



Crystal K. Kinzel

Collier County Clerk of the Circuit Court and Comptroller
3315 Tamiami Trail East, Suite 102
Naples, Florida 34112-5324
www.CollierClerk.com

Dear Citizens,

September is upon us, and although we don't see the leaves changing colors here in Collier County, we see amazing sunsets and an abundance of rainbows. As we enter the peak of hurricane season, stay prepared and as dry as possible.

Each year on September 11, most of us remember where we were and how life changed that day. Nearly 3,000 people were killed in the attacks. As we renew our condolences to the families and loved ones, let us honor them as we did in the hours following the events of 9/11. There are several remembrances planned around Collier County. Please see the last page of the newsletter to view the details for the events.



On September 17, 1787, the delegates to the Constitutional Convention met at Independence Hall in Philadelphia, Pennsylvania to sign the document they had created. Thirty-nine delegates representing 12 states (Rhode Island declined to send delegates), endorsed the Constitution. Sharing the history of our Constitution with children or grandchildren, or simply taking a moment to appreciate the significance of the freedoms provided by our Constitution.

We have completed several customer impacting initiatives this month and I am pleased to announce the launch of our refreshed, user-friendly website. I hope you will take the opportunity to visit www.CollierClerk.com. Let us know what you think! We want it to best serve your needs.

Last month we held our "official" opening of the Heritage Bay Satellite Office and softly opened the Satellite Office on Marco Island for customer services. We will be announcing the date for our "official" Marco Island opening on our website. Stay tuned, and please visit the new location!

If you recently visited our customer service area in the Courthouse Annex on the first floor, you may have noticed we have been very busy renovating the space. I am excited to announce the renovation will be completed soon! Our goal is to better serve the public. The new area will include an expanded customer self-help center, call center for personal response to your questions, an improved area for foreclosure sales, and more functional customer service area for quickly processing fines and fee transactions. Thank you for your patience and understanding while the renovations were in progress.

This month's newsletter also provides information on the **Value Adjustment Board** petition process. Please take a moment to learn more and, don't miss the deadline to **file your petition on or before September 9, 2022.**

Thank you for providing me with the opportunity to serve you better! If you need a speaker for your HOA, club or just a group of friends, please let us know. We can tailor our presentation to your interest in information regarding county government, the Clerk's Office, fraud, or any of the services of our office. If you have any suggestions, comments or just want to let us know what you think of our services, please visit <https://app.collierclerk.com/> and comment using the submit feedback tab on the right. We welcome your input!

Have a great September!

Crystal K. Kinzel

Collier Clerk Newsletter September 2022



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

Marco Island
50 Bald Eagle Drive
Marco Island, FL 34145

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

Customer Service
(239) 252-2646



www.CollierClerk.com

Important Taxpayer Information

It's time for the Value Adjustment Board process to begin. The Property Appraiser notified taxpayers in August of their property's assessed and market values in a Truth in Millage (Trim) notice. If a taxpayer feels the Property Appraiser's assessment classification or exemption status for their property is incorrect, they may contact the Property Appraiser's Office at 239-252-8141 or visit www.collierappraiser.com. If the taxpayer is unsatisfied, they may file a petition to appeal the assessment with the County's Value Adjustment Board (VAB) through the Clerk's Office.

Petitions can be filed at www.CollierClerk.com or in-person at the Minutes and Records office at 3299 Tamiami Trail E., Naples 34112, on the 4th floor in Building F. The Value Adjustment Board receives, and processes petitions, maintains a VAB database, and schedules and records the hearings.



“The 2022 Value Adjustment Board petitions are due by 5:00 p.m. on September 9, 2022; staff is available to assist taxpayers in the process.” said Crystal K. Kinzel, Collier County Clerk of the Circuit Court and Comptroller.

For more information about the Local Telephonic Hearings Policies and Procedures, please visit [Telephonic Hearing Procedures.pdf \(collierclerk.com\)](#). In addition, a request for a Local Telephonic Hearing must be submitted on the local VAB form, which is available on the VAB link on the Clerk's website at: <https://app.collierclerk.com/board-records-vab/value-adjustment-board>. Please email the form to vabclerk@collierclerk.com; or mail the form to Collier County Clerk of the Circuit Court, Board Minutes and Records Department, 3299 Tamiami Trail East, Naples, Florida 34112.

What does the Value Adjustment Board do?

At a VAB hearing on value, the special magistrate will determine if the assessment complies with applicable law and professionally accepted appraisal practices. This determination is based on evidence produced by the Property Appraiser. The special magistrate will also determine if the market value exceeds just value (or is less than just value, if applicable) based on evidence produced by the petitioner.

