

2011 CLERK'S OFFICE ANNUAL REPORT



Often, the first call, email or visit a resident makes to the Township is handled by the Clerk's Office. We are the central clearing house for information, permits and access to Township government. Our office cooperates with internal departments, neighboring municipalities, state departments, legislators, nonprofit and professional organizations as well as federal agencies.

This scope of assistance requires staff commitment to improving public access to information. For instance, routine responsibilities such as schedules and minutes for the Board of Trustees and lake boards have undergone major revisions. Board packets, agendas and minutes have been converted to Minutes on Demand, a more user-friendly online program for accessing current minutes and searching past minutes. In addition, an updated lake board page on our website now provides current and historical documents for our eight lake boards, plus contact information for members of each board. This project was a joint effort with the Clerk's Office and Environmental Services.

More examples of our services and dedicated team are highlighted below. On behalf of the staff in the Clerk's Office, I proudly present the 2011 Annual Report.

Clerk Jan Roncelli, MMC

IN THIS ISSUE:

Connecting with the Community	2
Continuing Education	3
Elections	
Healthy Living	4
Licensing	
FOIA	
Open House	
Passports	5
Professional Organizations	
Board of Trustees	
Moments to Remember	6 & 7
Contact Information	8

Roncelli Appointed to Standard's Board, U.S. Election Assistance Commission

Secretary of State Ruth Johnson appointed Clerk Jan Roncelli as the local representative to the Standards Board, U. S. Election Assistance Commission (EAC). Jan is one of two representatives from Michigan who serve in an advisory capacity to the EAC on voting guidelines and election information. She attended the national meeting held in Oklahoma City in January 2011 and several virtual meetings throughout the year. Working with representatives from the 50 states and our U.S. territories was an exciting and challenging opportunity.



CONNECTING WITH THE COMMUNITY

Supporting community events and functions is one of the most rewarding aspects of the job. These events allow us opportunities to connect with residents on a personal level, as well as be a part of many different charitable causes. In 2011, Clerk Roncelli was privileged to support the annual Corn Roast hosted at the historic Bower's Farm. This event is sponsored by the Board of Preservation Bloomfield, as well as the Friends of Preservation Bloomfield. Jan was also able to attend the annual Preservation Bloomfield Bee Hive Ball and Gingerbread Brunch. Throughout the year, Jan was present at several ribbon cutting ceremonies as a congratulatory gesture to the new business owners. Additionally, Jan was present at the following celebrations and programs: Senior Salute in Royal Oak, the annual Wonder Woman Event, the Muslim Unity Center Ramadan Feast, Oakland Pioneer Society, and Bloomfield Youth Guidance. We also partner with Model High School in educating high school students about local government, as well as training the students to work at the precincts.

Donating blood continues to be a priority for Bloomfield Township employees and elected officials to give back to the community. When the American Red Cross calls, Clerk's Assistant Carol Miller responds. She coordinates the date, equipment arrangement, and a schedule of prearranged appointments with the staff. Since blood platelets have a limited shelf life, blood donations are needed on a continuous basis. The Bloomfield Township Clerk's Office proudly organizes blood drives to help save lives.

Clerk Roncelli's cable show, *At Your Service*, features topics relevant to the services of the Clerk's Office and the community. In 2011, she hosted Mike Meznar, Director of the Detroit Passport Agency and Elena Popova, an advocate for Adult Day Care Homes specializing in older adults with Dementia and Alzheimer's.



Clerk's Assistant Carol Miller is pictured with Bloomfield Township Resident and American Red Cross Volunteer, Joan Shaughnessy



Deana Mondock, Administrative Assistant, reviews an agenda item with Township Assessor Bill Griffin. She is a member of the Emergency Operations Center and a graduate of the 2011 Police Citizens' Academy.



Clerk Roncelli and Deputy Clerk Barton were pleased to have a local boy scouts troop stop by for a tour of the building.

CONTINUING EDUCATION

Maya Angelou once said, "When you know better, you do better." We welcome opportunities for our staff members to become better educated on methods that will allow us to serve the residents of Bloomfield with excellence. In April of 2011, we were fortunate to host a class taught by attorney Stephen Schultz. He addressed the Freedom of Information Act and the Open Meetings Act and how they relate to electronic media. We opened this session up to surrounding communities and law enforcement offices. We had a wonderful response with representatives present from all of the Bloomfield Township offices, as well as several local municipalities sending multiple members of their staff.

We take great pride in the fact that our office is a Passport Acceptance Agency. In order to operate in this capacity, each of our staff members must undergo yearly training and take an exam. Our office is also audited once a year by the U. S. Department of State.

Each year the Michigan Association of Municipal Clerks hosts a Clerk's Institute and a Master's Institute. In 2011, Administrative Assistant Deana Mondock attended the three year Clerk's Institute; Deputy Clerk Tina Barton attended the Master's Institute. Topics such as strategic planning, parliamentary procedures, agendas and minutes, record management, and budgeting are covered at the institutes. Local clerk's offices from all over the state of Michigan send their staff members. The classes allow communities to learn from each other and come up with better ideas and processes.

