

BLOOMFIELD TOWNSHIP CLERK'S OFFICE

2014 ANNUAL REPORT



Jan Roncelli, Clerk
Deana Mondock, Deputy Clerk



We are the *always here for you* team!

TABLE OF CONTENTS

Letter from the Clerk	Page 3
Personnel	Page 4
Continuing Education	Page 5 & 6
Community Service & Committees	Page 7 - 9
Community Involvement	Page 10
Open House	Page 11
Elections	Page 12 & 13
Passports	Page 14
Audits	Page 15
FOIA	Page 16
Other Services	Page 17 - 19



Coming together is a beginning. Keeping together is progress. Working together is success. Henry Ford

Much like Henry Ford's quote, teamwork abounds in the Clerk's Office. From our front office service over the counter and on the phone, to the behind-the-scenes searches for documents and preparation for elections, we work together. The 2014 Annual Report reflects a year of numerous projects, events, training and audits. The overall cooperation of the staff, along with their enthusiasm and dedication, contributed to successful team outcomes, three of which I'd like to highlight.

Imagine yourself subjected to two different audits scheduled within a week of each other. Our team met the challenge with the county for an election audit and the federal government for an audit of our passport services and procedures. We are veterans with the county election audit. The federal audit incurs more complexity. Over 80 percent of the passport facilities in the U.S. are post offices, with the remaining 20 percent municipal facilities like Bloomfield Township. We are one of the few acceptance facilities in the country to receive a *stellar* rating on our 2014 audit. Congratulations to our interdepartmental passport team, which is composed of full-time staff in the Clerk's Office and Peggy Raymo, administrative assistant for Supervisor Savoie.

Another team effort included a training video for election training. The Township Cable Studio produced the video with a cast of volunteer election inspectors. While the video was overlooked for an Oscar nomination, the training classes enjoyed watching their peers demonstrate how to do the job on Election Day.

Perhaps our most exceptional accomplishment in 2014 was the implementation of an electronic tracking system for the availability, notification and scheduling of election inspectors. We moved from sending letters via the postal service to sending emails. The transition reduced our expenses and increased our efficiency. During elections, the Township employs almost 300 people to staff 32 polls, an absentee counting board, a receiving board, and a part-time crew to oversee any issues throughout the day. One of our part-time crew members, Ed Walters, remains an invaluable team member. He has been testing election equipment and coordinating delivery for over 30 years, under the direction of three clerks. I will be his last clerk, so he claims.

I invite you to peruse the 2014 Annual Report for the full details of our teamwork. The slogans within each section showcase why *we are the always here for you team*.

Jan Roncelli

Bloomfield Township Clerk

PERSONNEL

<u>Name and Title</u>	<u>Years of Township Service</u>
Janet Roncelli Clerk	18 (Elected Twp. Clerk November 2004)
Deana Mondock Deputy Clerk	9
Natalie VanderMale Administrative Assistant	1.5
Carol Miller Clerk's Assistant	18
Michele Whitty Clerk's Assistant	1



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

CONTINUING EDUCATION

From webinars to conferences, staff mastered new skills and reviewed current procedures.

MAMC Education Day - Lansing, MI - educates attendees regarding current laws and/or election information - February 27, 2014 - **Deputy Clerk Mondock, Administrative Assistant VanderMale & Clerk's Assistant Whitty**

Oakland County Clerks' Association (OCCA) Meetings - Various Locations - An organization which seeks to promote professional development of municipal clerks by offering opportunities to share ideas, cultivate relationships and gain greater insight and understanding through quarterly meetings -

*March 24, 2014 - **Clerk Roncelli, Deputy Clerk Mondock & Administrative Assistant VanderMale**

*July 9, 2014 - **Deputy Clerk Mondock & Clerk's Assistant Miller**

*September 17, 2014 - **Administrative Assistant VanderMale & Clerk Roncelli**

*December 4, 2014 - **Clerk's Assistant Miller, Clerk's Assistant Whitty, Clerk Roncelli, Administrative Assistant VanderMale & Deputy Clerk Mondock**

State Liquor Regulations Webinar - April 30, 2014 - **Deputy Clerk Mondock**

New World Systems Accounting Training - On-Campus - May 12, 2014 - **Administrative Assistant VanderMale; May 13, 2014 - Deputy Clerk Mondock**

Michigan Bureau of Elections Training - Delta Twp., MI - June 11, 2014 - **Clerk Roncelli & Deputy Clerk Mondock**

Passport Acceptance Refresher Class - Farmington Hills, MI - September 26, 2014 - **Deputy Clerk Mondock, Administrative Assistant VanderMale & Clerk's Assistant Miller; Oakland County - December 5, 2014 - Clerk Roncelli**

We are the always working towards improvement team!

