

Basic Overview: Wyoming Department of State Parks & Cultural Resources:

The Department of State Parks and Cultural Resources is tourism centered and an economic impact agency that is responsible for stewardship of Wyoming's identity, whether that identity is manifested in our love of recreation and the outdoors, our authentic old west heritage, our 12,000 years of human pre-history, our colorful government history, or in harnessing the creativity of our people. We are the quality of life agency and the work we do and the services we provide help make our communities attractive places to conduct business, retain highly skilled workers and raise families who want to remain and invest in Wyoming.

This is an agency that comprises a small part of Wyoming government, about 4% of the workforce and 1% of the general fund, but a big part of Wyoming life.

The biennial operating budget for the department is approximately \$53.79 million. The general fund portion is approximately \$32.5 million, accounting for about 1% of the state's overall general fund budget.

The Department of State Parks and Cultural Resources consists of approximately 161 full time, 12 permanent part-time, and 130-150 seasonal personnel. The department consists of two divisions: the Division of State Parks, Historic Sites, Trails & Outdoor Recreation (SPHST&OR), and the Division of Cultural Resources. In addition, the department includes an administrative services arm (Director's Office, Human Resources, Accounting, Marketing and Public Information/Education) serving both divisions.

The department's headquarters is located in Cheyenne, with State Historic Preservation and State/Archaeologist field offices in Laramie, Trails Program offices in Lander and State parks and historic sites located statewide. Our programs serve over 4,000,000 people each year, in-state and out-of-state.

The State Parks and Cultural Resources Commission serves in an advisory capacity over all of the agency's programs.

As reflected in the official Strategic Plan, our mission is to provide memorable recreational, cultural and educational opportunities and experiences to improve communities and enrich lives – IMPROVE COMMUNITIES & ENRICH LIVES - and our vision is to provide the best opportunities and experiences in the Nation – BEST IN THE NATION -. The five primary goals of our department include:

1. Improve Impact and Contribute to the State's Economic Diversification
2. Serve & Educate our Customers/Constituents
3. Perform Evaluation, Preservation, Conservation & Restoration
4. Exercise Brand Management
5. Have a Competent & Satisfied Workforce

The Wyoming Department of State Parks and Cultural Resources has two Divisions and an Administration Section:

1. **State Parks Division:**

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

Outdoor Recreation Office-Expand and Enhance Outdoor Recreation Industry throughout the state and provide access to public lands.

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

2. **Cultural Resources Division:**

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

3. **Administration Section:**

Administration Office - to provide policy, strategic & budgetary planning, development and implementation support and leadership

Support (Accounting, HR, PIO/Marketing) - to provide agency with centralized internal and external administrative support functions

Economic Development - Supporting jobs, attracting businesses and generating revenue for the state of Wyoming and Wyoming communities

The Division of State Parks, Historic Sites, Trails and Outdoor Recreation (SPHST&OR)

SPHST&OR includes all Wyoming State Parks, Historic Sites, the State Trails Program and the Outdoor Recreation Office, along with commensurate functions for grant program administration, planning, construction, and concession management. The division is responsible to provide outdoor recreation and educational opportunities for Wyoming residents and out of state visitors. These opportunities exist in many forms of active recreational pursuits such as

camping, hiking, boating, snowmobiling, swimming, fishing, bicycling and off-road vehicle recreation, as well as more passive activities such as sightseeing and wildlife and nature viewing. The Division is also charged with the preservation, interpretation and maintenance of the State's historic and archeological sites as well as more than 500 historical monuments and roadside markers.

The Division manages eleven state parks, twenty-one state historic sites/museums, one state recreation area, two state archaeological sites and one travel information center encompassing approximately 119,930 acres division wide along with programs for planning, construction, concessions, and visitor use. A large reservoir park, such as Glendo State Park, will host up to 15,000 visitors on four to five separate weekends each year making it the fifth largest community in Wyoming for these few days. Not all facilities are staffed by full-time personnel but are operated and maintained as "satellite sites" of the larger parks and historic sites. Other smaller properties ranging in size from one to twenty acres are also included within the system, but have not been developed.

