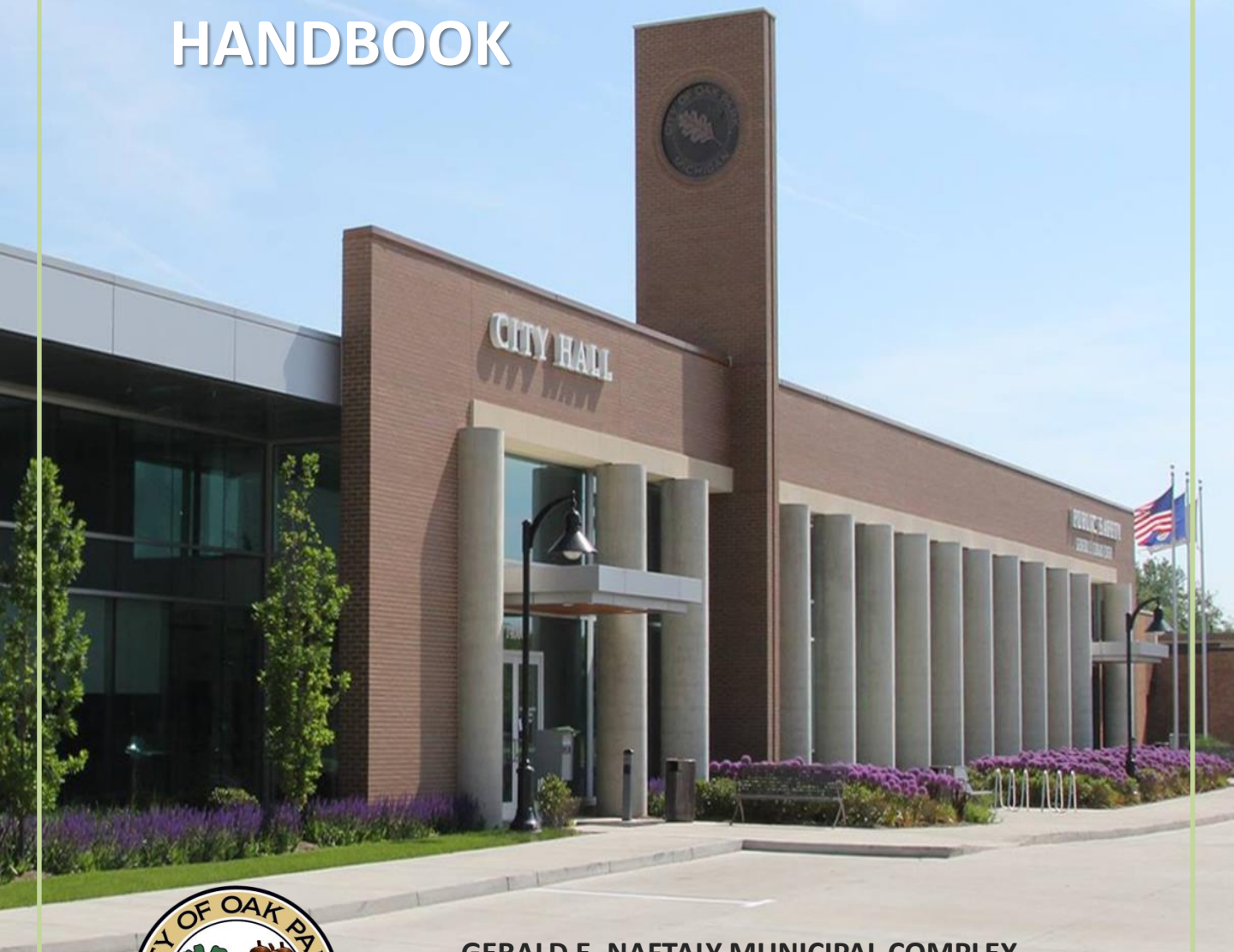


CITY OF OAK PARK

RESIDENT HANDBOOK



GERALD E. NAFTALY MUNICIPAL COMPLEX
14000 Oak Park Blvd., Oak Park, Michigan 48237
(248) 691-7400 ■ www.oakparkmi.gov

RESIDENT HANDBOOK

THE CITY OF OAK PARK

CITY COUNCIL

Marian McClellan
Mayor

Julie Edgar
Mayor Pro Tem

Solomon Radner
Council Member

Carolyn Burns
Council Member

Shaun Whitehead
Council Member

CITY ADMINISTRATION

Erik Tungate
City Manager

Kevin Yee
Assistant City Manager

Ed Norris
City Clerk

Resident Handbook
produced by the
Communications and Public Information Department