CONTINUING EDUCATION

CONTINUED

Elections Accreditation Class (presented by the State Bureau of Elections) - Delta Twp., MI - October 2 & 3, 2014 - **Administrative Assistant VanderMale**

Michigan Critical Incident Management System (MI CIMS) - EOC website program refresher class (presented by the Michigan State Police Department) - On-Campus - November 6, 2014 - **Clerk Roncelli**; November 20, 2014 - **Deputy Clerk Mondock**



Bloomfield Historical Society members Clerk Roncelli (Township Liaison) and Al Eicher (Historian) discuss preserving historical photos with a resident.



Clerk's Assistant Carol Miller reviews OCCA paperwork with Southfield Twp. Deputy Clerk Sandy Lajoie.

We are the never miss an opportunity to grow our knowledge team!

COMMUNITY EVENTS & COMMITTEES

The Clerk's Office participates in community events and volunteers on internal and external committees. During office hours and beyond, the entire staff promotes Bloomfield Township in a variety of venues.

State Bureau of Elections Voter Advisory Committee - Ongoing - **Clerk Roncelli**

Dunkin' Donuts Ribbon Cutting - January 14, 2014 - **Clerk Roncelli**

League of Women Voters Meeting - February 11, 2014 - **Clerk Roncelli & Deputy Clerk Mondock**

Bloomfield Township American Red Cross Blood Drive - Bloomfield Twp. Auditorium -February 18 & September 2, 2014 - **Clerk's Assistant Miller** assisted the Red Cross with the organization of the event.

Michigan Association of Municipal Clerks (MAMC) Legislative Committee - Ongoing - **Clerk Roncelli**

Bloomfield Hills High School Democracy Days (registered eligible students to vote with Oakland County Clerk Lisa Brown) - February 20 & 21, 2014 - **Deputy Clerk Mondock**; February 21, 2014 - **Administrative Assistant VanderMale**

Emergency Operations Committee (EOC) Exercise Design Meeting (develop emergency incidents in order to establish skills for real-life events) - February 24, 2014 - **Deputy Clerk Mondock**; Ongoing - **Administrative Assistant VanderMale**

Women's Officials Network (WON) Meeting ("...encourages women to become involved in public policy through an elected or appointed office.") - February 28 & June 6, 2014 - **Deputy Clerk Mondock**; Ongoing - **Clerk Roncelli**

Employee Wellness Task Force (plan events and seminars which concentrate on health and wellness for Township employees) - Ongoing - **Task Force Coordinator/Deputy Clerk Mondock & Department Representative/Clerk's Assistant Miller**

We are a divide the tasks and multiply the successes team!

COMMUNITY EVENTS & COMMITTEES

CONTINUED

Annual Bloomfield Village Recognition Dinner - March 5, 2014 - **Deputy Clerk Mondock**

Oakland County Ballot Container Certification - City of Southfield - April 4, 2014 - **Clerk Roncelli & Deputy Clerk Mondock**

Bloomfield Youth Guidance Awards Dinner (A community-based program, which provides scholarships and enrichment opportunities for students of the Bloomfield Hills School District who would otherwise be unable to experience these activities.) - April 23, 2014 - **Clerk Roncelli, Annual Presenter**

Wonder Woman Banquet & Awards - April 30, 2014 - **Clerk Roncelli**

Voting Equipment Vendor Fair (Presented by Oakland County Elections Division) Farmington Hills, MI - May 9, 2014 - **Clerk Roncelli & Administrative Assistant VanderMale**

Bloomfield Village Annual Meeting - May 20, 2014 - **Clerk Roncelli**

Lifetime Fitness Grand Opening - June 19, 2014 - **Clerk Roncelli**

Bloomfield Hills School District Opening Day Celebration - August 25, 2014 - **Clerk Roncelli & Deputy Clerk Mondock**

Preservation Bloomfield Corn Roast - September 7, 2014 - **Clerk Roncelli, Cochair**