Revenue:

The department's special revenue fund is also included within the division's total budget. From this fund, the department operates the following four enterprises:

1. The Hot Springs State Park buffalo herd account supports the cost of managing the buffalo herd that roams that park. Revenue from the sale of both breeding stock and animals slaughtered help defray the cost of feeding, vaccinating and other maintenance costs associated with the herd.
2. The Fort Fetterman account supports the purchase and sale of publications sold at that State Historic site.
3. The Pioneer Museum Store account supports the purchase and sale of merchandise in the store located in the Pioneer Museum located at the Wyoming State Fairgrounds in Douglas.
4. In addition to the augmenting funding sources listed above, this division also generates significant revenue through Motorboat Gas Tax and the fees charged for daily use and camping fees at state parks and historic sites. Of the total amount collected the agency is allowed to retain 100% of the proceeds to complete various capital improvements, major major maintenance and interpretation projects at all of the sites as approved by the legislature.

Land and Water Conservation Fund program (LWCF):

The LWCF provides federal funds generated from lease revenues on off-shore drilling, to grant to communities throughout Wyoming for recreational facilities. Since the program's inception in 1965 the agency has distributed over \$32 million in federal pass through grant monies.

Wyoming State Trails Program:

The State Trails Program administers the Snowmobile Program, the Recreational Trails Program (RTP) Grant funds, the Off-Road Recreational Vehicle (ORV) Program, and works with the Wyoming State Trails Advisory Council to facilitate the management and development of other recreational trails throughout the state. With over 98% of the 8,500 miles of recreational trails in Wyoming being located on federal lands, the Trails Program does not directly manage the lands involved, but rather serves as a coordinator and facilitator for partnerships that provide trail maintenance, grooming, trail development and public information, including safety and

educational documents and classes. The Snowmobile Program directly manages over 2,000 miles of snowmobile trails consisting of approximately 18 trail systems across the state.

Trails Revenue:

Revenues generated for this budget include registration fees charged to snowmobile and ORV users, federal funds received from Federal Highway to run the Recreation Trails Program (RTP) and revenues from gas taxes and vehicle registrations. Currently, the gas taxes are distributed to the Trails Program from WYDOT annually.

Wyoming Outdoor Recreation Office:

The Governor asked us to form an Outdoor Recreation Task Force (ORTF), which means this task force and its recommendations are the primary drivers for the office and consequently, the ORTF report of recommendations was one of the first initiatives adopted by ENDOW. After an extensive public planning process in 2016, which included a twenty-six member Task Force (including Legislative representation), the group developed recommendations that drive the Outdoor Recreation Office. One of Task Force's top priorities was to re-charter our agency with Outdoor Recreation as a major focus. We took this priority to our legislative oversight committee (TRWCR) and to the Governor's Office and based on our existing statutes surrounding Outdoor Recreation, Outdoor Recreation facilities and granting programs, it was decided that we would absorb this function (an Outdoor Recreation Office) into the State Parks Division. We were successful in our request to the legislature, through the budget process, to obtain one-time funding both for the digital platform SMAP (also a priority for the Task Force) and some basic operating funding to get the office functioning while we looked for other funding mechanisms, (i.e. user fee funds like trail fees, outdoor recreation stamps, etc). Although we have shifted some internal resources to help make this office functional, there has not been any significant impact to our existing parks and sites. Overall, the Outdoor Recreation Office provides additional uplift and support to our existing operations within state parks, historic sites and trails, including but not limited to: additional promotional features, additional funding not previously available, and added regional and national support, all while helping to enhance and expand new and current Outdoor Recreation businesses within the state of Wyoming.

Division of Cultural Resources:

Administration

The Division Administrator office is responsible for the effective and efficient operation of the six programs within the Division of Cultural Resources: the Office of the Wyoming State Archaeologist, the State Archives, the Wyoming Arts Council, the State Historic Preservation Office, the Wyoming State Museum and the Wyoming Cultural Trust Fund. The resources managed by the division are irreplaceable and are Wyoming's assets that contribute to and define the social, cultural and economic climate in Wyoming. Cultural resources are tangible items and diverse behaviors that define the character of human experience. Cultural identity is manifested in art, prehistoric and historic sites and artifacts, written records, and in the philosophies we as a people adopt to define our society and its values. When properly understood and managed, cultural resources embody an enduring legacy for present and future generations.

