



California Department of
Parks and Recreation

December Leadership Meeting SBB Workshop

December 8th, 2015



Agenda

1. SBB Initiative Update
2. Explanation of the SBB Model
3. Overview of the SBB Implementation for the Field
4. Next Steps

Goal of the Workshop



Workshop approach

- Explain the topic
- Once presented, discuss:
 - Questions about the SBB concept or process
 - Possible issues that we may encounter during the process
 - Suggestions for improvement

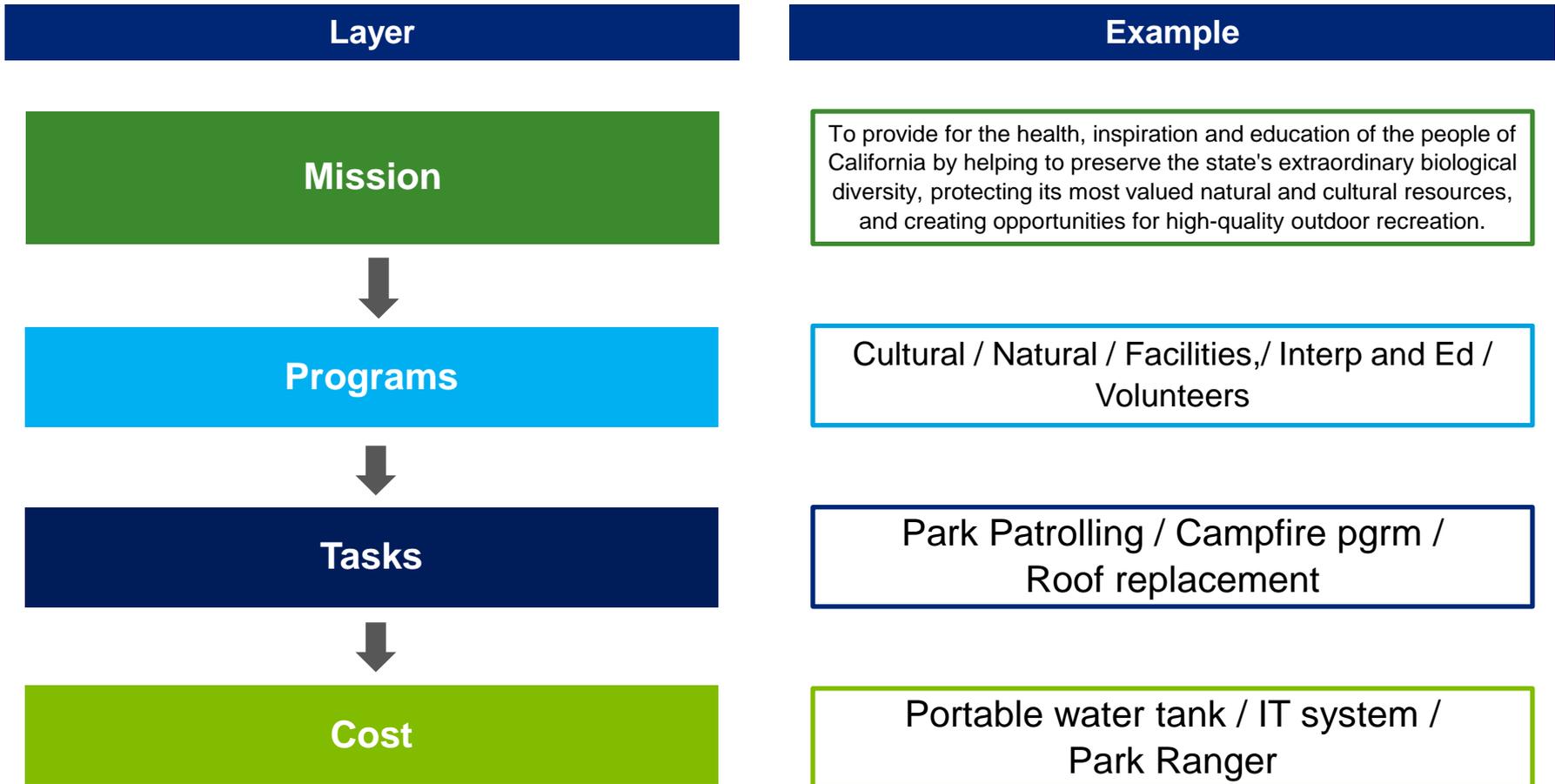


Objectives of the workshop

1. Provide a detailed explanation of how the SBB budgets will be compiled and calculated
2. Outline what information will be requested of field staff
3. Demonstrate the tool that field staff will use to provide the information
4. Explain the role of field leadership in the SBB implementation
5. Review the timeline for the SBB process and when it will impact field staff