In May of 2011, Clerk Roncelli and a few staff attended the annual Michigan Association of Municipal Clerks (MAMC) Education Day held in Lansing. Following that, in June of 2011, Clerk Roncelli was a speaker and attendee at the MAMC 12th Annual Conference held at Shanty Creek. Deputy Clerk Barton was able to attend the second half of the conference. Clerk Roncelli participated in August of 2011 in a six hour class on how to effectively consolidate local government services. This class included local government leaders, as well as attorneys that represent local government.

In addition to training sponsored by Bloomfield Township, Tina Barton continued to pursue a Master of Arts in Management and Leadership and Kim Rovinski a Master of Arts in Public Administration.

**Clerk Jan Roncelli, Attorney Stephen Schultz, and
Deputy Clerk Tina Barton**



ELECTIONS

The Clerk's Office conducted one election on November 8, 2011, that included the school districts of Avondale, Birmingham and Pontiac. These three districts account for a little over 12,000 of our nearly 35,000 registered voters. We experienced a 23.54 percent voter turnout in Bloomfield Township. Our absentee board processed 1,305 absentee ballots; our precinct workers processed 1,562 ballots. This election spearheaded what would be a very busy 2012 election year.

In addition, our staff assisted Oakland County in the February 22, 2011 election. Deputy Clerk Tina Barton and Clerk's Election Assistant Kim Rovinski chaired the receiving board for Oakland County's Director of Elections, Joe Rozell.

**Kim Rovinski and Tina Barton with Oakland County
Director of Elections Joe Rozell on election night**



HEALTHY LIVING

In June, the Clerk's Office joined many other employees and participated in Bloomfield Township's first 5K. Our office was the only office with 100% participation. Throughout the year, our staff members attended several lunch 'n' learn sessions to learn how to live and eat healthier. The classes were taught by registered dietitians and healthcare professionals. We also took part in the health challenges by doing a 12-week cardio challenge that required each person to run/walk/bike 250 miles beginning May 7th and ending July 29th.



From left to right: Kim Rovinski, Tina Barton, Jan Roncelli, Deana Mondock and Carol Miller

LICENSING

The Clerk's Office handles much of the licensing for the Township. Among the most frequent licenses obtained are solicitation licenses and liquor licenses. While we cannot prohibit solicitors, we do monitor and license them, requiring each solicitor to pay for a background check through the Michigan State Police ICHAT system. We charge an administrative processing fee of \$35 for each applicant. In 2011, our office collected \$345 in fees for solicitation licenses. Liquor licenses are often sought by charitable organizations for use during a 24-hour period. The application process requires our office and the police department to review their request. There is no charge for a Special 24-Hour License. While our office had various applicants for Class C and Tavern Licenses in 2011, the only new license was a Tavern License issued to Honey Tree Restaurant at Maple and Lahser. A few licenses were transferred to new ownership, including the former Brandy's license that was transferred to Roadside Bar and Grill.

FOIA

The National Security Archive says that the Freedom of Information Act (FOIA) is "a law ensuring public access to U.S. government records. Upon written request, agencies of the United States government are required to disclose those records, unless they can be lawfully withheld from disclosure under specific exemptions in the FOIA." Bloomfield Township processes numerous FOIA requests each year, averaging over 500 requests. In 2011, all Township offices combined accepted 533 FOIA applications for information. There are various fees for processing a request, the most common being a charge of \$1 per page. In 2011, Bloomfield Township collected over \$8,100 in fees for fulfilling FOIA requests.

OCTOBER 16, 2011 OPEN HOUSE

The Bloomfield Township Open House is always a wonderful family event. Our office was pleased to offer passport services, voter registration opportunities and absentee ballots that day. While mom and dad took care of business, children could use the photo booth, AutoMark or enjoy a snack. The photo booth had many props that could be used for fun and festive pictures. A special ballot was provided for use on the AutoMark allowing children to choose their favorite ice cream and musical group. The kiddie passport provided a sticker from each department visited. Everyone left with a smile on their face and a patriotic silly band on their wrist.



PASSPORTS

Passport service in Bloomfield Township continues to grow, especially with repeat and referral customers. Repeat customers include many children who first received a passport in 2005 and 2006. Passports for those under the age of 16 are only valid for five years. Referral customers generate about 15 percent of our passport revenue. They find us via the internet, other municipalities and our local post office. During the last several years as an acceptance agency, we have developed a wonderful working relationship with our local post office. They are an acceptance agency also, but are only allowed to take applications by appointment. When they are unable to service a customer, the post office will send them to our office because they are confident that the applicant will be handled professionally.

