



**Florida Department of Environmental Protection**

**CITIZEN SUPPORT ORGANIZATION  
2014 REPORT**

**IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194**

Citizen Support Organization (CSO) Name: Friends of the Crystal River State Parks, Inc.

Mailing Address: 3400 N. Museum Pointe, Crystal River, FL 34428

Telephone Number: 352-563-0450 Website Address (if applicable): www.CrystalRiverStateParks.org

**Statutory Authority:**

**Section 20.2551, F.S., Citizen support organizations; use of property; audit; public records; partnerships.** In summary, the statute specifies the organizational requirements, operational parameters, duties of a CSO to support the Department of Environmental Protection (Department), or individual units of the Department, use of Department property, audit requirements, public records requirements, and authorizes public-private partnerships to enhance lands managed by the Department.

**Section 258.015, F.S., Citizen support organizations; use of property; audit.** In summary, the statute defines a CSO, requires authorization by the Division of Recreation and Parks, and specifies the use of property. This statute authorizes the Partnerships in Parks (PIP) program for state parks, the program's operational parameters, CSO's operational parameters, and donor recognition.

**Brief Description of the CSO's Mission:** To provide resource based recreation while preserving, interpreting and restoring natural and cultural resources.

**Brief Description of the CSO's Results Obtained:** Extensive support of the Park management plan, through physical systems maintenance, interpretive programs, events, volunteer coordination and fundraising.

**Brief Description of the CSO's Plans for Next Three Fiscal Years:** To continue to support the Park in all aspects of the management plan, move forward with innovative programs designed to enhance community awareness and support, and create a Park that will be memorable and informative.

**Copy of the CSO's Code of Ethics attached**

**Certify the CSO has completed and provided to the Department the organization's most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N/Annual Financial Statement**

# **Friends of the Crystal River State Parks, Inc.**

## **CODE OF ETHICS**

### **PREAMBLE**

- (1) It is essential to the proper conduct and operation of Friends of the Crystal River State Parks, Inc. (herein “CSO”) that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers, and employees in situations where conflicts may exist.
  
- (2) It is hereby declared to be the policy of the state that no CSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Friends of the Crystal River State Parks, Inc. board members, officers, and employees in the performance of their official duties.

### **STANDARDS**

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Fla. Stat., to be observed by CSO board members, officers, and employees.

#### **1. Prohibition of Solicitation or Acceptance of Gifts**

No CSO board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

#### **2. Prohibition of Accepting Compensation Given to Influence a Vote**

No CSO board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer, or employee was expected to participate in his or her official capacity.

#### **3. Salary and Expenses**

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a CSO board member or officer, as provided by law.

#### **4. Prohibition of Misuse of Position**

A CSO board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

#### **5. Prohibition of Misuse of Privileged Information**

No CSO board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

#### **6. Post-Office/Employment Restrictions**

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

#### **7. Prohibition of Employees Holding Office**

No person may be, at one time, both a CSO employee and a CSO board member at the same time.

#### **8. Requirements to Abstain From Voting**

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the CSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

#### **9. Failure to Observe CSO Code of Ethics**

Failure of a CSO board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of Environmental Protection terminating its Agreement with the CSO.

*Draft July 15, 2014 / To be adopted at next regularly scheduled board meeting August 19, 2014*

**Statement of Accomplishments and Goals**

**Name of Citizen Support Organization** Friends of Crystal River State Parks, Inc **Fiscal year** 2013  
**Address** 3266 North Sailboat Ave.  
**City, State, Zip** Crystal River, FL 34428  
**Estimated Volunteer Hours** 3858 **Total Membership** 32

**Please attach a current list of Citizen Support Organization Board Members.**

John Roberts, President, 352-220-6066, stretchthecat3@msn.com  
Gary Ellis, Vice President, 352-564-0888, gari.arch@gmail.com  
Steve Kingery, Treasurer, 352-464-4753, skor1@netzero.com

**Provide a summary of accomplishments. (Attach additional pages as needed)**  
(Accomplishments based on previous year's goals: short term and long term)  
See attached

**Provide the summary of goals for the upcoming year. (Attach additional pages as needed)**  
(Goals based on reporting year's accomplishments and identified short and long term goals)  
See attached

