
**Street Maintenance Section
Maintenance & Operations Division
Public Works Department**

Anchorage: Performance. Value. Results.

Purpose

Protect, maintain, and improve Municipal roads and drainage systems through organized efforts and effective use of resources.

Core Services

- Snow and ice removal
- Pothole repair
- Storm drain structure maintenance

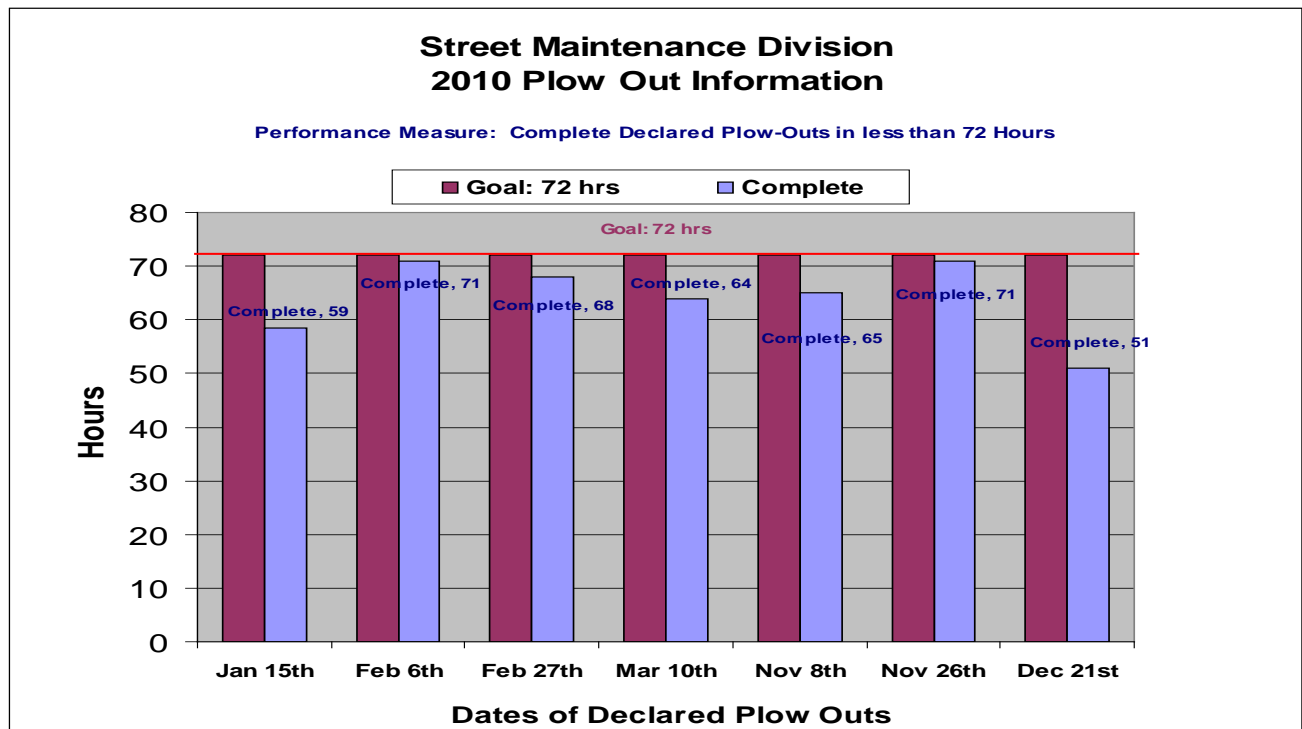
Accomplishment Goals

- Complete declared plow-outs within 72 hours of a snowfall four inches or more within Anchorage Roads and Drainage Service Area (ARDSA)
- Repair reported potholes within 24 hours within ARDSA
- Annually inspect and clean “as required” all storm drain structures per Alaska Pollution Discharge Elimination System (APDES) Phase II permit within ARDSA

Performance Measures

Progress in achieving goals shall be measured by:

Measure #1: Complete declared plow-outs within 72 hours within ARDSA



Performance Measure Methodology Sheet
Street Maintenance Section
Maintenance & Operations Division
Public Works Department

Measure #1: Complete declared plow-outs within 72 hours within Anchorage Roads and Drainage Service Area (ARDSA)

Type

Effectiveness

Accomplishment Goal Supported

ARDSA

Definition

This measure reports the amount of time taken to complete each declared plow-out.

Data Collection Method

The data will be collected by recording start and completion times for each declared plow-out.

Frequency

Monthly

Measured By

The data will be collected and maintained by the Street Maintenance Control Center in an Excel spreadsheet table. The table will show actual hours to complete each plow-out in relation to the 72-hour completion goal.

