

**Wyoming Department of State Parks and Cultural Resources
ANNUAL REPORT –FY 2018 (July 1, 2017 – June 30, 2018)**

Agency Information:

Agency Name: Wyoming Department of State Parks & Cultural Resources
Director's Name & Title: Darin J. Westby, P.E., Director
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Other Locations:

Cheyenne: State Museum Off-site Storage
State Archives Off-site Storage
Laramie: SHPO Cultural Records Field Office
Office of the State Archeologist
Lander: State Trails Program Field Office
Shoshoni: Central Construction Field Office
Statewide: State Parks and Historic Sites

Statutory References:

Established 1895, reorganized July 1, 1999, as the Department of State Parks & Cultural Resources.
W.S. 9-2-401 through 9-2-419 – State Archives, Museums and Historic Department
W.S. 9-2-901 through 9-2-911 – Wyoming Arts Council
W.S. 9-2-1701 through 9-2-1708 – Reorganization of State Government
W.S. 9-2-2017 – Department of State Parks and Cultural Resources Creation
W.S. 9-2-2301 through 9-2-2308 – Wyoming Cultural Trust Fund Act
W.S. 11-10-113 – Wyoming Pioneer Memorial Museum
W.S. 16-6-801 through 16-6-805 – Works of Art in Public Buildings
W.S. 24-14-101 through 24-14-102 – State Parks Road Program
W.S. 31-2-401 through 31-2-409 – Snowmobiles
W.S. 31-2-701 through 31-2-707 – Off-road Recreational Vehicles
W.S. 36-4-101 through 36-4-123 – State Parks and Cultural Resources
W.S. 36-8-103 through 36-8-107 – State Parks and Reserves – In General
W.S. 36-8-301 through 36-8-320 – State Parks and Reserves – Hot Springs State Park
W.S. 36-8-501 through 36-8-502 – State Parks and Reserves – South Pass City State Historical Site
W.S. 36-8-601 through 36-8-602 – State Parks and Reserves – Curt Gowdy State Park
W.S. 36-8-701 through 36-8-702 – State Parks and Reserves – Sinks Canyon State Park
W.S. 36-8-801 – State Parks and Reserves – Fort Fred Steele State Historic Site
W.S. 36-8-901 through 36-8-902 – State Parks and Reserves – Bear River State Park
W.S. 36-8-1001 through 36-8-1002 – State Parks and Reserves – Wyoming Territorial Prison
W.S. 36-8-1203 through 36-8-1204 – State Parks and Reserves – Designated Transfer of Lands
W.S. 36-8-1401 through 36-8-1403 – Wyoming Historic Mine Trail and Byway
W.S. 36-8-1501 – Other Designations
W.S. 39-17-111 – Snowmobile Gas Tax Distribution

Clients Served: The SPCR agency serves Wyoming citizens, out-of-state visitors, local, county and state governments and agencies, public schools and institutions of higher education, Wyoming nonprofit organizations and Wyoming businesses. Those served by this agency enjoy more enriched and well-rounded lives because the Department provides memorable opportunities to learn about and enjoy

Wyoming's arts, parks and history through a combination of responsible recreation, preservation, education, outreach, planning, granting, conservation, construction, maintenance, public safety, economic impact and development.

Budget Information/Expenditures for FY18: The total biennial budget for the department for 2017/2018 is \$52,106,599, of which \$33,190,955 are general funds. The Department's budget accounts for less than 1.0% of the state's overall General Fund budget. The department expended \$25,670,394 during Fiscal Year 2018 (July 1, 2017 thru June 30, 2018) consisting of \$15,009,758 general funds, \$2,874,016 federal funds and \$7,786,620 other funds.

Commission: SPCR accomplishes its mission in consultation with the Wyoming State Parks & Cultural Resources Commission, a nine-member advisory body representing seven geographically appointed districts with two additional at-large members. The commission meets quarterly and additionally as needed. SPCR has five additional boards/councils that assist individual programs, including; State Trails Council, Wyoming Arts Council, Wyoming Cultural Trust Fund Board, State Historic Records Advisory Board and National Register of Historic Places.

