



# Crystal K. Kinzel

Collier County Clerk of the Circuit Court and Comptroller  
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Dear Citizens:

Our Valentine’s Day Group Wedding and Vow Renewal event was an incredibly special occasion and a TREMENDOUS success! It was great fun to officiate the two back-to-back ceremonies – six engaged couples were married, and 12 married couples renewed their wedding vows! Congratulations to all the couples! I wish you love and happiness always. Thank you to my staff for planning and organizing another successful public event, and to our event sponsors for helping to make the day so special. When I became Clerk, I knew that I wanted to provide a special Valentine’s Day celebration for couples of our community. We held our first group ceremony in 2020, but the pandemic prevented us from holding the event in 2021. I plan to hold this event for years to come. Check out the event photos inside this newsletter.



Well it looks like it will be a sunny March, not just on our beaches, but in the halls of government. March 13-19 is “Sunshine Week,” which is an annual initiative to promote the importance of government transparency and to celebrate the people’s right to access public meetings and records. Year round, but especially during Sunshine Week, I strongly encourage residents to be engaged with their local government. Remember, we work for you, the citizens. Your participation and engagement are essential to a well-functioning, honest government. One way to stay engaged and well-informed is by reviewing commission agendas and attending meetings. You can access upcoming agendas at [www.CollierCountyFl.gov](http://www.CollierCountyFl.gov) and historic agendas at [collierclerk.com](http://collierclerk.com) by clicking Board Minutes & Records then Agendas (1997-current are available online). If you want to stay informed on what is happening in our community, please engage in the decision-making process. Attend public meetings and be heard.

I want to take a minute to thank the residents of Calusa Bay and Pelican Marsh for recently welcoming me to your beautiful communities as a guest speaker. It was a pleasure seeing some old friends and making some new ones. And wow...you all asked some super questions! I enjoy giving presentations to local groups and organizations so remember, if you would like to schedule a presentation for your homeowner’s association or group, whether in person or via Zoom, please call my office at 252-6879 and speak to Mike Sheffield, our Outreach Director. Learn all that is available from the Clerk’s Office and how to obtain information on many topics.

I also had the privilege of swearing in the new Golden Gate Civic Association Officers! It’s inspiring to have such great neighbors stepping up to lead our community. Thank you for your service!

And finally, March brings springtime and St. Patrick’s Day celebrations. There are so many reasons to be happy and optimistic, starting with the fact that we live in beautiful Collier County - with fresh air, warm weather, and a strong economy. We can freely celebrate and enjoy our beautiful weather! Others are not so fortunate so I must end with a word to those fighting in other countries for their freedoms. Let’s keep our eye on what is happening so that we are sure to preserve the freedoms and opportunities of our country. Our thoughts and prayers are with all of those suffering in other countries.

*Crystal K. Kinzel*

## Collier Clerk Newsletter

# March

### Office Locations

#### Main Office

**Courthouse**  
3315 Tamiami Trail E.  
Naples, FL 34112  
(239) 252-2646

#### Satellite Offices

**Airport Motor Vehicle**  
725 Airport Road South  
Naples, FL 34104

**Eagle Creek**  
6654 Collier Boulevard  
Naples FL 34114

**Everglades City Hall**  
102 Copeland Ave. N.  
Everglades City, FL 34139

**Golden Gate Gov. Center**  
4715 Golden Gate Parkway  
Naples, FL 34116

**Heritage Bay**  
15450 Collier Blvd.  
Naples, FL 34120

**Immokalee**  
106 South First Street  
Immokalee, FL 34142

**North Collier Gov. Ctr.**  
2335 Orange Blossom Drive  
Naples, FL 34109

Customer Service  
(239) 252-2646



[www.Facebook.com/CollierClerk](http://www.Facebook.com/CollierClerk)



## e-Recording Saves You Hours and Dollars

*And it's as easy as 1, 2, 3*

As the Naples area real estate market remains one of the hottest in the nation, our customers are submitting *thousands* of documents to the Clerk's office every month for recording in the County's Official Record, and most of those documents are now being submitted to us electronically.

