



CLERK'S OFFICE

2009 ANNUAL REPORT

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Dear Bloomfield Township Resident:

I am pleased to present the 2009 Annual Report for the Clerk's Office. 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. We invite you to share this annual report and see for yourself our professional achievements, and our community involvement in 2009.

In 2009, we managed numerous activities within the department and coordinated diverse services with other departments and organizations. Some of our services included:

- School Elections for the Avondale and Birmingham School Districts
- Passport Applications and Photos
- Solicitation Permits
- Blood Drives
- Lake Board Meetings
- Legal Publications
- Subdivision Association Meetings
- Board of Trustee Meetings and Minutes

- Freedom of Information Requests
- Right of Way Permits
- Recordkeeping and Retention Schedules
- Liquor Licenses
- Raffle, Auction and Gem Dealer Licenses
- Going-out-of-Business Permits
- Code of Ordinances
- Election Commission
- Oaths of Office
- Introduction of New Election Technology: Election Inspector Database
- Notary Service

In an effort to reduce costs internally and provide easier access to information for you, our customer, we implemented several initiatives. First, we revised the Clerk's section on the website to include more forms, additional links to relevant community, county and state websites, and more pertinent information for our residents. Second, we imposed cost-saving measures by reducing part-time staffing hours without eliminating services and continued to cross-train within the depart-

ment and with other departments. Third, we decreased election budgets by consolidating precincts. Despite the high cost of odd-year elections, consolidation of precincts contributed to fewer election workers and equipment preparation for the Avondale, Birmingham and Pontiac school districts. Quality service remains our hallmark and we will continue to provide the best customer service at the lowest possible cost.

We can only improve with your support and feedback, so please contact me at ironcelli@bloomfieldtwp.org or 248.433.7702. You are our most important customer.

Sincerely,

Jan Roncelli



Educational Achievements

John F. Kennedy wrote, "Our progress as a nation can be no swifter than our progress in education." We realize in the Clerk's Office that continued education is a necessity. Our staff must be current on laws and rules, as well as familiar with new technology. We are proud of the educational achievements of our staff in 2009.

Clerk, Jan Roncelli:

Michigan Municipal Association of Clerks, Master Academy Class, March 17-18, 2009

Election Preparation Training, Election Bureau, Oakland County, April 8, 2009

Passport Training, Redford, Michigan, April 22, 2009

Voting Seminar, League of Women Voters, Henry Ford Community College, April 24, 2009

International Institute of Municipal Clerks Conference, Chicago, IL, May 20-23, 2009

Electronic Poll Book Training, Bureau of Elections, Pilot Communities, June 2, 2009

Michigan Association of Municipal Clerks (MAMC) Conference, Frankenmuth, MI, Master Academy Class, June 16, 2009

Incident Command Training, Oakland Community College, CREST, September 1 & 2, 2009

Michigan Association of Municipal Clerks, Master Academy Class, September 8, 2009

Gun Range Review and Training, September 16, 2009

Incident Command 400 Training, Oakland Community College/CREST, Auburn Hills Campus, September 17-18, 2009

State Rep. Kim Meltzer, Overview of Michigan Economy, National Tooling & Machining Association, Club Venetian, October 13, 2009.

University of Michigan Women and Gender Studies Seminar, Speaker, U of M Dearborn, October 28, 2009

Michigan's Economy vs. the U.S. Economy with David Littman, presented by Citizens Bank, November 13, 2009

Deputy Clerk, Tina Barton:

Michigan Municipal Clerks Institute, March 8-13, 2009

Review Rochester Hills Absentee Counting Board Procedures, Rochester Hills Clerk's Office, September 15, 2009

Administrative Assistant, Deana Mondock:

Oakland County Access Level One Training, May 18, 2009

Focus on Health and Well Being, Raymond James, October 14, 2009

Clerical Assistant, Carol Miller:

Oakland County Move/Update Postal Changes, October 8, 2009

Election Assistant, Kim Rovinski:

Oakland County Election Inspector Training, April 8, 2009

Passport Acceptance Agency Training, April 22, 2009

Electronic Poll Book Training, Bureau of Elections, Pilot Communities, June 2, 2009

Review Rochester Hills Absentee Counting Board Procedures, Rochester Hills Clerk's Office, September 15, 2009