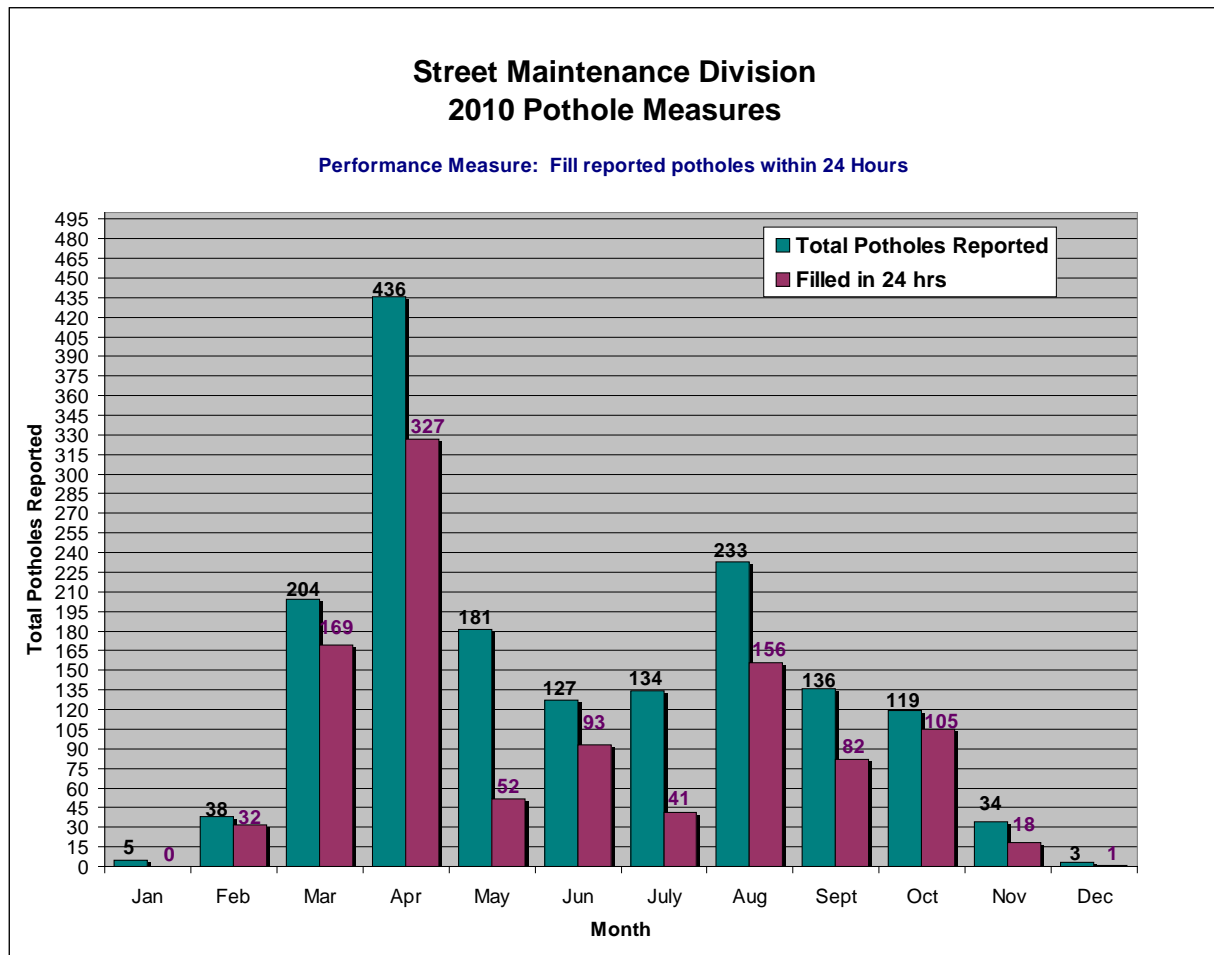
Reporting

The data will be collected and maintained by the Street Maintenance Control Center in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly during the winter season.

Used By

Management will use this data to evaluate the effectiveness of snow removal practices in relation to the stated 72-hour plow-out goal. Additionally, the impact of various staffing, equipment, material, and funding changes will be monitored and measured to determine impact on achievement of the stated goal.

Measure #2: Repair reported potholes within 24 hours within ARDSA



Performance Measure Methodology Sheet
Street Maintenance Section
Maintenance & Operations Division
Public Works Department

Measure #2: Repair reported potholes within 24 hours within Anchorage Roads and Drainage Service Area (ARDSA)
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Type

Effectiveness

Accomplishment Goal Supported

Repair 80% of reported potholes within 24 hours within ARDSA

Definition

This measure reports the percentage of reported potholes repaired within 24 hours.

Data Collection Method

The data will be collected by recording the time of reported potholes and when each reported pothole repair was completed.

Frequency

Monthly

Measured By

The data will be collected and maintained by the Street Maintenance Control Center in an Excel spreadsheet table. The table will show the percentage of reported potholes repaired within 24 hours in relation to the stated goal of completing 80% within 24 hours.

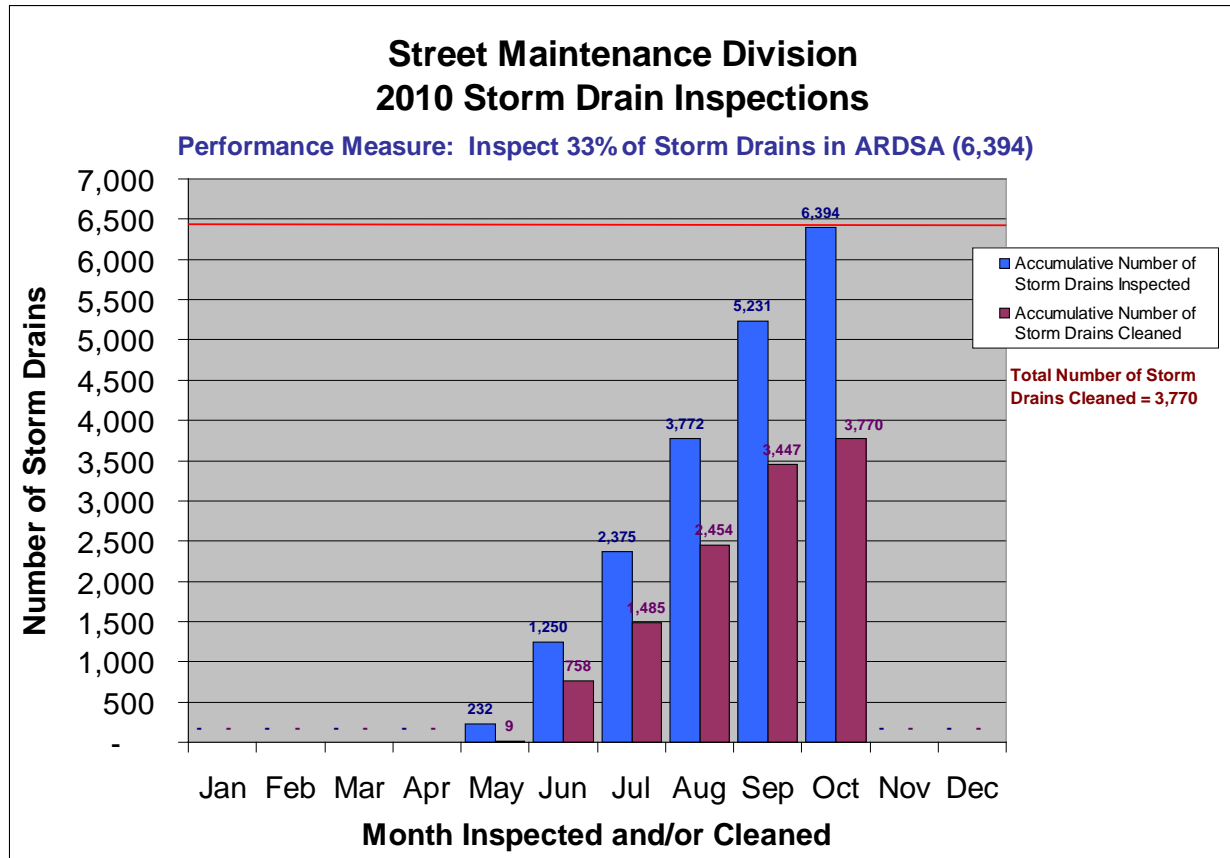
Reporting

The data will be collected and maintained by the Street Maintenance Control Center in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly.

Used By

Management will use this data to evaluate the effectiveness of reported pothole repairs in relation to the stated goal of completing 80% within 24 hours. Additionally, the impact of various staffing, equipment, material, and funding changes will be monitored and measured to determine impact on achievement of the stated goal.

Measure #3: Year-to-date percentage of storm drain structures inspected and cleaned as required within ARDSA.



Performance Measure Methodology Sheet
Street Maintenance Section
Maintenance & Operations Division
Public Works Department

Measure #3: Annually inspect and clean “as required” all storm drain structures per Alaska Pollution Discharge Elimination System (APDES) Phase II Permit within Anchorage Roads and Drainage Service Area (ARDSA)

Type

Effectiveness

Accomplishment Goal Supported

Annually inspect and clean “as required” all storm drain structures per APDES permit within ARDSA

Definition

This measure reports annual progress on the total number of storm drains requiring inspection and cleaning.

Data Collection Method

The data will be collected by recording year-to-date progress of required annual storm drain structures inspected and cleaned.

Frequency

Monthly

Measured By

The data will be collected and maintained by the Street Maintenance Control Center in an Excel spreadsheet table. The table will show year-to-date progress on the annual number of storm drain structures requiring inspection and cleaning.

Reporting

The data will be collected and maintained by the Street Maintenance Control Center in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly.

Used By

Management will use this data to evaluate the effectiveness of current practices for storm drain structure inspections and cleaning as required by the APDES permit. Additionally, the impact of various staffing, equipment, material, and funding changes will be monitored and measured to determine impact on achievement of the stated goal.

