

CLERK'S OFFICE 2008 ANNUAL REPORT

CONTENTS:

LETTER FROM THE CLERK	2
AT YOUR SERVICE	3
ELECTION COMMISSION	
COMMUNITY SERVICE INVOLVEMENT	4
LAKE BOARDS	
EDUCATION	5
PROFESSIONAL ORGANIZATIONS	
SWORN TO SERVE	6
LIQUOR LICENSES	
SOLICITATION LICENSES	
MODEL HIGH SCHOOL/MODEL CITIZENS	7
MAKING THEIR MARK	8
ELECTION WORKER APPRECIATION LUNCHEON	9
CAROLE DEYOUNG	
STAFF PHOTO	10

RECORD ELECTION YEAR

2008 will go down in history for many reasons. The most notable among them would be the elections that occurred throughout the year. Clerks across the country were inundated with record number registrations and absentee ballot requests. Our office conducted 4 elections in 2008. In January, a Presidential Primary was held. Bloomfield Township experienced a 40 percent turnout of voters. The Pontiac School District held a school election in the month of May. Things quickly shifted into high gear as our offices prepared for the primary election in

August. Over 10,000 Bloomfield voters cast a ballot narrowing down the candidates that would be on the November ballot. Voters were intent on letting their voices be heard in the November election. Over 27,000 ballots were cast in our community, with over 12,000 of those being absentee ballots. Bloomfield Township had one of the highest percentages of voter turnout in Michigan. Our residents are to be commended for taking their right and privilege to vote seriously.



Jan Roncelli, Clerk

WE HELP GET YOU WHERE YOU WANT TO GO

The Western Hemisphere Travel Initiative (WHTI) is a result of the Intelligence Reform and Terrorism Prevention Act of 2004, requiring all travelers to present a passport or other document that denotes identity and citizenship when entering the United States.

The goal of WHTI is to strengthen U.S. border security while facilitating entry for U.S. citizens and legitimate foreign visitors by providing standardized documentation that enables the Department of Homeland Security to

quickly and reliably identify a traveler.

In 2008, we processed 674 DS-11 passport applications which generated over \$25,000 in revenue. Our office held a passport fair on May 3, 2008.



From the Bloomfield Township Clerk's Desk:

Dear Bloomfield Township Resident:

The Clerk's Office is proud to present its 2008 Annual Report. We take great pride in providing quality service to the community. Our services extend to Bloomfield Township, other municipalities, Oakland County and the State of Michigan.

In 2008, we managed diverse activities, which challenged our method of operation as well as our resources. Some of our services included:

- Four elections (Presidential Primary, Pontiac School Election, August Primary and November General Election)
- Voter Registrations
- Solicitation Permits
- Passport Applications
- Board of Trustee Meetings and Minutes
- Freedom of Information Requests
- Right of Way Permits
- Recordkeeping and Retention Schedules
- Liquor Licenses
- Code of Ordinances
- Election Commission
- Introduction of New Election Technology: Electronic Poll Book
- Notary

To meet these responsibilities, we reconsidered and reconfigured staffing levels, reduced election budgets, and cross-trained within the department and with other departments. Despite the high cost of four elections, we managed to reduce our budget by 15 percent or \$128,000 for the fiscal year 2008-2009. Quality service remains the hallmark of the Clerk's Office and we will continue to maintain our services at the lowest possible cost.

If we can assist you in any way or you have any suggestions about how we can improve our service, please contact me personally at jroncelli@bloomfieldtp.org or 248.433.7702.

Best regards,

JAN RONCELLI

AT YOUR SERVICE

At Your Service is a local cable show hosted by Clerk Jan Roncelli. Among her prestigious guests in 2008 was Ruth Johnson, Oakland County Clerk, who appeared in the January 25, 2008 show. Clerk Johnson called Clerk Roncelli a wonderful advocate for residents. "She is knowledgeable, she cares and she is a take-action kind of person who is dedicated to providing the best possible service to her residents." Other shows included: Absentee Voting with guests Sharon Tischler, Southfield Township Clerk and Nancy Weiss, City of Birmingham Clerk; Barton House Preservation Bloomfield with guests Pam Carmichael, Eugene Hopkins and Dave Kellett; Voter Registration and Election Issues with guests Chris Thomas, Director of Elections, State of Michigan and Joe Rozell, Director of Elections, Oakland County.



