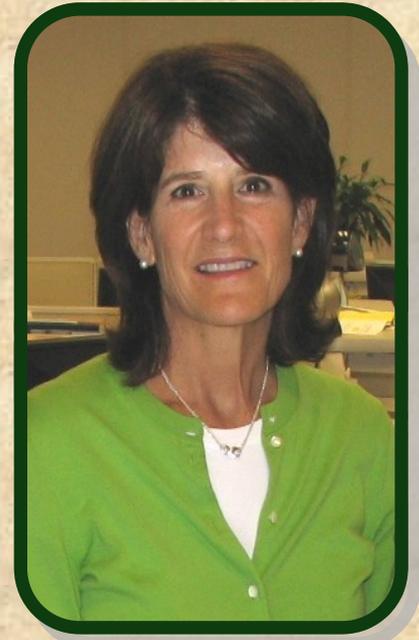


BLOOMFIELD TOWNSHIP
CLERK'S OFFICE

2013 ANNUAL REPORT





2013: A YEAR IN TRANSITION

In transition best describes our department for 2013. We encountered personnel changes, training issues, and election withdrawal. The chaos and challenges of the transitions brought us new perspectives and strengthened our foundation. As the playwright Tom Stoppard suggests, “Look on every exit as being an entrance somewhere else. “

Personnel changes highlighted the year. Deputy Clerk Tina Barton and Clerk’s Election Assistant Kim Rovinski pursued new opportunities. Despite their departure, Deana Mondock, my administrative assistant since 2005, was well-prepared to accept the appointment as Deputy Clerk. External interviews for a new administrative assistant brought us Natalie VanderMale in July, immediately following her honeymoon. In November, we hired part-timer Michele Whitty, who came highly recommended from the Bloomfield Township Senior Center.

Training employees, even seasoned personnel, presents challenges for the trainer and the trainees. Deana completed the Clerk’s Basic Institute, a three-year program, in March 2012. She was well-acquainted with the job responsibilities and eager to learn more about elections. Natalie worked for the City of Novi in the Clerk’s Office, but had little experience managing the demands of the Board of Trustees. She and Deana welcomed the opportunity to join forces. However, we were still short two passport agents with the loss of Tina and Kim.

To process passport applications, an agent must be certified by the U.S. Department of State. We registered Natalie for online training and invited the supervisor’s assistant, Peggy Raymo, who sits directly across from our department, to become a passport agent. She chose the on-site training at the Detroit Passport Agency. Peggy’s cross-training as a passport agent added another skill set to her expertise and expanded our customer service for passport applications. To keep our passports separate from the solicitation permit and employee identification requests, we trained our new part-timer Michele Whitty and two members of the IT Department to accept special applications.

The next transition, election withdrawal, seemed to be a blessing; yet, we discovered much of 2013 revolved around elections. In February, Bloomfield Township was randomly selected to be audited as part of new legislation to improve election procedures. We were well prepared to meet the auditors and learn from the results. The transition did not end there. We registered for classes in EXCEL and ACCESS through Oakland County. Our goal was to develop a more efficient and user-friendly database for hiring, training, and tracking payroll of 400 election inspectors. Over a three-month period, we garnered expertise and set objectives to implement our new program in 2014.

The transitions with personnel, training and election withdrawal challenged me and my staff. The end result added to our growth, refocused our outlook and strengthened the service we provide to Bloomfield Township residents. The exits truly became entrances to new beginnings.

Jan Roncelli

Bloomfield Township Clerk



From left to right: Clerk Jan Roncelli, Deputy Clerk Deana Mondock, Clerk's Assistant Michele Whitty, Administrative Assistant Natalie VanderMale, and Clerk's Assistant Carol Miller

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CHANGES

“Ch-ch-changes ...” - David Bowie

If you have visited the Clerk’s Office within the last year, you may have noticed some familiar faces were missing as well as a new face or two.

The Clerk’s Office, being a small department with only four full-time employees and one part-time employee, experienced many changes in 2013:

Tina Barton, Deputy Clerk to Clerk Roncelli since 2005, left to become the Rochester Hills Clerk in February 2013. Tina had been with the Township for 15 years.

Deana Mondock, Clerk Roncelli’s Administrative Assistant since 2005, was promoted to Deputy Clerk. Deana took the oath of office on March 6, 2013.

Kim Rovinski, Clerk’s Election Assistant, left in May 2013 to finish her master’s degree. Kim had assisted with Bloomfield Township elections since 2005 and became a part-time employee in 2008.