Oakland County Move/Update Postal Changes, October 8, 2009

Focus on Health and Well Being, Raymond James, October 14, 2009

In addition to attending educational sessions, members of our staff taught the following classes:

Master Academy Class, Michigan Association of Municipal Clerks, 4-Day Work Week, March 19, 2009, taught by Tom Trice, Director of Public Works and Jan Roncelli, Clerk

Michigan Public Service Institute, Customer Service Class, July 27, 2009, taught by David Payne, Supervisor and Tina Barton, Deputy Clerk

Freedom of Information Act class, October 12, 2009, taught to Bloomfield Township staff by Tina Barton, Deputy Clerk

Election Coordination classes, January 6, 7, and 13, 2009. Taught by Jan Roncelli, Tina Barton and Kim Rovinski.



Clerk Roncelli attended Incident Command Training held at Oakland Community College, CREST.



At a Board meeting, Tina Barton, Deputy Clerk and Jan Roncelli, Clerk celebrated Deputy Clerk Barton's completion of the Michigan Municipal Clerks Institute.

Elections in 2009

In 2009, the Clerk's Office held only one election on November 3, 2009. It consisted of three school districts: Avondale, Birmingham, and Pontiac.

The number of registered voters in those school districts combines to a total of 11,830.

We issued 1,553 absentee ballots; 1,061 ballots were returned. A total of 417 ballots were cast at the precincts. This brings the total ballots cast to 1,478 and a voter turnout of 6.25 percent.



Election workers and parents involving youth in the election process.



Staff members Kim Rovinski and Carol Miller working together on voter registrations.

Raffle Licenses

Only certain nonprofit organizations are eligible to be licensed to conduct bingos, millionaire parties, and raffles, and to sell charity game tickets. For details regarding eligibility, please visit the Charitable Gaming division of the State of Michigan at www.michigan.gov/cg. Applications must go before the Township Board and be approved by resolution. In 2009, the Board of Trustees approved two Raffle Licenses.

There are many different types of liquor licenses. The most commonly issued licenses are Class C, Tavern, SDM, SDD, and Special 24-Hour. A Class C license allows the sale of beer, wine, spirits and mixed drinks on-premise. A Tavern License allows the sale of beer and wine on-premise. An SDM License is beer and wine sold for off-premise consumption. An SDD License allows the sale of packaged liquor

Going Out of Business Licenses

Unfortunately, not every business is able to sustain profitability. When a business has decided to close, they must obtain a Going Out of Business License in order to conduct a liquidation sale. The license is good for 30 days. The applicant must provide an inventory list and affirm that the business is permanently closing in that location. This process prevents bogus Going Out of Business sales.

In 2009, two businesses permanently closed, generating \$100 in revenue.

Auction Licenses

All individuals conducting an auction of any items other than real estate must obtain an Auction License. An application and fee of \$25 for each day of the auction are required. The applicant must provide a detailed inventory and description of all merchandise, along with the value of all merchandise. The same list must be provided after the auction indicating what each item sold for. In 2009, we issued two Auction Licenses.

Liquor Licenses

(distilled spirits and mixed spirit drink only) for consumption off-premises. Class C and Tavern Licenses must be approved by the Board of Trustees. Applicants undergo a thorough background check. SDM, SDD, and Special 24-Hour Licenses are approved by a committee that has representatives from the Planning Dept., Police Dept., Clerk's Office, Supervisor's Office, and our attorney's office.

Solicitation Licenses

Bloomfield Township is often the target of companies who want to further their clientele. In order to solicit in Bloomfield, an individual must obtain a license from the Clerk's Office. A thorough review of their application and a background check takes place before their license is issued.

In 2009, we issued 46 solicitation licenses, which produced \$920 in revenue.

Fireworks Permits

Any person intending to sell, transport, possess, discharge or cause to be discharged any Class 1.3 or Class B fireworks as described by MCLA 750.243a of Michigan PA 328, as amended, must meet all requirements of Michigan PA 328 and Bloomfield Township's policy. All applications must be approved by the Board of Trustees. In 2009, we issued two fireworks permits and generated \$500 in revenue.

Special 24-Hour Licenses are issued to nonprofit groups holding one-day events. In 2009, we approved 21 Special 24-Hour Licenses.