Economic Impact: Based on previous economic impact studies, Wyoming State Parks, Historic Sites & Trails has a cumulative economic annual impact of \$469 million, \$20 million in state and local tax revenue, and supports 3,891 jobs. In a 2009 economic study, Wyoming's state parks and historic sites had a \$78 million impact which supported 1,123 jobs and \$3 million in taxes. In a 2012 economic study, Wyoming's Snowmobile Trails had a \$146.8 million impact supporting 1,300 jobs and \$7.4 million in taxes. In a 2012 economic study, Wyoming's Off Road Vehicle Trails had a \$244 million impact supporting 1,468 jobs and \$9.6 million in taxes.

Wyoming Quality of Life Result: The following are result statements that the Governor and all state agencies are serious about achieving and maintaining for all citizens of Wyoming:

Result #1: Wyoming families and individuals live in a stable, safe, supportive, nurturing, healthy environment.

Result #2: Wyoming has a diverse economy that provides a livable income and ensures wage equality.

Result #5: Students are successfully educated and prepared for life's opportunities.

Result #6: Wyoming state government is a responsible steward of State assets and effectively responds to the needs of residents and guests.

Result #8: Wyoming's natural resources are managed to maximize the economic, environmental and social prosperity of current and future generations.

Result #9: Wyoming values the unique aspects of its western heritage, providing residents and visitors expanding access to cultural, historical and recreational experiences.

Result #10: Advanced technologies and quality workforce allow Wyoming business and communities to adapt and thrive.

Contribution to Wyoming Quality of Life: Wyoming's residents and visitors enjoy more enriched and well-rounded lives because the Department provides memorable opportunities to learn about and enjoy Wyoming's arts, parks and history through a combination of responsible recreation, preservation, education, outreach, planning, granting, conservation, construction, maintenance, public safety, economic impact and development.

Basic Facts: The Department of State Parks and Cultural Resources consists of approximately 161 full-time positions and 88 part-time positions (12 permanent part-time, and 77 seasonal positions). The Department consists of three divisions shown below along with their primary functions:

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- State Parks & Recreation Areas - to provide outdoor recreation and educational opportunities throughout the state
- Historic Sites & Museums - to provide preservation, interpretation, and educational opportunities throughout the state
- Trails (Motorized/Non-motorized) - to manage and develop recreational trails throughout the state
- Support - (Youth, Volunteers, Special Events, Construction/Engineering, Planning/Grants, Concessions/Revenue) - to support the division in its mission and grant funds to communities for recreation
- Outdoor Recreation Office - Expands and Enhances the mission of the Division to add focus on the outdoor Recreation Industry state-wide.

Division of Cultural Resources:

- State Historic Preservation Office - to evaluate, protect and preserve Wyoming's significant archaeological and historic resources, and educate the public on their value
- Archives - to ensure ready access to the documentary resources reflecting Wyoming's history and governmental functions
- Arts Council - to provide resources to sustain, promote and cultivate the arts in Wyoming
- State Museum - to collect, preserve, interpret and exhibit artifacts that reflect the human and natural history of Wyoming
- State Archaeologist - to preserve and educate the public of the archaeological heritage of the state
- Cultural Trust Fund - to support Wyoming's culture and heritage through grant funding

Administrative Services Division that services the entire agency (Director's office, Accounting, Human Resources, and Public Information/ Marketing/Technology):

- Provides policy, strategic & budgetary planning, development and implementation support and leadership
- Provides agency with centralized internal and external administrative support functions

Performance Measures/Major Accomplishments of FY18: Wyoming State Parks and Cultural Resources (SPCR) undertook the formal process of developing a new overall strategic plan in 2017 to provide a guide for accomplishing the Department's priorities over the next three years. With this new strategic plan in place, our annual report has been modified to reflect these updates. Below are the five measurements used to gauge performance. To view overall agency strategic plan, balanced scorecard, and previous annual reports, please refer to <http://wyospcr.state.wy.us>

Mission: We provide memorable recreational, cultural and educational opportunities and experiences to improve communities and enrich lives.

“Improve Communities and Enrich Lives”

Vision: Provide the best opportunities and experiences in the Nation.

Performance Measure #1: Improve Impact and Contribute to the State's Economic Diversification:

Expand and enhance the Agency's ability to directly/indirectly support jobs, attract businesses and generate revenue for the State of Wyoming and its communities.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- We have had another banner year. In August of 2017 we hosted over 300,000+ additional people in our state parks for the total solar eclipse. In addition, in August we also assisted and helped with the Adventure Racing World Championships. This was the first time it was held in the United States.