Jan Roncelli & Ruth Johnson



**Bloomfield
Community
Television is
broadcast on
Comcast Cable
Channel 15**

ELECTION COMMISSION

The Bloomfield Township Election Commission monitored five elections almost back-to-back from November 2007 through November 2008. The Bloomfield Township Clerk and two Trustees appointed by the Township Board constitute the Election Commission. This entity oversees all election procedures such as establishing the boundaries and determining the size of township precincts, assessing the Township's voting equipment needs, printing and proofing ballots, appointing election inspectors, designating chairpersons for each precinct, and establishing absent voter counting boards. Michigan Election Law, authorizes this commission in Public Act 116 of 1954, MCL 168.26.



Neal Barnett



Leo Savoie



Dave Buckley, Alternate

COMMUNITY SERVICE INVOLVEMENT

In 2008, Clerk Roncelli participated in the following community service events:

Bloomfield Hills Optimist Club, Judge for Essay Contest for High School Students, Feb. 2008; Society of Professional Journalists, Freedom of Information Panel Discussion, Panelist, Cranbrook Institute, March 2008; Career Day Speaker, Southfield Public Schools, Partnerships for Education Council, April 2008; Bloomfield Youth Guidance, Awards Presenter, April 2008; Bloomfield Village Association Annual Meeting, Speaker, May 2008; Bloomfield Hills Optimist Club, Township Liaison, Respect For Law Day, May 2008; Vista Maria, Celebrating

Women, Participant, May 2008; British-American Business Council of Michigan, Presenter, May 2008; Annual Charity Golf Outing, Bloomfield Township Fire Department & Bloomfield Hills Optimist Club, May 2008; No-Reason Absentee Voting, Farmington Hills Forum, July 2008; Groundbreaking Ceremonies for Barton Farmhouse, July 2008; Bloomfield Township Classic Car Show, Dream Cruise 2008, participant; Muslim Unity Center Annual Ramadan Interfaith Dinner, Sept. 2008; Target Community Event and Rib-

bon Cutting, Oct. 2008; Costco Grand Opening, Nov. 2008; Oakland County School Boards Association Meeting, Royal Oak Middle School, Nov. 2008; and PGA Tournament Parking/Facilities Planner, August 2008; and Oakland County Urban County Community Development Block Grant (CDBG) Program, Cooperation Agreement Process, May 12 and July 14, 2008.



Dr. David Larson, Superintendent of Birmingham Public Schools; Sharon Tischler, Southfield Township Clerk; Nancy Weiss, City of Birmingham Clerk; Jan Roncelli, Bloomfield Twp. Clerk

LAKE BOARDS

The Clerk's Office oversees eight lake boards in Bloomfield Township. Lake improvement boards are governmental entities, which have been established to address relevant lake improvement issues, including the oversight of aquatic weed control programs, nuisance control, water quality improvements and other educational activities. Under the Natural Resources and Environmental Protection Act (Public Act 451 of 1994, Part 309, Inland Lake Improvements), lake board membership includes representatives from the following entities: Bloomfield Township, two designees; Oakland County Board of Commissioners; Oakland County Drain Commis-

sioner's Office; and a riparian land owner, appointed by the lake board, who owns land abutting the lake. In 2008, eleven lake board meetings were scheduled regarding the maintenance of private lakes in Bloomfield Township.

Forest Lake: Business Meeting, May 14, 2008

Gilbert Lake: Business Meeting, Sept. 8, 2008 & Hearing of Practicability, Oct. 15, 2008

Island Lake: Hearing of Assessment & Business Meeting, Oct. 15, 2008

Lower Long Lake: Business Meeting, March 12, 2008 & Hearing of Assessment, April 1, 2008

Orange Lake: Hearing of Assessment, March 19, 2008; hearing of Assessment Continued, May 5, 2008; Riparian/Resident Meeting, April 17, 2008

Upper Long Lake: Business Meeting, February 19, 2008 & Hearing of Assessment, March 12, 2008



Patricia Hardy, Commissioner, City of Bloomfield Hills; Pam Carmichael, President Bloomfield Historical Society; and Jan Roncelli, Bloomfield Township Clerk



Terri Kowal, Shelby Twp. Clerk; Steve Raphael, Society of Professional Journalists; and Jan Roncelli, Bloomfield Township Clerk

“EDUCATION IS FOR IMPROVING THE LIVES OF OTHERS AND FOR LEAVING YOUR COMMUNITY AND WORLD BETTER THAN YOU FOUND IT.” MARIAN WRIGHT EDELMAN

Education is a high priority in our office. Technology, laws and procedures are changing on a daily basis. We celebrate the following 2008 educational accomplishments of our staff.