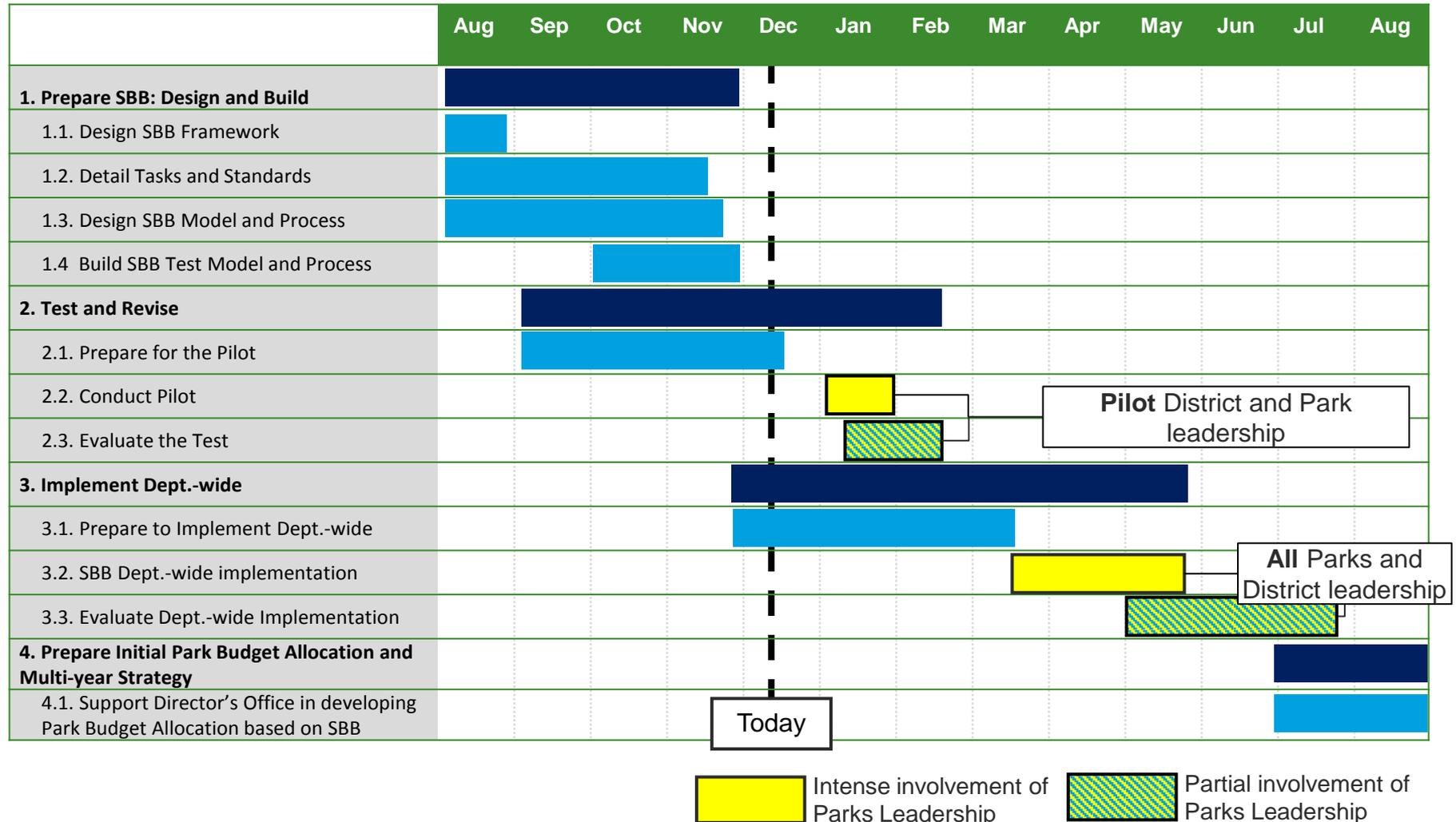
SBB Model Concept

To realize the vision of SBB, a conceptual model has been created that quantifies the resources necessary to fulfill the Department's mission.



Field Involvement on SBB Timeline

The SBB model is being finalized in preparation for the Pilot in which SBB will be tested in the field.