- With the Department's 4 new concessionaire goals we were able to develop three new opportunities develop that should be in place for next season including an ORV rental at Medicine Lodge and 1 concessionaire added with the paddle board business at Curt Gowdy.
- Due to the solar eclipse visitation, changes in our visitor count systems, and some technology issues the annual visitation took us longer to compile than in years past. However, after careful analysis the Division exceeded our 5% increase goal in most of our parks and sites. This will be an atypical year and will be normalized in our trend data moving forward.
- State Parks, Historic Sites & Trails issued seven Land and Water Conservation Fund Grants totaling \$1,011,410.13. The State Trails Program issued nineteen Recreational Trails Program (RTP) grants in total \$1,663,279.70 and issued sixty-seven Off-Highway Vehicle (OHV) Partnership grants in total of \$1,854,000.
- There were approximately 520,000 snowmobile use days and over 2.2 million ORV use days this past fiscal year on motorized trails and facilities throughout the state. These numbers reflect a 4.49% increase for snowmobile use and a 2.13% decrease of ORV use across the state. The ORV decrease is believed to be due to the increased use of the side by side machines. Use days is derived by the sale of ORV permits and therefore directly tied to the trend of users plating their side by sides rather than permitting their ATVs.
- The program budgeted funding to provide more than 2,000 miles of groomed snowmobile trails, each trail groomed multiple times per week, for a total of 66,550 miles of trail grooming during the 2017-2018 season.
- The State Trails Program continues to work with land managing agencies, on-trail businesses, local economic development and chambers of commerce, and other groups to ensure trail access remains open for high quality trail experiences that will continue to attract tourism spending and additional economic development across the state.
- Completed the Governor's Outdoor Recreation Task Force Report of Recommendations in November of 2017. Outdoor Recreation Office added to Division implementing one of the Report's recommendations.
- The Division has also been the point of contact for four outdoor recreation businesses looking to relocate or expand in WY. The OREC is working closely with the Wyoming Business Council to put forth proposals and plans to make these moves come to fruition.
- In partnership with Wyoming Office of Tourism and Wyoming Business Council, OREC office staff provided support and assistance to numerous outdoor businesses and nonprofits to coordinate, execute and promote statewide events including the 2018 Wyoming Governor's Magpul Match. Where over 250 competitors participated in the event.
- In May the Division hosted a Legislative Forum on Outdoor Recreation. Local legislators and outdoor recreation businesses discussed the challenges and opportunities in Wyoming's Outdoor Recreation Industry. 40 people attended these panel discussions.
- Established a Sub-Cabinet for Outdoor Recreation Industry, which is comprised of Directors from numerous Wyoming departments. The sub-cabinet will assist the OREC office in exploring ways to achieve our overall goals and help implement approved Outdoor Recreation Task Force Recommendations. We will utilize executive branch resources to enhance outdoor recreation, increase communication, and understand all agency roles. This group is working together to hire a consultant for SMAP. As a refresher SMAP or SuperAwesome App was one of many sub-recommendations of the ORTF Task Force that is a one stop shop for all things Outdoor Rec.

Division of Cultural Resources:

- Wyoming State Historic Preservation Office:
 - In FY18, the office awarded eleven grants totalling \$71,917 to the cities of Casper, Cheyenne, Gillette and Wheatland; and Albany, Park, Teton, and Weston Counties.