Electronic recording, more commonly known as e-Recording, is a popular, efficient and secure method for submitting documents that must be recorded in the County's Official Records. Those documents include mortgages, deeds, satisfactions, declarations of condominium, notices of commencement, and declarations of domicile.

Through a portal on [www.CollierClerk.com](http://www.CollierClerk.com), registered users can submit documents to the Clerk's office anytime, from any location where there is internet access. If you are not yet taking advantage of this service but would like to, it's easy and you probably already have the necessary office equipment – a computer, scanner, and internet connection.

e-Recording is easy as 1-2-3 at [www.CollierClerk.com](http://www.CollierClerk.com):

1. Set up and manage your e-Recording account by completing a deposit account agreement;
2. Login to your account and submit your documents;
3. Fund your account with cash, check or arrange electronic funds transfer. There are no additional fees; the only fees charged are required by Florida Statute.

Once a deposit account has been established, customers will be able to access the portal using their own account username and password to scan and submit documents. For more information, call the Clerk's Recording Division at (239) 252-7242.



## There's Plenty of Sunshine in the Forecast: 'Sunshine Week' is March 13-19

**We live in the Sunshine State, but 'Sunshine Week' has nothing to do with our beautiful weather.**

Sunshine Week is an annual initiative held across the country to promote the importance of open government and to celebrate the people's right to access public meetings and public records. The observance, which is held in mid-March to coincide with the anniversary of James Madison's birth, serves as a reminder that a well-informed and engaged citizenry is essential in order to have an honest and accountable government. Born on March 16, 1751, Madison is regarded as the father of the United States Constitution.

Florida's Government-in-the-Sunshine Law (FL Statute 286) and Public Records Law (FL Statute 119) were enacted to bring forth honest, ethical, and accountable government operations. These laws require officials to conduct certain activities in full public view - in the "sunshine." Meetings, records, votes and much more must be open and available for public observation, participation, and/or inspection.

At their meeting scheduled for March 8, 2022, County Commissioners will officially proclaim March 13-19, 2022 as Sunshine Week in Collier County. Commissioners will be joined

by representatives from the County's five constitutional offices: the Clerk & Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections.

The Office of the Clerk is responsible for recording, safeguarding, and providing access to public records, including:

- Court records;
- Official land records such as deeds, liens, and condo docs
- Records of the Board of County Commissioners including Financial records, audits, meeting agendas and minutes.

It is important to be aware that not all records are available to the public. The Collier Clerk's Office takes great care to keep from disclosure all legally confidential, sealed and exempt records and information in accordance with statutes, court orders and/or case law.

The public can conveniently access thousands of records from their home computers at [www.CollierClerk.com](http://www.CollierClerk.com).



**Access Secure Online Services 24/7**

[www.CollierClerk.com](http://www.CollierClerk.com)



## **Now Open!** **Heritage Bay Government Services Center**

**Located near the intersection of Immokalee Rd & Collier Blvd.,  
just north of NCH Northeast**

**15450 Collier Blvd.,  
Naples, FL 34120  
252-2607 or 252-1604**

Collier County's newest government services satellite office is now open to the public, giving residents living in the north-eastern portion of the county easier access to many important government services.

Known as the Heritage Bay Government Services Center because of its proximity to the Heritage Bay Golf and Country Club community, the new facility is located on Collier Blvd., north of Immokalee Rd., just north of NCH Northeast.

### **Agencies Housed at the New Heritage Bay Facility:**

- Clerk of Court
- Tax Collector
- Property Appraiser
- Supervisor of Elections
- Growth Management (some functions)

### **Clerk of Court Services at Heritage Bay: (9 a.m. - 5:30 p.m., Mon- Fri)**

- Acceptance of or court fines and traffic citations payments
- Marriage license applications
- Marriage ceremonies
- Recording of Notices of Commencement & Declarations of Domicile
- Coming Soon! Passport Application Services

### **Don't Wait in Line for Clerk Services at Heritage Bay**

The Collier County Clerk's first interactive customer service kiosk has been placed at the new Heritage Bay Satellite.



