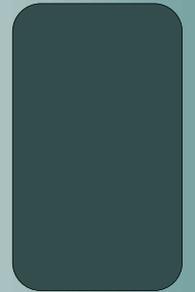


# BLOOMFIELD TOWNSHIP CLERK'S OFFICE



## 2012 ANNUAL REPORT

Clerk  
of  
the  
Year



Election  
Frenzy



State  
Grant



Stellar  
Passport  
Review

Customer  
Service



State -  
Wide  
Election  
Training  
Video



## 2012: A Remarkable Year

Our annual report resonates with activities and accolades that highlight a very remarkable year for the Clerk's Office. From a demanding election cycle to the routine office tasks, the staff excelled in customer service, earned advanced degrees, completed state-wide training institutes, participated in community events and processed almost 1000 passport applications. Our reputation for election training earned an invitation from the Bureau of Elections to host, cast and prepare the set for a training video on the Electronic Poll Book. The Bloomfield Township Community Cable Department worked closely with the Bureau of Elections to produce the video. Three significant accolades include my recognition as the Township Clerk of the Year, a state grant for handicap access at the Adams Woods polling location, and the department's stellar passport audit by the U.S. Department of State.

None of these accolades would have been possible without the remarkable cooperation from all Township departments, including Police, Fire, Assessing/Treasurer, Supervisor, Public Works, Community Cable, Information Technology, Engineering & Environmental, Accounting, and Planning, Building and Ordinance. For instance, we utilize various departments for security at polling locations, training supplies and set-up, electronic data support, special assessment reports and petitions, public notices, grant writing assistance, and collection of passport fees. The foundation of our success relies on interdepartmental support.

Turn the page and enjoy. Links to our services are live in the electronic format. You will see why it is a pleasure to present the 2012 Annual Report.

*Janet M. Roncelli*  
Janet M. Roncelli  
Bloomfield Township Clerk

"Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work."

- Vince Lombardi



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# Clerk Roncelli Receives High Honors



**E**ach year, the Municipal Clerk of the Year award is given to a deserving candidate who has made significant contributions to the objective of the municipal clerk profession in the areas of professionalism, growth through education, leadership, community involvement, and elections. In 2012, Bloomfield Township Clerk Jan Roncelli was awarded this recognition by the Michigan Association of Municipal Clerks for the efforts and commitment that she puts forth each day.

Some of the most notable accomplishments that Jan has achieved in her relatively short time in office include:

- ◆ Earned her Master Municipal Clerk certification by the International Institute of Municipal Clerks.
- ◆ Required security checks on all applicants for solicitation permits.
- ◆ Established Bloomfield Township as a Passport Acceptance Agency.
- ◆ Implemented the Electronic Poll Book (laptop) at each precinct for faster and easier voter processing.
- ◆ Provided training for staff regarding all aspects of the Clerk’s Office including technical programs, annual recertification for passport services, clerk certification, voter and election procedures.
- ◆ Codified all ordinances and established online access 24/7.
- ◆ Implemented electronic board packets which the public may view.
- ◆ Created a cable show for residents, which focuses on the services offered by the Clerk’s Office.

Every day, Jan demonstrates her commitment and dedication to her profession and to the people of this community.





# ELECTIONS



The Clerk’s Office conducted four elections during 2012: the Presidential Primary on February 28<sup>th</sup>, the Bloomfield Hills School District Election on May 8<sup>th</sup>, the State Primary Election on August 7<sup>th</sup> and the State General Election on November 6<sup>th</sup>.

The Presidential Primary Election allowed voters to indicate party preference for presidential nominees as long as the political party received five percent of the total vote cast nationwide for the office of president in the last presidential election. Bloomfield Township experienced a 32.52 percent voter turnout, out of 34,114 registered voters, for this election. Of those votes, 5,703 residents voted at their polling precinct and 5,390 voted by absentee ballot. Also, 240 election workers assisted voters, not including those who worked in the Clerk’s Office full or part-time.

The Bloomfield Hills School District Election asked voters in the Bloomfield Hills School District to vote on a bonding proposal to consolidate two high schools into one. Residents in this school district accounted for 21,992 of the Township’s total registered voters. The voter turnout for this election was 41.34 percent. Of those voters, 5,391 cast their ballot at a polling precinct and 3,701 voted by absentee ballot. There were 180 election workers who contributed to the success of this election.