- Staff reviewed Historic Architectural Assistance Fund proposals in the communities of Thermopolis, Rawlins, Rock Springs, Green River, and Evanston. SHPO attended and presented at the Main Street Placemaking Conference and training on May 17-18, 2017.
- Staff worked with property owners to promote the use of tax credits in the state. The Hynds building and the Turner-Cottman Building projects were approved by the NPS and IRS.
- Wyoming Arts Council:
 - The Arts Council granted \$714,582 to 135 nonprofit organizations, 35 local municipalities, and 49 individual artists.
 - Partnering with the Wyoming Office of Tourism and Wyoming Public Media, we created the 2017 Wyoming Road Trip playlist. This playlist of juried Wyoming artists was distributed to tourists through the visitor centers and via online streaming apps. The list also linked to where artists would be performing across the state, helping drive tourists to locations other than Jackson Hole and Yellowstone.
 - Provided staffing, logistical support and recommendations for the ENDOW Knowledge and Creative sub-committee.
 - Hosted a “Folk Masters” tent at the Big Horn Folk Festival in Thermopolis. Master and apprentice artists that are part of the Folk and Traditional Arts Mentoring Grant presented their work to over 1,000 tourists.
 - Through a partnership with the Western States Arts Federation, the WAC provided funding and resources to 18 bands and communities to present independent musicians in local communities through the IM Tour Program.
 - Provided four Folk and Traditional Arts Mentoring/Apprentice grants to master artists who worked with apprentices to learn traditional arts skills such as native american beading, leatherwork, and metalsmithing.
- Wyoming State Museum:
 - The museum updated exhibits and renovated galleries to conform to current ADA and national interpretation standards. Began renovations on the 1st floor and opened six new exhibits.
 - Continued work to bring the Museum in line with our interpretive plan. This work is being done on a smaller scale than is presented in the formal interpretive plan due to budget limitations, but it is still moving forward on a scale that can be accomplished within the current budget climate.
- Office of the Wyoming State Archaeologist:
 - The office participated in public and professional training and gave presentations related to understanding of how archaeological resources in the State contribute to the overall economic diversification of Wyoming through tourism.
- Wyoming Cultural Trust Fund :
 - In FY18 grant awards reached 20 communities in Wyoming, assisted with a wide variety of cultural programming and preservation activities.
 - The trust fund board and staff developed a new fundraising strategy to raise awareness and reach out to future partners. A Giving Page was incorporated into the new website, including quick “donate now” option utilizing credit cards. This will aid in the board’s long term goal of increasing the corpus to \$25 million by 2020 with the inclusion of private donations.

Performance Measure #2: Serve and Educate our Customers and Constituents: Provide high quality customer service, facilities, opportunities, experiences, educational resources, outreach and public safety for our customers/constituents.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- In response to external customer demand, the Division continues to improve the offering of campsite reservation sites in our system. Our online reservation user may now build a "user account" which allows users to have their personal information remain in the system year after year. We have enhanced the information for each of the reservable sites that include: site length, width, distance to drinking water and restroom facilities, available shade, etc. Through upgrades to our reporting, superintendents are able to make the determination of which campsite areas are more commonly used and can plan for future expansion if warranted. We also effectively oversee 65+ special/short term permits, 53 cabin leases, six cooperative agreements, 19 easements, 12 friend's agreements, five grazing leases, seven long term concessions, 23 leases, nine MOU's and 170+ selling agent contracts.
- Staff developed, administered and completed several projects paid by funds derived from entrance and camping fees including: three new yurts at Glendo State Park, new 1850's era camping opportunities at Fort Bridger, a new archery range at Glendo State Park, an ice skating rink at Medicine Lodge Archeological site, and we have started construction on a new shower house at Keyhole State Park. Other new projects include installation of a star observatory at Fort Phil Kearny Historic Site, a new online tree/plant identification program at Trail End Historic Site, which works in conjunction with its new grounds brochure and tree signage, exterior restoration of the historic Horse Barn at the Wyoming Territorial Prison, and a new maintenance shop at Fort Bridger Historic Site as well as a maintenance shop remodel at Boysen State Park. These projects and added amenities help market our facilities, which boosts local economic impact and provides sustainability in additional revenue for future construction projects. We strive to increase participation in special events by providing interpretive and educational opportunities for diverse groups of visitors at our sites.
- In an effort to mitigate the effects of reduced budgets, the department continues to foster a comprehensive, robust volunteer program. From July 1, 2017 through June 30, 2018 volunteers donated 35,213 hours to Wyoming State Parks, Historic Sites and Trails. This donation is equivalent to 17 full time employees. In conjunction with site staff, the Wyoming Conservation Corps (WCC) and the Veterans Trail Crew worked on a multitude of projects in parks from trail maintenance and trail creation, painting and maintenance of historic facilities, and pine bark beetle mitigation.
- The Division is doing many things to get the next generation engaged in our parks and historic sites. Several years ago the Division started the Wyoming Kids eXtreme program. Every park and historic site is required to do three youth oriented programs that highlight some aspect of the site. Our staff has done an amazing job in hosting fun, innovative and educational programming for the public. The popularity and participation in these programs continue to grow. The Division continues to participate in the Capitol Campout Program for Great Outdoors Month. This year's event, State Parks Summer Campout was held the night before our Summer Outdoor Slam. We taught a group of 57 people how to camp in tents, cook food outdoors and have fun under the beautiful Wyoming night sky. The Division continues to participate in the "Every Kid In A Park" program. This program mirrors a national Department of the Interior program established during the National Park Services 100th year. It allows all Wyoming 4th grade students, and their families, to enter a park or historic site for free. We have expanded our "Check Out State Parks Library Program", a partnership with public libraries across the state. The program began in Laramie and Natrona Counties, but expanded in 2018 to include Sheridan and Campbell Counties. Families can go to their public library and check out a two week park pass and