Natalie VanderMale was hired as Clerk Roncelli’s Administrative Assistant in 2013. Her first day was July 29, 2013.

Michele Whitty, Clerk’s Assistant, was hired into the Clerk’s Office on November 25, 2013. Michele had previously worked for Bloomfield Township’s Senior Services.

“Change is inevitable—except from a vending machine.”

- Robert C. Gallagher

CONTINUING EDUCATION

In 2013, staff members attended the following classes and/or educational meetings:

Clerk Jan Roncelli, Deputy Clerk Deana Mondock, and Clerk's Assistant Carol Miller were recertified as Passport Acceptance Agents by the U.S. Department of State.

Michigan Association of Municipal Clerks (MAMC) Education Day – Clerk Roncelli and Clerk's Assistant Miller attended this event – February 12, 2013. The one-day seminar reviewed current legislation and interpersonal communication skills.

Election Officials' Accreditation Program – Deputy Clerk Deana Mondock attended this class 4/10 – 4/11/13 and successfully completed the exam on July 31, 2013.

Oakland County Clerks' Association (OCCA) Election Training and Education Day – attended by Clerk Jan Roncelli – April 11, 2013. This class provides information regarding new election laws and/or procedures.

Oakland County Clerks' Association (OCCA) Eggs & Education Day – attended by Clerk Jan Roncelli and Deputy Clerk Deana Mondock – May 17, 2013. The meeting provided information regarding possible changes in state laws and/or procedures.

Administrative Assistant Natalie VanderMale completed passport training on September 4, 2013 – allowing her to accept passport applications.

Web Emergency Operations Center (EOC) Training – attended by Clerk Jan Roncelli (10/17/13) and Deputy Clerk Deana Mondock (10/2/13). This training class provided information on how to effectively manage emergency incident information.

Access 2010: Level 1 Training – attended by Clerk Jan Roncelli and Administrative Assistant Natalie VanderMale - 10/14 – 10/16/13. Class instruction was through Oakland County Information Technology (IT) Training Center.

Administrative Assistant Natalie VanderMale became a Notary Public, effective October 18, 2013.

Excel 2010: Level 1 Training – attended by Clerk's Assistant Carol Miller – October 22, 2013. Class instruction was through Oakland County Information Technology (IT) Training Center.

Access 2010: Level 2 Training – attended by Deputy Clerk Deana Mondock and Administrative Assistant Natalie VanderMale – 10/28 – 10/30/13. Class instruction was through Oakland County Information Technology (IT) Training Center.

Access 2010: Level 3 Training – attended by Deputy Clerk Deana Mondock and Administrative Assistant Natalie VanderMale – 12/2 – 12/4/13. Class instruction was through Oakland County Information Technology (IT) Training Center.

**“Anyone who stops learning is old, whether at twenty or eighty.
Anyone who keeps learning stays young.” - Henry Ford**

COMMUNITY SERVICE

Community events allow the Clerk's office to assist with charitable causes. Some of the events attended in 2013 were:

- * Bloomfield Village Recognition Dinner – March 6, 2013 – Clerk Roncelli
- * Avondale Youth Assistance (AYA) 46th Annual Youth Recognition Awards Ceremony – March 14, 2013 – Clerk Roncelli
- * Bloomfield Youth Guidance (BYG) – Outstanding Youth Citizen Award Dinner – April 24, 2013 – Clerk Roncelli
- * Michigan Municipal Treasurers' Association Presenter – April 25, 2013 – Clerk Roncelli
- * Bloomfield Hills Schools – High School Event (Register eligible students to vote and discuss community service opportunities at the Township) – May 21, 2013 – Deputy Clerk Mondock
- * American Red Cross Blood Drive – June 27, 2013 – Clerk's Assistant Miller assisted the Red Cross with organization of the event.
- * Camp Moxie Mentoring (Leadership adventure presented by Girl Scouts of Southeastern MI, Michigan Women's Foundation and Women Officials Network Foundation) – August 6, 2013 – Clerk Roncelli
- * Bloomfield Plaza Progressive Flash Mob (Organized to show support to the businesses in Bloomfield Plaza) – August 7, 2013 – Clerk Roncelli and Administrative Assistant Natalie VanderMale
- * Corn Roast, Preservation Bloomfield – August 11, 2013 – Clerk Roncelli (Co-Chair)
- * Opening Day Celebration (Bloomfield Hills Schools event to kick off the new school year) – August 28, 2013 – Clerk Roncelli and Deputy Clerk Mondock
- * Paesano Akkashian, PC Ribbon Cutting Ceremony – September 5, 2013 – Clerk Roncelli
- * American Red Cross Blood Drive – September 5, 2013 – Clerk's Assistant Miller assisted the Red Cross with organization of the event.
- * Ya'ssoo Greek Festival Speaker – September 6, 2013 – Clerk Roncelli
- * Township Government Presentation to Model High School Students – September 24th & 25th, 2013 – Clerk Roncelli and Deputy Clerk Mondock
- * Southeast Oakland County Senior Salute – October 7, 2013 – Clerk Roncelli
- * Muslim Unity Center Annual Dinner – November 6, 2013 – Clerk Roncelli
- * Gingerbread Brunch, Preservation Bloomfield – November 22, 2013 – Clerk Roncelli and Deputy Clerk Mondock