Model High School Presentation (taught students about township government using a Jeopardy style game) - September 22 & 23, 2014 - **Clerk Roncelli, Deputy Clerk Mondock & Supervisor Leo Savoie**

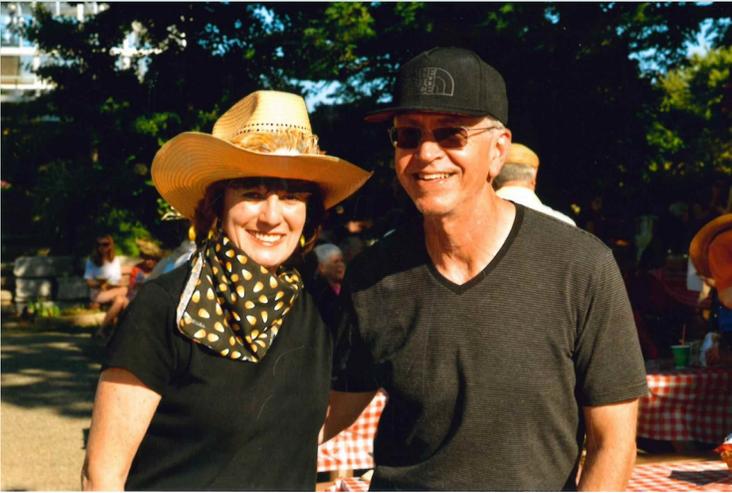
Friends of Preservation Bloomfield Luncheon - October 2, 2014 - **Clerk Roncelli**

Bloomfield Township Open House - October 12, 2014 - **Administrative Assistant VanderMale, Deputy Clerk Mondock, Clerk's Assistant Miller, Clerk's Assistant Whitty, Clerk Roncelli**

We are the community spirit team!

COMMUNITY EVENTS & COMMITTEES

CONTINUED



Clerk Roncelli & Michael Dul, Preservation Bloomfield Corn Roast Cochairs



Deputy Clerk Mondock & Administrative Assistant VanderMale help Bloomfield Hills students register to vote at Democracy Days



Clerk Roncelli with Judge Cynthia Walker, Wonder Woman recipient



Clerk Roncelli with Secretary of State Ruth Johnson



Lifetime Fitness Grand Opening - Clerk Roncelli with Instructor Joe Dobrowski



Clerk Roncelli with Bloomfield Township Fire Department Personnel at the Bowers Farm

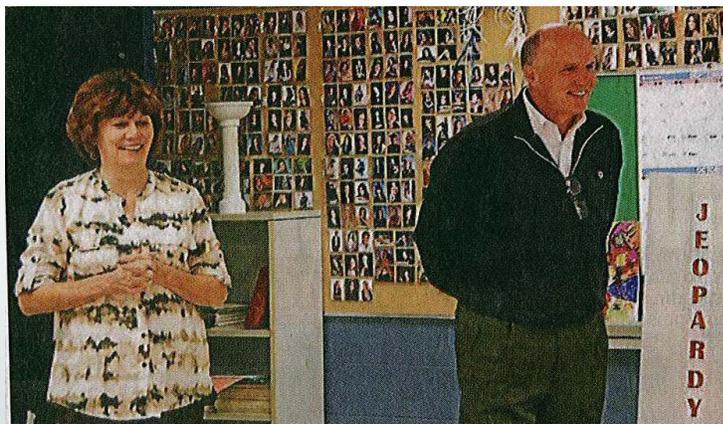
COMMUNITY INVOLVEMENT

“TOWNSHIP JEOPARDY GAME CHALLENGES MODEL HIGH SCHOOL STUDENTS”

For the last ten years, the Clerk’s Office has participated with Model High School civics teacher, Bruce Kezlarian, to teach students about local government. Past classes have been traditional speaker/student meetings or group formats. This year, Deputy Clerk Deana Mondock designed a gaming format based on the *Jeopardy* Game Show. Deana, Clerk Jan Roncelli and Supervisor Leo Savoie hosted the games.

Mondock prepared and distributed pregame notes on local government to the civics classes for review. The categories included roads, taxes, local government, city or township, the roles of the supervisor or mayor, and clerk. The same rules for the game show were used in the classroom.