SBB Model

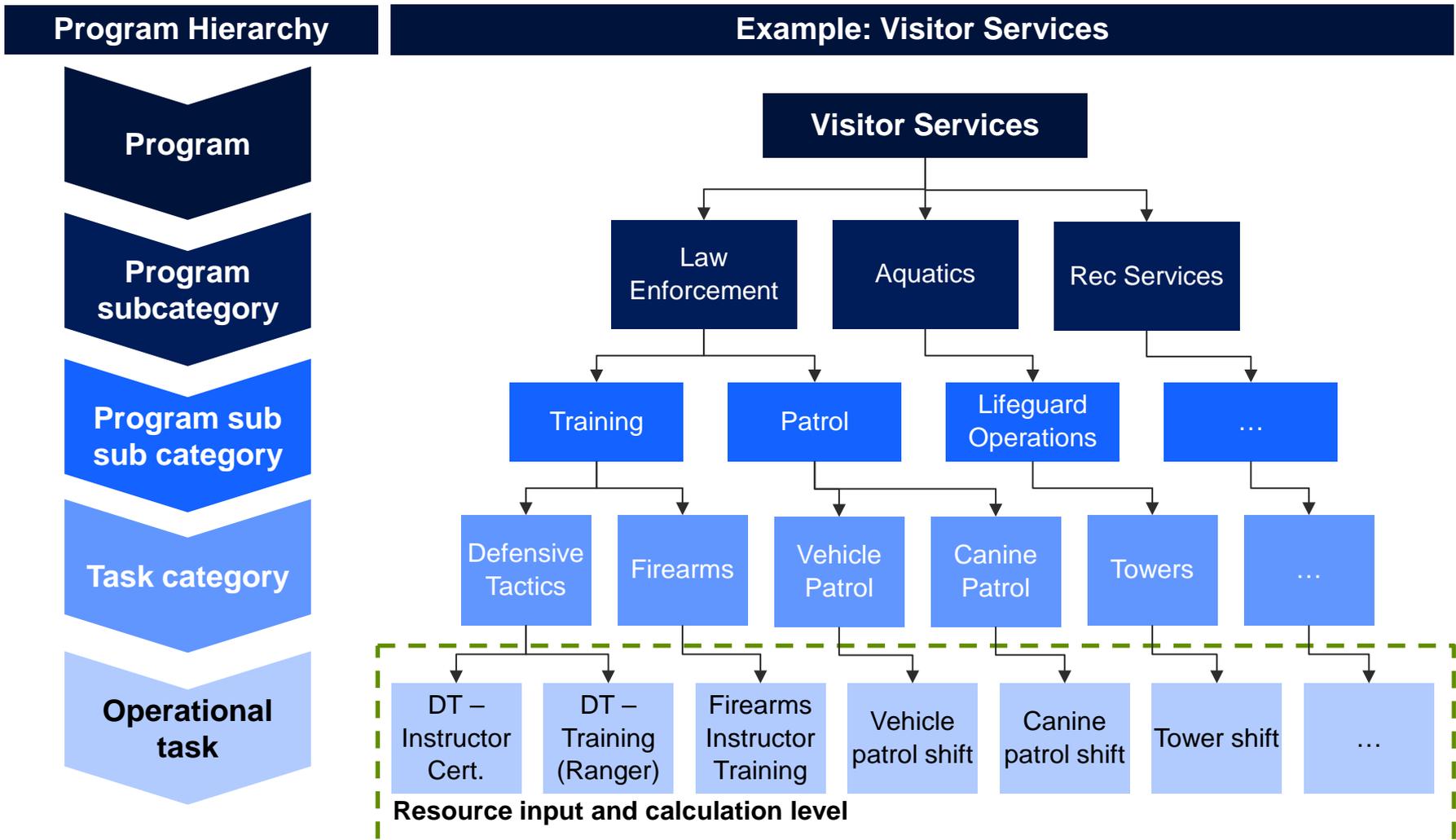
SBB Level of Detail – Program Hierarchy

Core SBB Programs

Programs	A&D and Service Centers	Aquatics	Community Engagement
	Concessions Management	Cultural	Defensive Planning and Compliance
	District Administration	Enforcement	Facilities
	HQ Administration	Interp and Ed	Marketing and Public Relations
	Natural	Park Operations	Partnerships
	Recreational Services	Revenue Development Planning	Volunteers

SBB Level of Detail – Program Hierarchy

A list of tasks has been developed for each program in a logical hierarchy. SBB will be developed on the level of the operational task.



Information Required to Calculate Park-level SBB

To complete each Park's SBB, the following information needs to be collected to calculate the labor hours need.

Formula

$$\text{Frequency} \times \text{Driver Count} \times \text{Staff Hours} = \text{Task Hour Annual}$$

Frequency:

How many times per year does the task happen in the Park?

