**BLM-Utah BLM Utah State Office**

**Recreation and Visitor Services Program 440 West 200 South, Suite 500**

**Business Plan Writing Workshop Monument Conference Room**

**December 11 – 15, 2017 Salt Lake City, Utah 84101**

**FINAL AGENDA**

**Participants**: BLM-Utah managers and Outdoor Recreation staff from each field office

**Instructors:**  Moab Field Office, Utah State Office, and Washington Office staff

**Objectives:** For each BLM-Utah field office to write a complete draft recreation business plan that meets all applicable statutes and agency policies, and for each field office to develop a schedule to finalize each business plan.

**Pre-Work:** All participants are required to complete the following pre-work assignments prior to the workshop:

* Determine which recreation business plan(s) the field office will be writing during the workshop. Field offices must select a business plan for either Amenity Sites or Individual Special Recreation Permits within Special Areas to develop during the workshop.
* Read the Federal Lands Recreation Enhancement Act, BLM-Utah’s Recreation Fee Program Toolbox (Instruction Memo UT 2013-037), any existing business plan the field office will be updating during the workshop, and any other approved business plans that may serve as useful examples during the workshop.
* Run all relevant RMIS reports for at least the last five years associated with the recreation fee site(s)/area(s) that will be included in the business plan.
* Identify all major expenditures within the recreation fee site(s)/area(s) over at least the past five years that were NOT paid for by the site/area’s 1232 WBS account. The amount and the Functional Areas paying for each of the expenditures (e.g., Maintenance: L16600000; Recreation Resources Management: L12200000; other 1232 WBS accounts) must be identified.
* Review the [library of BLM-Utah’s approved recreation business plans and associated public outreach documents](https://drive.google.com/drive/folders/0By3coln_RmT5MmY4azFmUms5OWM) and select examples that will be useful during the workshop.
* Contact Matt Blocker ASAP for any assistance needed for the pre-work assignments.

**Materials:** All participants are required to bring the following materials to the workshop:

* Laptop per participant
* RMIS reports (RMIS report #23c and #37a for special areas electronic or hard copy)

**Monday, December 11, 2017**

AM: Travel to Salt Lake City

1:00-1:15 PM: Welcoming Remarks

*Anita Bilbao, Associate State Director, Utah State Office*

1:15-1:30 PM: Introductions

1:30-2:00 PM Utah’s New Outdoor Recreation Infrastructure Grant Program

 *Utah Office of Outdoor Recreation (Invited)*

2:00-2:30 PM Overview of the Federal Lands Recreation Enhancement Act

 *Matt Blocker, Recreation Program Lead, Utah State Office*

2:30-2:45 PM Recreation Site Design Services

 *Rob Sweeten, Historic Trails Lead, Utah State Office*

2:45-3:00 PM Overview of BLM-Utah’s Recreation Fee Program Toolbox (Instruction Memo UT 2013-037)

 *Aaron Curtis, Branch Chief for Outdoor and Heritage Resources, Utah State Office*

3:00-3:15 PM Break

3:15-3:30 PM Status Update on BLM-Utah’s Draft Donation Policy

 *Aaron Curtis, Branch Chief for Outdoor and Heritage Resources, Utah State Office*

3:15-3:45 PM Overview of Business Plan Elements

 *Matt Blocker, Recreation Program Lead, Utah State Office*

3:45-4:45 PM Business Plan Element: Reporting Revenues and Operating Costs

 *Tiffany Martinez, Budget Analyst, Utah State Office*

4:45-5:00 PM Recap and Next Steps

 *Matt Blocker, Recreation Program Lead, Utah State Office*

**Tuesday, December 12, 2017**

8:00-9:00 AM Business Plan Element: Reporting Operating Costs and Revenues (continued)

 *Matt Blocker, Recreation Program Lead, Utah State Office*

9:00-10:30 AM Writing the Business Plan: Operating Costs and Revenues

 *Independent Writing Session with Instructor Support*

10:30-11:30 AM Business Plan Element: Developing Fee Rate Proposals Using the Cost Recovery and/or Fair Market Value Methods

 *Katie Stevens, Outdoor Recreation Planner, Moab Field Office*

11:30-12:00 AM Considering Whether to Incorporate Recreation.gov into the Business Plan

 *Peggi Brooks, Outdoor Recreation Planner, Washington Office*

12:00-1:00 PM Lunch

1:00-3:00 PM Writing the Business Plan: Fee Rate Proposals

 *Independent Writing Session with Instructor Support*

3:00-3:30 PM Business Plan Element: Identifying Priorities for Future Expenditures of Collected Fees

 *Jennifer Jones, Assistant Field Manager, Moab Field Office*

3:30-4:30 PM Writing the Business Plan: Identifying Priorities for Future Expenditures of Collected Fees

 *Independent Writing Session with Instructor Support*

4:30-5:00 PM Recap and Next Steps

 *Matt Blocker, Recreation Program Lead, Utah State Office*

**Wednesday, December 13, 2017**

8:00-9:00 AM Business Plan Element: Identifying Impacts from Changing and Not Changing the Fees

 *Bill Stevens, Outdoor Recreation Planner, Moab Field Office*

9:00-10:30 AM Writing the Business Plan: Impacts from Changing and Not Changing the Fees

 *Independent Writing Session with Instructor Support*

10:30-11:00 AM Business Plan Element: Introduction to the Field Office Recreation Program and Descriptions of Each Existing or Proposed Fee Site/Area

 *Matt Blocker, Recreation Program Lead*

11:00-12:00 AM Writing the Business Plan: Intro to the Field Office Recreation Program and Descriptions of Each Existing or Proposed Fee Site/Area Sections

 *Independent Writing Session with Instructor Support*

12:00-1:00 PM Lunch

1:00-2:30 PM Business Plan Element: Public Outreach Requirements

 *Allison Ginn, Acting Public Affairs Specialist, Utah State Office*

2:30-4:30 PM Writing the Business Plan: Public Outreach Documents

 *Independent Writing Session with Instructor Support*

4:30-5:00 PM Recap and Next Steps

 *Matt Blocker, Recreation Program Lead, Utah State Office*

**Thursday, December 14, 2017**

8:00-8:30 AM Overview of Remaining Tasks

 *Matt Blocker, Recreation Program Lead, Utah State Office*

8:30-12:00 AM Independent Writing Session with Instructor Support

12:00-1:00 PM Lunch

1:00-4:30 PM Concurrent Writing Sessions and Development of Field Office Schedules to Finalize Each Business Plan

4:30-5:00 PM Close-Out and Next Steps

 *Matt Blocker, Recreation Program Lead, Utah State Office*

**Friday, December 15, 2017**

8:00-12:00 AM Optional Writing Session with Instructor Support