On game day, students formed teams to answer the questions. Like *Jeopardy*, each question had a monetary value, with the difficult questions worth more money. Bells were issued to each team; the first team to ring the bell earned the right to select an answer and determine the correct question. After the *Final Jeopardy* question, the team with the most money was declared the winner. The winning team members received a *100 Grand* candy bar and others were given *Smarties* candy rolls. The competitive interaction between teams and the hosts generated a dynamic learning environment.



Clerk Roncelli & Supervisor Savoie emcee the “Jeopardy” game.



“Jeopardy” contestants

OPEN HOUSE

On Sunday, October 12, 2014, the Clerk's Office participated in Bloomfield Township's annual Open House. Residents could stop by our office and register to vote, pick up an absentee ballot or take advantage of our passport services. Along with our everyday amenities, we also offered fall crafts for the kids, a free raffle with items donated by Trader Joe's and Hollywood Markets, and slices of pumpkin pie donated by Costco.



Amy Newman won the Trader Joe's gift bag.



A b-e-a-utiful day for an Open House!



Young crafters hard at work creating "masterpieces."



Open House helper, Carolyn Sadler, with Clerk Roncelli showing off their crafting skills.

ELECTIONS

The Clerk's Office conducted two [elections](#) in 2014: the State Primary Election on August 5th and the State General Election on November 4th - the success of these elections depended upon the hard work of many people.

The State Primary Election allowed voters to choose one party on the ballot and cast votes only in that party's primary contests. Out of 35,107 registered voters, 26.23 percent completed a ballot with 4,118 voting at their polling precinct and 5,092 voting by absentee ballot.

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 62.03 percent voter turnout of the 33,593 registered voters, with 13,172 voting at the polls and 7,665 voting by absentee ballot.

An election needs many individuals to run smoothly. Not only does the Clerk's Office staff participate, but we also have a part-time election staff who only process absentee ballots and requests. Along with these employees, we hire election inspectors who work only Election Day at a polling location. Training is required for all inspectors. In August, we hired 249 workers for Election Day and held eight training classes (each class lasted approximately four hours), which was conducted over a three-week period. In November, we hired 299 workers and offered nine training classes. These training classes ensure the inspectors provide quality service to our voters.

And, last, but not least, our Election Commission consists of Clerk Jan Roncelli, Trustee Corinne Khederian, Trustee Neal Barnett and Trustee David Buckley, who serves as an alternate. By law, they meet before each election to approve the printing and proofing of ballots, appointment of election inspectors and to schedule the Public Accuracy test, just to name a few. In 2014, the commission met on June 23, 2014, for the August election and on September 22, 2014, for the November election.

We are the ballot processing and vote counting team!

ELECTIONS

CONTINUED



From left to right: Deputy Clerk Mondock, Clerk's Assistant Miller and Clerk Roncelli test the election equipment.



The Election Commission from left to right: Trustee Barnett, Trustee Khederian and Trustee Buckley review paperwork.