Map of the City of Oak Park

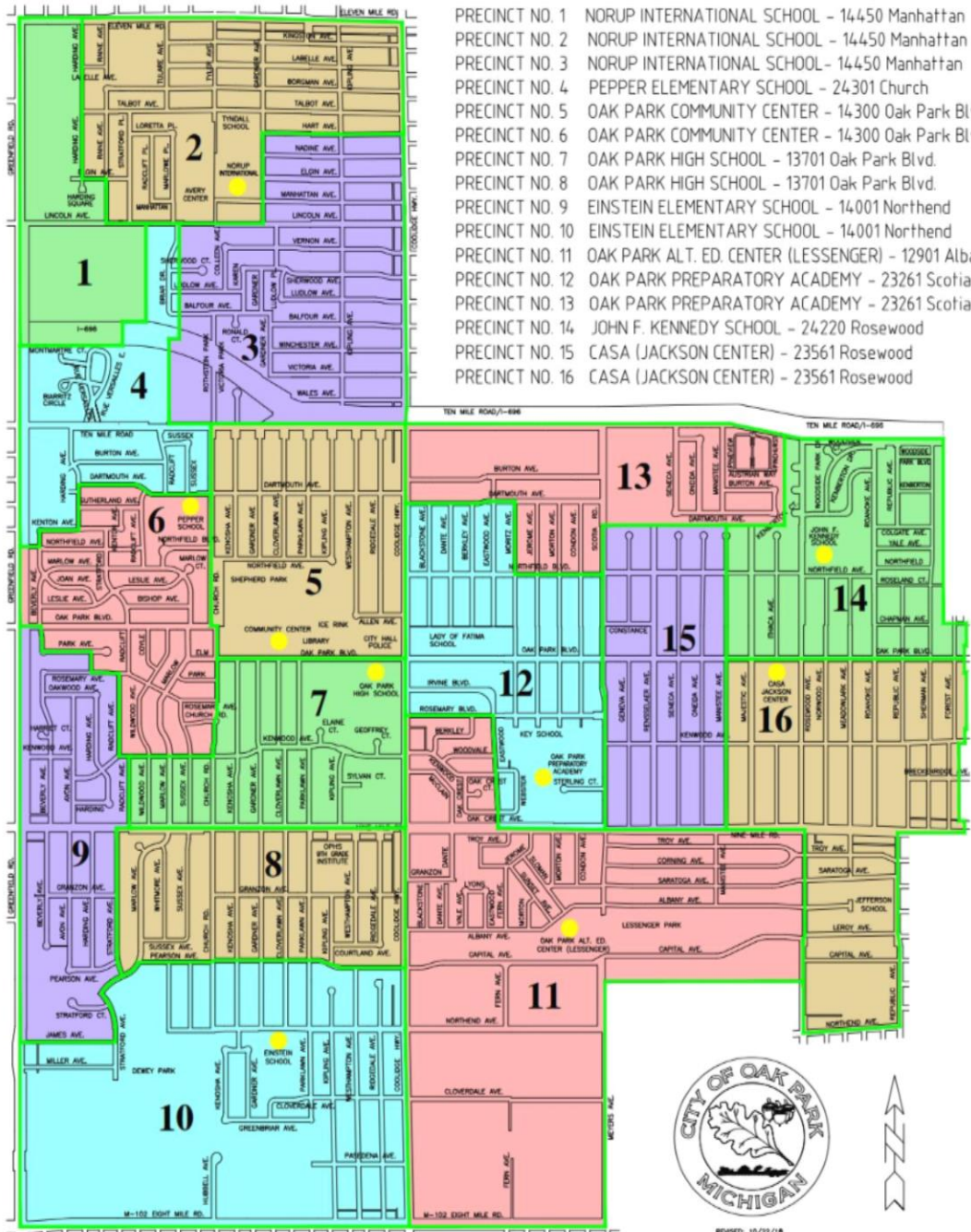
THIS MAP

includes the streets and highways located within the City of Oak Park.

Also identified on the map are 16 voting precincts and 9 voting locations throughout the City of Oak Park.

For more information about the voting registration process or your polling site, contact the City Clerk at (248) 691-7544 or visit the City's website at www.oakparkmi.gov.

CITY OF OAK PARK VOTING PRECINCTS



RESIDENT HANDBOOK

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We're so glad you've chosen to make Oak Park your new home</p> | <p>5 OAK PARK AT-A-GLANCE
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Quick Guide to Getting Started in Oak Park

UTILITIES

Comcast (Cable/Internet/Phone)
(800) 266-2278 ▪ www.comcast.com

AT&T (Cable/Internet/Phone)
(800) 288-2020 ▪ www.att.com

DTE Energy (Electricity)
(800) 477-4747 ▪ www.dteenergy.com

Consumers Energy (Natural Gas)
(800) 477-5050
www.consumersenergy.com

SOCRRA (Recycling and Waste)
(248) 288-5150
www.socrra.org

City of Oak Park Services
Public Safety 911 – Emergencies
(248) 691-7520 – Non-Emergencies

Utility Billing (248) 691-7470
Trash/Recycling (248) 691-7497
www.oakparkmi.gov

SECRETARY OF STATE

13401 W. 10 Mile Rd., Oak Park
(888) 767-6424
www.michigan.gov/sos

U.S. POST OFFICE

14200 W. 8 Mile Rd., Oak Park
(248) 968-3085
www.usps.com

SCHOOL DISTRICTS

Oak Park Schools (248) 336-7700
www.oakparkschools.org
Ferndale Public Schools (248) 586-8651
www.ferndaleschools.org
Berkley School District (248) 837-8000
www.berkleyschools.org

OAKLAND COUNTY

(248) 858-1000
www.oakgov.com



OAK PARK AT-A-GLANCE

COUNTY

Oakland County

CITY AREA

5.16 sq. miles

RESIDENTIAL POPULATION

29,560

TOTAL HOUSEHOLDS

11,719

NUMBER OF BUSINESSES

1,031

HOMEOWNERSHIP RATE

59%

HIGH SCHOOL GRADUATE OR HIGHER

89.9%

SCHOOL DISTRICTS

Berkley School District
Ferndale Public Schools
Oak Park Schools

PUBLIC AMENITIES

Community Center, Library,
Municipal Pool, Parks,
Sledding Hill, Basketball
Courts, Baseball Fields,
and Park Shelters

ANNUAL EVENTS

Winterfest, Daddy Daughter Dance,
Mayor's 5K Race, Independence Day
Parade, Summer Blast, Concerts in the
Park, Boo Bash,
Animal Immunization, Farmers
Market, and Public Safety
Open House



Dear Neighbor:

We're so glad you've chosen to make Oak Park your new home.