Clerk, Janet Roncelli: Michigan Association of Municipal Clerks, Educational Seminar, Lansing, MI March 2008; Election Preparation Training, Election Bureau, Oakland County, April 2008; Electronic Poll Book Training, Bureau of Elections, June 2008; Michigan Association of Municipal Clerks Conference, Crystal Mountain, June 2008; Michigan Association of Municipal Clerks Master Academy Class, Workplace and Personal Safety, June 2008; Sunshine Laws Meet the Electronic Age, Record Retention and Freedom of Information Act, Secrest Wardle, June 2008; Electronic Poll Book & Electronic Precinct List Training, Bureau of Elections, Oakland County, July 2008; Bloomfield Township Sen-

ior Leadership Retreat, Harbor Springs, Sept. 2008; Michigan Association of Municipal Clerks Master Academy Class, How to Manage Stress and Change, Mt Pleasant, MI, Sept. 2008

Deputy Clerk, Tina Barton: E-Wizard for QVF Training, Feb. 2008; Michigan Municipal Clerks Institute, March 2008; Sunshine Laws Meet the Electronic Age, Record Retention and Freedom of Information Act, Secrest Wardle, June 2008; Michigan Association of Municipal Clerks Conference, Crystal Mountain, June 2008; Bachelor of Business Administration, August 2008 graduation; Assessor’s Level 1 Recertification, State of Michigan, Sept. 2008

Administrative Assistant, Deana Mondock: Passport Acceptance Agency Training; Bonded as a Notary Public

Clerical Assistant, Carol Miller: Passport Acceptance Agency Training; DTE Training, April 2008

Election Specialist, Kim Rovinski: QVF Training, State of Michigan; E-Wizard for QVF Training, Feb. 2008



Clerk Roncelli at Bloomfield Youth Guidance Awards Ceremony



Bloomfield Township officials elected in 2008 being sworn in by the Honorable Judge Diane D’Agostini

PROFESSIONAL ORGANIZATIONS

Clerk Roncelli belonged to the following professional organizations in 2008:

Bloomfield Historical Society, Township Liaison

Michigan Association of Municipal Clerks

National Association of Women Business Owners

National Tooling and Machining Association

Oakland County Clerks’ Association, Vice President and Chairperson, Legislative Committee 2008

Small Business Association, Small Business Resource Committee, Board of Directors

United Homeowners Association

Women Officials’ Network, Board of Directors & Sponsor Development

International Institute of Municipal Clerks



Bloomfield Township Groundbreaking Ceremony on April 9, 2008

SWORN TO SERVE

One of the great privileges of serving as the Clerk/Deputy Clerk is administering oaths of office to new police officers, ordinance officers and board members. This is often a ceremony that is witnessed by the family members and/or friends of the person taking the oath. Their oath includes a pledge to support the Constitution of the United States of America and the Constitution of the State of Michigan and to faithfully discharge their duties as a police officer to the best of their ability. For many, it is the beginning of a long career of service to the residents of Bloomfield Township. The following photos were taken at a swearing-in ceremony that took place in 2008.



Deputy Clerk Barton Swears-in Officers



Officer Edward Ryan



Officer Brandon Boelema

Officer Thomas Smyly

LIQUOR LICENSES

The Clerk's Office and the Michigan Liquor Control Commission (MLCC) work together in both the licensing process and in the enforcement of the state's liquor laws. The local unit of government is responsible for investigating the applicant and verifying that the place of business meets all state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances. The Clerk's Office coordinates the procedures with the Police Department and the Building, Planning & Ordinance Departments. The most common types of liquor licenses that are issued in Bloomfield Township include the following: Class 'C' (allows the business to sell beer, wine, spirits and mixed spirit drinks for consumption on the premises; SDD (enables the licensee to sell packaged liquor for consumption off the licensed premises; SDM (enables the licensee to sell only beer and wine for consumption off the licensed premises); and Special 24-Hour (allows nonprofit organizations to obtain a one day license to sell beer and wine only and/or beer, wine and spirits for consumption on the premises). In 2008, our office processed 18 24-hour liquor licenses; 2 SDM's and 2 SDD's were approved. Processing the applications for the SDM and SDD licenses generated \$2,000 in revenue.