The following license activity occurred in 2009: one Out State Seller of Wine was issued; one Wholesaler License was issued; and one SDM/SDD license was placed in escrow. One Class C and one Tavern License transferred ownership.

Freedom of Information Act (FOIA) Requests

In 1966, Congress gave the American people access to most government records by enacting the Freedom of Information Act, also known as FOIA. By submitting a FOIA request, an individual (other than those incarcerated in correctional facilities) may request to view or copy most public records. The public body has 5 business days to respond to the request as to whether or not the request can be fulfilled. There are times that the public body may need to issue a notice to the requestor that they are extending their time for response by 10 business

days. FOIA also allows for the public body to establish a reasonable fee schedule for reproducing and providing the requested documents. In 2006, the Bloomfield Township Board of Trustees adopted Provisions for Copying Public Records. Applicants can expect to pay \$1.00 per page for copies of documents. FOIA applications can be obtained on our website, along with a copy of the Provisions for Copying Public Records.

The one-page application is easy to complete. You need to supply your contact

information, as well as a detailed description of the documents requested. Be sure to indicate if you wish to view the documents, or are requesting copies of the documents. A Bloomfield Township employee will contact you if the request requires a deposit. You will also be contacted once your request has been completed.

In the last four years, Bloomfield Township has responded to nearly 2,000 FOIA requests. In 2009, we responded to 523 requests. This resulted in \$11,880.42 in revenue.

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Passports

The Intelligence Reform and Terrorism Prevention Act of 2004 requires travelers have passports to countries that didn't require them before.

On June 1, 2009, the U.S. government implemented the full requirements of the land and sea phase of the Western Hemisphere Travel Initiative. The rules require most U.S. citizens entering the United States at sea or land ports of entry to have

a passport, passport card, or other travel documents approved by the Department of Homeland Security.

Bloomfield Township is a designated Passport Acceptance Agency. An individual can make application for a passport or passport card and have photos taken in our office. All passport fees are the same at any acceptance agency. Photo fees may vary. No appointment is required to make

application or have photos taken.

On March 29, 2009, we hosted a passport fair. We opened our office for five hours that Saturday. This allowed a more flexible time period for families and others to come at a time convenient for them.

During 2009, we processed 925 passport applications which resulted in \$32,581.50 in revenue.



This family of four chose Bloomfield Township as their Passport Acceptance Agency.



**Board of Trustees, Top Row: Leo Savoie, David Buckley, Neal Barnett, and Brian Kepes
Bottom Row: Janet Roncelli, David Payne, and Dan Devine**

Board of Trustees

The Bloomfield Township Board of Trustees consists of four elected trustees, the Township Supervisor, Treasurer, and Clerk. It is the responsibility of a trustee to manage the affairs of Bloomfield Township for the best interest of the residents and business owners. Each trustee is elected to a four-year term. Their election cycle runs concurrent with presidential elections.

The Board meets the 2nd and 4th Monday of each month at 7:00 p.m. In 2009, they held 22 meetings and eight study sessions. They ruled on 203 different agenda items.

The Clerk's Office prepares packets for each Board meeting.

In January of 2009, the Clerk's Office implemented a packet for the public. This packet is placed on our website and is available for review on the Friday before a Board meeting. Current and past minutes from Board meetings are also available on our website.

www.bloomfieldtpw.org

Lake Boards

The Clerk's Office assists eight different Township lake boards with day-to-day operations. These boards represent approximately 1,000 Township residents and 106 West Bloomfield residents. In 2009, the following lake board meetings were held:

May 2009-Orange Lake held an annual resident/riparian meeting.

June 2009-Upper Long Lake Board held a business meeting.

November 2009-Wabeek Lake held a Hearing of Assessment meeting.

All notices for these meetings were sent by the Clerk's Office. Four of the lake boards requested that information for the residents be mailed with the assessment billing.

In 2008, the Gilbert Lake Lake Board was challenged in court regarding the formation of their Board. In 2009, the case was closed when the plaintiff did not appeal the court's ruling that the formation was valid.

Upper Long Lake-Mallard Court Canal Dredging (West Bloomfield residents only) began in Oct. 2006 and neared completion in 2009.