**Communications Section
Maintenance & Operations Division
Public Works Department**

Anchorage: Performance. Value. Results.

Purpose

Operate and maintain emergency and general voice and data wireless systems for all Municipal general government agencies with a priority on first responders and 911 Dispatch Centers.

Direct Services

- Install, maintain, and repair wireless communication systems to maximize responder safety and efficient use of personnel and resources
- Provide technical expertise in the procurement and inventory management of electronic equipment to ensure compatibility and asset accountability
- Provide design and project management for communications system upgrades and acquisitions
- Maintain oversight of Federal Communications Commission (FCC)-related licensing to ensure compliance of federal rules and regulations
- Install, maintain, and repair biomedical equipment as used by Police and Fire responders to ensure functionality and reliability of life saving devices
- Install & maintain WiFi hot spot equipment within most municipal buildings

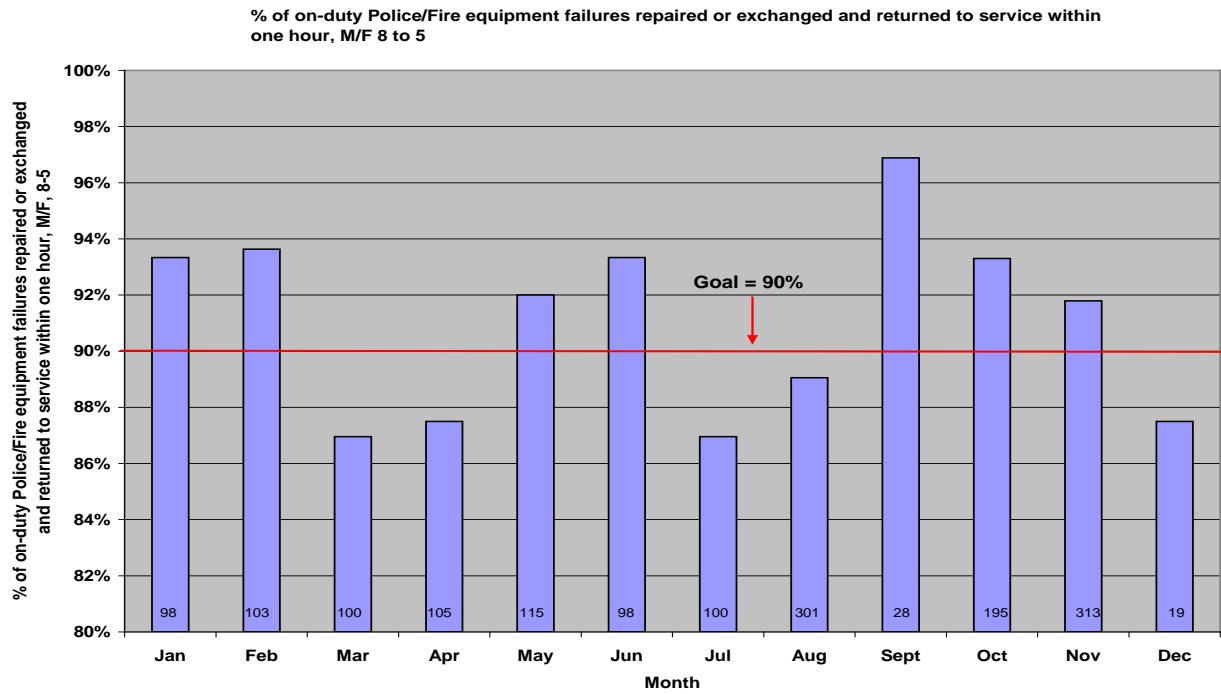
Accomplishment Goals

- Minimize downtime of Fire, Police and General Government personnel
- 100% of Fire & Medic apparatus have working, certified electronic defibrillators
- Support the efficient, safe operations of emergency services by providing expeditious maintenance of public safety radio equipment
- 98% of police assigned automatic electronic defibrillators are certified and operable on any given day

Performance Measures

Progress in achieving goals shall be measured by:

Measure #4: % of on-duty Police/Fire equipment failures repaired or exchanged and returned to service within one hour, M/F 8 to 5



Performance Measure Methodology Sheet
Communications Section
Maintenance & Operations Division
Public Works Department

Measure #4: % of on-duty Police/Fire equipment failures repaired or exchanged and returned to service within one hour, M/F 8 to 5
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Type

Effectiveness

Accomplishment Goal Supported

Minimize downtime of Fire, Police and General Government personnel

Definition

This measure reports the percentage of Police/Fire electronics communications related equipment is repaired and/or exchanged and placed back into service within one hour of receipt, Monday through Friday between the hours of 8 AM – 5 PM.

Data Collection Method

The data will be collected through work orders (shop tickets, requests) generated by electronic technicians and customers. The work orders include the owner of the equipment (department/division), date/time the equipment is turned in for repairs, type of repair needed, and the date/time the equipment is exchanged or returned to service.

Frequency

Monthly

Measured By

The data will be collected and maintained by the Communications Superintendant in an Excel spreadsheet table. The table will calculate the percentage of Police/Fire equipment repaired and returned to service within one hour. The calculation is the total number of equipment repaired or exchanged within one hour of receipt divided by the total number of equipment repair requests multiplied by 100 to equal a percentage.

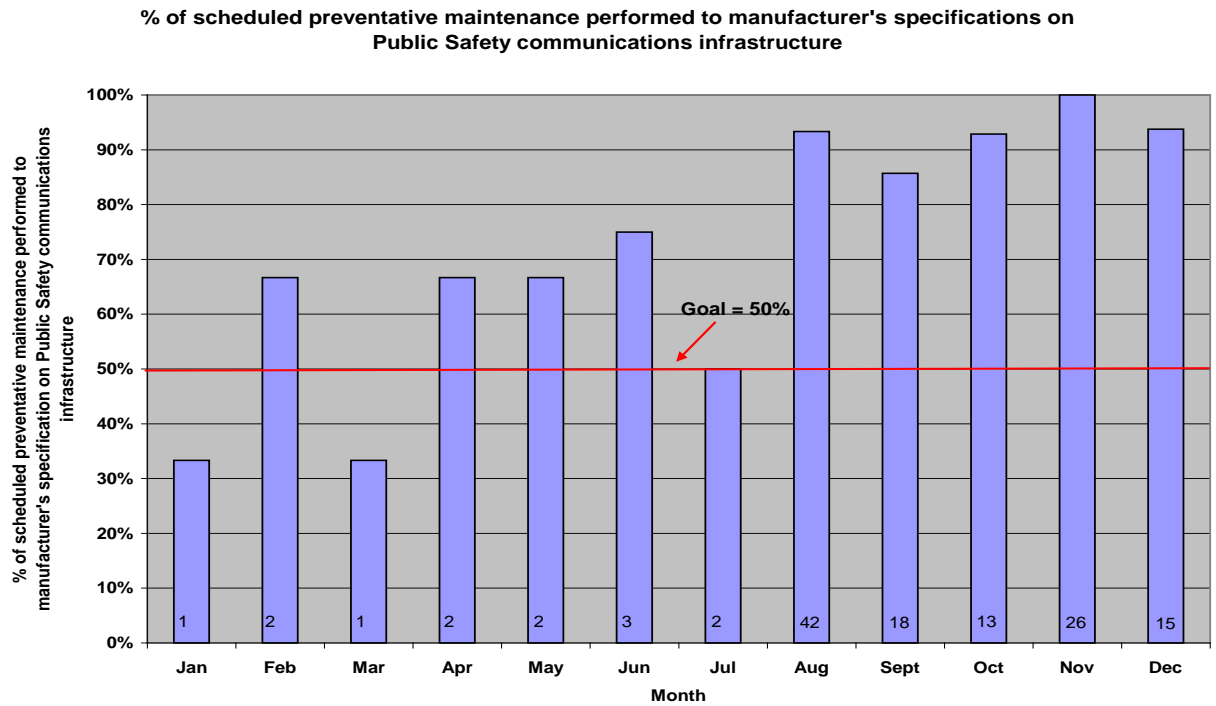
Reporting

The data collected in the Excel spreadsheet table by the Communications Superintendant will display the information both numerically and graphically. A status report will be generated monthly.