The State Primary Election allowed residents to cast their vote without having to declare a political party. However, no split voting was possible. The voter could choose one party and cast votes only in that party's primary contests. Out of 34,449 registered voters, 38 percent completed a ballot with 7,042 voting at their polling precinct and 6,048 voting by absentee ballot. There were 245 workers who assisted voters for this election.

The State General Election asked voters to choose from among candidates previously nominated in the State Primary Election, regardless of political party. This election boasted a 79.96 voter turnout of the 34,848 registered voters, with 315 election workers.

Margaret Mead once said, “Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has.” The Clerk’s Office wholeheartedly agrees. Without the tireless efforts of our inspectors, our elections could not run as smoothly or as efficiently as they do. These professional and courteous citizens take great pride to ensure that each election goes off without a hitch! We appreciate their wonderful service to the community.





## ELECTION COMMISSION

Bloomfield Township's Election Commission is comprised of Clerk Jan Roncelli, Trustee Neal Barnett, and Trustee Corinne Khederian. Trustee David Buckley serves as an alternate. The commission is responsible for overseeing all elections, which includes such procedures as establishing the boundaries and determining the size of township precincts, polling locations, printing and proofing of ballots, appointment of election inspectors, testing of voter equipment, and establishing the absent voter counting boards.

The commission met on the following dates to fulfill the needs of their position:

- ◆ January 23<sup>rd</sup> for the February 28<sup>th</sup> Election
- ◆ March 27<sup>th</sup> for the May 8<sup>th</sup> Election
- ◆ June 11<sup>th</sup> to consider approval of extending the boundaries of Precinct 12
- ◆ June 28<sup>th</sup> for the August 7<sup>th</sup> Election
- ◆ September 25<sup>th</sup> for the November 6<sup>th</sup> Election





## ELECTRONIC POLL BOOK (EPB)

In 2008, the Clerk's Office began utilizing the Electronic Poll Book (EPB) at each of its' 32 precincts. This laptop and software program allows precinct workers to process a voter's information and issue a ballot more efficiently. In the four years that the EPB has been used, it has become an integral piece of equipment - allowing voters to get in and out of their polling precinct in less time than using traditional ballot processing methods. Under the guidance of Clerk Roncelli, our office and our election workers have become so adept at using this equipment that she was asked to partner with Secretary of State Ruth Johnson and the Bureau of Elections to create a training [video](#) for the EPB. Clerk Roncelli hosted the taping at the Bloomfield Township Cable Studio where she gathered election inspectors for the production. Kim Rovinski, Clerk's Election Assistant, and Mark McLeay, Information Technology, played leading roles in the video. Steve Rota, Production Manager for Community Studio, directed the live portion of the production. Clerk Roncelli joined two other clerks who testified on the success of the EPB. This video will be dispersed throughout the state of Michigan to be used by other Clerk's Offices as a valuable training tool for elections.