**CSO accomplishments**  
**July1, 2012 to June 30, 2013**

Hauled Monroe, paint and repair  
Office supplies  
October 2012 Halloween event  
Christmas Parade 2012  
Monroe engine maintenance  
Munsen repairs and maintenance  
Captain/mate drug testing  
Moon over the Mounds  
Monroe engine repairs  
Chamber of Commerce membership  
January 2013 Manatee Festival  
February 2013 Volunteer appreciation luncheon  
Aquarium maintenance  
Vehicle brakes  
March 2013 Nursery registration (resale certificate)  
April 2013 Earth Day and Boat Bash events  
Park Manager office refurbishment  
CRBB Scooner Scow support  
CRBB Tugboat support  
CPR training  
Building maintenance  
Archeological Park shop refrigerator  
Washer and Drier for Park visitor center  
Road patch for potholes

Friends of Crystal River Preserve, Inc.

Statement of Goals and Priorities

2013-2014

As in the past, the goals and priorities of the Friends groups is aligned with that of the Park, and the Friends group serves only for that purpose. In order to facilitate our service to the Park, we undertake continuous fundraising activities, primarily in the form of interpretive boat tours on Crystal River. We have used the tour boat Monroe for this, and in order to provide the best tour experience, the Friends group maintains the boat, fuels it, and pays the professional boat Captains. Our Interpreters are well trained in the natural resources of the Park, and in the history of the Native American heritage.

Other fundraising is in the form of events during the year, donations and contributions, and membership dues. Our annual Earth Day and Boat Bash events have been successful in raising a significant amount of money for the support of Park projects. Our annual Halloween event has also been very successful.

The priorities for the Friends group in 2013-2014 are to assist in continuing natural resource management activities, and to increase awareness of the Park in the community. Our activities in the area of natural resource management are to provide volunteers for exotics abatement, prescribed burns, and restoration of natural species. Additionally, the Friends provides funds for the purchase of long needle pines for habitat restoration, payment for expenses for hog hunters, and purchase of repairs and equipment for resource management activities.

Our activities in regards to increasing awareness of the Park, and increasing visitation, have increased tremendously over the last two years. With much help from FPAN and GARI, we have nearly completed the schooner scow "Spirit", a replica of a 19<sup>th</sup> century cargo ship typical to the Gulf Coast of Florida. This will be the centerpiece of the interactive Maritime Heritage exhibits at the Park, an activity provided by the Crystal River Boat Builders. This unique group of Park volunteers has single handedly established Crystal River Preserve as a must-see destination for visitors interested in the marine heritage of Florida. The Boat Builders put on the annual Boat Bash, inviting traditional small craft builders to come from all over to display their work, reenact boat building chores, and give interpretive talks on all manner of nautical subjects. The Friends group provides additional volunteers, funding for larger expense items, and logistical support. It is hoped that the Boat Bash event will become so well attended that City and County groups will want to be involved.

The Earth Day event has been a tradition at the Park for many years, and has always been a great opportunity to increase awareness of the natural resources of the marsh and adjacent coast, and to provide visitors a chance to get up close to the daily work that goes into managing a Park as large as Crystal River Preserve. The Friends group has always been involved in the Earth Day celebration, and goes to the extreme to promote enthusiasm and interest in the health and well being of the river environment.

Our Halloween event is just for fun. We have a large number of imaginative and artistic volunteer who greatly enjoy the Halloween presentation, and it gives all of the families in the community a safe and fun place to come for an exciting evening. The Friends group has amassed a sizable store of decorations, costumes and animations and the show has always been well received.

A number of new ideas are being discussed in addition to these continuing events. The Friends group is designing a competitive bicycle route with plans for events involving cycling. We have started plans for a "Heritage Running Series", where the Parks in the District would each sponsor a running event themed to the specific characteristics of each Park.

In connection with FPAN and GARI, the Friends are planning a mural project for the Archeological Museum with kiosks and interpretive sites around the Archeological Park area. The mural would depict a scene from the Native American habitation of the area, approximately in the period of 500-700 AD. The kiosks and interpretive presentations would reinforce the subject matter depicted on the mural, and expand on specific aspects of Native American life at the time.

So far this year has been a great success for Crystal River Preserve. It is rare now for a visitor to say, "I didn't know this place was here!" The Citrus County Chamber of Commerce has been very helpful in getting out the word, and many of our visitors have helped by sending friends and family for a visit. The schooner scow had been a very popular topic in the local news, and many visitors come just to see it, then find out what a wonderful recreational resource the Park is for them, right in their back yard!