Eagle in flight over Gilbert Lake

Community Involvement

Community service and involvement highlight the commitment of the Clerk's Office to support residents and businesses when celebrations are held and accomplishments are recognized. In 2009, Clerk Roncelli participated in the following events:

- Sunrise of Bloomfield Grand Opening, 15 Mile and Telegraph, January 29, 2009
- Economic Forecast Luncheon, Birmingham/Bloomfield Chamber of Commerce, February 5, 2009
- United Homeowners Association, February 19, 2009
- Birmingham Men's Club, Guest Speaker, March 6, 2009
- Property Tax Review with Senator Pappageorge, State Representative Chuck Moss, Dave Payne, and Dan Devine, April 6, 2009
- Bloomfield Historical Society Meeting, April 7, 2009
- Bloomfield Youth Guidance, Awards Presenter, April 21, 2009
- Bloomfield Historical Society Annual Meeting, April 26, 2009
- Wonder Woman Awards, Women Officials' Foundation, April 30, 2009
- Vista Maria, 10th Annual Celebrating Women Event, May 7, 2009
- Friendship Club Overview, Adult Day Care Center, May 15, 2009
- Preservation Bloomfield Foundation, Beehive Ball, May 15, 2009
- Bear Creek Coffee, Ribbon Cutting, with Deputy Clerk Tina Barton, May 27, 2010
- Oakland County Clerks' Association, Legislative Breakfast, Chairperson and Moderator, June 12, 2009
- Bloomfield Township Library Strategic Planning Survey Review, June 16, 2009
- Colberry Park Subdivision, Homeowners Meeting, Speaker, June 18, 2009
- Bloomfield Township Library Strategic Planning Retreat, June 19, 2009
- Senior Center Grand Opening, Bloomfield Township, June 23, 2009



Jim and Irene Grady with Clerk Roncelli at the Senior Center Grand Opening.

Congressman Gary Peters, Bear Creek franchise owner, and Clerk Roncelli at the ribbon cutting ceremony for Bear Creek.



Community Involvement

- Rally for Military Ballots, with Ruth Johnson, Oakland County Clerk, Carmella Sabaugh, Macomb County Clerk, Nancy Banks, City of Southfield Clerk, and Kim Rovinski, Bloomfield Township Election Assistant, Freedom Hill, Sterling Heights, MI, July 2, 2009
- Small Business Resource Committee, Teleconference, July 8, 2009
- Bloomfield Township Library, Chamber Music Concert, July 12, 2009
- Community Development and the Film Industry, Birmingham/Bloomfield Chamber of Commerce, July 28, 2009
- Woodward Dream Cruise Breakfast, WXYZ, August 10, 2009
- Bloomfield Township Classic Car Show, Dream Cruise, August 15, 2009, Participant
- Women Officials' Network Retreat, August 27, 2009
- Opening Day Celebration for Bloomfield Hills School District, Lahser High School, Jan Roncelli and Tina Barton, August 31, 2009
- Joint Realtor Event with City of Bloomfield Hills, Bloomfield Township and the Bloomfield Hills School District, September 10, 2009
- Muslim Unity Center Annual Ramadan Interfaith Dinner, with Deputy Clerk Tina Barton, September 10, 2009
- Patriot Week, Judge Warren, Senior Center, September 7, 2009
- Preservation Bloomfield Foundation, Corn Roast and Auction, Bowers Farm, September 24, 2009
- House Ethics and Elections Committee, Testimony for Military Ballots, with Ruth Johnson, Oakland County Clerk, Lansing, MI, October 14, 2009
- Birmingham Farms Association Meeting, Speaker, October 15, 2009
- Michigan Lakes and Streams Conference, Speaker and Host, October 17, 2009
- Awards Banquet for Mayor Pat Hardy, Bloomfield Rotary Club, Bloomfield Open Hunt Club, November 5, 2009
- Tour of Hills of Lone Pine with Henry Zanardelli, November 17, 2009
- Preservation Bloomfield Gingerbread Brunch, Oakland Hills Country Club, December 3, 2009



Clerk Roncelli, State Representative Vince Gregory, and City of Southfield Clerk Nancy Banks participated in the Freedom Hill press conference for expediting military and overseas ballots.

Clerk Roncelli, Women Officials' Foundation President Debbie Macon, and Troy City Council Member Robin Beltramini attended the Wonder Woman Awards, April 2009.



In partnership with the American Red Cross, 79 pints of blood were collected at blood drives sponsored by Bloomfield Township in 2009.