Used By

This information will be used by OMB as related to the annual department/division budget and all involved personnel for tracking purposes, resource management, and decision making at all levels. The information will help the Superintendant assess the adequacy of staffing levels in the communications bay area that service essential public safety equipment.

Measure #5: % of scheduled preventative maintenance performed to manufacturer's specification on Public Safety communications infrastructure



Performance Measure Methodology Sheet
Communications Section
Maintenance & Operations Division
Public Works Department

Measure #5: % of scheduled preventative maintenance performed to manufacturer's specification on Public Safety communications infrastructure

Type

Efficiency

Accomplishment Goal Supported

100% of Fire & Medic apparatus have working, certified electronic defibrillators

Definition

This measure reports the percentage of scheduled preventative maintenance performed on electronic defibrillators to ensure the apparatuses are maintained at a level certified by the manufacturer.

Data Collection Method

The data will be collected through work orders (shop tickets, requests) generated by electronic technicians and the electronics foreman. The work orders include the type of equipment, assigned department location, the preventative maintenance/inspection date, findings if any, and type of preventative maintenance performed.

Frequency

Monthly

Measured By

The data will be collected from the electronics foreman and maintained by the Communications Superintendant in an Excel spreadsheet table. The table will calculate the percentage of defibrillators on which pre-scheduled preventative maintenance was performed. The calculation is the total number of defibrillators which received scheduled preventative maintenance divided by the total number of active defibrillators multiplied by 100 to equal a percentage.

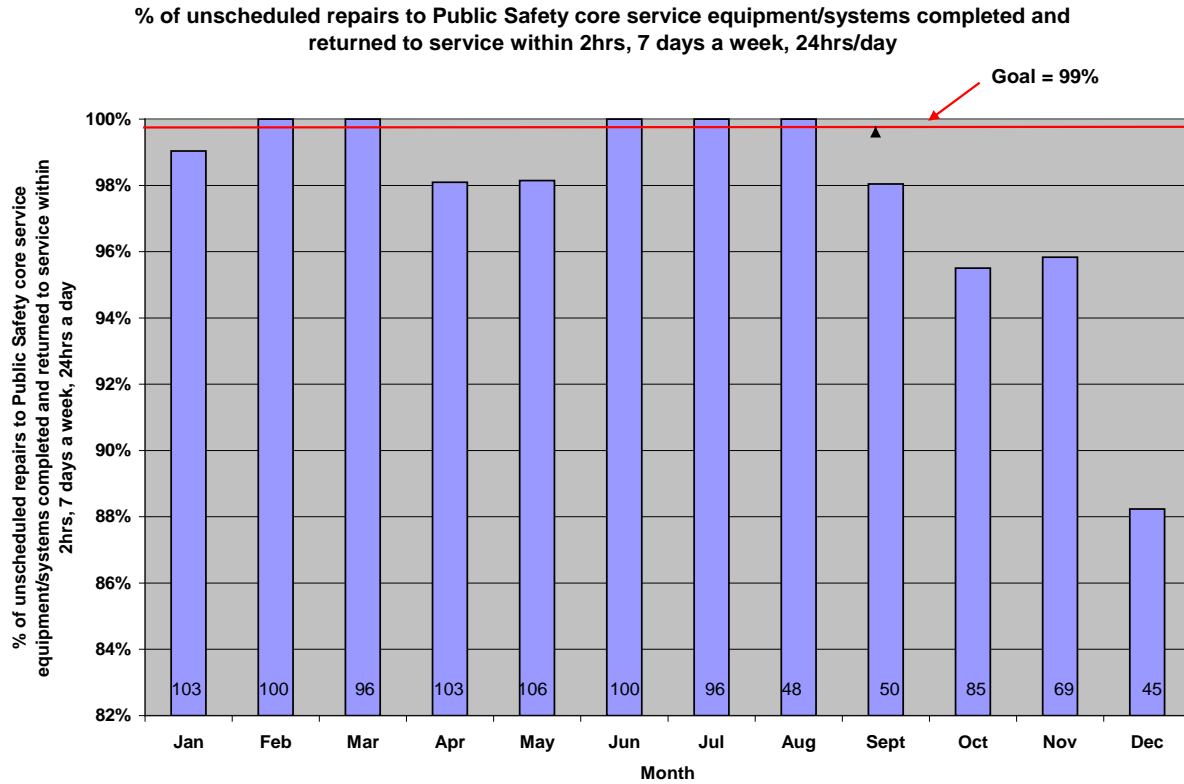
Reporting

The data collected in the Excel spreadsheet table by the Communications Superintendant will display the information both numerically and graphically. A status report will be generated monthly.

Used By

This information will be used by OMB as related to the annual department/division budget and all involved personnel for tracking purposes, resource management, and decision making at all levels. The information will help the Superintendant schedule the necessary pro-active maintenance on electronic defibrillators in order to ensure the equipment is kept at the certification level and to minimize future repair requests thereby affecting continued operational efficiency of the departments serviced.

Measure #6: % of unscheduled repairs to Public Safety core service equipment/systems completed and returned to service within two hours, seven days a week, 24 hours a day



Performance Measure Methodology Sheet
Communications Section
Maintenance & Operations Division
Public Works Department

Measure #6: % of unscheduled repairs to Public Safety core service equipment/systems completed and returned to service within two hours, seven days a week, 24 hours a day

Type

Efficiency

Accomplishment Goal Supported

Support the efficient, safe operations of emergency services by providing expeditious maintenance of public safety radio equipment

Definition

This measure reports the percentage of core service equipment/systems such as Police/Fire/911 Dispatch centers, and voice and wireless data for all MOA agencies repaired by an on-call technician after hours or on the weekends, or during the normal work day, and returned to service with two hours of receipt, seven days a week, 24 hours a day.

Data Collection Method

The data will be collected through work orders (shop tickets, requests) generated by electronic technicians and customers. The work orders include the owner of the equipment (department/division), date/time the equipment is turned in for repairs, type of repair needed, and the date/time the equipment is returned to service.

Frequency:

Monthly

Measured By

The data will be collected and maintained by the Communications Superintendant in an Excel spreadsheet table. The table will calculate the percentage of equipment repaired and returned to service within two hours. The calculation is the total number of equipment repaired within two hours of receipt divided by the total number of equipment repair requests multiplied by 100 to equal a percentage.