Driver Count:

How many times is the task repeated in the Park when it happens?

Staff Selection:

What classifications are needed to complete each selected task?

Staff Hours:

How many hours does it take from each classification to complete the task?

Task Selection:

What tasks are required at the Park?

Current Task:

To what extent is task currently being done at the Park?

A large portion of this data has already been established by the SBB Committee. The field will be asked to **(1) validate** the established data or **(2) provide** information about how to customize this information for each Park.

Budget Calculation on Operational Task Level

A systemic formula is used to calculate the budget for each operational task.

Formula	<div style="background-color: #4CAF50; color: white; padding: 10px; display: inline-block; border: 1px solid black;">Frequency</div>	X	<div style="background-color: #4CAF50; color: white; padding: 10px; display: inline-block; border: 1px solid black;">Driver Count</div>	X	<div style="background-color: #4CAF50; color: white; padding: 10px; display: inline-block; border: 1px solid black;">Staff Hours</div>	=	<div style="background-color: #4CAF50; color: white; padding: 10px; display: inline-block; border: 1px solid black;">Task Hours</div>
	<p>How many times a year the task happens</p>		<p>How many times is the task repeated when it happens? Example: # of contracts, # shifts, ...</p>		<p>Total classifications needed to complete the task (Sum of # of hours for each classification)</p>		<p>Total labor hours need for operational task per year</p>
Example	<p>Task occurs once a day (365 times year)</p>	X	<p>2 entrances in the Park</p>	X	<p>Hours required for Classification A: 1h Hours required for Classification B: 2h</p>	=	<p>A: 730h B: 1460h Total: 2190h</p>

Information Collected by the SBB Committee

The SBB matrices, completed by the SBB Committee, contains a listing of the tasks per program and data to enable the SBB calculation and to inform the annual budget development process.



Wallchart

SBB Interface – 1. Activate Tasks

The SBB interface is built to collect and verify all operational tasks budget and the supporting data at a Park-level.

A Select the program, program sub category to activate tasks

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Service-Based Budgeting Application

1. Activate tasks for the selected location

Select Program: Acquisition, Development and Statewide Planning

Select Sub Category: Acquisition and Real Property Services Division

Click on each field heading to sort

Task ID	Program Sub-Sub Category	Task Category	Task Name and Description	Activate Task?	Annual Budget Labor Hours	Budget Status
AD-AP-LOWN-06-04	Land Ownership	Inquiries	Inquiries - Public Records Request : Provide detailed research and support to DPR Legal Office and Attorney General's Office as required, on PRRs	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	Not Completed
AD-AP-LOWN-07-01	Land Ownership	Records Management	Records Management - Maintenance : Maintain 165 plus years of land ownership and surveying records in properly indexed files	<input checked="" type="checkbox"/>	<input type="text" value="90"/>	Completed!
AD-AP-LOWN-07-02	Land Ownership	Records Management	Records Management - Scanning : Scan 75 plus years of survey field records and mapping for insertion into properly indexed and retrievable files	<input type="checkbox"/>	<input type="text"/>	N/A