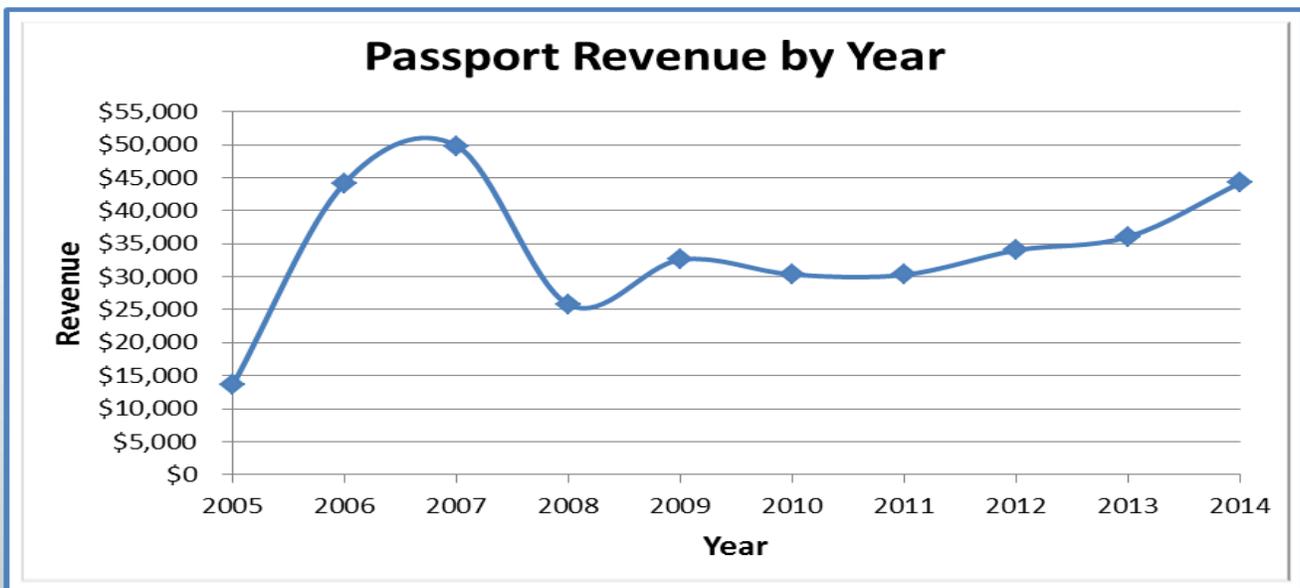
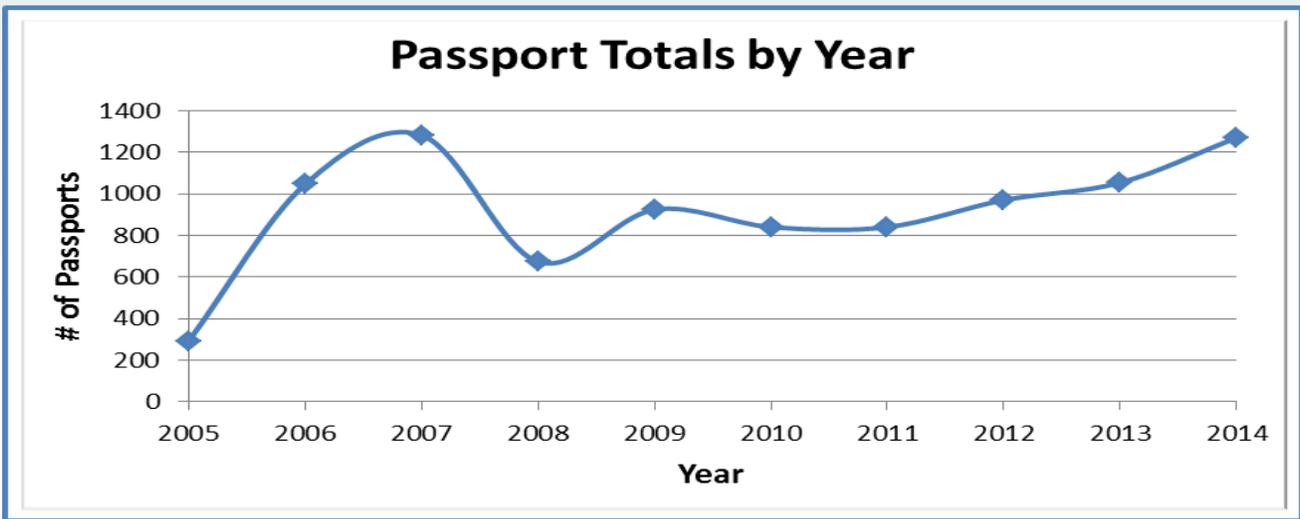
Clerk Roncelli addresses precinct workers at the "Lunch with the Clerk" event.



Clerk Roncelli visits with one of our most "seasoned" election workers, Betty Clark.

PASSPORTS

In 2014, the Clerk's Office processed 1272 [passport](#) applications! This number does not include the assistance we gave for the renewal process of adult passports, which totaled over 340. The only year we processed more, since we became an acceptance agency in 2005, was in 2007 - and we only missed hitting that number by 11! Total passport revenues generated in 2014 was \$45,078.41.



We are the *passport one-stop shop* team!
(Passport photos, forms, and service with a smile)

AUDITS

December 2014 was a busy time for the Clerk's Office in regards to audits. On December 9, 2014, an audit of the November Election was conducted and on December 11, 2014, an audit of our passport procedures was performed.

The Oakland County Elections Division, on behalf of the State Bureau of Elections, audited one of our 32 precincts in the November Election. Oakland County Clerk Lisa Brown, Oakland County Director of Elections Joe Rozell and their staff checked to make sure that all notices were advertised in accordance with State Law, proof that training had been conducted, proof that all election workers listed for that precinct were appointed by the Township's Election Commission, proof that the election worker list had been sent to the two major political parties, proof that the military and overseas voters were processed correctly and in a timely manner, and that the ballot container seal numbers matched. This is just a small sampling of the detail examined in an election audit. Our audit lasted approximately two hours. And, we are proud to say that we passed with flying colors!