“We make a living by what we get, but we make a life by what we give.” - Winston Churchill

ELECTION COMMISSION

By definition, an election commission is, “A commission delegated to supervise an election.”

Bloomfield Township’s Election Commission is comprised of Jan Roncelli, Neal Barnett, and Corinne Khederian. David Buckley serves as an alternate. For the first time since 2003, there was no election for the Election Commission to supervise!

However, being on other Township boards and commissions kept them busy in 2013:

Jan is the Bloomfield Township Clerk. As the clerk, she sits on the Board of Trustees, the Design Review Board, and serves as the Township Liaison to the Bloomfield Historical Society.

Neal is a Bloomfield Township Trustee, and, as such, sits on the Board of Trustees. He is the Trustee Representative for the Planning Commission.

Corinne is a Bloomfield Township Trustee and sits on the Board of Trustees.

David Buckley is a Bloomfield Township Trustee and sits on the Board of Trustees. He is the Trustee Representative for the Zoning Board of Appeals.

But, be assured, these “election commissioners” look forward to the 2014 elections!



From left to right: Trustee David Buckley, Clerk Jan Roncelli, Trustee Neal Barnett, and Trustee Corinne Khederian

ELECTIONS

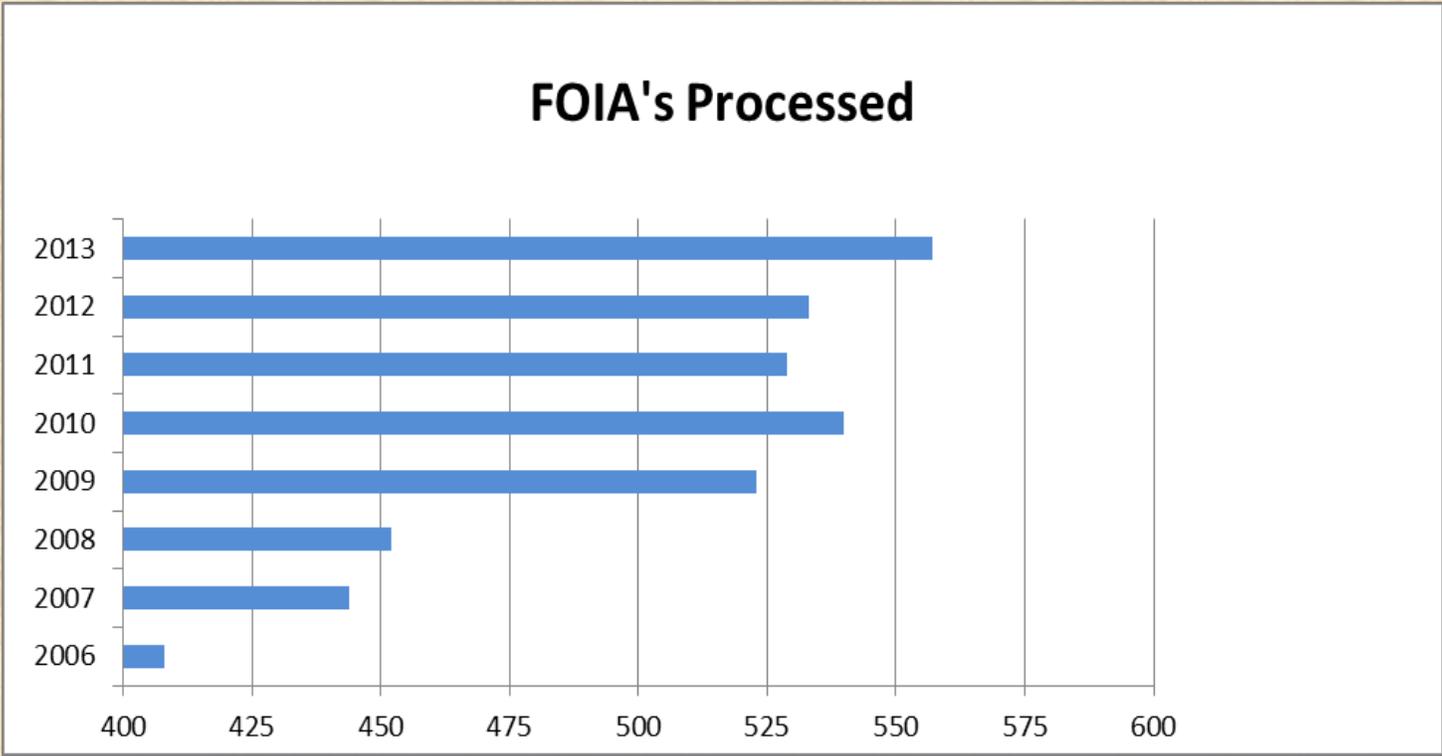
Believe it or not, the Clerk's Office did not conduct any elections in 2013! This was the first year since 2003 that Bloomfield Township residents did not have any issues on which to cast their vote. In August, there was a rumor that a General Election could occur in November – the legislature was considering a two percent sales tax increase to be used for roads and education (Transportation Funding Reform). But, despite legislative interest, it was decided that the issue would not appear on a ballot in 2013.