The Division is also served by several boards: the State Historic Records Advisory Board (SHRAB); the State Review Board on National Register Nominations; the Wyoming Arts

Council Board; and the Cultural Trust Fund Board. Each program within the Division also maintains statewide networks including other museums, city and county governments, resource groups, academic institutions, and avocational societies.

The State Historic Preservation Office (SHPO)

The SHPO (SHPO) is funded by a grant from the U.S. Congress that is administered as a pass-through grant by the National Park Service. This grant requires the state to provide 40% matching funds and Wyoming uses a combination of general fund, file search fees (from the use of the database and geographic information system), competitive grants programs, agency data sharing and cooperative agreements, and some in-kind match.

The SHPO is required to fulfill requirements of the National Historic Preservation Act (NHPA) and must pass 10% of this federal grant fund to local governments with historic preservation commissions. The SHPO is required to keep a statewide inventory of historic resources; nominate important sites to the National Register of Historic Places (NRHP), prepare and implement a statewide historic preservation plan; advise and assist state and federal agencies in carrying out their historic preservation responsibilities; provide education, training, and technical assistance; cooperate with local governments in developing historic preservation programs; consult with federal agencies on undertakings that may affect historic properties; and administer, advise and assist in the application of federal historic preservation federal tax credits. The SHPO is actively works with local communities, historic preservation interest groups and the public to help preserve Wyoming's archaeological and historic resources.

Wyoming State Archives

The mission of the Wyoming State Archives is to ensure that all citizens have ready access to the documentary resources reflecting Wyoming's history and governmental functions. The State Archives maintains the institutional memory of Wyoming government by identifying and ensuring the preservation of records that document the government's actions and preserve the legacy of government officials and their staff. The Archives is responsible for the management of public records, which includes securing state and local records in a central archives and making them accessible. Since all public records are the property of the state, the State Archives is statutorily required to assist state and local government agencies in managing their records including the development of legally defensible records retention schedules for all of their records, including contents of e-mails, web sites, electronic databases, and sound recordings. The State Archives serves as the administrative unit for the actions of the State Records Committee, which legally approves all records retention requests, and the State Historical Records Advisory Board (SHRAB) that administers programs statewide with grant funds from the National Historical Publications and Records Commission (NHPRC). Part of the NHPRC grant is used to provide training throughout the state in records and information management by partnering with various other organizations.

The State Archives operates a records center for the cost-effective storage of non-permanent records (records that are retained for six years or less) and manages a centralized micrographics program that converts paper records into microfilm and/or electronic images for long-term preservation of information, allowing for the destruction of the paper records.

The State Archives is also statutorily authorized to maintain historical records donated by businesses, non-profit organizations and private citizens. Along with valuable permanent records of Wyoming state and local government, the historical and photographic collections document Wyoming history and provide a rich resource for study and research. Staff processes the incoming collections, providing traditional and online inventories and other means for accessing the information. Reference staff assists walk-in researchers and conducts research for people who request information by letter, telephone, e-mail and FAX. Revenue consists of amounts received as copy charges.

Wyoming Arts Council

The mission of the Wyoming Arts Council (WAC) is to enhance the quality of life for the people of Wyoming by providing resources to sustain, promote and cultivate the arts. Working from a five-year strategic plan developed by the Governor-appointed ten member advisory board, the WAC, with its staff of nine positions, fulfills its mission through: Grants and fellowships; Communication/information (quarterly newsletter, web site, applications, etc.); Constituent outreach, development and training; Facilitation of partnerships; and formal programs in: Arts Access; Arts in Education; Art in Public Buildings; Community Development and the Arts; Folk and Traditional Arts; Individual Artist Services; Poetry Out Loud; and Special Events including the annual Governor's Arts Awards, and a biennial arts conference. The WAC serves every county in the state through these programs and services.