The U.S. Department of State, a federal agency, conducted the audit of our passport procedures. We were evaluated on our capabilities to 1) determine management controls for noncompliance with written guidance provided by Passport Services; 2) mitigate the risk of fraud and mis/malfeasance; 3) identify and report systemic trends; and 4) confirm our compliance to Department of State regulations. An assessment of our passport procedures is conducted every two years. These inspections identify opportunities to enhance management of program operations, minimize inefficient and ineffective procedures and provide constructive recommendations to improve passport acceptance services. And in 2014, as in 2012, we received a stellar review!

Dear Acceptance Facility Supervisor:

I would like to congratulate you on your facility's stellar review on the AFO Report for the audit conducted at your facility on 12/11/2014. As an Acceptance Facility, you play an essential role in helping American citizens obtain their passports and we are proud to work with such a great team of people who help provide the public with quality service and information. On behalf of the United States Department of State, we thank you for your hard work and dedication to serving American citizens.

Sincerely,

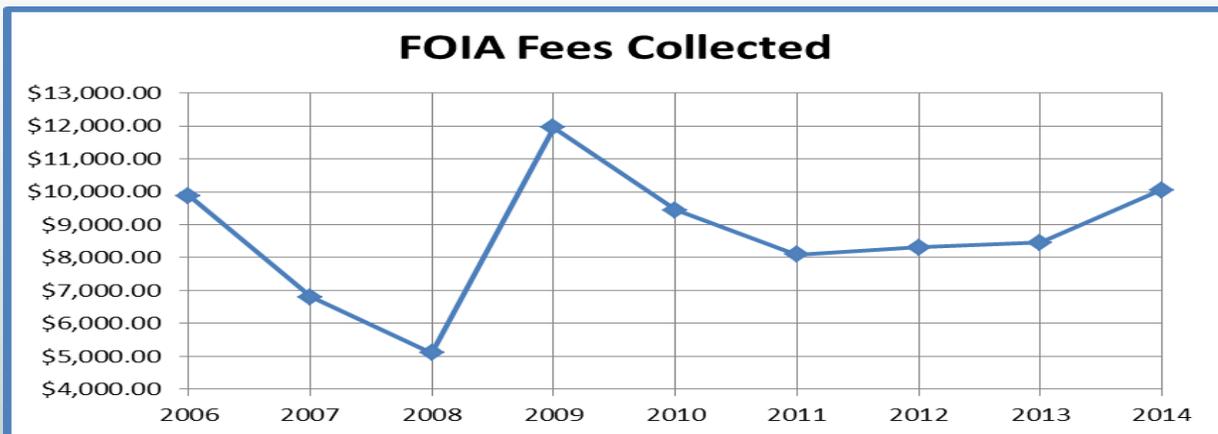
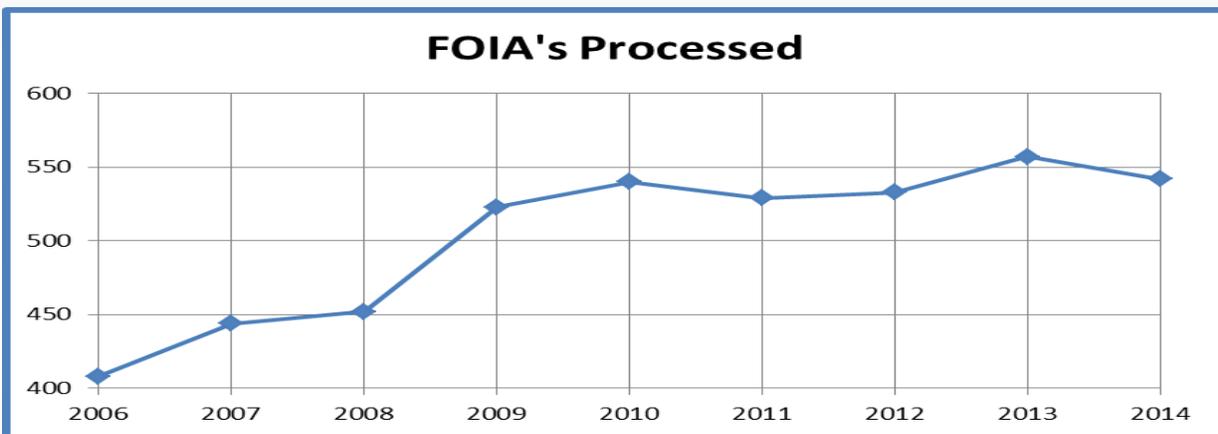
Deepak Dashairya
Customer Service Manager
Detroit Passport Agency

We are the prepared and procedure-oriented team for state and federal agencies!