Though, there was no election, we would like to give a “shout out” to our election workers. When the Clerk's Office learned there was a possibility of an election, we rallied our election worker troops in a moment's notice. They were up for the challenge and rose to the occasion!



FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The [Freedom of Information Act](#) (MCL 15.231 et seq) regulates and sets requirements for the disclosure of public records by all public bodies in the state. In general, all records except those specifically cited as exceptions are covered by the FOIA. A request must be made in writing and provided to the FOIA coordinator (or someone acting on their behalf) of the public body. Clerk Roncelli is the recognized FOIA Coordinator in Bloomfield Township. In 2013, the Township processed 557 FOIA requests and \$8,459.97 in fees was collected.

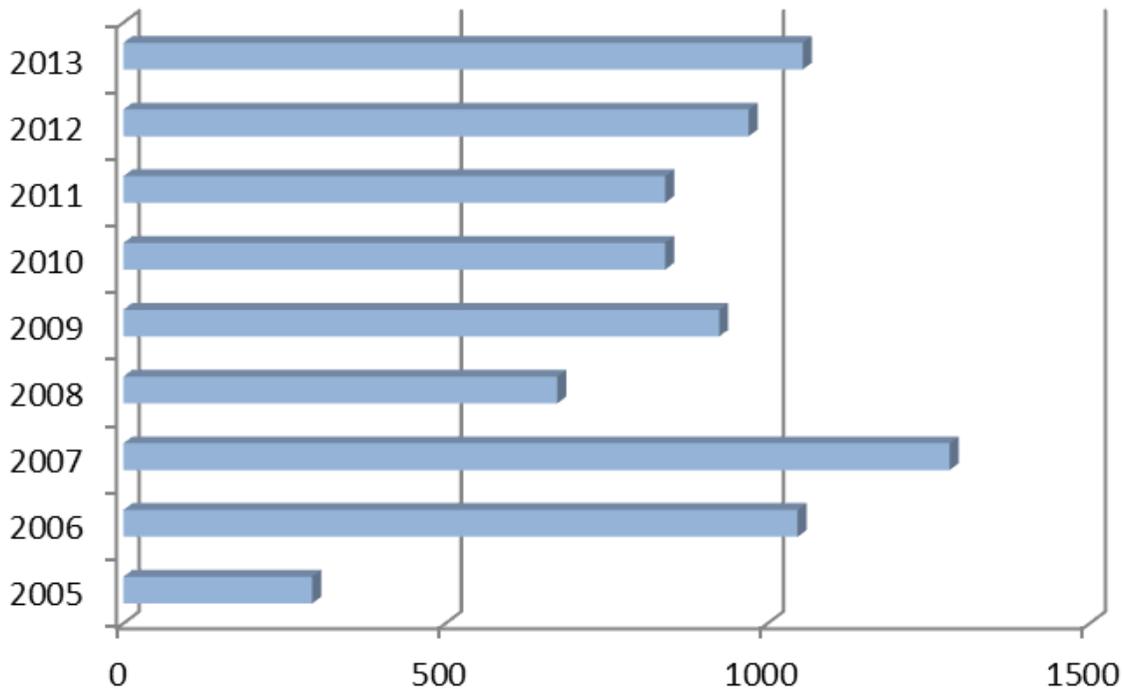


PASSPORTS



In 2013, the Clerk's Office processed 1055 [passport](#) applications! This number does not include the assistance we gave for the renewal process of adult passports. The only year we processed more, since we became an acceptance agency, was in 2007 when the Western Hemisphere Travel Initiative (WHTI) went into effect. WHTI requires all persons traveling by air to the United States from all foreign countries to present a valid passport. Total passport revenues generated in 2013 was \$36,042.00.

Passport Totals by Year



OTHER SERVICES

Auction Licenses –

Per Public Act No. 224, a license must be issued by the Township before conducting a public auction. An application, inventory list, proposed bond, and application fee in the amount of \$25.00 for each day of sale must be submitted to the Clerk's Office. At a Bloomfield Township Board of Trustees meeting, these documents will be reviewed and considered for approval. In 2013, the Clerk's Office issued five auction licenses with revenue totaling \$125.00.

Fireworks Permits –

In order to have a fireworks event in Bloomfield Township, a completed application, site plan, required insurance documentation, and a \$250.00 fee must be submitted to the Clerk's Office. The site will be inspected by the Bloomfield Township Fire Marshall who will report his findings to the Board of Trustees, along with his recommendation. The Board of Trustees reviews the documents and renders their decision based on the Fire Marshall's recommendation. In 2013, one fireworks permit was issued, which generated \$250.00 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 state approval. Only nonprofit organizations may apply for a 24-hour license. In 2013, sixteen 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 police interview/investigation and review. New Class C and Tavern Licenses must also be reviewed by the Board of Trustees and, if approved, a resolution is sent to the Michigan Liquor Control Commission for final approval. In 2013, one Class C liquor license was granted to *Fifth Tavern*, which generated \$1500.00 in revenue.