Customers who choose may use the kiosk to transact business with the Clerk's office through the kiosk. Through the kiosk, customers will be able to communicate with deputy clerks in real time, scan and print documents, pay fees.

To better serve our vast and growing population, plans call for placement of kiosks in specially selected supermarkets and shopping centers in more distant areas of the county. Try it out and then give us your feedback, (239) 252-6879.



### **Did you know... Probate Proceedings are Filed with the Clerk**

In general terms, "probate" refers to the court-supervised process for identifying and gathering the assets of a deceased person (decedent), paying the decedent's debts, and distributing the decedent's assets to his or her beneficiaries. There are several types of probate proceedings which are filed with the Clerk's office.

Deputy clerks administer court filings related to wills and estates of a deceased person, as well as petitions for involuntary mental health assessment/stabilization (Baker Act, Chapter 394, Florida Statutes), petitions for involuntary substance abuse assessment/treatment (Marchman Act, Chapter 397 Florida Statutes), Guardianship, Adult Protective Services, Developmental Disabilities, and Risk Protection Orders. Deputy clerks also attend all hearings and produce a written record of the outcome of each hearing.

To learn more about Probate in Florida, visit the Florida Courts Help website, [Probate - Florida Courts Help](#)



# Government Finance Professionals Week is March 14 - 20

*A Time to Acknowledge and Appreciate the Clerk's Finance Team*

Excellent work must always be recognized, and County Commissioners agree. At their meeting scheduled for March 8, the Board of County Commissioners will recognize the Collier Clerk's finance professionals by proclaiming March 14 - 20 as *Government Finance Professionals Week in Collier County*.

One of the constitutional duties of Florida Clerks is to serve as the county's comptroller. It is a "checks and balances" system that has served Florida citizens well for over 175 years. In this capacity, the Collier Clerk's Finance team performs a wide range of financial management for county government, including the following:

- Provides accounting services
- Provides financial reporting to the Board and to federal and state agencies
- Processes accounts payable
- Handles investments of over \$1.8 billion
- Pre-audits all County expenditures before payment
- Processes payroll (over 64,000 checks and directs deposits in FY 2021)

One of the most critical functions of the Clerk's Finance team is to process vendor payments for products and services contracted for, or purchased by, county government. Processing vendor payments involves a *pre-payment review* of every invoice in order to verify that the charges in each are consistent with quoted pricing, contractual terms, and applicable laws and policies. In fiscal year 2021, the Clerk's Finance team pre-audited over 134,000 invoices and processed \$1.2 billion in payments to county contractors and vendors.

If during the pre-payment review an invoice is found to contain inaccuracies, the vendor is contacted so they may correct deficiencies or provide supporting documentation. Clerk and County staff assist vendors in these situations so that they may resubmit a corrected invoice for payment. In fiscal year 2021, over 6,000 vendor invoices, or 4.5% of total invoices handled, contained billing errors or other inaccuracies uncovered during the pre-payment review.

The staff of the Clerk's Finance team are highly skilled and focused. The functions they perform play an important role in building public trust and faith in their county government.

## Question for the Clerk's Office... *Do I need to register as a lobbyist?*

### **Question:**

I work for a firm that has an interest in an agenda item that will be heard by the Board of County Commissioners next month. I have been asked by the COO to attend the meeting to present the firm's position. Do I need to register as a lobbyist?

### **Answer:**

Yes. To help preserve and maintain the integrity of the governmental decision making process, individuals known as lobbyists are required by state statute and county ordinance to publicly disclose their identity and activities before attempting to influence governmental actions. Collier County Ordinance 2004-05 requires all lobbyists to register with the Clerk to the Board before *engaging* in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board).

"Lobbying" refers to influencing or attempting to influence action or non-action on behalf of another person/entity through oral, written, or electronic communication with the Board of County Commissioners, advisory boards, county officials and employees. A "lobbyist" is a person who receives compensation for the performance of lobbying activities.