Reporting

The data collected in the Excel spreadsheet table by the Communications Superintendant will display the information both numerically and graphically. A status report will be generated monthly

Used By

This information will be used by OMB as related to the annual department/division budget and all involved personnel for tracking purposes, resource management, and decision making at all levels. The information will help the Superintendant assess the adequacy of staffing levels during the normal work week and on-call staffing during the weekends that service essential public safety equipment needed for continued public safety operations.

**Fleet Maintenance Section
Maintenance & Operations Division
Public Works Department**

Anchorage: Performance. Value. Results.

Purpose

To preserve, maintain, and manage Municipal general government vehicles and equipment.

Core Services

- Year-round maintenance of Municipal general government vehicles and equipment

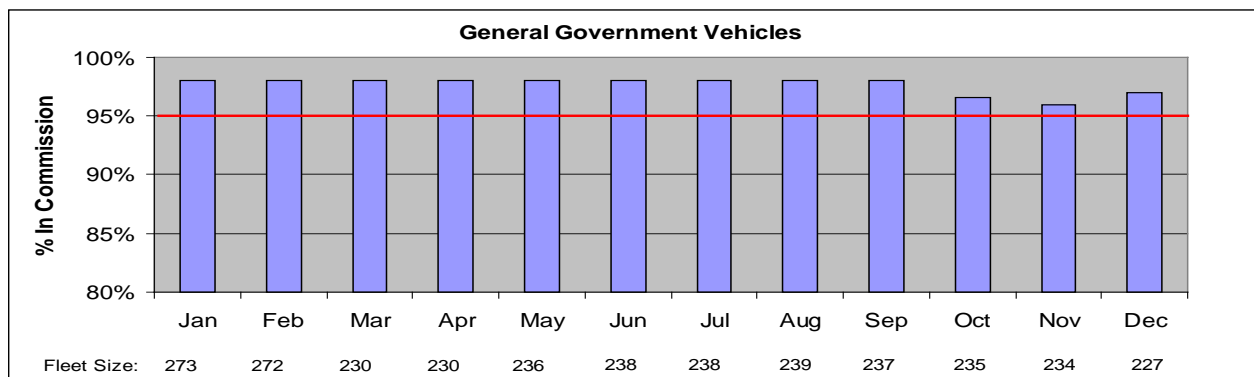
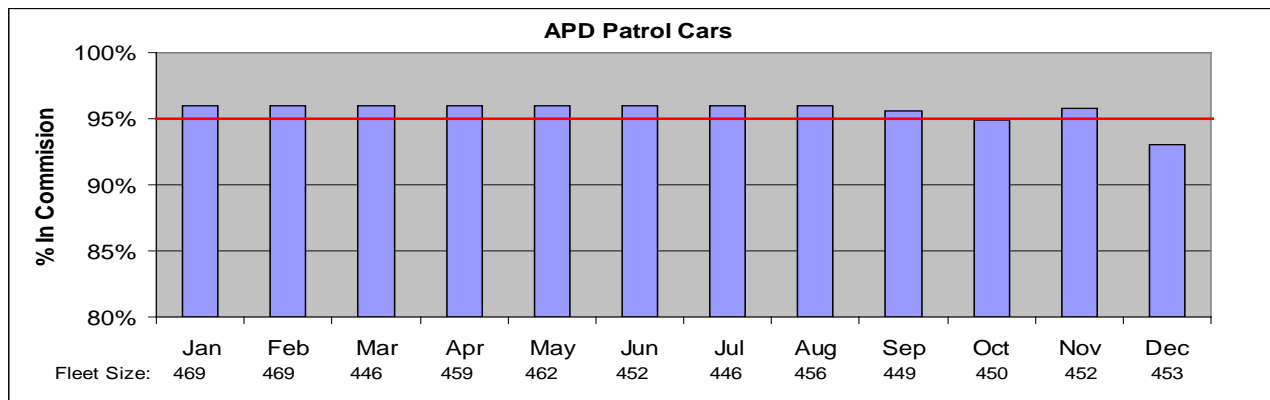
Accomplishment Goals

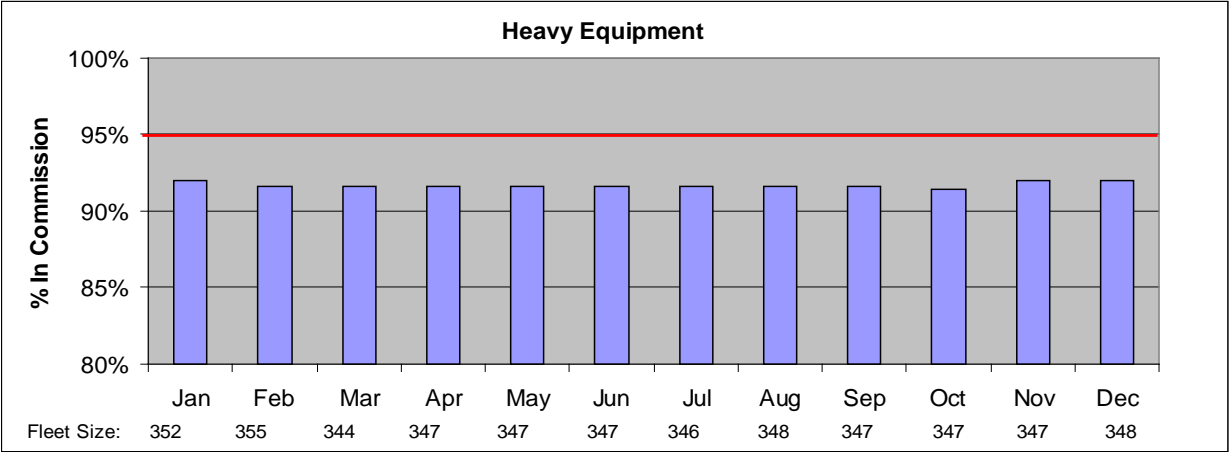
- Improve overall vehicle in-commission rate for all customers
- Reduce fleet vehicle maintenance costs while providing safe, operable vehicles

Performance Measures

Progress in achieving goals shall be measured by:

Measure #7: Percent of police cruisers, general government, and heavy equipment vehicles in commission





Performance Measure Methodology Sheet
Public Works Department
Maintenance & Operations Division
Fleet Maintenance Section

Measure #7: Maintain a minimum vehicle in-commission rate of 95% for police patrol vehicles, general government vehicles, and heavy equipment vehicles

Type

Effectiveness

Accomplishment Goal Supported

Improve overall vehicle in-commission rate for all customers serviced

Definition

This measure reports the monthly vehicle in-commission percentage for police patrol vehicles and general government vehicles in relation to the stated goal for each category.

Data Collection Method

Pertinent data will be downloaded from the Fleet Maintenance Asset Management System into an Excel spreadsheet table once a month. The information will include the current number of vehicles currently out of commission for repairs and/or service in relation to the total number to assigned vehicles.

Frequency

Monthly

Measured By

The data will be collected and maintained by Fleet Maintenance in an Excel spreadsheet table. The table will show the monthly vehicle in-commission percentage for police patrol vehicles and general government vehicles in relation to the stated goal.