At a VAB hearing involving denial of a classification, exemption, or portability transfer, the special magistrate will determine if the petitioner is entitled to the classification, exemption, or portability transfer requested by the petitioner based on evidence produced by the petitioner. A taxpayer may institute legal action in the circuit court at any time during the VAB process.

Our office continues to find opportunities to enhance our customer service while saving tax dollars. We have transitioned to e-file and e-recording. Therefore, we will discontinue the P.O. box effective **November 30th** saving approximately \$5,000 in box rental fees. Please stop addressing mail to the P.O. box. If you have any questions, please email Lisa.Kasparian@collierclerk.com.



Celebrating Success

On August 12th, 2022, Deputy Clerk Katerina Pelic completed the requirements for certification as a *Certified Inspector General Auditor*[®], scoring 100% on her final exam! Twice a year in different cities throughout the United States, the Association sponsors this week-long training and certification course. Upon successful completion of the certification course, which includes a comprehensive examination, the attendees receive certification from the Association signifying that they meet the experience and other professional standards as set forth by the Association. The Association has identified nine essential areas for inspector general auditors:



- The audit process
- Professional standards for conducting audits
- Ethics
- Internal control
- Data Analytics and IT auditing
- Peer review process
- Identifying and Reporting Audit Accomplishments
- Fraud Risk Management
- Statistical Sampling



The Association of Inspectors General is a non-profit, membership organization for agencies and professionals in the inspector general community. The Association establishes and maintains the “Principles and Standards for Offices of Inspectors General.” Also known as the “Green Book”, the AIG’s Principles and Standards establish criteria for creating and administering inspector general offices consistent with best practices within the inspector general profession.

The Association awards the designation of *Certified Inspector General*[®], *Certified Inspector General Investigator*[®], *Certified Inspector General Auditor*[®], and *Certified Inspector General Inspector/Evaluator*[®] to individuals who meet the eligibility requirements regarding education and experience, and successfully complete the certification programs. The Clerk’s Office of Inspector General includes one or more staff who are certified in each of the designations offered by the Association, as well as other industry designations such as Certified Internal Auditor and Certified Fraud Examiner.

We want to hear from you, our readers!

You're receiving our newsletter; that's great! To enhance our communications, we would like to hear from you. What do you like best or least about the newsletter? Do you find it informative? The Clerk's office welcomes your comments and suggestions. Please email Lisa.Kasparian@collierclerk.com.

Payroll Awareness Month

On September 13th, 2022 the Collier County Board of Commissioners will proclaim September as Payroll Awareness Month. Clerk Kinzel submitted the proclamation request to acknowledge the Clerk of Courts' payroll staff, in coordination with county staff, processed 57,928 payroll checks and direct deposits in 2021, submitted 2,648 W-2s for calendar year 2021, administered two pay plan adjustments and processed and filed all required quarterly taxes and Florida Retirement Services monthly submittals by the required due dates.

Payroll professionals in Collier County play a key role in maintaining the economic health of Collier County, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and deposits.



Payroll professionals ensure the timely and accurate calculation of payroll for employees and elected officials for the Board of County Commissioners, the Clerk of Courts and the Supervisor of Elections.

Jury Rights Day

September 5th marks an important historical event in the development of the right to trial by jury. On this day in 1670, William Penn and William Mead were prosecuted in England for “unlawful assembly,” “disturbing the peace,” and “riot.” These “crimes” arose from Penn having preached near Grace Church to a meeting of several hundred Quakers.



It was a peculiar trial in many respects. The court, for example, denied Penn's request to read the indictment. But the trial was most notable for how the court tried to bully the jury. When the jury did not come back with a guilty verdict but a verdict that said, “guilty of speaking to an assembly,” the court refused to accept that outcome and ordered the jury to return to their deliberations. When the jury returned with a verdict that acquitted

Mead of all charges, the court ordered the jury to prison! Next, the jurors filed a writ of habeas corpus, challenging the legality of their imprisonment.

Soon after, an important legal precedent was set for jury independence: jurors cannot be punished for voting their conscience. That's the story behind “Jury Rights Day.”

What is Hispanic Heritage Month and Why do we celebrate it?

Each year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.



The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15. It was enacted into law on August 17, 1988, on the approval of Public Law 100-402.