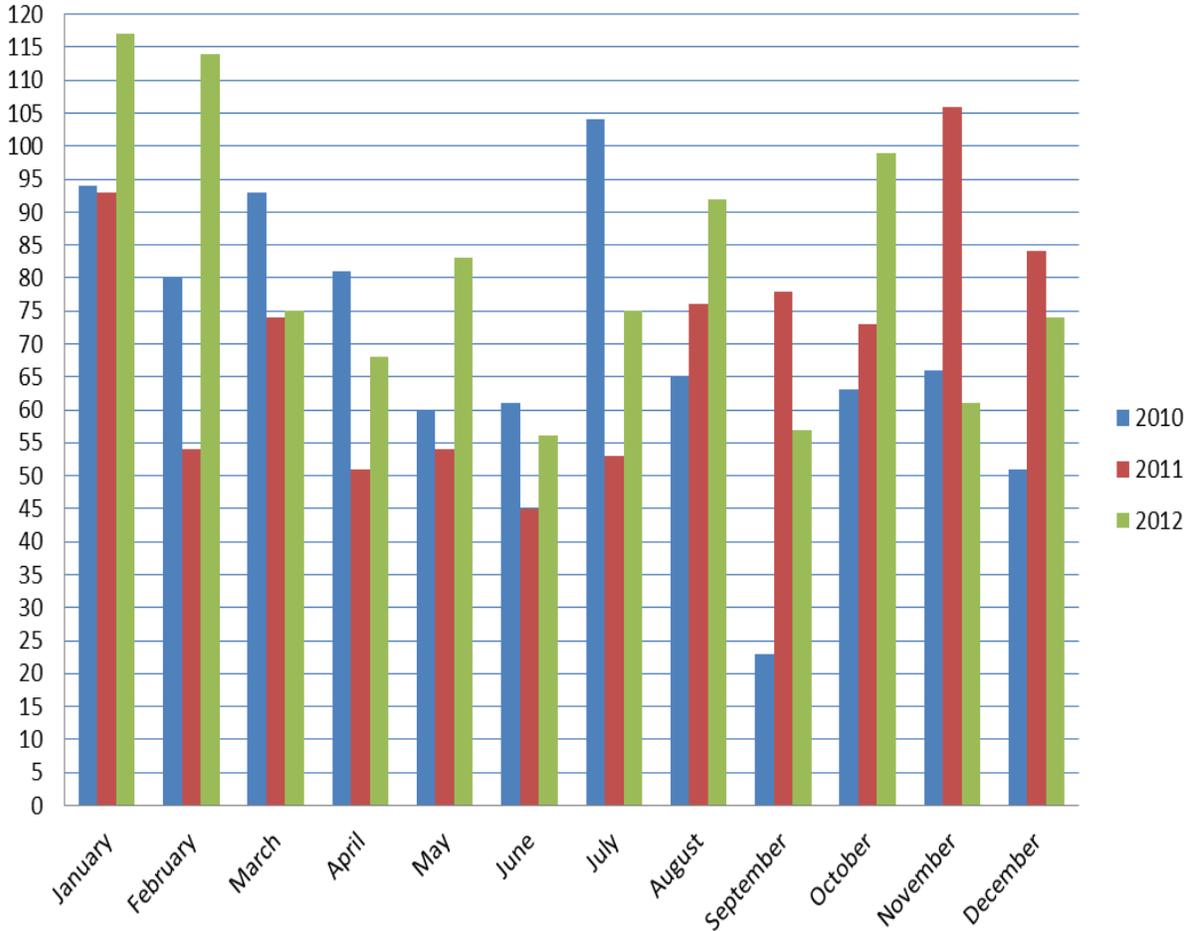




# Passport Audit Earns Stellar Review

**P**assport processing is one of the many services that are offered by the Clerk’s Office. In 2012, we processed 971 passport applications, not including assisting with the renewal process of adult passports, and generated \$34,001.45 in total revenue. On December 19, 2012, an audit of our passport procedures was conducted by the U.S. Department of State. This audit was being conducted across the country to ensure correct procedures are being followed by all passport facilities. The Clerk’s staff completed a five-page, 76 item questionnaire and received a stellar review for the service and knowledge displayed. As a result, we are now considered a role model for other passport facilities in Michigan. We are proud of this recognition and know that our customers value the high-quality of service we provide as much of our business is repeat and/or referral.

