor's	Variance	Variance	
	Revenue	Redbook	Budget Rec		Percent	
Taxes/Assessments	\$ 651,469,843	\$ 637,077,092	\$ 665,250,545	\$ 28,173,453	4%	
Licenses/Permits	-	20,000	20,000	-	0%	
Fines/Forfeits/Penalties	5,633,875	1,500,000	3,000,000	1,500,000	100%	
Rev from use of Assets	148,759,700	4,232,000	8,700,000	4,468,000	106%	
Grants/Shared Taxes	280,046,995	283,109,208	274,952,278	(8,156,930)	-3%	
Sales & Charges	70,525,298	64,538,429	75,566,544	11,028,115	17%	
Sales & Assets	15,080,215	25,972,375	25,330,994	(641,381)	-2%	
Contrib/Transfers	494,634,495	97,084,489	92,692,439	(4,392,050)	-5%	
Miscellaneous	849,709,105	26,750,000	29,463,600	2,713,600	10%	
<b>TOTAL</b>	<b>\$ 2,515,859,526</b>	<b>\$ 1,140,283,593</b>	<b>\$ 1,174,976,400</b>	<b>\$ 34,692,807</b>	<b>3%</b>	

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