Q&A with Clerk Kinzel

Q. I am so excited as I just got engaged! We need to obtain our marriage license and get married. Where do we go?

A. Congratulations! Please visit www.CollierClerk.com and tap on the marriage button. All of the information and the office locations are listed on our website. I would also like to let you know that once a year, on Valentine's Day, I host a marriage ceremony. If you or anyone would like to participate in a group vow renewal or a wedding ceremony, which I officiate, then we celebrate with cake and refreshments. A photographer will also be available to capture that special moment. If interested, please contact Lisa Kasparian, Director of Community Relations and Outreach, at Lisa.Kasparian@collierclerk.com or 239-252-6879. Be sure to sign up soon, as space may be limited.

Q. I recently moved to Collier County and would like to start working again. Does the Clerk's Office have any open positions?

A. We are always looking for candidates to fill open positions. Please visit www.CollierClerk.com and tap the careers button to view our openings. Best of luck in your job search!

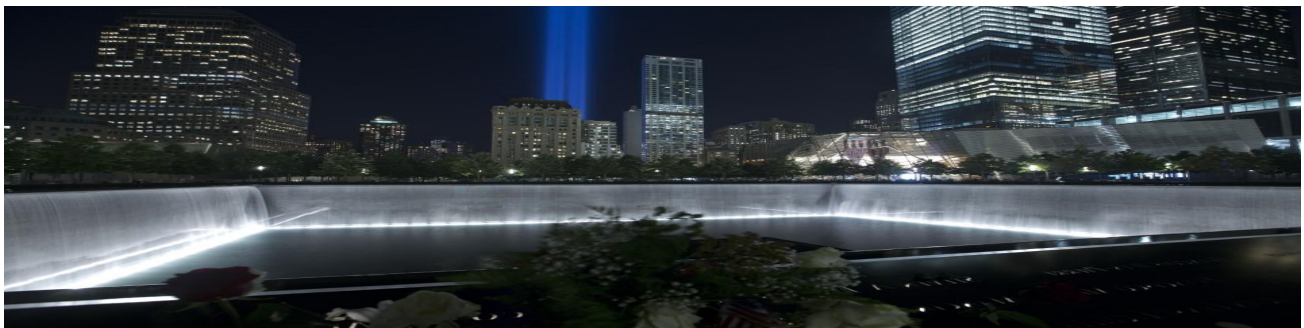
The BCC will be back in session:

September 13th Collier County Board of County Commissioners Meeting

- Staff is seeking authorization to process payments in the amount of \$2,150,889.54 to Astra Construction, LLC. The vendor continues towards completing Phase 1 of the Big Corkscrew Island Regional Park. There are several concerns we've identified and we continue to work with county staff.
- There is a recommendation to acquire thirty-six (36) parcels (approximately 256 acres) under the Conservation Collier Land Acquisition Program at a cost not to exceed \$2,091,000. The parcels are located approximately three (3) miles east of Collier Boulevard and north of Alligator Alley (I-75). The properties appear landlocked and are in potential conflict with future alignments of the Wilson Benfield Road Extension.
- An Ordinance amendment to the Lely Resort Community Planned Unit Development (PUD) is proposed to allow residential development (184 dwelling units) on the 9+/- acre parcel at the southwest corner of Collier Blvd. (CR 951) and Grand Lely Drive. Adjacent property owners are concerned about the number of units proposed on this parcel.
- Award of a "Construction Manager at Risk ("CMAR") contract for \$207,965.00 for pre-construction services for the Mental Health Facility project is proposed. The Executive Summary does not address why the CMAR process is recommended nor does it provide a current cost estimate for the earmarked sales tax funds for \$25M for this project.
- A \$1,242,797 contract award is proposed to construct a parts/equipment storage building at the North County Regional Water Treatment Plant Storage Building. This project was not budgeted or included in the Capital Improvement program.

Regular meetings of the Board of County Commissioners are held at 3299 Tamiami Trail East, 3rd floor, Naples, Florida 34112. The public can access current meeting agendas and watch meetings at www.CollierCountyFl.gov.

Remembering 9/11



The Tribute in Light was conceived by a team of artists and architects. It is located adjacent to the World Trade Center. It serves as a memorial to the nearly 3,000 people killed, the two 110-story buildings that once defined the Manhattan skyline, and a tribute to those who helped the city through the difficult time after the attacks. On September 11th, let us remember the people killed in the attacks, their families, and loved ones.

Several remembrances are planned around Collier County on September 11th, including one at the Golden Gate Government Complex at 9:30 a.m. In addition, The Freedom Memorial Foundation of Naples will host a candlelight remembrance to mark the 21st Anniversary at 6:30 p.m. at Freedom Park, 1515 Golden Gate Parkway. The public is cordially invited to join in remembering and honoring the first responders and civilians lost that day. Complementary white luminaries, which may be personalized and flameless candles, will be provided free. The luminaries will be placed around the Memorial walkway and remain lite throughout the night.