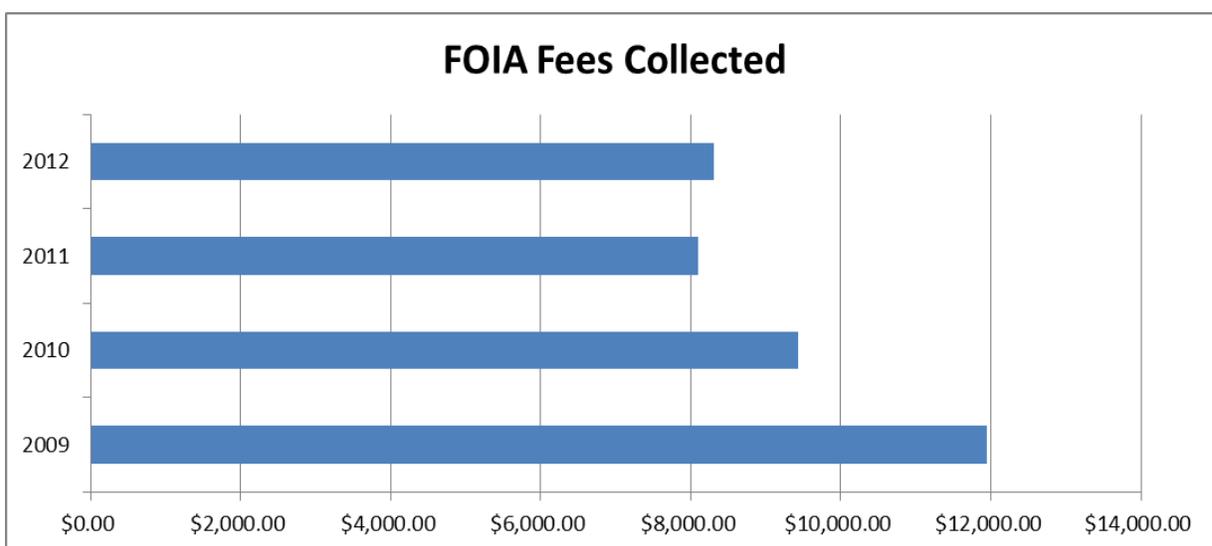
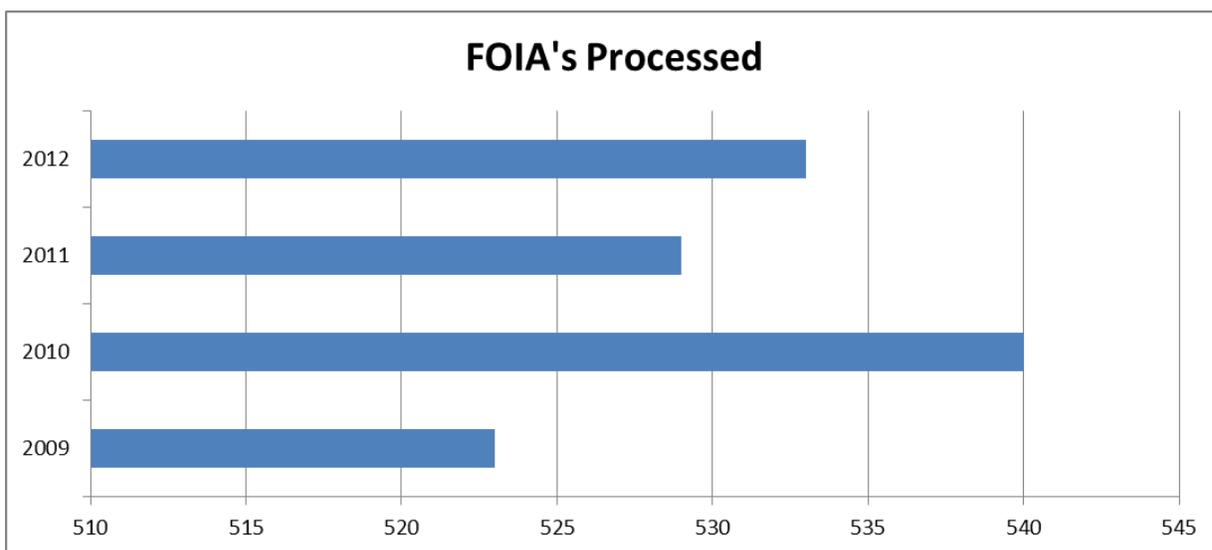
### Comparison of Passports Issued 2010 - 2012





## Freedom of Information Act (FOIA) Requests

The [Freedom of Information Act](#) gives citizens the right to request access to most public records. It regulates and sets requirements for the disclosure of public records by all public bodies. With a written request, any citizen may access a public document unless it can be withheld due to specific exemptions as cited in the FOIA. Bloomfield Township processes numerous FOIA's every year – averaging over 500 requests for each of the last four years. In 2012, 533 FOIA requests were processed and \$8,313.86 in fees was collected.





## LICENSES & PERMITS

### Auction Licenses –

Per Public Act No. 224, a public auction cannot be conducted in the Township without procuring a license. An application must be completed and submitted along with an inventory list and proposed bond. The inventory list must describe all new merchandise and its value. At the time the application is filed, a fee in the amount of \$25.00 for each day of sale must be paid. These documents are reviewed by the Bloomfield Township Board of Trustees for consideration of approval. In 2012, the Clerk's Office issued three auction licenses.