exploration pack with information and numerous fun activities to do at state parks and historic sites. Public response to both of these programs has been very favorable.

- The Office of Outdoor Recreation (OREC) held one in-person meeting with the Big Horn basin Outdoor Recreation collaborative. This collaborative consists of businesses, land managers, and private individuals working together to increase outdoor recreation opportunities within the basin.
- The OREC was a member of the Advisor Council that created the Outdoor Recreation and Tourism Degree at the University of Wyoming.

Division of Cultural Resources:

- Wyoming State Historic Preservation Office:
 - The office worked to improve communication with our preservation partners throughout Wyoming. We met with the Alliance for Historic Wyoming and advocacy groups, multiple local governments.
 - Held annual meetings with the USFS and BLM and renewed the USFS Programmatic Agreement.
 - Staff assisted with the Archaeology Fair in Laramie that had over 1,100 people in attendance.
 - The Governor signed a proclamation declaring September Wyoming Archaeology Awareness Month and 5,000 posters were produced and distributed.
 - We hosted the 12th annual Centennial Farm & Ranch celebration in conjunction with the Wyoming State Fair. The ceremony was well attended by more than 300 people including the centennial families, congressional delegation, and state elected officials.
 - Staff developed Historic Preservation 101 training for realtors and appraisers. Trainings were held in Laramie, Casper, Sheridan, Riverton, Rock Springs, Green River, and Cheyenne.
 - Working with the Wyoming County Commissioners Association and the Governor's office, the WYSHPO held training on the National Historic Preservation Act in February for commissioners, legislators, and landowners.
- Wyoming State Archives:
 - Development of the digital archives continued in FY18 and users now include 15 agencies and 9 county clerks' offices. There is now a portal between Archives and Vital statistics, allowing clerks of court to deposit records into the archives at the time of creation.
 - The State Archives' State Imaging Center completed scanning of over 750 boxes of paper records for the Department of Workforce Services and 300 boxes for the Department of Corrections. We began scanning for the Department of Environmental Quality. These projects cleared hundreds of feet of records from the State Records Center and high-cost office space for these agencies. We converted dozens of microfilm reels to digital files for the Department of Family Services and State Hospital.
 - The State Archives assisted 4097 researchers from 32 states and countries. The most used documents were school records, newspapers, vital records, and court documents. We added nearly three hundred of our collection inventories into the [Rocky Mountain Online Archive](#) to provide better online visibility and access to our collections. We have linked entire scanned collections where they are available, including for twenty Wyoming governors.
 - Archives staff entered records into the statewide shared catalog, [WYLD CAT](#). This allows the public better access to our unique published and ephemeral items and connects us with the wider public libraries audience.
 - The Archives added to and improved online version of the "[Wyoming Blue Book](#)."
 - The Archives added content to our LUNA digital repository software. Researchers use this software to access scanned copies of photographs, maps, and oral histories from our collections.