Raffle, Bingo, Millionaire Party & Charity Game Licenses –

Per the State of Michigan's Charitable Gaming Qualification Requirements, only certain nonprofit organizations are eligible to be licensed to conduct raffles, bingo, millionaire parties, and to sell charity game tickets. A local civic organization must be recognized as a nonprofit entity operating in the community for the purpose of obtaining a charitable gaming license. This recognition requires approval by the Bloomfield Township Board of Trustees in the form of a resolution. Certain documentation must be submitted to the Clerk's Office in order for the item to be presented and considered for approval by the Board at a regular meeting. In 2013, the Board recognized two nonprofit organizations.

OTHER SERVICES (CONTINUED)

Right-of-Ways (ROW's) –

A 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. Under 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 the Township, there are three types of right-of-way applications that may be submitted: Commercial, Residential and Exemption. In 2013, 100 right-of-way applications were reviewed and 99 were approved. A total of \$2,300 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 background check is completed using the State of Michigan's ICHAT system. ICHAT stands for Internet Criminal History Access Tool. In 2013, 47 background checks were completed in conjunction with a solicitation permit, but only 25 permits were issued. This resulted in \$1,205.00 in gross revenue for the Clerk's Office.

Along with licenses and permits, the Clerk's Office provides other Township services, such as the following:

Minutes –

The Clerk's Office oversees the scheduling, agendas, packets, minutes, and notices for the Board of Trustees as well as eight lake boards. Board of Trustees meeting agendas and packets are placed on the website and are available for review on the Thursday preceding the Monday board meeting. Lake board meeting items are also placed on the Township website and are available for review approximately two days before a scheduled meeting. Current and past minutes for all Township boards/commissions may be found at <http://bloomfieldtwpmi.minutesondemand.com/>

Notaries –

While almost every department in the Township has at least one employee that is a notary, the Clerk's Office has four! In 2013, the Clerk's Office performed 127 notary acts and generated \$135.00 in gross revenue.

Oaths of Office –

The Clerk and Deputy Clerk proudly administer the oaths of office for appointed board members, as well as the police, fire and ordinance departments. It is a great privilege to swear these people in. All oaths become a permanent township record. In 2013, there were 31 oaths of office given.