The Friends group hopes to have a long and positive relationship with the Park, and we look forward to serving with pride and care.

**Crystal River Preserve State Park**  
3266 N. Sailboat Avenue  
Crystal River, Florida 34428  
(352) 563-0450

This Value of Contributed Services is provided by the staff of Crystal River Preserve State Park, Division of Recreation and Parks, Department of Environmental Protection.

A summary of contributed services to **Friends of the Crystal River State Parks, Inc.** for the period of **January 1, 2013 to December 30, 2013** is as follows:

Staff Support:

The park contributed a total of \$ 4029.95 in staff support services to the Friends of the Crystal River State Parks, Inc.

**Staff support**, including the time management spends at citizen support organization functions and activities, and park staff support of special events.

Cost of Park Facilities:

The cost of park facilities was \$ 0 to support the Friends of the Crystal River State Parks, Inc.

The **costs of park facilities** which are normally rented for functions, and which are provided at no cost to the citizen support organization. The formula utilizes the current fee schedule for determining value.

Cost of Park Revenue:

The park fees waived for special events was \$ 0 in support of Friends of the Crystal River State Parks, Inc.

**Costs of park revenue** when entrance fees are waived for special events. These shall be based on the \$2.00 per head fees as established for groups. Utilize the current fee schedule for determining value.

**Total Value of Contributed Services: \$ 4029.95**



Organization's Name : Friends of Crystal River Preserve State Parks, Inc.

Fiscal Year: 2012-2013

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013
<b>Assets</b>		
Cash:		
Checking Account	15,000.00	
Savings Account	2,558.00	
Money Market Account	0.00	
Investments, at cost: (Note 3)		
Stocks	0.00	
Bonds	0.00	
Mutual Funds	0.00	
CDs		
Inventories, at cost	0.00	
Fixed assets, at cost:	0.00	
Property	0.00	
Other	0.00	
<b>Total Assets</b>	<b>17,558.00</b>	<b>0.00</b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>	<b>0.00</b>	
Debt	0.00	
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Assets</b>		
Unrestricted:		
Available for operations	17,558.00	
Designated for long term investment	0.00	
<b>Total Unrestricted</b>	<b>17,558.00</b>	<b>0.00</b>
Temporarily restricted net assets	0.00	
Permanently restricted net assets	0.00	
<b>Total Restricted Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Net Assets</b>	<b>17,558.00</b>	<b>0.00</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>17,558.00</b>	<b>0.00</b>

2013 Statement of Cash Receipts, Expenditures, and Scholarships Paid

	Unrestricted net assets				Totals		
	Operations	Designated for long term investment	Total Unrestricted net assets	Temporarily restricted net assets	Permanently restricted net assets	2013	
<b>Receipts and other support</b>							
Contributions	330.00	0.00	330.00		0.00	330.00	
Grant	0.00	0.00	0.00	0.00	0.00	0.00	
Membership dues	555.00		555.00			555.00	
Fees	0.00	0.00	0.00	0.00	0.00	0.00	
Special Events & Program Revenue:	48,755.00		48,755.00			48,755.00	
Less expenses incurred for special events	48,209.00		48,209.00			48,209.00	
Net Special Events & Program Revenue	546.00	0.00	546.00	0.00	0.00	546.00	0.00
Non-concession sales	0.00	0.00	0.00	0.00	0.00	0.00	
Concession sales	0.00	0.00	0.00	0.00	0.00	0.00	
Value of Contributed Services:							
Governmental support	0.00		0.00			0.00	
Non governmental support	0.00		0.00			0.00	
Investment and dividends:							
Dividends and Interest income	1.00		1.00			1.00	
Gain on sale of investments	0.00	0.00	0.00	0.00	0.00	0.00	
Other	1,847.00		1,847.00			1,847.00	
Net assets released from restrictions	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Receipts and other support</b>	<b>3,279.00</b>	<b>0.00</b>	<b>3,279.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,279.00</b>	<b>0.00</b>
<b>Disbursements</b>							
Program services	29,203.00		29,203.00			29,203.00	
Management and general	2,978.00	0.00	2,978.00	0.00	0.00	2,978.00	
Fundraising	2,490.00	0.00	2,490.00	0.00	0.00	2,490.00	
Membership-Development	250.00	0.00	250.00	0.00	0.00	250.00	
<b>Total Disbursements</b>	<b>34,921.00</b>	<b>0.00</b>	<b>34,921.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,921.00</b>	<b>0.00</b>
<b>Change in net assets</b>	<b>-31,642.00</b>	<b>0.00</b>	<b>-31,642.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-31,642.00</b>	<b>0.00</b>
<b>Net assets at beginning of year</b>							
<b>Net assets at the end of the year</b>							