In the City of Oak Park, we strive to provide the highest quality of life for our residents in everything we do. We pride ourselves on the richness of our cultural diversity and our safe and secure neighborhoods. We actively encourage residential and business growth. We are business-minded and family-centered.

Community, Culture and Commerce

OUR VISION

The City of Oak Park will lead the region as the most dynamic city in metropolitan Detroit, serving as a destination for vibrant, cutting-edge community life.

OUR VALUES

As City Council and Administration for the City of Oak Park, we are committed to:

- Prioritizing our public's well-being first;
- Operating with integrity and maintaining the trust of our residents;
- Providing the highest quality programs and services;
- Serving as good stewards of our financial and physical resources;
- Delivering honest, responsive government; and
- Attracting innovation, community development and business enterprise.



City Council, City of Oak Park

THE CITY OF OAK PARK operates under a council-manager form of government. Council, as the legislative body, is comprised of five members – the mayor, mayor pro tem, and three members. City Council is

empowered by the City Charter to develop city-wide policy.

Each council member is elected to a four-year term except the mayor, who holds a two-year position. Council members are elected by the citizens of Oak Park to represent the entire community; and each member has an equal voice and vote.

The State of Michigan’s 1976 Open Meetings Act requires that the public is appropriately notified about and welcome to attend Oak Park City Council meetings.

OAK PARK FACTS

**Oak Park
City Government**

Attend a City Council Meeting
In addition to attending meetings in person at City Hall, residents can access meetings live on Comcast OPTV 15 or on the City’s YouTube channel. Past meetings are available online on the City’s YouTube channel. Council meeting agendas are published on the City’s website or available in the City Clerk’s Office 72 hours prior to the meeting.



City Manager
Erik Tungate

As the City’s chief executive officer, the City Manager administers the City’s day-to-day operations and assumes responsibility for the implementation of City Council policies. All City department heads report directly to the City Manager.

CONCERNS?
Residents are always welcome to call, email or make an appointment to visit with:

1. Department Directors
2. City Manager
3. Mayor and Council Members



**Government
in Action**

The City Council convenes every first and third Monday of the month beginning at 7 p.m. When a meeting day falls on a holiday, the Council meeting will be postponed until the following business day. Council occasionally holds study sessions prior to the regular meeting in order to review issues in-depth. With a few exceptions as allowed by law, all Council meetings are open to the public. All meeting dates and times are posted at least 72 hours in advance on the City’s website and in the lobby of City Hall.



City Attorney
Ebony Duff

City Attorney
John Gillooly

The city attorney, which is also appointed by City Council, advises and represents the City and City Council in all legal affairs.



OAK PARK FACTS

Oak Park

Boards and Commissions

Oak Park has 17 **Boards and Commissions** comprised of resident volunteers approved by the Oak Park City Council.

Each board and commission serves in an advisory capacity to the City Council and City administrative staff performing a vital function for the efficient operation of local government.

The City Clerk provides each of the boards and commissions with training on meeting efficiency. Members learn to develop proper agendas and maintain meeting minutes, as well as how to follow bylaws and conduct meetings under the Open Meetings Act, which requires that the public is appropriately notified and invited to attend meetings.

OAK PARK BOARDS AND COMMISSIONS

- Arts and Cultural Diversity Commission
- Beautification Advisory Commission
- Board of Review
- Building Board of Appeals
- Corridor Improvement Authority Board
- Economic Development Corporation
- Election Commission
- Employees Retirement System
- Library Board of Directors
- Local Officers Compensation Commission
- Planning Commission
- Public Safety Retirement System
- Parks and Recreation Commission
- Recycling and Environmental Conservation Commission
- Traffic Safety Board
- Water Board of Hearing
- Zoning Board of Appeals



ELECTED OFFICIALS



State Capitol in Lansing

MICHIGAN GOVERNOR

Gretchen Whitmer

U.S. SENATORS

Debbie Stabenow
Gary Peters

U.S. REPRESENTATIVES

Brenda Lawrence (Dist. 14)
Andy Levin (Dist. 9)

MICHIGAN SENATE

Jeremy Moss (Dist. 11)

MICHIGAN HOUSE OF REPRESENTATIVES

Regina Weiss (Dist. 27)

OAKLAND COUNTY EXECUTIVE

Dave Coulter

OAKLAND COUNTY BOARD OF COMMISSIONERS

Charlie Cavell (Dist. 18)
Yolanda S. Charles (Dist. 17)



For Board and Commission applications, visit the City's website at www.oakparkmi.gov or contact the City Clerk at (248) 691-7544.