In 2011, we processed 841 applications and over \$30,000 in revenue. Three passport fairs were scheduled on Saturdays and one on the Sunday of the Open House. If you find yourself in need of a passport, please consider our facility. Your information will be handled efficiently, competently and confidentially.



PROFESSIONAL ORGANIZATIONS

Belonging to professional organizations has many advantages and benefits for the employee and the employer. Some of these advantages include networking opportunities, being on the cutting edge of equipment and processes, and establishing credibility with one's peers and community. Clerk Roncelli is a member of the following: Michigan Association of Municipal Clerks (MAMC), International Association of Municipal Clerks (IIMC), the MAMC Legislative Committee, Oakland County Clerks' Association (OCCA), Women Officials Network, Bloomfield Historical Society, and Liaison - Preservation Bloomfield. Deputy Clerk Tina Barton is also a member of the MAMC, IIMC, and OCCA. Tina is a member of the MAMC Education Committee. Staff members Deana Mondock, Carol Miller and Kim Rovinski are all members of the MAMC.

ELECTION COMMISSION

Bloomfield Township's Election Commission oversees all elections, including the appointment of election inspectors and the absentee counting board, testing equipment and programming, establishing precincts, polling locations, ballot proofing, testing, program information, and the absentee counting board. The clerk chairs the commission, which comprises two trustees and one alternate appointed by the board. The members serve four-year terms. In July 2011, Leo Savoie resigned from the Election Commission when he was appointed Supervisor. Corinne Khederian was appointed to take his place. Trustee Neal Barnett continues to serve on the commission along with Trustee Dave Buckley as the alternate.



Election Commissioners and Trustees Khederian, Barnett and Buckley

MOMENTS TO REMEMBER



Above: Supervisor Savoie, Jonathon Swift, Cardinal Szoka, and Clerk Roncelli

Below: Clerk Roncelli, Hy Saffron and Treasurer Devine



Below: Election Chairperson Larry Price, Clerk Roncelli and Election Chairperson Sheila Conklin



Above: Deputy Clerk Barton, Clerk Roncelli, Judge Barron, and Deputy Chief of Police Geof Gaudard

Below: Supervisor Savoie, Clerk Roncelli and Treasurer Devine at the Hillside Furniture ribbon cutting ceremony



Below: Clerk Roncelli, Pamela Boyle-Williams and Barb Williams at Preservation Bloomfield's Annual Gingerbread Brunch



MOMENTS TO REMEMBER



Above: Supervisor Savoie, Treasurer Devine and Clerk Roncelli at the ribbon cutting for The Wine Guy

Below: State Rep. Moss, Clerk Roncelli and Senator Pappageorge at the Senior Salute



Deputy Clerk Barton with Election Chairperson Joyce MacLeish at a Senate forum

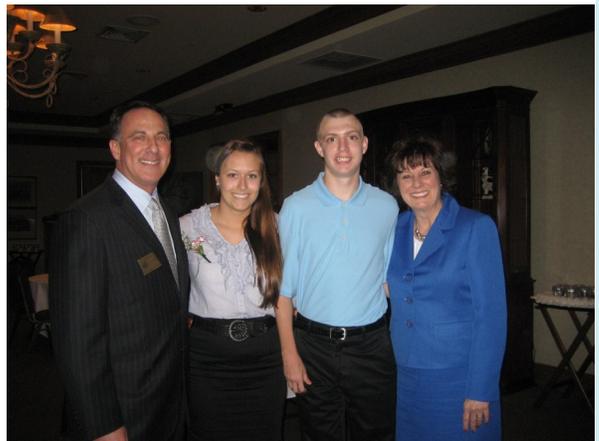


Above: Clerk Roncelli with the debate team from Brother Rice at the Annual Brother Rice Global Debate

Below: Trustee Khederian with Clerk Roncelli at the Salvation Army Toy Drive



Trustee Barnett and Clerk Roncelli at the annual Bloomfield Youth Guidance Awards Banquet





The Clerk's Office staff each supported their favorite team on Halloween. From the left: Deana Mondock sporting a sweatshirt from her alma mater - MSU; Kim Rovinski proudly wearing the green and white in honor of her oldest who recently graduated from MSU; Carol Miller as a life-long Michigan resident has been a life-long fan of the maize and blue; Tina Barton wearing the top of a cheerleading uniform from Auburn Hills Christian School where her children have attended since kindergarten. Lastly, Clerk Roncelli is a proud mom cheering in her son's hockey goalie jersey.

Jan Roncelli, Clerk

Tina Barton, Deputy Clerk

Deana Mondock, Administrative Assistant

Carol Miller, Clerk's Assistant

Kim Rovinski, Clerk's Election Assistant

Bloomfield Township Clerk's Office

4200 Telegraph Rd, P.O. Box 489

Bloomfield Hills, MI 48303

www.bloomfieldtwp.org

(p) 248-433-7702 (F) 248-642-7610