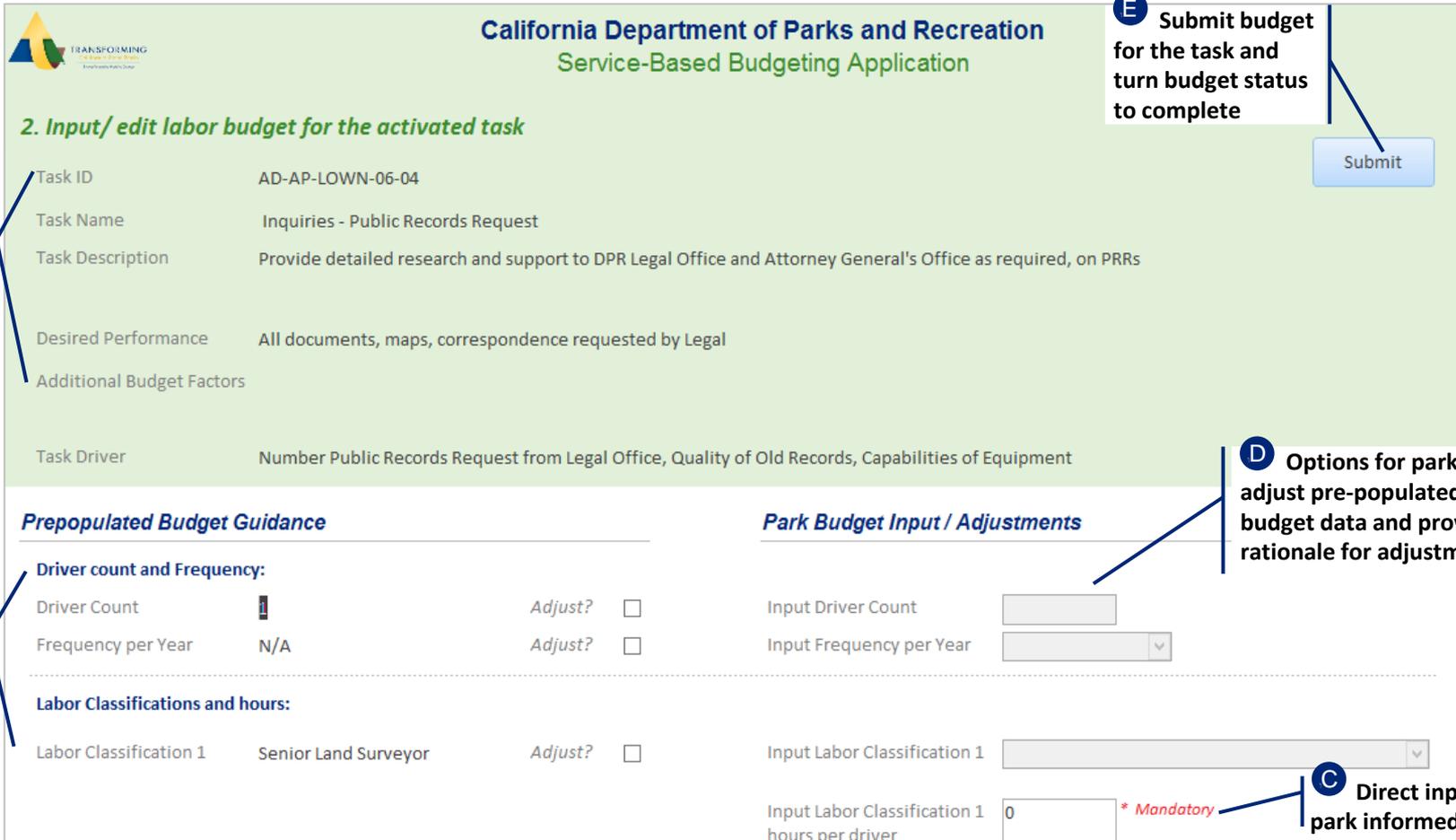
B Activate the task for your park by checking the box

D Status column indicates if the task budget is completed

C Click on 'Go to task budget' button after activating a task to input / review budget

SBB Interface – 2. Input / Adjust Task Info

The SBB interface is built to collect and verify all operational tasks budget and the supporting data on a Park level.



A Pre-defined reference information for each task

B Pre-populated budget data for each task

C Direct input for park informed data

D Options for park to adjust pre-populated budget data and provide rationale for adjustments

E Submit budget for the task and turn budget status to complete

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Service-Based Budgeting Application

2. Input/edit labor budget for the activated task

Task ID	AD-AP-LOWN-06-04		
Task Name	Inquiries - Public Records Request		
Task Description	Provide detailed research and support to DPR Legal Office and Attorney General's Office as required, on PRRs		
Desired Performance	All documents, maps, correspondence requested by Legal		
Additional Budget Factors			
Task Driver	Number Public Records Request from Legal Office, Quality of Old Records, Capabilities of Equipment		

Prepopulated Budget Guidance

Driver count and Frequency:			
Driver Count	1	Adjust?	<input type="checkbox"/>
Frequency per Year	N/A	Adjust?	<input type="checkbox"/>
Labor Classifications and hours:			
Labor Classification 1	Senior Land Surveyor	Adjust?	<input type="checkbox"/>