### Fireworks Permits –

On May 17, 2012, the Bloomfield Township Board of Trustees approved an amendment to the Township's fireworks policy to meet the requirements of Public Act 256, which became effective January 1, 2012. Under this Act, display fireworks are still monitored by local authority, but the new provision of the law, which allows the selling of fireworks, is controlled at the state level. To have a fireworks event, an application must be completed and submitted to the Clerk's Office along with a \$250.00 fee. All applications must be approved by the Board of Trustees. In 2012, two fireworks permits were issued, generating \$500 in revenue.

### Liquor Licenses –

There are various types of liquor licenses approved by the Township. A 24-hour liquor license is often used by charitable organizations to hold a special event in which alcohol is served. There is no charge for a 24-hour request, but the application must be approved by the Clerk's Office and Police Department before being sent to the Michigan Liquor Control Commission for approval. In 2012, seven 24-hour liquor license applications were reviewed and approved.

Class C, Tavern, SDM and SDD liquor licenses require that a Township application and appropriate fee be submitted to the Clerk's Office. All applicants undergo a thorough background check and review. Class C and Tavern Licenses must also be reviewed by the Board of Trustees and, if approved, a resolution must be sent to the Michigan Liquor Control Commission for final approval. In 2012, five liquor licenses were granted, which produced \$6,500.00 in revenue.



## LICENSES & PERMITS (continued)

### Raffle License –

In order for a non-profit organization to conduct a raffle, a letter must be submitted to the Township Clerk stating the name of the organization, the business of the organization, the date of the raffle event, a description of the event, and what prizes will be awarded. Along with the letter, proof of being a 501(c)3 organization must be submitted. The raffle license request must be approved by the Bloomfield Township Board of Trustees. If approved, a resolution, completed by the Township Clerk, must be submitted to the State of Michigan. In 2012, the Clerk's Office issued one raffle license.

### Right-of-Ways (ROW's) –

One definition for right-of-way is the land covered by a public road and extends about 30 feet from the middle of the road. This footage may be more or less depending on the road. Per the Michigan Constitution of 1963, as well as other applicable state and federal legislation, the Township has the authority to monitor, review and regulate activities and persons that disrupt and/or use a township right-of-way. Any person or business that intends to use or disrupt a township right-of-way must submit an application and appropriate fee (if any) to the Clerk's Office for review and approval. In 2012, 115 right-of-way applications were reviewed and \$2,100 in fees was collected.

### Solicitation Permits –

In order to solicit in Bloomfield Township, a permit must be obtained from the Clerk's Office. A background check is conducted on each individual, as well as a thorough review of their application, before a permit is issued. The permit is good for 60 days and in order for it to be renewed, the entire process must be repeated. In 2012, 26 background checks were completed in conjunction with a solicitation permit, but only 21 permits were issued. This resulted in \$550.00 in revenue for the Clerk's Office.



## COMMUNITY SERVICE

**G**iving back to the community is a top priority for Clerk Jan Roncelli. Community events give her a chance to connect with people, especially residents, and assist with charitable causes. Events that Jan attended in 2012 include the following:

- ◆ Member of the Bloomfield Historical Society
- ◆ Oakland County Government Forum — Speaker — February 2, 2012
- ◆ Bloomfield Youth Guidance (BYG) — Keynote Speaker — April 18, 2012
- ◆ Bloomfield Republican Women’s Club — Speaker — April 30, 2012
- ◆ Qdoba Mexican Grill Ribbon Cutting — May 2012
- ◆ Michigan Municipal Treasurers Institute — Business Writing Speaker — May 3, 2012
- ◆ Oakland County Pioneer & Historical Society, Board of Directors
- ◆ Dick’s Sporting Goods Grand Opening — June 2012
- ◆ Level One Bank Ribbon Cutting — June 2012
- ◆ 8th Annual Township Classic Car Show, August 18, 2012
- ◆ Annual Corn Roast , Preservation Bloomfield —Volunteer and Sponsor — August 26, 2012
- ◆ Bloomfield Hills Schools — Opening Day Celebration — August 27, 2012
- ◆ *At Your Service* Cable Show for Preservation Bloomfield, November 21, 2012
- ◆ Annual Gingerbread Brunch, Preservation Bloomfield, December 7, 2012

“No person has ever been honored for what he received. Honor has been the reward for what he gave.”