GERALD E. NAFTALY MUNICIPAL COMPLEX

City Manager
(248) 691-7410

City Council
(248) 691-7410

City Clerk
(248) 691-7544
(248) 691-7542 – Elections
(248) 691-7540 - FOIA

**Economic Development
And Communications**
(248) 691-7404

Finance
(248) 691-7545
(248) 691-7490 – Accounting
(248) 691-7550 – Assessing
(248) 691-7545 – Treasury
(248) 691-7470 – Utility Billing

Human Resources
(248) 691-7403

Information Technology
(248) 691-7591

Oak Park Library
(248) 691-7480

Public Safety
9-1-1 for Emergencies
(248) 691-7520 – Non-Emergencies

Public Works
(248) 691-7497

Recreation
(248) 691-7555

Technical and Planning
(248) 691-7450
(248) 691-7450 – Animal Control
(248) 691-7450 – Building Division
(248) 691-7580 Engineering



CITY HALL
14000 Oak Park Blvd.
Oak Park, MI 48237
Mon-Thurs, 8 a.m. – 5 p.m.
Every other Fri. 8 a.m. – 4 p.m.

- City Manager
- City Council
- City Clerk
- Human Resources
- Treasury/Tax/Assessment
- Utility Accounts



**GLENFORD S. LEONARD
PUBLIC SAFETY**
13800 Oak Park Blvd.
24 Hours/7 Days Per Week

- Police
- Fire
- Emergency Medical



PUBLIC WORKS
10600 Capital St.
Mon-Fri, 7:30 a.m. – 4 p.m.

- Trash Collection/Recycling
- Streets/Sidewalks
- Snowplow/Leaf Collection
- Parks and Forestry
- Water Mains



45th DISTRICT COURT
13600 Oak Park Blvd.
Mon-Fri, 8 a.m. – 5 p.m.



OAK PARK FACTS

Oak Park City Buildings



MUNICIPAL SERVICES
14300 Oak Park Blvd.
Mon-Thurs, 8 a.m. – 5 p.m.
Every other Fri. 8 a.m. – 4 p.m.

- Economic Development
- Technical and Planning
 - Animal Control
 - Building Inspection
 - Code Assistance
 - Building Maintenance



COMMUNITY CENTER
14300 Oak Park Blvd.
Mon-Thurs, 9 a.m. – 5 p.m.
Every other Fri, 8 a.m. – 4 p.m.

- Recreation/Community Center
- Municipal Pool
- Miniature Golf
- League Sports
- Facility Rentals



OAK PARK PUBLIC LIBRARY
14200 Oak Park Blvd.
Mon-Thurs, 10 a.m. – 8 p.m.
Fri, 10 a.m. – 5 p.m.
Sat, Closed. Sun, 1– 5 p.m.

- Friends of the Library
- Historical Society
- Events and Activities

LIVING IN OAK PARK

YOUR NEIGHBORHOOD

CITY SERVICES

SNOW EMERGENCIES

- By ordinance, snow emergencies are called by the Director of Public Works when more than four inches of snow falls, or other hazardous conditions develop.
- During snow emergencies, parking on public streets is not permitted until City crews have sufficiently plowed.
- Designated emergency parking areas are available.
- City of Oak Park snow emergencies are announced through the City's website, Facebook, Twitter, Comcast OPTV 16, and Community eBlasts (email).
- For City building closures due to weather, also check your local television and radio stations.
- To sign up for Community eBlasts, share your email address at cflynn@oakparkmi.gov.



TREES AND POWER LINES

- Never attempt to trim trees around power lines or to handle a downed power line yourself.
- Make immediate and direct contact with DTE Energy at (800) 477-4747.



DEPARTMENT OF PUBLIC WORKS (DPW)

The Department of Public Works, or DPW, provides City services divided among five divisions: Streets, Water and Sewer System, Parks and Forestry, Motor Pool, and Facilities Maintenance. The department's overarching goal is to provide a high quality of life to residents, local businesses and fellow employees by delivering responsive, efficient and effective services.



TREE CITY USA
Arbor Day Foundation

Oak Park:
40+ Years



ANNUAL BEAUTIFICATION AWARDS

The City of Oak Park's Beautification Commission promotes an annual home improvement campaign in which the commission recognizes homes and businesses in Oak Park for outstanding yards and gardens.

Nominations are due in late July each year. For more information or to complete a nomination application, see Public Works on the City website or call DPW at (248) 691-7497.



DEPARTMENT OF PUBLIC WORKS, or DPW**LIVING IN OAK PARK****YOUR
NEIGHBORHOOD****CITY SERVICES****TRASH COLLECTION****Regular Collection**

- All trash must be curbside by 7 a.m. on collection day.
- Place trash curbside at or after noon the day before collection day.
- Bags or trash cans (no boxes) must not exceed 32 gallons each.
- Trash must be easy to handle.
- About seven bags/cans or bundles (or one cubic yard) allowed per collection.
- Regulation-size, 95-gallon, mini-dumpsters are allowed and can be ordered through the City's Water Department.
- Up to three large household items per pick-up are allowed but must be separated from trash.
- See the City newsletter/website or call DPW for holiday pick-up schedule.
- Items NOT permitted, include automotive parts, tires, waste oil, drums, pallets, gravel, slate, tile, stone, poisons, dead animals, ammunition, explosives, concrete, soil, medicine, drugs, construction or move-out debris, or any item that may harm collection personnel.
- Unused, prescription medications can be disposed of at the Department of Public Safety building located at 13800 Oak Park Blvd, Oak Park, MI. Call (248) 691-7520 for more info.
- See below for criteria on yard waste, branch and hazardous waste pick-up.