Park Budget Input / Adjustments

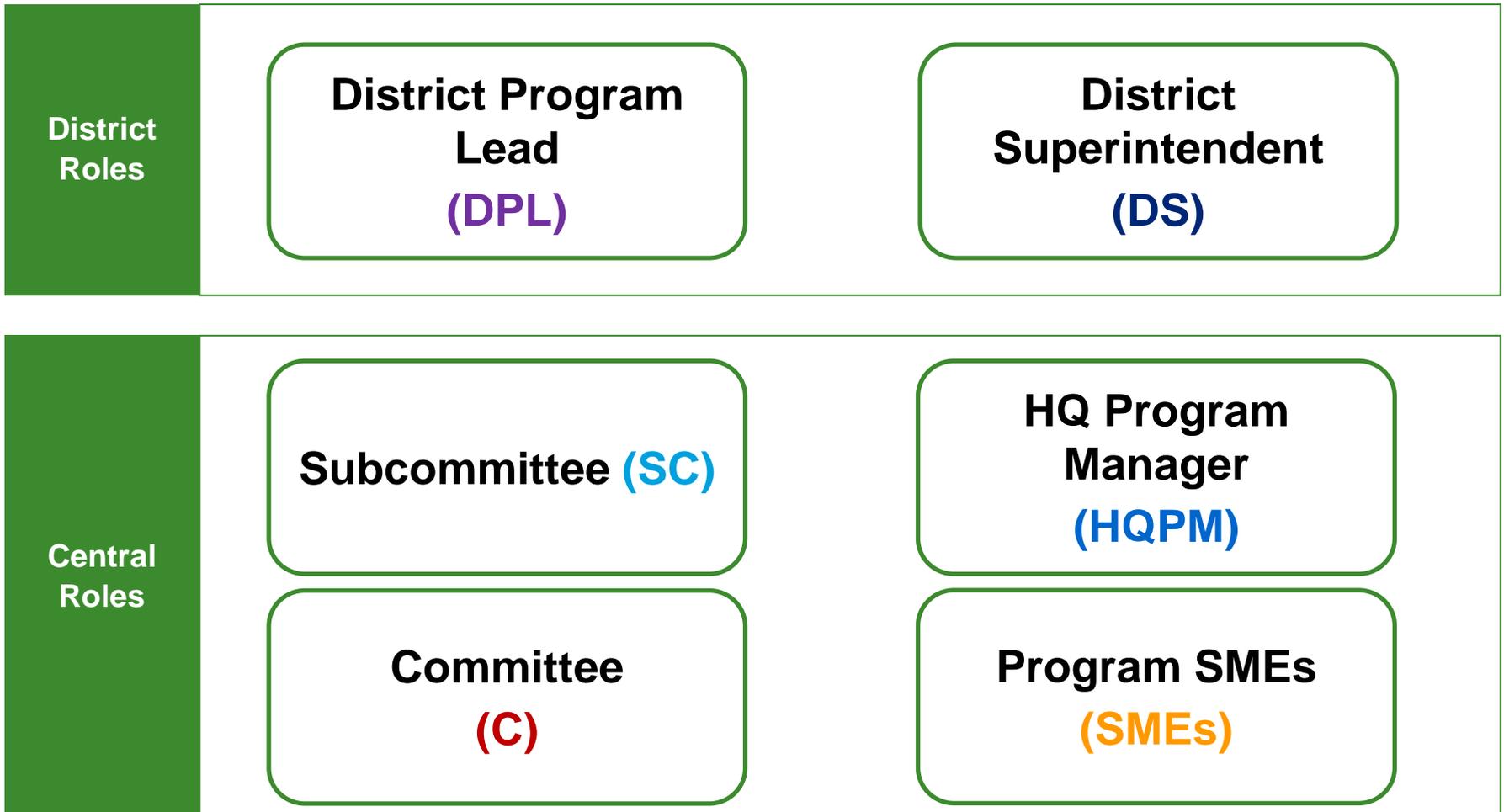
Input Driver Count	<input type="text"/>
Input Frequency per Year	<input type="text"/>
Input Labor Classification 1	<input type="text"/>
Input Labor Classification 1 hours per driver	0 * Mandatory