FOIA

In 1976, Michigan enacted Act 442, [Freedom of Information Act \(FOIA\)](#), which became effective April 13, 1977. Per section 15.231 (2), "It is the public policy of this state that all persons, except those incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process."

Clerk Roncelli is the FOIA Coordinator for Bloomfield Township. In 2014, the Township processed 542 FOIA requests and \$10,045.81 in fees was collected. Deputy Clerk Mondock coordinates the weekly FOIA requests and year-end documentation.



We are the *document keepers* who respond to the *document seekers* team!

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 2014, the Clerk's Office issued three auction licenses with revenue totaling \$75.00.

Liquor Licenses -

There are various types of liquor licenses approved by the Township. Charitable organizations must apply for a 24-hour liquor license if they wish 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 non-profit organizations may apply for a 24-hour license. In 2014, fifteen 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 and investigation. 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 2014, no new Class C or Tavern licenses were granted. However, two existing Class C licenses were transferred to new businesses in the Township: Beau Jack's Restaurant transferred their license to Beau's and Latino Corporation (Oakland Township) transferred their license to Nippon Sushi Bar. These two transfers generated \$3,000.00 in revenue.

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 Marshal who will report his findings to the Board of Trustees along with his recommendation. The Board of Trustees review the documents and make their decision based on the Fire Marshal's recommendation. In 2014, one fireworks permit was issued, which generated \$250.00 in revenue.

We are the *jack-of-all-trades* team!

OTHER SERVICES

CONTINUED

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 2014, the Board granted three charitable gaming licenses: Friends of the Bloomfield Township Public Library, Oakland County Child Care Council and Yatooma's Foundation for the Kids.

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 2014, 18 background checks were completed in conjunction with a solicitation permit, but only 15 permits were issued. These permits generated \$595.00 in revenue for the Clerk's Office.

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 2014, 98 right-of-way applications were reviewed and 94 were approved. A total of \$2,750.00 in fees was collected.

We are the *always moving forward TOGETHER* team!

OTHER SERVICES

CONTINUED

Voter Registration -

As of December 31, 2013, there were 30,920 registered voters in the Township. In 2014, 2601 Bloomfield Township residents registered to vote at various approved agencies including Secretary of State offices and the Clerk's Office. Of those, 610 applications were submitted to the Clerk's Office, which is 23 percent of the total voter registrations.

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 agendas and packets are 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/>. In 2014, 26 Board of Trustees meetings/study sessions were held and the lake boards met nine times.



Lower Long Lake - Lake Board

Pictured from left to right and top to bottom: Riparian Representative Mike Vlastic, County Commissioner Shelley Taub, O.C. Water Resources Commissioner's Office Jacy Garrison, Recording Secretary/Treasurer Jan Roncelli, Chairperson Leo Savoie and Attorney Mark Roberts.

Notaries -

Notary services are offered by almost every department in the Township. In the Clerk's Office we have four notaries. In 2014, the Clerk's Office performed 199 notarial acts and generated \$412.00 in gross revenue.

Oaths of Office -

The Clerk is responsible for administering the oaths of office. When she is not available, the Deputy Clerk acts on her behalf. Oaths of office are given to appointed board members, as well as the police, fire and ordinance departments. In 2014, 47 oaths of office were administered.

We are the difference between an ordinary & an extraordinary team!



We hope you have enjoyed the Clerk's Office Annual Report for 2014!

Bloomfield Township Clerk's Office
4200 Telegraph Road, P.O. Box 489
Bloomfield Hills, MI 48303-0489

Phone: (248) 433-7702 Fax: (248) 642-7610

Email: clerk@bloomfieldtwp.org
Website: bloomfieldtwp.org/services/clerk

Hours: Monday—Thursday, 7:00 a.m.— 5:30 p.m.
Passport Hours: Monday—Thursday, 7:00 a.m.— 4:30 p.m.