**Yard Waste**

- Yard Waste and brush are collected weekly at curbside from mid-April through early December.
- Yard waste must be in brown paper bags or 32-gallon garbage cans marked "Yard Waste."
- "Yard Waste" stickers can be obtained in City Hall or at DPW.
- Bags or cans must not exceed 60 pounds.
- Before mid-April, drop yard waste at SOCCRA Center located at 995 Coolidge Rd. in Troy. For more information, visit <http://socrra.org/>.
- Use SOCCRA's Waste Wizard tool to see what can and can't be recycled:
<https://www.socrra.org/waste-wizard>

Hazardous Household Waste

- At no charge, residents may drop off items, such as paints, garden chemicals, household cleaners, and solvents at the MRF Drop-Off Center at 995 Coolidge Rd. in Troy.
- Residents must first call for an appointment at (248) 288-5153.

Tree Branch Collection

- Only brush resulting from yard maintenance (organic) is collected.
- Small brush (4" max; 1/4" diameter or less) must be tied in bundles less than 60 pounds.
- Large brush (8" max; 6" diameter or less) must be stacked on curb with cut-ends together for the chipper
- Items not permitted: material produced by commercial landscapers or tree trimmers, total tree removal, logs, stumps or roots . (Use a private contractor in these instances.)

Recyclables

- Recyclables must be placed in approved containers
- Permitted items include, newspaper, tin, aluminum, glass, plastic containers, and household batteries.
- For a complete list of allowances, contact DPW.
- Recycling bins can be purchased at the Water Dept.

Contact the Department of Public Works regarding sanitary sewer back-up, special trash pick-up requests or any questions about trash collection.

DEPARTMENT OF PUBLIC WORKS (DPW)

10600 Capital Street, Oak Park, MI 48237 • (248) 691-7497 • www.oakparkmi.gov



LIVING IN OAK PARK

YOUR NEIGHBORHOOD

CITY SERVICES

DIVISION PHONE NUMBERS

Animal Control (248) 691-7450

**Building Division/
Code Assistance** (248) 691-7450

Electrical (248) 691-7459

Engineering (248) 691-7580

**Mechanical/
Plumbing** (248) 691-7452



TECHNICAL AND PLANNING (T&P)

Technical and Planning Services (T&P) consists of the following divisions: Building Inspection (including electrical, mechanical and plumbing), Code Assistance, and Engineering.

Building Inspection and Code Assistance are responsible for all permit issuance; inspection of all work related to construction projects or structures in the City; enforcement of the zoning ordinance; and investigation of alleged ordinance and code violations related to City parking lots, signs, nuisances and offensive conditions, blight, garbage and rubbish containment, weeds and rodent control, dog pound and animal control, and certain types of parking offenses.

The Engineering Division oversees all matters related to construction of the physical properties of the City's infrastructure, as well as planning and engineering services for the City.

ANIMAL CONTROL

- Residents can own up to three animals.
- All dogs and cats must be licensed and on a suitable leash (or, in the case of cats, on a harness) while off owner or custodian premises, including public parks. Dogs or cats can also be properly confined in a closed vehicle or a travel receptacle.
- Owner must remove all droppings in public spaces.
- Lost pets are held up to four days in the City pound, located on the Department of Public Works grounds at 10600 Capital St., Oak Park. Hours of operation are Monday thru Friday, 8 a.m. to 5 p.m. Summer hours: 10:30 a.m. to 7 p.m. A daily charge is due when the pet is picked-up.
- The City does **NOT** provide animal removal (i.e., raccoons, birds or bats) from properties. Residents must secure a private contractor.
- If you are bitten by an animal, contact Animal Control between 8 a.m. and 5 p.m. Contact Public Safety at (248) 691-7520 between 5 p.m. and 8 a.m.

CODE ASSISTANCE

- Contact Code Assistance to report:
 - Abandoned houses;
 - Abandoned vehicles on occupied property. If the abandoned vehicle is not on a public street or vacant property, contact T&P. If the abandoned vehicle is on a public street or vacant property, contact Public Safety.
- Rentals: Landlords must purchase an annual rental license to register properties in the City. Properties must be inspected by Code Assistance every two years or with occupancy change.
- A ticket issued by Code Assistance constitutes a civil infraction.



TECHNICAL AND PLANNING (T&P)

BUILDINGS

- **Building Permits:** Residents and businesses are required to obtain building permits for:
 - Plumbing, mechanical or electrical work;
 - Additions and/or alterations to existing structures;
 - Any work performed in the public right-of-way.
- **DIY Home Improvements:** Contact the Building Inspector to discuss your options.
- **Financial Assistance:** Residents who qualify with low-to-moderate income can contact Oakland County Home Improvement Loan Programs for home repairs.

ADVANTAGES: One of the benefits of permits is that it involves the services of a professional inspector who approves each phase of the construction process resulting in a safe and accurate process.

FAQ (Frequently Asked Questions)

How do I check property zoning?

- The Planning division can assist by reviewing the City's official Zoning District Map, which is also on the City's website as Appendix A of the City Code. Additional maps can also be purchased from T&P.

Can I operate a business from my home?

- The City's Zoning Ordinance allows for certain "home occupations" to be conducted at a residence. The Planning division can assist in determining eligibility.