– Calvin Coolidge



**T**he Township is always there to help the American Red Cross by hosting blood giving events each year. Clerk’s Assistant Carol Miller acts as the liaison for the Township to ensure that each event runs smoothly. She coordinates the date, room set up, and schedule with the Red Cross staff and Township employees. In 2012, Carol organized two events – January 3, 2012 and September 6, 2012. Her efforts allowed the Red Cross to collect 50 pints of blood – beating the goal set of 49.



## OPEN HOUSE

In 2010, the Clerk's Office participated in the Bloomfield Township Open House for the first time. The event was a success for our office, and in 2012, the October affair was no exception. We offered absentee ballots for the November election and conducted a passport fair. Activities for the children included pumpkin decorating and pictures with life size cutouts of President Obama and Mitt Romney. Little ones were also encouraged to vote their own "kiddie" ballot, which included Barack Obama, Mitt Romney, Mickey Mouse and Dora the Explorer. The tabulated ballots declared the winner; Mickey Mouse won by a landslide! Finally, a snack of pumpkin pie was offered to many a hungry individual. It was a busy, fun-filled day that was enjoyed by all.

"The ornament of a house is the friends who frequent it."

- Ralph Waldo Emerson





## CONTINUING EDUCATION

Continuing education is given high priority in the Clerk's Office. The entire staff looks for opportunities to increase our knowledge and perfect our customer service skills so that we can provide our residents with the best service possible. In 2012, staff members completed the following:

- ◆ All employees were recertified as a Passport Acceptance Agent by the U.S. Department of State.
- ◆ Michigan Association of Municipal Clerks (MAMC) Education Day – attended by Deputy Clerk Tina Barton, Administrative Assistant Deana Mondock and Clerk's Election Assistant Kim Rovinski – February 1, 2012. This one-day seminar reviews current laws and/or election information which may impact the Clerk's Office.
- ◆ MAMC Clerk's Institute – Administrative Assistant Deana Mondock completed the three-year program – March 11 through March 16, 2012. The week long course is attended by Clerk's Office staff from across the state – current laws and procedures are discussed and ideas are shared.
- ◆ MAMC Master's Academy – Deputy Clerk Tina Barton completed the second year of a three-year program – March 20 through March 22, 2012. This three-day course is an advanced continuing education program that prepares participants to perform complex municipal duties.
- ◆ Michigan Department of State Elections Training – attended by Clerk Jan Roncelli – April 9, 2012. This class provides valuable information regarding new election laws and/or procedures.
- ◆ Michigan Department of State Elections Training – attended by Deputy Clerk Tina Barton – October 16, 2012. This class provides valuable information regarding new election laws and/or procedures.
- ◆ Clerk Jan Roncelli, Deputy Clerk Tina Barton and Clerk's Election Assistant Kim Rovinski provided invaluable training to election workers. Over 30 classes throughout the year!
- ◆ Deputy Clerk Tina Barton graduated with a master of arts degree in Management and Leadership, Liberty University.
- ◆ Clerk's Assistant Kim Rovinski completed graduate classes in Public Administration at Oakland University.