Submit

Implementation of SBB

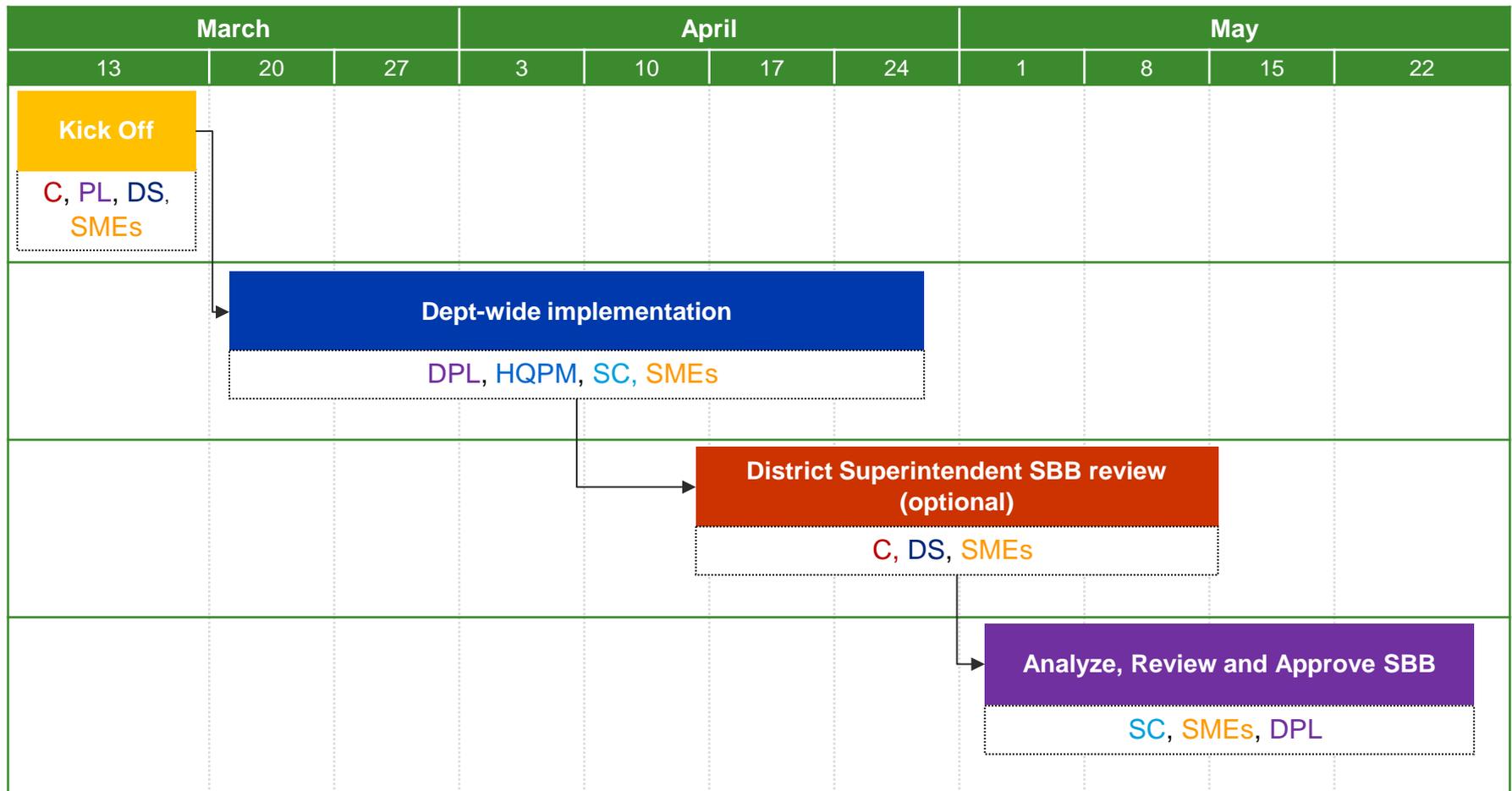
Roles in the Dept.-wide implementation

SBB will be developed for each program in each Park. Development of the SBB will be a collaboration between the District and Headquarters.



Dept.-wide SBB Application and Process Overview

Dept.-wide implementation of SBB is scheduled to occur between mid-March and May.