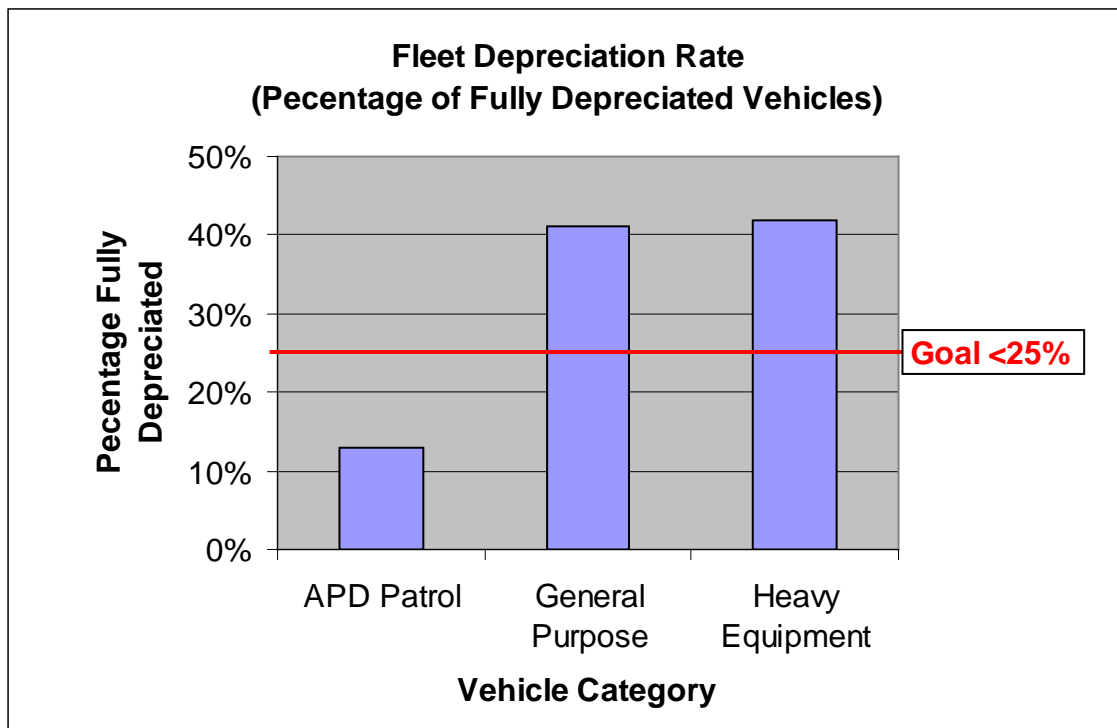
Reporting

The data will be collected and maintained by Fleet Maintenance in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly.

Used By

Management will use this data to evaluate the overall effectiveness of current Fleet Maintenance practices for providing safe operational vehicles to its customers. Additionally, the impact of various staffing, equipment, material, and funding changes will be monitored and measured to determine impact on achievement of the stated goal.

Measure #8: Percent of vehicles beyond depreciated life still in use for police cruisers, general government, and heavy equipment



Performance Measure Methodology Sheet
Fleet Maintenance Section
Maintenance & Operations Division
Public Works Department

Measure #8: Reduce the number of fully depreciated vehicles and still in service to no more than 25% for police patrol vehicles, general government vehicles, and heavy equipment vehicles

Type

Effectiveness

Accomplishment Goal Supported

Reduce fleet vehicle maintenance costs while providing safe, operable vehicles

Definition

This measure reports the current percentage of vehicles that are fully depreciated and still in service for police patrol vehicles and general government vehicles with a goal of no more than 25% of the overall fleet in each category.

Data Collection Method

Pertinent data will be downloaded from the Fleet Maintenance Asset Management System into an Excel spreadsheet table quarterly. The information will include the current number of vehicles fully depreciated and still in service in relation to the overall number of assigned vehicles for each category.

Frequency

Quarterly

Measured By

The data will be collected and maintained by Fleet Maintenance in an Excel spreadsheet table. The table will provide a snapshot of the current percentage of fully depreciated vehicles still in services for police patrol vehicles and general government vehicles in relation to the stated goal.

Reporting

The data will be collected and maintained by Fleet Maintenance in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly.

Used By

Management will use this data to evaluate the overall effectiveness of current Fleet Maintenance practices for providing safe operational vehicles to its customers. Additionally, the impact of vehicle replacement schedules, inflation, vehicle assignments, and rental rates will be monitored and measured to determine impact on achievement of the stated goal.

**Facility Maintenance Section
Maintenance & Operations Division
Public Works Department**

Anchorage: Performance. Value. Results.

Purpose

Preserve, maintain, and improve Municipal facilities

Core Services

- Maintenance of Municipal general government facilities

Accomplishment Goals

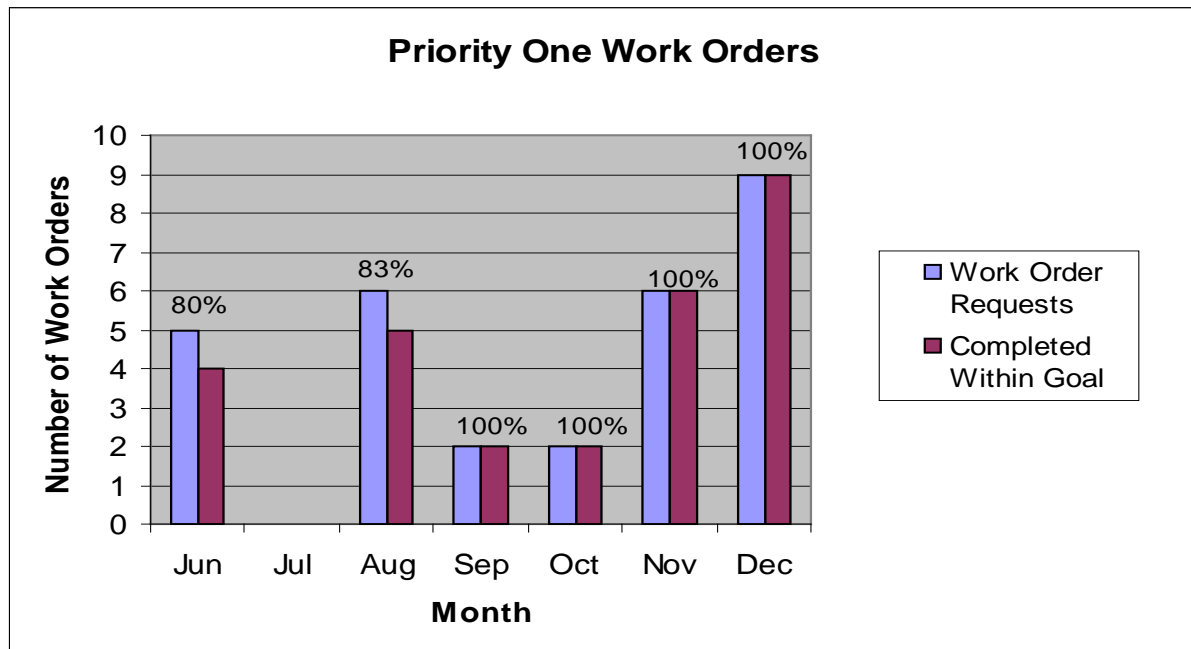
- Improve response times to prioritized work order requests