- Records managers worked with staff from counties and cities across Wyoming, advising on retention, accessioning new records, and answering questions on scanning options. Archives presented at the annual meetings of municipal clerks and treasurers.
- For Archives Month the Archives offered three workshops to the public on the topics of photograph research and preservation and finding your Wyoming roots.
- Records Management staff responded to requests from the Department of Environmental Quality, the Legislative Services Office, and other offices interested in downsizing their records storage before moving back into the Herschler and Capitol buildings.
- Wyoming Arts Council:
 - In its second year, the Artist Directory has 594 new artist listed, serving as a resources for communities and venues.
 - The Arts Council supported 45 public appearances by the Wyoming Poet Laureate Gene Gagliano.
 - Through funding from the Seymour Thicketman Family Foundation and support from the Piatigorsky Foundation, the Arts Council presented 22 classical music concerts in rural communities and schools across the state.
 - Through funding from the National Endowment of the Arts and support from the National Poetry Foundation, we hosted the state competition for Poetry Out Loud which included 18 schools, 45 teachers, and 1,330 students.
 - The Arts Council awarded 10 fellowships in creative writing, visual arts, and performing arts. These funds are used to help artists develop their artist output, adding the economic and social outcomes of Wyoming communities.
 - The Arts Council organized and hosted five committees to select art through the Art in Public Buildings program.
 - Through funding from Americans for the Arts, the Arts Council held its second gathering of a new working group developed to help strengthen arts education policy across the state of Wyoming.
 - The Arts Council assisted the Dept. of Education in developing the STEM to STEAM conference.
 - Held an Arts Summit that offered professional development and career advancement opportunities artists, arts administrators, and arts educators.
- Wyoming State Museum:
 - 433,125 individuals visited the Museum as part of the education program. 5,660 students engaged with teaching collection through the Museum's hands-on traveling *Discovery Trunk* program, an increase of 2,846 from last year. The Museum provided off-site in-person programming to 3,008 youth and adults, up 859 from last year. 1,834 children and their parents participated in special programming at the Museum, including *Family Days* and *A Night at the Museum*, up 76 from last year. 252 participants attended the Museum's *Thursday Night Lecture Series*.
 - Through *Skype in the Classroom*, Museum staff presented 243 online programs to 7,152 students in 41 states, 1 US Territory, and 23 foreign countries, an increase of 2,078 students from last year. We also celebrated our 400th and 500th Skype programs. These programs covered 1,246,340 virtual miles, an increase of 547,940.
 - Total Education Program Contacts were 21,031. An increase of 4,454 from last year.
- Office of the Wyoming State Archaeologist:
 - We launched an avocational training program in FY18 and gave 10 presentations to Wyoming Archaeological Society chapters reaching at least 167 people, gave 16 presentations to other groups, participated in fairs, festivals and hosted one fair in Laramie with over 1,100 attendees.

- The office recruited 129 volunteers who participated in field investigations, educational programs and other public events.
- Wyoming Cultural Trust Fund:
 - The board and staff reviewed the grant application processes and review procedures. Conducted a survey of all grant applicants for the last 10 years in making needed adjustments.

Administrative Services Division:

- Accounting section worked with FHWA to focus on process improvement, including receiving access into the Federal accounting system, to improve program grant fund oversight and accountability.
- Accounting worked with staff (internal customers) to educate and gain access to the internal infoAdvantage system. Accounting creates reports and exporting/emailing them to budget managers on a monthly basis. With this, Accounting has created step-by-step instructions on how to help format the data in a way that is useful for each customer.
- Human Resources - Worked with the Auditor's office on the new ESS/MSS systems that will provide staff 24/7/365 access to leave balances, leave request submission and approval, hours worked and leave used entry and approval (no more paper timesheets), address changes, name changes, emergency contact changes, pay stubs, benefits, etc. for all employees.
- Human Resources added the following DEI statement to vacancy announcements: Wyoming State Parks and Cultural Resources is an Equal Employment Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation or any other class protected by state or federal laws in admission or access to our programs, services, activities, hiring, and employment practices.

Performance Measure #3: Perform Evaluation, Preservation, Conservation and Restoration:

Evaluate, protect, conserve and restore important cultural and historical resources in the State of Wyoming and educate the public regarding resource significance.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- Staff also managed the completion of various projects throughout the system including; health/life safety and maintenance repairs of several existing support and historic buildings and their associated systems, hazard tree removal at Glendo Sandy Beach Campground, emergency maintenance and rehabilitation of water systems at Boysen and Glendo, erosion control projects at Bear River, Boysen and Glendo, upgrade lighting systems at the Pioneer Museum, lead paint abatement and exterior painting of the Historic Governor's Mansion, maintenance and repair of gravel roads and drainage systems, and regular maintenance of asphalt roads and parking lots.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:
 - National Register nominations completed in FY18 include the Medicine House Site, the Pagoda Creek Site, a Paleoindian statewide context, Motels and Motor Courts and the Cora Town Site.
 - The office hired 8 University of Wyoming student interns who added 1,070 sites to our database, accessioned 1,172 projects, scanned 3,222 reports and 4,387 site forms and added site and project information to our GIS database.
 - Dedicated 2 new National Historic Landmarks in Wyoming: the Ames Monument and the Hell Gap Paleoindian site.