Blood Drives

We live in a world where tragedy happens and disease can destroy. Every day people need blood to survive. The blood that allows them one more day to live comes from volunteers who unselfishly give of themselves to help others.

Bloomfield Township is proud to participate with the American Red Cross in

multiple blood drives each year.

In 2009, we held blood drives in June, August, and December. Our goal is to have at least 25 donors at each drive. In the month of June, 26 pints were collected. In August, they collected 30 pints of blood. In the month of December, 23 pints were collected.

This year, the American

Red Cross sponsored a scholarship drive. The American Red Cross said that if we collected 25 pints of blood at our August drive, they would give Andover High School student Jordan Rose a scholarship for \$500 to be used towards any college of her choice. We are excited to report that we met and exceeded the goal of 25 pints.



Clerk's Office staff member Carol Miller is in charge of coordinating all of the blood drives held at Bloomfield Township. She takes great pride in this community service and in surpassing the donor goals for each event.

2009 Oaths of Office



Tina Barton, Deputy Clerk, swearing in Tracy Leone as a Zoning Board of Appeals member.

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 to the best of their ability. For many, it is the beginning of a long career of service to the residents of Bloomfield Township.



Clerk Roncelli swearing in Building Inspector Jim Wright to also serve as an Ordinance Officer.

Picture This



Armani Hawes was named one of Michigan's top youth volunteers for 2009 in the 14th annual Prudential Spirit of Community Awards. She was one of ten Michigan students selected out of nearly 20,000 young people across the country who were considered for state-level recognition in this year's program. Clerk Roncelli and Armani's parents congratulated her at a Board of Trustees meeting where she was honored for her service.

The oath of office was given to the newly elected Executive Board for the Oakland County Clerks' Association. From left to right are the following: Bloomfield Township Clerk Jan Roncelli, OCCA President; City of Bloomfield Hills Clerk Amy Burton, OCCA Secretary; City of Oak Park Clerk Angie Brunke, OCCA Treasurer; and City of Farmington Clerk Sue Halberstadt, OCCA Vice President.



The board of Preservation Bloomfield hosted a Corn Roast at historic Bowers Farm. The September event included hot dogs, hay rides, music, and animals. Clerk Roncelli is pictured here with the 2009 Corn Roast Dog, Charlie, and his owner, Jon Anderson. The picture was an auction donation by Clerk Roncelli. It hangs in the Bowers Barn.



County Commissioner Shelley Taub, Clerk Roncelli, Macomb County Clerk Carmella Sabaugh, Retired Air Force Sgt. Laura Rios, and Oakland County Clerk Ruth Johnson testify before the House Ethics & Elections Committee.



County Commissioner Shelley Taub was a guest of Clerk Roncelli's cable show "At Your Service." The show was used to promote the United States 2010 Census and to help residents better understand the census form and process.



Picture This

Bloomfield Township Senior Services Director Chris Tvarooha, Clerk Roncelli, and State Representative Chuck Moss enjoy the Grand Opening of the Bloomfield Township Senior Center.



Bloomfield Township Trustee Brian Kepes, Oakland County Treasurer Andy Meisner, Clerk Roncelli, and Bloomfield Township Trustee Neal Barnett at the annual Ramadan feast hosted by the Muslim Unity Center in Bloomfield Township.



Picture This



Clerk Jan Roncelli pictured with Joe Rozell, Oakland County Director of Elections, and Kim Noble, Oakland County Elections Department



Jan Roncelli, Clerk, Tina Barton, Deputy Clerk, and Deana Mondock, Administrative Assistant at the annual Administrative Assistant's Day luncheon.



Eagle Scout Jacob Rubin being honored by Clerk Roncelli and the Bloomfield Township Board of Trustees.

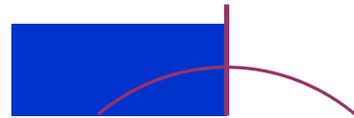
Clerk Roncelli, President of the Oakland County Clerks' Association, addressing the group at a quarterly meeting.



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Bloomfield Hills, MI 48303-0489
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Clerk's Staff (left to right): Deana Mondock, Administrative Assistant; Carol Miller, Clerical Assistant; Jan Roncelli, Clerk; Kim Rovinski, Election Assistant; Tina Barton, Deputy Clerk



Ed Walters, Election Engineer