The arts help define our cultural identity, and contribute greatly to our quality of life, our statewide economy, and the development of our communities. The WAC is devoted to preserving and passing on our cultural heritage and traditions, nurturing the artistic abilities and potential of Wyoming's children, adults, and families, and preparing Wyoming's communities to fully harness the creative energies and abilities of their citizens.

The WAC is supported by State of Wyoming General Funds, an annual federal partnership grant from the National Endowment for the Arts (NEA), and occasional funding from the Western States Arts Federation, along with various private donations and registration funds for its special events and projects. The NEA funding requires at least a 50/50 cash match from the WAC/State of Wyoming, which is primarily the General Fund appropriation, and additional funds generated by non-profit organizations and schools as match to grants awarded to them by the WAC.

Wyoming State Museum

The mission of the Wyoming State Museum is to serve as an educational, historical and cultural institution whose goal is to collect, preserve and interpret artifacts that reflect the human and natural history of Wyoming. One of only seven nationally accredited museums in the state, the Wyoming State Museum administers the following programs: collections management, interpretation, education, and exhibition. The primary purpose of the Museum is to nurture both knowledge and appreciation of the historical and cultural heritage of Wyoming. To fulfill this purpose, the Museum collects, preserves, interprets and exhibits the historical and cultural materials of the state for the education of citizens and visitors alike. Museum staff offers technical assistance to other WY Museums, educational institutions and public and other groups.

The Wyoming State Museum staff is responsible for the conservation, inventory and preparation of the artifacts and objects for exhibit in the Museum and for loan and exhibition to the State Historic Sites and other Wyoming museums and/or local, regional and national institutions. The Museum's staff provides technical assistance, traveling educational exhibits, traveling discovery trunks, a monthly lecture series and regularly scheduled pre-school, elementary and secondary school programs as part of its customer service. The Arts, Parks and History Store located in the Museum provide educational materials and souvenirs for purchase as part of the Museum's mission.

Wyoming State Museum Store

The State Museum Store account previously supported the purchase and sale of merchandise in the store located in the Barrett Building. As of 2018, the store functions are contracted out to a private vendor who operates the store as a business. Proceeds from this contract are used to decrease construction expenses for new exhibits in the State Museum.

Office of the Wyoming State Archaeologist (OWSA)

The Office of the Wyoming State Archaeologist (OWSA) investigates archaeological discoveries, carries out archaeological surveys, publishes reports of findings, and cooperates with communities and agencies in efforts to promote and preserve the archaeological heritage of the state. The office also works to maintain and improve interagency cooperation between state and federal agencies that are involved in archaeological research and regulatory compliance. Public outreach and education enrichment is a primary and important function of the office. Cooperative efforts exist between OWSA and numerous state and federal agencies including a formal, long-term relationship with the University of Wyoming Department of Anthropology.

OWSA also manages one of two federally recognized repositories in the state for archaeological collections containing in excess of 2 million items from more than 18,000 sites collected from federal, state, and private lands. OWSA consists of two related sections, each of which is supported by a different funding source. These two sections are: (1) Research/Collections (unit 0215), and (2) Archaeological Survey (unit 0216).

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Revenue

Funding for this program is from billable hours (Internal Fund revenue source 5903-Charges for services rendered).

Wyoming Cultural Trust Fund

In 1998, the Wyoming Legislature, recognizing that Wyoming and its people possess a unique cultural heritage, created the Wyoming Cultural Trust Fund Act (Chapter 2, Article 23, Session laws of Wyoming, 1998 and reorganized in 2005). The mission of the Wyoming Cultural Trust Fund is to serve the citizens of Wyoming by supporting Wyoming's culture and heritage through grant funding of innovative projects for the enjoyment, appreciation, promotion, preservation, and protection of the state's arts, cultural and historical resources; and to support and invest in Wyoming institutions that help further this mission.

Since the legislature provided initial funding in 2005, the corpus has grown to \$15.062 million. \$5.59 million in interest earnings has been granted to cultural institutions and projects in 22 counties.