- Staff is involved in consulting on the renovation of the State Capitol, a National Historic Landmark.
- The Cultural Records staff redesigned and upgraded the data systems.
- The Site Stewardship Program installed signage and motion activated cameras at the Castle Garden near Moneta and did projects at Crazy Woman battlefield, the Oregon Basin Petroglyph site and White Mountain Petroglyphs.
- Research continued at the Hole-in-the Wall Ranch near Kaycee in cooperation with the University Of Wyoming Department Of Anthropology.
- Wyoming State Archives:
 - Through the State Historical Records Advisory Board, the Archives administered two workshops on preserving digital records and collecting oral histories. The Board awarded grants totaling just over \$10,000 to five repositories throughout the state for projects to preserve and provide access to Wyoming's historical records.
- Wyoming State Museum:
 - 17 artifacts were professionally conserved in order to ensure the proper preservation for coming generations.
- Office of the Wyoming State Archaeologist:
 - The office processed, curated and submitted to a database system just under 30,000 archeological artifacts for preservation and use in future research.
 - The office participated in or led 23 archaeological investigations including cooperative research project and contract projects. At least 2,784 acres of State Land were surveyed and 28 archaeological sites were discovered and documented.
- Wyoming Cultural Trust Fund:
 - In FY18, 28.89% of all grant awarded supported preservation activities, including; interpretation at Hell Gap Archaeological Site National Historic Landmark, Trappers Point Overlook; stabilization and repair of such iconic sites as the Spear O Lodge (near Sheridan), Sinclair Church (Sinclair), the Bar BC Ranch (Grand Teton National Park), Greybull Post 32 of the American Legion Hall; and archaeological work conducted by Central Wyoming College Anthropology students in the Upper Dinwoody (Wind Mountains) and providing important field equipment to the University of Wyoming Department of Archaeology.

Performance Measure #4: Exercise Brand Management: Provide high quality consumer/constituent evaluation, department planning and marketing to enhance and showcase Agency's programs and educate the public of our brand value.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- The Division of State Parks and Outdoor Recreation Office was involved in numerous events, trade shows and marketing campaigns during this period
- This year we again had 12 sites awarded TripAdvisor Certificate of Excellence. Award winners must maintain a rating of at least four out of five stars, be listed on the TripAdvisor website for at least one year and have a minimum number of reviews to receive the honor.
- Curt Gowdy was listed as one of the top 6 parks to visit in the Country by Outside Magazine.
- We had numerous 125th anniversaries and commemorations, with some being a first of their kind in the state.
- Our Social media campaigns were very successful, including reaching over 10,000 likes.
- In May the Division hosted a Public Land Leadership Summit. State, federal and non-profit agencies came together to discuss hot topic issues in the Outdoor Recreation Industry including policies on special use permits, land use planning, drones, e-bikes, and camping trends.
- ENDOW - We provided staff support and logistical structure to the sub-committee on Outdoor Recreation and Tourism.