**“Learning is a treasure that will follow its owner everywhere.” - Chinese Proverb**

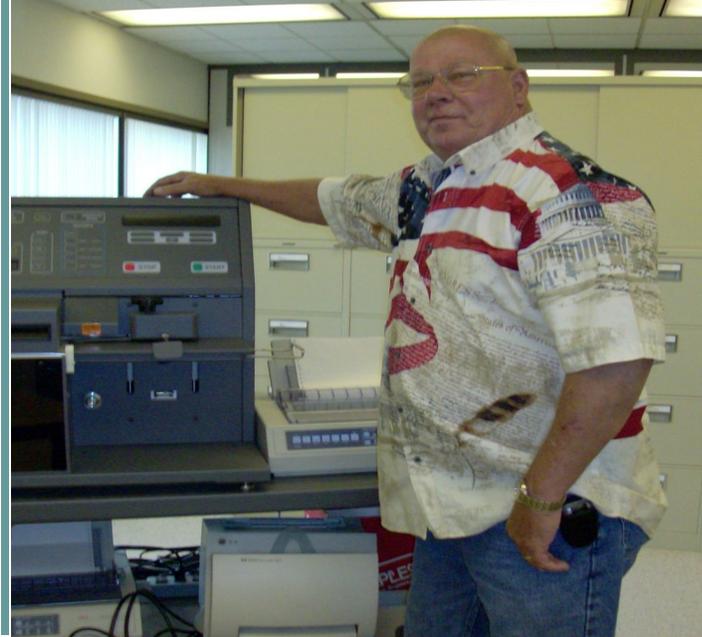
**“Invest in yourself, in your education. There's nothing better.” - Sylvia Porter**

**“The education of a man is never complete until he dies.” - Robert E. Lee**





# Times to Remember





# Times to Remember





# Times to Remember





## Acknowledgement Page

- ◆ Cover Page (from top to bottom): Clerk Jan Roncelli, Deputy Clerk Tina Barton, Administrative Assistant Deana Mondock, Clerk's Assistant Carol Miller and Clerk's Election Assistant Kim Rovinski
- ◆ Page 4: Clerk Roncelli interviews former Congressman Thaddeus McCotter on her cable show, *At Your Service*
- ◆ Page 5: Bloomfield Township resident displays his Halloween spirit as he picks up an absentee ballot
- ◆ Page 6:
  - Top picture—Trustee David Buckley, Trustee Neal Barnett, Clerk Jan Roncelli and Trustee Corinne Khederian
  - Bottom picture—Trustees Corinne Khederian and Neal Barnett
- ◆ Page 7:
  - Sally Williams, Election Liaison Division Director, Ruth Johnson, Secretary of State, and Clerk Roncelli
  - Clerk Sarah Bydalek (City of Walker), Clerk Roncelli and Clerk Janice M. Winfrey (City of Detroit)
  - Examples of the Electronic Poll Book in use
- ◆ Page 12:
  - Trustee Brian Kepes and Clerk Roncelli with Lucille "Lucky Lucy" Kepes—Corn Roast Dog of 2012
  - Clerk's Assistant Carol Miller with Red Cross employee Crystal Isaac
- ◆ Page 13: Clerk Roncelli with Bloomfield Township residents Lisa, Jim and Michael Stanton
- ◆ Page 15:
  - Precinct 26 Honorees
  - Department of State Passport Audit
  - Troop Packing Event for the Military
  - Clerk Roncelli casts her vote in the February 2012 Election
  - Ed Walters, Election Equipment Manager
  - Bruce Kezlarian, Bloomfield Hills School District Honoree
- ◆ Page 16:
  - Maura Corrigan, Michigan Department of Human Services, Lynn Fontanive Adasek, and Clerk Roncelli
  - Assessor Bill Griffin and Administrative Assistant Deana Mondock
  - Clerk Roncelli with Library Trustees Joan Luksik and Pam Williams
  - Precinct 2 Honorees
  - Clerk Roncelli and Congressman Mike Rogers
  - Sherry Stefanos Retirement
  - Clerk Roncelli and Troy City Council Member Mary Kerwin



**Acknowledgement Page**  
(Continued)

- Clerk Roncelli with her husband, Dan Gorney, at the Classic Car Show
- Clerk Roncelli and County Commissioner Marcia Gershenson
- Clawson Memorial Day Parade
- Red Cross Blood Drive
- ◆ Page 17:
  - Hillside Furniture hosts Kids Kicking Cancer Benefit. From left to right: Deputy Clerk Tina Barton, Jeff Selik, Hillside Furniture, and Clerk Roncelli
  - Bureau of Elections Video Production
  - Qdoba Ribbon Cutting
  - Board of Trustees take their Oaths of Office (November 2012)
  - Administrative Assistant Pat Simonian, Accounts Payable Clerk Karen Cooke and Clerk Roncelli
  - Clerk Roncelli and Steve Rosser, Johnston Lewis Associates, Inc.