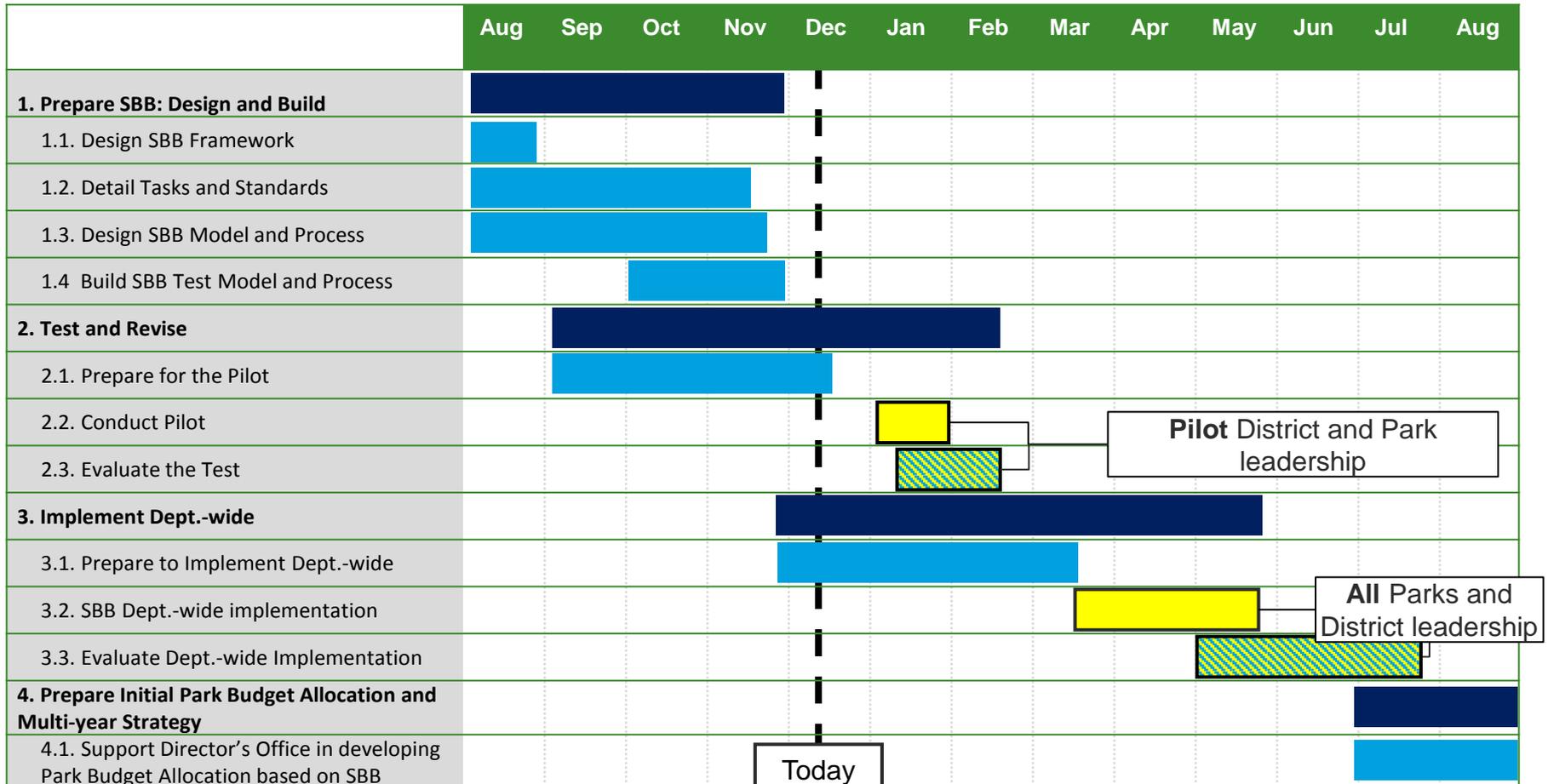


C – Committee
 SC – Subcommittee
 SMEs – Program SMEs
 HQPM – HQ Program Manager
 DPL – District Program Lead
 DS – District Superintendent

Next Steps

Field Involvement on SBB Timeline

Support and input of field leadership will be required during the pilot and during the Dept.-wide implementation of SBB.



 Intense involvement of Parks Leadership
  Partial involvement of Parks Leadership

Next Steps

In the following months, the District representatives need to take the following actions

Owner(s)	Action	Completion Date*
District Superintendent	Identify District Program Leads	Jan. 22
District Program Lead	As much as possible, free up time to develop SBB and to assist in review	Jan. 22
District Program Lead	Schedule meetings with SMEs as needed for the Program	Mar. 4
District Program Leads	Attend SBB trainings	Mar. 18
District Program Leads	Select, verify, enter task information	Mar 21 - Apr 30
District Superintendent	Review task information	May 8
All	SBB analyzed and approved	May 31

* Completion date is based on current best estimate and therefore subject to change

Discussion



Appendix

Pilot SBB Interface Tool Training Strategy

Training will be delivered through multiple platforms depending on the number of pilot participants

Name of Training	Who / Expected # of count	Objective of the Training	Duration	Planned date	Location
Pre-training Preparation	All pilot parks participants	Distribute the training version of the tool and primer materials to: <ul style="list-style-type: none"> • Familiarize participants with tool • Prepare for the in-person training 	As needed	Training version of the tool to be distributed by Dec. 23 rd , 2015	N/A
In-person Training	All pilot parks participants	Explain <ul style="list-style-type: none"> • SBB methodology • Service hierarchy taxonomy • Tool design and functionality • Address questions 	3 – 4 hours	Jan 12 th , 2016	Sacramento
Virtual Training	All pilot parks participants	Provide additional opportunity for the participants to attend the pilot training	1 – 2 hours	TBD (potentially multiple sessions)	Conference Call
Training Refresher	All pilot parks participants	Refresher training using edited recording from in-person training	As needed	Available after In-person training	Web Recording

Questions

If you have any questions regarding SBB, please reach out to Clay Phillips and Ron Birkhead at clay.phillips@parks.ca.gov and ron.birkhead@parks.ca.gov.