How do I turn a large property into two parcels?

- The City Assessor reviews and approves all lot splits and combinations. The Planning Division can assist in identifying Zoning Ordinance requirements.

Am I allowed to display a temporary sign or banner?

- City Council reviews and approves all requests for temporary signs and banners. See T&P for an application.

Before I dig holes in my yard to plant trees or install a fence, how do I identify water or sewer line locations?

- Call 1-800-MISS DIG for this information.

LIVING IN OAK PARK

YOUR NEIGHBORHOOD

CITY SERVICES

ENGINEERING

- Contact Engineering to report:
 - Burned out streetlights
 - Malfunctioning traffic signals
 - Dangerous sidewalks
 - Water leaks on public property
- **Water Leaks:** Residents are responsible for repairing water leaks on private property.
- DPW generally notifies residents in advance of major street, sidewalk, water, or sewer projects. To learn more about planned improvements to the City's infrastructure, contact the Engineering Department.

ECONOMIC DEVELOPMENT AND PLANNING (EDP)

The Economic Development and Planning Department works with Oak Park businesses and entrepreneurs to attract and retain a strong business base in the community. EDP offers business support, as well as programs designed to enhance quality of life within the community.

The City proactively recruits businesses to diversify the employment base. We streamline review and permitting and reduce approval time in order to expedite quality developments.

For more info, call EDP at
(248) 691-7404.



LIVING IN OAK PARK

YOUR NEIGHBORHOOD

CITY SERVICES

DIVISION PHONE NUMBERS

Accounting	(248) 691-7490
Assessing	(248) 691-7550
Treasury	(248) 691-7545
Utility Billing	(248) 691-7470

Most information can be obtained on the City's website at www.oakparkmi.gov.



FAQ - GENERAL

How is fiscal policy set in Oak Park?

The City Manager, with City Council approval, sets fiscal policy. The Annual Budget is available for public review in the Oak Park Library, the City Clerk's Office, the Finance Department in City Hall, and online on the City's website.

How can I do business with the City?

Current contracts up for bid are posted on the Michigan Inter-governmental Trade Network (www.mitn.info).



FINANCE AND ACCOUNTING

Oak Park Finance and Accounting consists of the following public divisions :

Assessing determines the value of all Oak Park properties for taxation on an annual basis. This division collects and provides public access to the following information: taxpayer of record information, principal residence exemption (PRE) status, physical improvements to the land, lot sizes, property descriptions, sales data, drawings, maps and businesses located within the City.

Treasury is responsible for collecting all monies payable to the City, including taxes, permit fees, license fees, and miscellaneous receivables. This excludes building permits and licenses.

Utility Billing facilitates residential and commercial services, which include water, sewage removal, garbage pickup and water system maintenance.

FAQ - ASSESSING

What do the terms "assessed value" and "taxable value" mean?

- Assessed Value is generally one-half of the market value of the property, as determined by a two-year sales study. The term "state equalized value" or SEV simply means the Assessed Value as confirmed by the State of Michigan. Taxable Value is the amount on which your property taxes are levied. Taxable Value is capped and can only change by the rate of inflation each year (or 5%, whichever is less), unless a property has had a Transfer of Ownership in the prior year or had physical changes to the property.

Why are my taxes higher than my neighbor's taxes when our houses seem so similar?

- Taxes are based on taxable value, not assessed value.

What is a "Homestead Exemption"?

- This is an exemption from paying 18 mills in school operating tax. For eligibility, you must own and occupy the home and have a valid Principal Residence Exemption (PRE) on file with the Assessor's Office.

What should I do with the Notice of Assessment I receive by mail each March?

Review it. Contact the Assessor with any questions. Maintain the notice in preparation for your tax returns next year.

FINANCE AND ACCOUNTING

FAQ - TAXES

When are taxes due?

- Summer (City) taxes are due between July 1 and August 31. Winter (County) taxes are due between December 1 and February 14.

How can I pay my tax bill?

- Online payments using a credit card can be made 24 hours-a-day on the City's website at www.oakparkmi.gov. Credit card payments are accepted online and at the counter in City Hall. Tax bills may also be paid with cash, check, or money order delivered by mail, in-person at the counter in City Hall, or by using the drop box outside City Hall, located at 14000 Oak Park Blvd. , Oak Park, MI.

What if I cannot pay my taxes on time?

- The City of Oak Park will accept payments for summer taxes without penalty through August. In September, there will be a 4% penalty charged to all unpaid summer taxes. Beginning in October, an additional penalty of one-half of 1% per month will also be assessed, not to exceed 6%.
- Winter taxes paid after February 14 will incur a penalty of 3%.

Will a partial payment be accepted on tax bills?

- Yes. A partial payment option is available. Please contact the Treasury Department at (248) 691-7545 for details.

FAQ – UTILITY DIVISION

How can I pay my utility bill?

- Online payments using a credit card can be made 24 hours-a-day on the City's website at www.oakparkmi.gov or call toll free 1-800-487-4567. Credit card payments are accepted online and at the counter in City Hall. Utility bills may also be paid with cash, check, or money order delivered by mail, in-person at the counter in City Hall, or by using the drop box outside City Hall, located at 14000 Oak Park Blvd., Oak Park, MI. Payments on past due accounts that have been disconnected or issued a blue disconnection notice must be paid in cash or money order. E-billing and ACH Autopay bill pay available, please visit www.oakparkmi.gov.