Registration requires the lobbyist to disclose his/her own name, business name and address, and the name and address of each person or entity that is paying the registrant to lobby. Elected officials or government employees acting in their official capacity are not considered lobbyists.

Lobbyists are required to register with the Clerk's office annually. To register, lobbyists may use the online registration form or visit the Board Minutes & Records office, 4th Floor, Building F, 3299 Tamiami Trail East. A \$25 registration fee is required each new fiscal year.



To view the list of registered lobbyists, and/or to view submitted registration forms, visit [www.CollierClerk.com](http://www.CollierClerk.com) and click on the *Board Records* tab.

The registration of lobbyists is an important function of the Clerk's Office that helps to maintain the integrity of governmental decision making. For more information, call the Minutes & Records team at (239) 252-7240.

# 2022 Wedding and Vow Renewal Ceremony

Congratulations to all the couples! We wish you love and happiness always.

Thank you to our sponsors for helping to make our 2022 Valentine's Day Wedding and Vow Renewal event so special:

Seed to Table Market \* Let Me Be Candid Photography \* Bistro 821 \* Conservancy of Southwest Florida \*  
Imagine Gift Shoppe \* Naples Botanical Garden \* Pure Florida Sightseeing Cruises \*  
Collier County Convention and Visitor's Bureau \* Collier County Museum





## Upcoming Meetings of the Collier County Board of County Commissioners:

- Tuesday, March 8
- Tuesday, March 22

Here's a partial list of *potential* items that *may* appear on the Board's agenda on March 8, 2022

- Recommendation to authorize the creation of twenty-seven additional full-time positions in the County Manager's Agency.
- Recommendation that the Board of County Commissioners, acting as the Airport Authority, authorize its Chairman to execute the Airport Authority Standard Form Lease Agreement with Business Jet Acquisitions, LLC for aeronautical use counter space at the Marco Island Executive Airport.
- Recommendation to approve an amendment to the Community Aesthetic Feature Agreement with the Florida Department of Transportation for Collier Area Transit to place public art community aesthetic features at ninety additional bus stops on FDOT owned rights-of-way and approve a Resolution authorizing the Chairman of the Board of County Commissioner to sign the agreement.
- Recommendation to authorize a budget amendment to transfer \$237,000 within Stormwater Maintenance Operating Fund (103) to acquire roadside stormwater management equipment.

Access meeting agendas at [www.CollierCountyFl.gov](http://www.CollierCountyFl.gov) or by navigating directly to the [Meeting Portal - Collier County, FL](#).

Regular meetings begin at 9 a.m. and are held at the following location:  
Board of County Commission Chamber  
3299 Tamiami Trail East, 3rd floor  
Naples, FL 34112

### Instructions for Public Comment at Regular Meetings of the Board of County Commissioners

*Speaker slips are located in the hallway. The completed slip must be turned in before the agenda item begins.*

#### **To Comment on a Regular Agenda Item:**

To comment on an item that is on the *Regular Agenda*, register to speak for that specific item, for example, *11a—Landscaping of Medians*.

#### **To Comment on a Consent Agenda Item:**

To comment on an item on the *Consent Agenda*, register to speak for item 2A, *Approval of Today's Regular, Consent and Summary Agenda*. Items on the consent agenda are approved by the board in one action at the start of the meeting without discussion.

#### **To Comment on a General Topic not on the Current Agenda:**

To comment on a general topic that is not on the current or upcoming agenda, register to speak for item 7, *Public Comments on General Topics*.



## In March, Will You Find Your Pot of Gold at the End of the Rainbow? To find it, you have to look for it.

You may have some money owed to you, and you don't even know it. Look to see if your name is on a list of unclaimed funds. Access lists of local and state unclaimed funds via the Clerk's website.

Go to the homepage of [www.CollierClerk.com](http://www.CollierClerk.com) and click on this easy button:



For more information about the content of this newsletter or about the Collier Clerk's operations:



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