SOLICITATION LICENSES

Many businesses target Bloomfield Township as a desirable place to distribute information regarding their company or to sell a service or product offered by their company. In order to regulate the persons and organizations soliciting in our township and to protect the safety and privacy of our residents, our office requires that applications be submitted for every person wishing to solicit in the Township. Each application submitted must include a \$20 fee. The application form requires personal and professional information. The information is verified and a search is done on the Michigan Offender Tracking Information System. Once the applicant has been cleared, they return to our office and have a digital picture taken, which is placed on a card that identifies them as a solicitor. All solicitors are required to wear their Bloomfield Township issued identification card at all times. In 2008, our office issued 19 solicitation licenses. This produced \$380 in revenue.

To discourage solicitors, homeowners may post a sticker or notice on their door, "Private Property — No Solicitors."

MODEL HIGH SCHOOL/MODEL CITIZENS

In 2008, our offices forged a new relationship with Model High School. Bruce Kezlarian, Model High School Teacher, challenged each of his students to become involved in the election process. He provided a creative learning opportunity for the students by weaving together the election, political science, and the role of poll workers. They were encouraged to either work on a campaign or work at the polls on election day. To our delight, 31 students chose to work. Clerk Roncelli and Deputy Clerk Barton spent a morning at Model High School training 2 classes on the election process and how to use the election

equipment. Many of these students arrived at the polls at 6 a.m. and stayed until the polls closed and the precinct was put back in order. The students were responsible for working at each station at the precinct. When the workers returned to our office on election night, they had glowing remarks about how helpful and polite the students were and asked that we have them back each year. Several of the students chose to work for community service hours in lieu of being paid. We look forward to incorporating high school students into our precincts in future elections.



Clerk Roncelli teaching at Model High School



Mr. Kezlarian with his government/civics class at Model High School



Deputy Clerk Barton demonstrating use of a privacy sleeve to a Model High School student



Election Worker Jon McGregor, MHS student Emily Ahern and Chairperson Sue Haneckow

MAKING THEIR MARK

In anticipation that our polls would see a record number of voters, we felt that we needed to provide more privacy booths. Clerk Roncelli was able to secure 100 tabletop voting booths composed of scored cardboard for \$0.88 each. We invited elementary students from the Bloomfield Hills School District to decorate these booths with non-partisan election graphics. Students in art classes and the after-school programs transformed the tri-folded card-

board flats into artistic tabletop voting booths. The poll workers utilized these tabletop booths for voters who wanted a quick, comfortable and concealed area for completing the ballot. We were so impressed that Clerk Roncelli personally visited most of the staff and was able to thank many of the students. Assistant Superintendent Laurie McCarty coordinated the effort. The election process was truly a multi-generational event in 2008.



Eastover Elementary students demonstrate the enthusiasm they had for displaying their art skills.



Hickory Grove Elementary students pose with the privacy booths that they decorated.



ELECTION WORKER APPRECIATION LUNCHEON

Penske Corporation is a world-renowned facility headquartered in Bloomfield Township, Michigan. Penske Automotive Group is the second largest auto dealer in the United States and is listed as a Fortune 500 company. On December 3rd, Penske Corporation recognized the hard work and years of dedication of the Bloomfield Township election workers by hosting an appreciation luncheon in their honor. Any election worker that participated in an election in 2008 was invited to attend a luncheon at The Heathers Club. The guest speakers were Mr. Walt Czarnecki, Executive Vice-President of the Penske Corporation; Ruth Johnson, Oakland County Clerk; and Joseph Rozell, Oakland County Director of Elections. A great time was had by all.



Pat Parker, Clerk Roncelli & Delores Atto



Walt Czarnecki, Clerk Ruth Johnson & Gordon Horsburgh



Helen Palechek, Nadine Schultz, Clerk Roncelli, Lucinda Addy & Sue Javid



Sheila Konwinski, Audrey Higgins & Susan Mitroff



Queenie Sarkesian, Sharon Shook & Irene Hinsberg



Joe Rozell, Dep. Clerk Barton & Clerk Johnson



Nancy Exner, Dolores & Don Lloyd & Bob Johnston

CAROLE DEYOUNG RETIRES

After 18 years of hard work and dedication in the Clerk's Office, Election Specialist Carole DeYoung retired this year. For the election workers of Bloomfield Township, she was the one who assigned each of them to a precinct and made sure they received a paycheck for their services. With patience and care, she oversaw hundreds of election workers. She was a kind and familiar face to all who frequented the Clerk's Office. We wish her the best.



Clerk's Office Staff



Administrative Assistant, Deana Mondock; Election Specialist, Kim Rovinski; Clerk, Janet Roncelli; Clerical Assistant, Carol Miller; and Deputy Clerk, Tina Barton

We are committed to excellence!



Ed Walters, a.k.a. "Mr. Ed"
Election Engineer