

San Francisco Citywide Performance Measures Data Data Dictionary

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Dataset version: [FY09.2](#)
Data published date : [10/21/09](#)
Data file location: http://www.sfgov.org/site/controller_csa_index.asp?id=106491
Data file name: [SFPerformanceMeasuresData.txt](#)
Data dictionary file name: [SFPerformanceMeasuresDataDictionary.pdf](#)

Target data users. Any interested users from the public. The data users should at a minimum have some working knowledge of Microsoft Excel, data management concepts, and the operations of the City and County of San Francisco (the City).

Purpose of this document. This document helps the target data users to understand the citywide performance measure dataset.

What is this performance measure dataset ? The dataset is a structured, raw and machine-readable government data available to the public in text/TAB delimited format first time ever. It specifically contains detailed description and time series (three most recent fiscal years) data for all performance measures from the City's departments. The Controller's Office tracks the measures with the Citywide Performance Measurement System (PM System). One can use the dataset for basic analysis and charting.

Background. The performance measure dataset is extracted from the City's PM System. One can find out more about the PM System and the City's performance measurement program at www.sfgov.org/controller/performance. The dataset is not new - it has manifested itself in a more readable format as the Controller's Annual Year-End Performance Report. The report is available on the Controller's public website http://www.sfgov.org/site/controller_csa_index.asp?id=106491.

Understanding the city performance measure dataset.

After you accept the Terms of Use for San Francisco Citywide Performance Measures Data, download and import the text/TAB delimited data file (e.g. in spreadsheet or database tools such as Microsoft Excel or Access), you will see columns and rows of performance data.

Rows. The first row contains the names for each column. Each row after the first contains all the data for a specific city performance measure. E.g. on the second row is our first performance measure "Percentage of staff who commute sustainably to the Academy" and all the descriptions and data related to the measure. As of the data published date, the Controller's Office tracks a total 1,147 measures in the PM System and the performance measure dataset contains the same number of rows, plus the first row of column names.

Columns. The first row contains the names for each column. These columns are:

<u>Columns</u>	<u>Labels/names</u>	<u>Data type (size)</u>
	<City organization category >	
A	Department	Text (255)
B	Program	Text (255)
C	Goal	Text (255)
D	Performance Measure	Text (255)
	<Measure description category >	
E	Description	Memo (4000)
F	Technical Description	Memo (4000)
	<Measure data category>	
G	FY07 Actual	Number
H	FY08 Actual	Number
I	FY09 Actual	Number
J	FY07 Target	Number
K	FY08 Target	Number
L	FY09 Target	Number
M	Value Type	Text (255)
N	Performance Pattern	Text (255)

One should note that the Performance Measure, column D, is the key to the dataset. All data in other columns describe the measure.

<City organization category >

Column A-C: Department-Program-Goal. Department-Program-Goal is a hierarchy describing where the performance measures belong within the City's organization structure.

Column A: Department. These are the major operating units of the City. For example, the Department of Public Health. The City's organization chart can be found at <http://www6.sfgov.org/index.aspx?page=43>.

Column B: Program. Each department, depending on its size, has at least one major program in the city performance measure dataset. For example, a smaller department, such as Academy of Sciences, has one program, Academy of Sciences. For larger departments such as Public Health and Fire, they have many programs roughly correspond to the major divisions within their organization. Please see Public Health Department's organization chart at <http://www.sfdph.org/dph/comupg/aboutdph/insideDept/DPHOrgChart072009.pdf> for and Fire Department's organization chart at <http://www.sfgov.org/site/uploadedfiles/sffd/about/OrganizationChart.pdf>.

Column C: Goal. Each program under a department has at least one specific goal. For example, two of Academy of Science's goals are "ensure that visitors receive an excellent guest experience" and "reach and engage a broad range of local, national, and international visitors."

Finally, within each specific goal, there will be at least one performance measure associated with it.

Column D: Performance Measure. The column contains the official name of the measure in the PM System. The name usually includes the unit for the measure. For example, Number of, Percentage of, Amount of, ...etc.

<Measure description category >

Column E: Description. The column provides a more detailed description and explanation of the measure.

Column F: Technical Description. The column elaborates on the how the performance data are collected/calculated ("Collection Method") and at what frequency ("Timing").

<Measure data category>

Column G - L: Annual actual and target performance data from the three most recent fiscal years. Please note that some data are missing because the responsible departments have not provided them as of the data published date.

Column G - I: Annual actual performance values provided by the department for each measure from FY07 to FY09 as of the data published date.

Column J - L: Annual performance target values set by the department for each measure from FY07 to FY09 as of the data published date.

Column M: Value Type. The column specifies whether the performance data should be displayed as a simple number (value type would be blank in this case), in \$, or in % . If a column indicates that the actual and target values should be displayed in % , then one needs to multiply the actual and target values by 100. For example, an actual/target value of 0.87 should be displayed as 87%.

Column N: Performance Pattern. The column indicates the performance direction of a measure based on how its actual value relates to the corresponding target value. There are three patterns:

- i. Actual performance value ABOVE the target is positive/good (or below target is negative/bad). For example, a "number of museum visitors" measure.
- ii. Actual performance value BELOW the target is positive/good (or above target is negative/bad). For example, a crime rate measure.
- iii. On target, actual performance value within the standard tolerance of 10% below OR above the target value, is positive/good. Any actual value outside of the tolerance zone is negative/bad. For example, a "specific number of vehicles assigned to departments" measure.

Future plan for the performance measure dataset. We are happy to obtain any feedback from our data user community. The current plan is to provide historical data that goes back to FY2002 in the next data release, as well as any comments that explain unusual deviations of actual values from target values in one year or over the years.