Does the Utility Division sell garbage bags and trash containers?

- Yes. Subject to availability, Utility billing sells garbage bags and recycling bins. Occasionally, Oak Park purchases regulation-size, 95-gallon trash carts at a discount, which we pass on to our residents on a first-come, first-served basis. Watch for sale announcements in the City's newsletter, the *Oak Park Magazine*. Prices are subject to change, so please call (248) 691-7470 for details.

YOUR NEIGHBORHOOD

CITY SERVICES



UTILITY BILLING

How do I calculate my utility bill? Utility bills are determined by the amount of water that passes through your water meter multiplied by the current water and sewer rates. For example, if you receive a bill and in the "current usage" column you are billed for 7 units of water, we would calculate your utility bill as follows:

$$\text{Water (WT)} = 7 \times 4.51 = \$31.57$$

$$\text{Sewer (SW)} = 7 \times 4.86 = \$34.02$$

$$\text{Typical Meter Charge} = \$1.59$$

$$\text{Garbage/Rubbish Charge} = \$12.91$$

$$\text{Total} = \$109.17$$

There are several ways residents can work to reduce their utility bills:

- Check leak detectors often on meter
- Fix running toilets and leaky faucets
- Shorten shower times, turn off water while brushing teeth, and find other ways to reduce water usage



LIVING IN OAK PARK

YOUR PARTICIPATION

CIVIC AFFAIRS



PERMITS AND LICENSES

Upon payment of any applicable fees, the City Clerk issues permits and licenses as required by law:

- Merchants: Expires annually. Fees vary.
- Garage sales: Two individual sales allowed per year, no more than five consecutive days. Check for free garage sale weekends in the summer months!
- Lawn care/Snow Removal: Expires annually
- Taxicab: Expires annually.
- Handbills: Various fees.
- Sidewalk sales: Two sales per year, three days each.
- Vendor's: Expires annually.
- Mechanical amusement device: Expires annually.
- Distributors: Expires annually.
- Going-out-of-business: Fees vary.
- To maintain a real estate non-solicitation list: List updated each time a new solicitation is submitted.
- Precious Metals Licenses: Fees vary.
- Special Events (such as a parade, bike race, 5K run, or neighborhood block party).



OFFICE OF THE CITY CLERK

The Office of the City Clerk is the information center of the City. As a professional liaison between the City, its residents and the public, the Clerk's Office provides the community with various, daily services while maintaining neutrality and impartiality. This allows the office to render equal service to all while maintaining the integrity of elections and public records in the City of Oak Park.

The City Clerk's Office is responsible for providing services for City Council and the City's Council-appointed boards and commissions (see page 8). The Office is responsible for coordinating all election activity in the City and issues specialty licenses and permits. Other duties of the Clerk's Office include records management, mail processing, public notice administration, bid openings, and Freedom of Information Act (FOIA) request coordination.



RESIDENTIAL SALE REQUIREMENTS

Permits are required for any residential sale in Oak Park, including garage, estate, moving, basement or yard sales. Residents are limited to two sales (total) per year. Fees vary.

CITY ORDINANCES

The Code of City Ordinances is available online on the City's website at www.oakparkmi.gov. There is a nominal fee for requests for copies made directly to the City Clerk's Office.

OFFICE OF THE CITY CLERK

VOTER REGISTRATION

Eligibility

- U.S. Citizen
- 18 years of age on Election Day
- Michigan resident and a resident of the City for at least 30 days by Election Day

Register to Vote

- Oak Park City Clerk's Office
- Secretary of State
- Oakland County Clerk's Office
- Armed Forces Recruitment Office
- High school counseling office (students)
- www.michigan.gov/sos

For more info, contact the City Clerk at (248) 691-7544.

ABSENTEE BALLOTS

Absent voter ballots are available to registered voters for all elections. They provide a convenient method for casting a ballot when a voter is unable to attend the polls on election day.

To receive an absentee ballot, you must complete the required application, which can be found at www.oakparkmi.gov or at the City Clerk's Office.

Return your application to the Clerk's Office by mail or drop it off in-person.

Ballots are mailed within 24 hours of receipt.

The City Clerk maintains a list of absentee voters for every regularly-scheduled primary and general election. Any registered voter is eligible to be added to this list. To be added, contact the City Clerk's Office.

LIVING IN OAK PARK

YOUR PARTICIPATION

CIVIC AFFAIRS

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Requests for information (documents, records, statistics, etc.) made through the Freedom of Information Act (FOIA) can be filed in the City Clerk's Office. A fee will be charged for this service.



OTHER CITY CLERK BUSINESS

- Notary Public (Fee: \$5.00)
- Records Management
- Special Assessments
- Requests for public records
- Resolutions and proclamations
- City switchboard service
- Bond issuance in narcotics forfeiture cases
- Bid Openings



OFFICE OF THE CITY CLERK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7544 • www.oakparkmi.gov

LIVING IN OAK PARK

YOUR INFORMATION

NEWS AND ANNOUNCEMENTS

The central mission of **Communications and Public Information** is to convey to Oak Park residents as much relevant information as possible about municipal services and events. CEPI creates a streamlined process that opens lines of communication between the City and its stakeholders.

OTHER INFO RESOURCES

CITY CALENDAR

The annual calendar is published by the City and hand-delivered to every residence and business prior to the end of each year. It contains important dates and captivating photos of the past year's special events.