Performance Measures

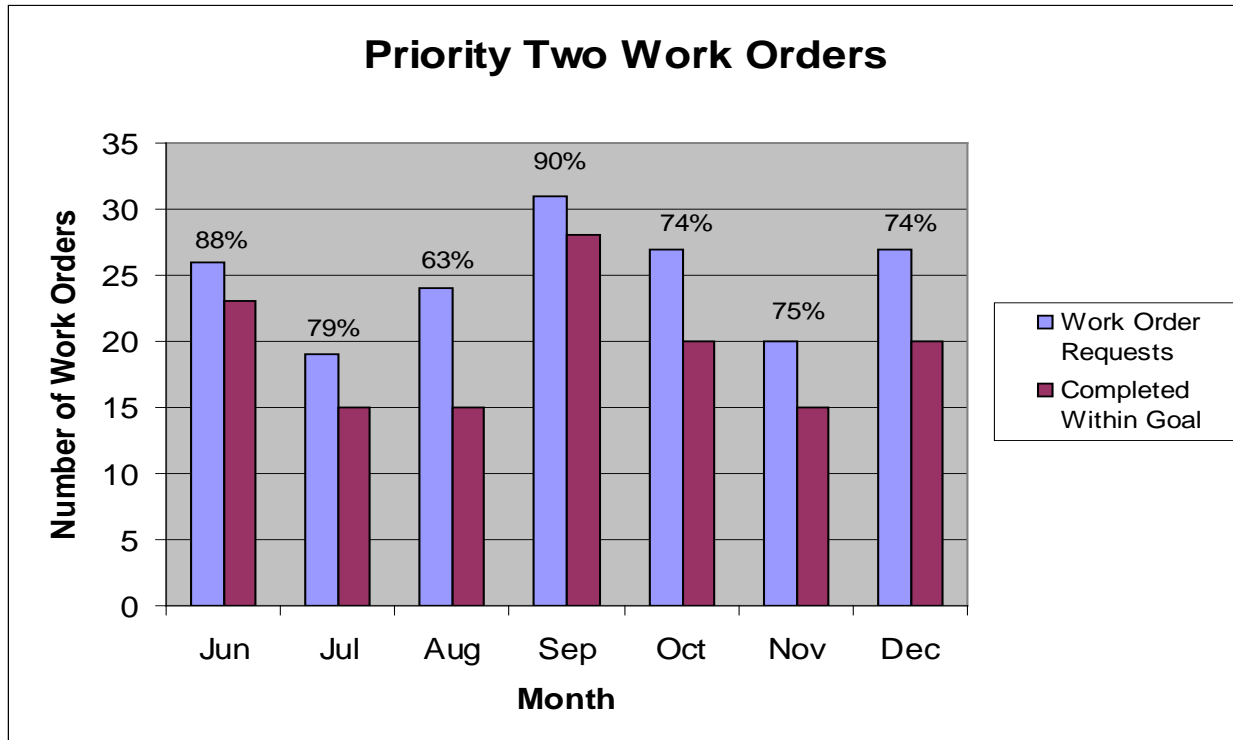
Progress in achieving goals shall be measured by:

Prior year data for the following measures is unavailable. Tracking information for these measures began July 1, 2010 and will be reported at year end 2010.

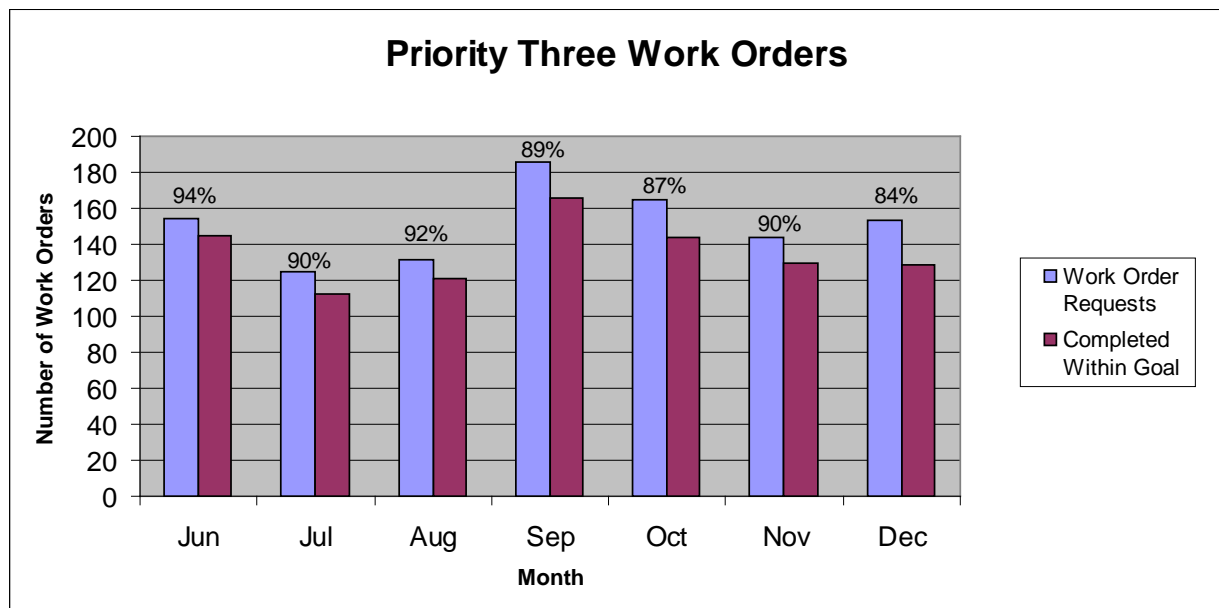
Measure #9: Percent of Priority 1 (emergency) work orders completed within 24 hours



Measure #10: Percent of Priority 2 (urgent) work orders completed within seven days



Measure #11: Percent of Priority 3 (priority) work orders completed within one month



Performance Measure Methodology Sheet
Facility Maintenance Section
Maintenance & Operations Division
Public Works Department

Measures #9 through #11: Complete 95% of Priority 1 (emergency) work orders within 24 hours; complete 90% of Priority 2 (urgent) work orders within 7 days; and complete 80% of Priority 3 (priority) work orders within 1 month

Type

Effectiveness

Accomplishment Goal Supported

Improve response times to prioritized work order requests

Definition

This measure reports the percentage of Priority 1, 2, and 3 work orders completed on time. The goal for Priority 1 work orders is 95% completed within 24 hours; the goal for Priority 2 work orders is 90% completed within 7 days' and the goal for Priority 3 work orders is 80% completed within 1 month.

Data Collection Method

On a monthly basis, pertinent data will be downloaded from the Facility Maintenance Asset Management System into an Excel spreadsheet table. The information will include the number and time and date of reported Priority 1, 2, and 3 work orders and time and date they were completed.

Frequency

Monthly

Measured By

The data will be collected and maintained by Facility Maintenance in an Excel spreadsheet table. The table will provide the monthly percentage of Priority 1, 2, and 3 work orders completed within the stated timeframe for each category.

Reporting

The data will be collected and maintained by Facility Maintenance in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly.

Used By

Management will use this data to evaluate the overall effectiveness of current Facility Maintenance practices for assigning and completing priority work order requests. Additionally, the impact of various staffing, equipment, material, and funding changes will be monitored and measured to determine impact on achievement of the stated goal.

Capital Projects Section
Maintenance & Operations Division
Public Works Department

Anchorage: Performance. Value. Results.

Purpose

To manage, design, and construct Municipal facility renovations and new construction projects that meet the needs of requesting departments within the available funding.