Statement of Functional Expenses

Program Services	Supporting Services					Totals	
	Total Program Services	Management & General	Fundraising	Membership Development	Total Supporting Services	2013	
<b>Personnel expenses</b>							
Payroll taxes & employee benefits(HOSP)	\$14,400.00	\$14,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,400.00
Total salaries & related expense	\$14,400.00	\$14,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,400.00
<b>Contracted services</b>							
Construction & design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Landscape	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct expenses</b>							
Materials, supplies, equipment & rentals	\$182.00	\$182.00				\$0.00	\$182.00
Printing & publications	\$200.00	\$200.00				\$0.00	\$200.00
Conferences, conventions & meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage, shipping & messenger	\$50.00	\$50.00				\$0.00	\$50.00
Food, entertainment & meals	\$0.00	\$0.00				\$0.00	\$0.00
Purchase for re-sale	\$1,406.00	\$1,406.00				\$0.00	\$1,406.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs & equipment maintenance	\$0.00	\$0.00				\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent & utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$240.00	\$240.00				\$0.00	\$240.00
Professional fees, trainers & demonstrators	\$250.00	\$250.00				\$0.00	\$250.00
Office expenses	\$1,032.00	\$1,032.00				\$0.00	\$1,032.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$120.00	\$120.00				\$0.00	\$120.00
Total direct expenses	\$3,480.00	\$3,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,480.00
Total expenses before depreciation	\$17,880.00	\$17,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,880.00
Depreciation		\$0.00				\$0.00	\$0.00
Total expenses after depreciation	\$17,880.00	\$17,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,880.00
<b>Total Expenses beginning of year</b>		\$0.00				\$0.00	\$0.00
<b>Total Expenses end of year</b>	\$17,880.00	\$17,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,880.00

## Statement of Functional Expenses, Program Services detail

	Program Services					Total Program	Tota
	Program 1	Program 2	Program 3	Program 4	Program 5	Services	2013
<b>Personnel expenses</b>							
Payroll taxes & employee benefits (HOSP)	\$14,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,400.00	\$14,400.00
Total salaries & related expense	\$14,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,400.00	\$14,400.00
<b>Contracted services</b>							
Construction & design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Landscape	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct expenses</b>							
Materials, supplies, equipment & rentals	\$520.00					\$520.00	\$520.00
Printing & publications	\$200.00					\$200.00	\$200.00
Conferences, conventions & meetings	\$0.00					\$0.00	\$0.00
Postage, shipping & messenger	\$50.00					\$50.00	\$50.00
Food, entertainment & meals	\$546.00					\$546.00	\$546.00
Purchase for re-sale	\$1,286.00					\$1,286.00	\$1,286.00
Travel	\$0.00					\$0.00	\$0.00
Repairs & equipment maintenance	\$10,962.00					\$10,962.00	\$10,962.00
Insurance	\$0.00					\$0.00	\$0.00
Rent & utilities	\$0.00					\$0.00	\$0.00
Advertising	\$2,611.00					\$2,611.00	\$2,611.00
Professional fees, trainers & demonstrators	\$250.00					\$250.00	\$250.00
Office expenses	\$182.00					\$182.00	\$182.00
Telephone	\$0.00					\$0.00	\$0.00
Miscellaneous						\$0.00	\$0.00
Total direct expenses	\$16,607.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,607.00	\$16,607.00
Total expenses before depreciation	\$31,007.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,007.00	\$31,007.00
Depreciation	\$0.00						
Total expenses after depreciation	\$31,007.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,007.00	\$31,007.00
<b>Total Expenses beginning of year</b>							
<b>Total Expenses end of year</b>	\$31,007.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,007.00	\$31,007.00