- The OREC office participated in public meetings for the Forest Gateway Stewardship Act. The OREC office coordinated the volunteer survey and shared resources available to assist federal, state and local partners.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:
 - The office developed and implemented a new logo and brand for the office.
- Wyoming State Archives:
 - Archives staff restructured the content of their web page, focusing on how users access our materials.
 - Archives continued to be active on social media this past year with 6,788 followers on Facebook, 1,677 followers on Twitter, and our blog received 23,650 views.
- Wyoming Arts Council:
 - The Arts Council added over 600 contacts to its directory and sent out monthly emails to over 1,000 contacts. These emails are specifically focused on areas of interests picked by individual subscriber.
 - The Arts Council grew its social media presence to over 3,400 followers on Facebook and over 1,000 on Instagram. Daily scheduled posts are done and geographically focused marketing and promotion as well.
 - Three issues of the ArtScapes magazine were produced and distributed to over 5,000 households and businesses across the country.
 - In celebration of the 50th anniversary, the WAC designed a 50th anniversary logo that was shared with all arts and cultural partners around the state and was used in promotions by all grantees.
 - The Arts Council hosted the 36th annual Governor's Arts Awards which had over 450 people in attendance.
- Wyoming State Museum:
 - Conducted visitor surveys to ensure we are presenting what the public desires in a destination museum. We used the 535 responses to create new exhibits and programs.
 - The museum continued its triennial demographic survey in order to build a better picture of who is currently visiting the museum.
- Office of the Wyoming State Archaeologist:
 - The office planned and hosted the Wyoming Archaeology Fair for the third year and participated the Jackson Wild Festival and in Laramie's 150th Anniversary Celebration. These events saw a over 4,000 people in attendance.
 - The office increased their increased their social media presence and increased followers on facebook by almost 300 and reached 169,605 people in FY18.
 - The office conducted 3 market surveys in FY18 to better understand how their resources and training are utilized by constituents and how they might be improved.
- Wyoming Cultural Trust Fund:
 - Work continued on a communication and marketing plan, with the creation of a new website which debuted in January, 2018 and increased social media outreach.

Performance Measure #5: Have a Competent and Satisfied Workforce: Recognize, retain and recruit employees to ensure a cohesive, well trained, happy, safe and healthy workforce.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- Through careful budget management including scholarships and discounts the Division of State Parks and Outdoor Recreation Office was able to send 3 staff through the Wyoming Certified Public Manager Course and one staff member to the National Association of State Park Directors

leadership school. We also were able to budget for our required certifications in water, sewer, law enforcement etc.

- We instituted a District Management organizational change in the Division which we hope in the near future provides additional staff and resources on the ground and better communication flow.
- Continued to recognize employees with an Employee of the Quarter/Year program.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:
 - The office participated in regional and national meetings sponsored by NCSHPO, the National Trust, and the National Association of Preservation Commissions. SHPO staff participated in the annual meeting of the Wyoming Archaeological Society and the Wyoming Association of Professional Archaeologists.
- Wyoming Arts Council:
 - The Arts Council developed flexible working schedules for all staff including telework agreements for seven of eight staff members.
 - The Arts Council provided professional development opportunities for all staff members including: Americans for the Arts national conference, National Assembly of State Arts Agencies leadership conference, Google Suite training, Western States Arts Federation Performing Artists presenter training, safety committee training.
- Wyoming State Museum:
 - The Museum developed and allowed 2 staff members alternative schedules to better fit their job duties.
- Office of the Wyoming State Archaeologist:
 - In FY18 the staff attended 10 webinars, seminars or workshops to enhance their skills in topics such as grant writing, public education, 3D scanner training and Tribal consultation.

Administrative Services Division:

- Agency worked with A&I HRD to review span of control of our supervisors. This exercise allowed the opportunity to thoroughly review every position in the agency to ensure proper placement and level of supervision.
- Over the course of the year, the Agency created a Safety Committee with members from all areas of the agency. The committee assisted in updating the Comprehensive Health & Safety Policy which should help employees be more aware of safety protocols. Our biennial target for this performance measure was to improve our working environment to reduce our worker's compensation claims less than ten per year. We had thirteen claims submitted for the 2018 fiscal year. Since this is the first year of the improved policies/procedures and Safety Committee, this number should decrease in future years.
- The Agency scheduled OSHA inspections for all employee work locations statewide. Items that needed to be replaced or corrected due to safety hazards were corrected, photographed and submitted to OSHA. This should also help reduce the number of future claims.
- All staff were notified of Active Shooter, Defensive Driving, Computer Data Security training.
- Due to budget constraints, all Admin staff were directed to seek low to no cost training and most staff attended a minimum of two training sessions.
- HR is prepared materials and have trained staff on ESS and MSS time sheets
- PIO has put together a series of training videos that walk employees through the process for daily online editing of their websites.
- Agency developed an employee survey to gather information on where we are with satisfaction of our workforce. This is the first time this has been done, therefore, will be our baseline going forward. We had nearly 70% response rate and our satisfied to very satisfied percentage was 60%. We are analyzing the results of the survey to assist in improving this number this year.

STATE PARKS AND CULTURAL RESOURCES