Core Services

- Project management of Municipal facility renovation and upgrade projects
- Project management of new construction of Municipal facilities

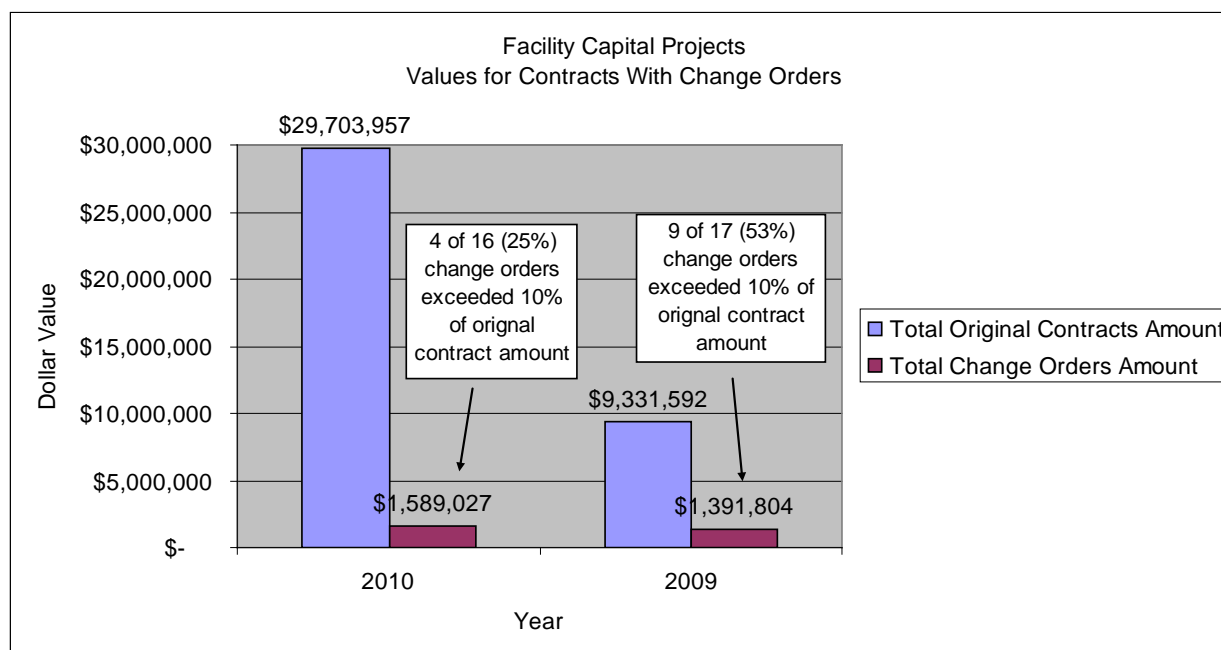
Accomplishment Goals

- Reduce capital projects construction contracts with change orders

Performance Measures

Progress in achieving goals shall be measured by:

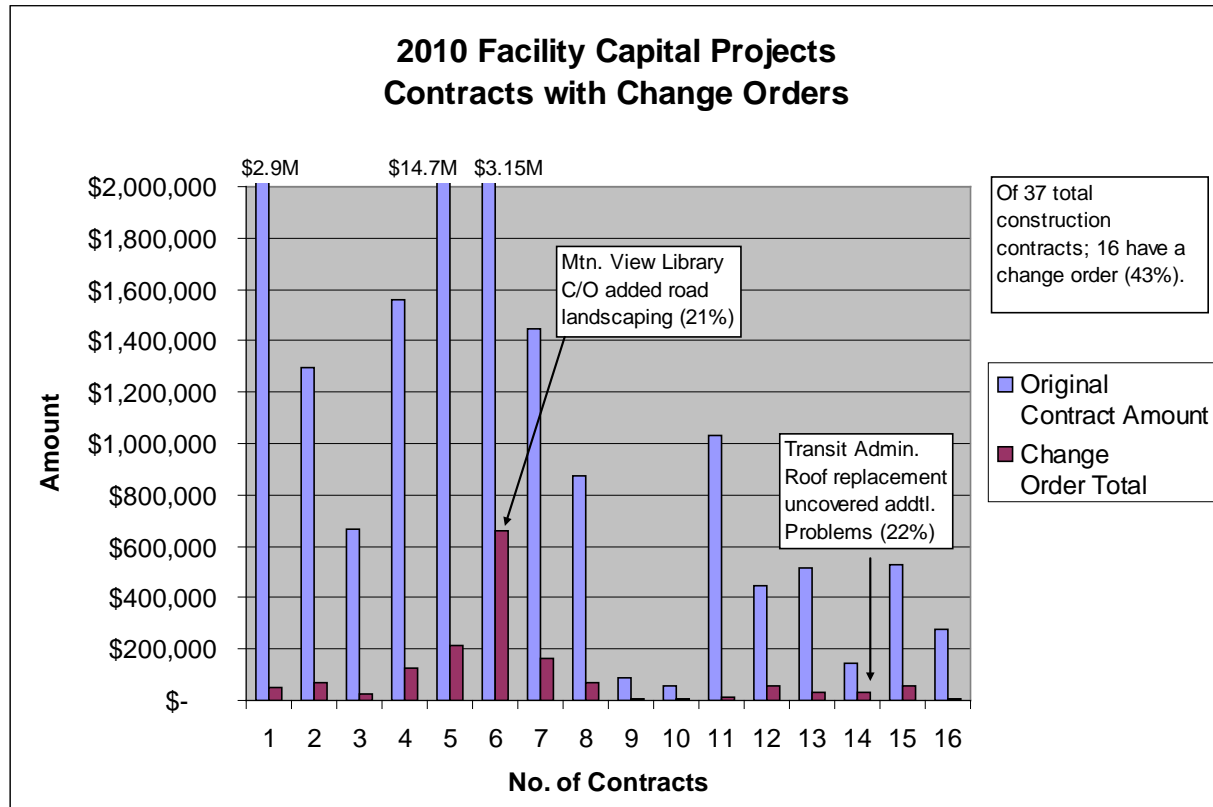
Measure #12: Dollar values of construction contracts with change orders



Measure #13: Dollar values of change order costs compared to original contract cost

Explanatory Information

Prior year data for this measure is unavailable. Tracking information for this measure will begin with current contracts in effect as of January 1, 2010.



Performance Measure Methodology Sheet
Facility Capital Projects Section
Maintenance & Operations Division
Public Works Department

Measures #12-#13: At least 75% of contract change orders for construction projects shall be less than 10% of the total original contract amount
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Type

Effectiveness

Accomplishment Goal Supported

Reduce capital project construction projects with change orders

Definition

This measure reports the monthly percentage of contract change orders that are less than 10% of the original contract amount.

Data Collection Method

On a monthly basis, information relating to capital construction contract change orders will be recorded by Facility Capital Projects into an Excel spreadsheet table. The information will include the original contract and change order amount to calculate a percentage for each change order.

Frequency:

Monthly

Measured By

The data will be collected and maintained by Facility Capital Projects in an Excel spreadsheet table. The table will provide the monthly percentage of change orders less than 10% of the original contract amount.

Reporting

The data will be collected and maintained by Facility Capital Projects in an Excel spreadsheet and will display the information both numerically and graphically. A status report will be generated monthly.

Used By

Management will use this data to evaluate the overall effectiveness of development and management of facility capital construction contracts. Current project management practices will be monitored and measured to determine impact on achievement of the stated goal.