OPEN HOUSE

On Sunday, October 13, 2013, the Clerk's Office participated in Bloomfield Township's annual Open House. This heavily attended affair was filled with fun activities, presented by different departments, for residents of all ages. But, even with the all the exciting events, the Clerk's Office stood out with our "pumpkin pie" pumpkins for kids to paint (donated by Kroger); a raffle with items donated by Trader Joe's and Hollywood Super Markets; and, last but not least, pumpkin pies donated by Costco. Residents enjoyed the tasty fare and exciting day.



MEMORIES



MEMORIES



MEMORIES



Acknowledgment Page

- Cover Page (from top to bottom & left to right): Administrative Assistant Natalie VanderMale, Clerk's Assistant Carol Miller, Clerk Jan Roncelli, Deputy Clerk Deana Mondock and Clerk's Assistant Michele Whitty.
- Page 8: Some of the faces of our election workers (in alphabetical order) - Linda Allen, Phyllis Ashinger, Sheila Biehl, James Booker, Mike Brennan, Ken Burchill, Betty Clark, Rosetta Clay, Steve Cook, Ron Cousineau, Sarah Harris, Betsy Heid, Barbara Johns, Audrey Liefer, Katy Mondock, Richard Moxley, Kent Oswald, Chuck Pokriefka, Larry Price, Jeanette Stepanian, Sally Verghese.
- Page 10: Peggy Raymo, Supervisor Savoie's Administrative Assistant, assists the Clerk's Office with passport processing.
- Page 13: Deputy Clerk Deana Mondock, Administrative Assistant Natalie VanderMale and Clerk's Assistant Carol Miller with Bloomfield Township resident Dick Niborski—winner of our Open House Trader Joe's raffle; Clerk Jan Roncelli and Bloomfield Township resident Delores Atto getting into the spirit of working with our road crew; Jaclyn and Carolyn Sadler unafraid of a little paint, while helping children paint pumpkins.
- Page 14 (from top to bottom & left to right): Administrative Assistant Natalie VanderMale and Trustee Neal Barnett take a moment to chat before the Board of Trustees meeting; Planning Development Coordinator Robin Carley and Clerk Roncelli recover after giving blood; Clerk Roncelli honors Baroness Cox; Trustee Barnett with Deputy Clerk Mondock at the Bloomfield Hills School District Opening Day Celebration; Clerk's Assistant Miller and Red Cross Representative Crystal Isaac discuss blood donation goals; Trustees Khederian and Barnett enjoying a reprieve from Election Commission meetings; Clerk Roncelli and Bloomfield Youth Guidance Chairperson Neal Barnett present awards for community service to area students; Girl Scout COO Susan McGraw and Clerk Roncelli at Camp Moxie (a Girl Scout event).
- Page 15 (from top to bottom & left to right): Supervisor Leo Savoie and Clerk Roncelli relax after giving blood; Clerk Roncelli and Administrative Assistant VanderMale show their support to businesses in the Township by assisting with the Bloomfield Plaza Progressive Flash Mob; Employees bid Clerk's Election Assistant Kim Ronvinski a fond farewell; Supervisor Savoie, Sally Savoie, Clerk Roncelli and Dan Gorney enjoying the Classic Car Show Dream Cruise; Clerk Roncelli with Precinct Delegates Sharon Walker, Pam Williams, and Claudine Bacher; Christopher Cummings, Clerk Roncelli, Chuck Moss, and Stu Sherr enjoying the day at Preservation Bloomfield's Annual Corn Roast; Clerk Roncelli with Congressman Sander Levin; Clerk Roncelli with Donut Dolly Author Joann Puffer Kotcher.
- Page 16 (from top to bottom & left to right): Deputy Clerk Mondock gives her first Oath of Office to Ron White, Electrical Examining and Appeals Board; The Clerk's Office Open House set-up—Ready for Business! Clerk Roncelli pictured with Police Officer Nolan and Chief Guadard after giving the Oath of Office to Nolan; Clerk Roncelli with Secretary of State Ruth Johnson; Clerk Roncelli at a Preservation Bloomfield meeting with Lynn Adasek and County Commissioner Gershenson; Clerk Roncelli with Senator John Pappageorge; Supervisor Savoie, Clerk Roncelli, and Trustee Barnett enjoy a picture perfect moment with Senator Jim Marleau.



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Hours: Monday - Thursday, 7:00 a.m. - 5:30 p.m.

We appreciate the creative efforts of Deputy Clerk Deana Mondock in designing, writing, and coordinating the information for the 2013 Clerk's Office Annual Report.