COMMUNITY eBLASTS

From time to time, the Mayor or City administration may issue an eBlast to communicate a newsworthy topic, announce a breakthrough development, disclose calendar of events, respond to public concerns or relay emergent information in real-time. Be in the know, sign up today.

COMMUNICATIONS AND PUBLIC INFORMATION



**Community
eBlasts**



www.oakparkmi.gov



Instagram

NEWS YOU CAN USE

A dozen ways to stay informed about news and events in Oak Park:

- *City Magazine*— mailed quarterly to mailboxes in the 48237-zip
- *The City's website* – www.oakparkmi.gov
- *Social Media* – Facebook, Twitter, and YouTube
- *Comcast OPTV15 and OPTV16*
- *Electronic billboards on Coolidge at Oak Park Blvd. and 9 Mile Rd.*
- *Community eBlasts* – Regular email announcements

EMERGENCY COMMUNICATIONS

The City of Oak Park uses several methods to communicate with residents in the event of an emergency. In addition to the City's website and Comcast OPTV, you can receive updates all year round by connecting through the following channels:

1. Sign up for email notifications at cflynn@oakparkmi.gov
2. Like us on Facebook at www.facebook.com/CityofOakPark
3. Follow us on Twitter at www.twitter.com/CityofOakPark
4. In some cases, pick up written updates in the City Clerk's office

Also, for City building closure announcements due to inclement weather, tune to: WJBK TV Channel 2; WDIV TV Channel 4; WXYZ TV Channel 7; WWJ Radio and WJR Radio.

ADVERTISING OPPORTUNITIES

Now, you can advertise your local business:

- Oak Park Magazine – Quarterly, more than 14,000 readers

For more details, contact Eric Freeman at (248) 691-7589.



COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7589 • www.oakparkmi.gov

PUBLIC LIBRARY

The beautiful **Oak Park Public Library** provides materials, services, information, and programming for the City's diverse community designed to meet the community's educational, informational, cultural and recreational needs.



In addition to a large collection of books, periodicals, audio books and DVDs, the Oak Library has become a community destination for cultural programming ranging from concerts and art exhibits to special children's events.

REGIONAL ATTRACTIONS

Franklin Cider Mill

www.franklincidermill.com
(248) 626-8261

Belle Isle State Park

www.michigan.gov/dnr
(844) 235-5375

Detroit Riverwalk

www.detroitriverfront.org

Somerset Collection

www.thesomersetcollection.com
(248) 643-6360

Eastern Market

www.detroiteasternmarket.com
(313) 833-9300

Detroit Institute of Arts

www.DIA.org
(313) 833-7900

Greenfield Village

www.thehenryford.org
(313) 982-6001

Charles H. Wright Museum of African American History

www.thewright.org
(313) 494-5408

Holocaust Memorial Center

www.holocaustcenter.org
(248) 553-2400

FAQ – Library

How do I get a library card?

You are eligible if you either live in Oak Park or are an employee of the City of Oak Park. Bring proof, complete the registration process, sign your card, and you're all set!

Can my child get a library card?

Yes. Children under 18 may apply for a card when they come to the library with a parent or legal guardian with proof of eligibility.

How many books may be checked out at one time?

It depends. All books circulate for three weeks at no charge. There is generally no check-out limit on the number of fiction titles.

How do I return items after hours?

An outdoor return chute is available on the south side of the library.

LIVING IN OAK PARK

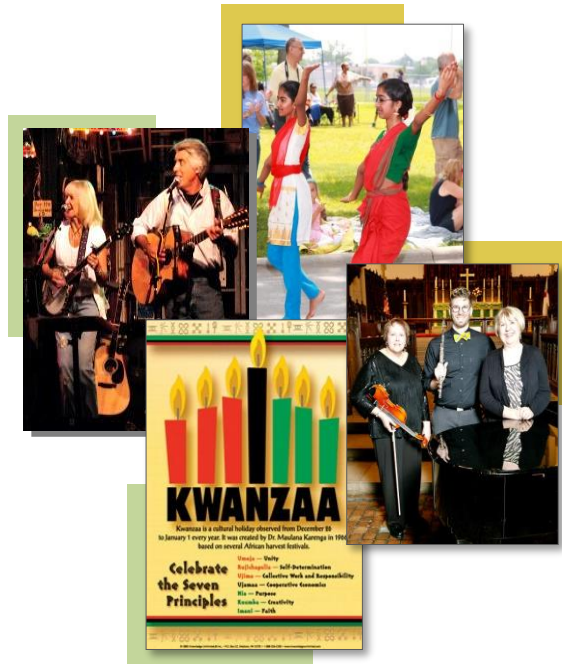
YOUR RESOURCES

SPECIAL PROGRAMS

SPECIAL EVENTS

The Library often hosts special events for all ages in partnership with established community groups, including:

- Friends of the Oak Park Public Library
- Oak Park Arts and Cultural Diversity Commission
- Oak Park Historical Society



OAK PARK PUBLIC LIBRARY

14200 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7480 • www.oakparkmi.gov



LIVING IN OAK PARK

YOUR
LEISURE

CITY AMENITIES

The Oak Park Recreation Department sets out to enrich the quality of life for the City's youth, adults and seniors by establishing a high standard of excellence in programs, activities, parks and services.



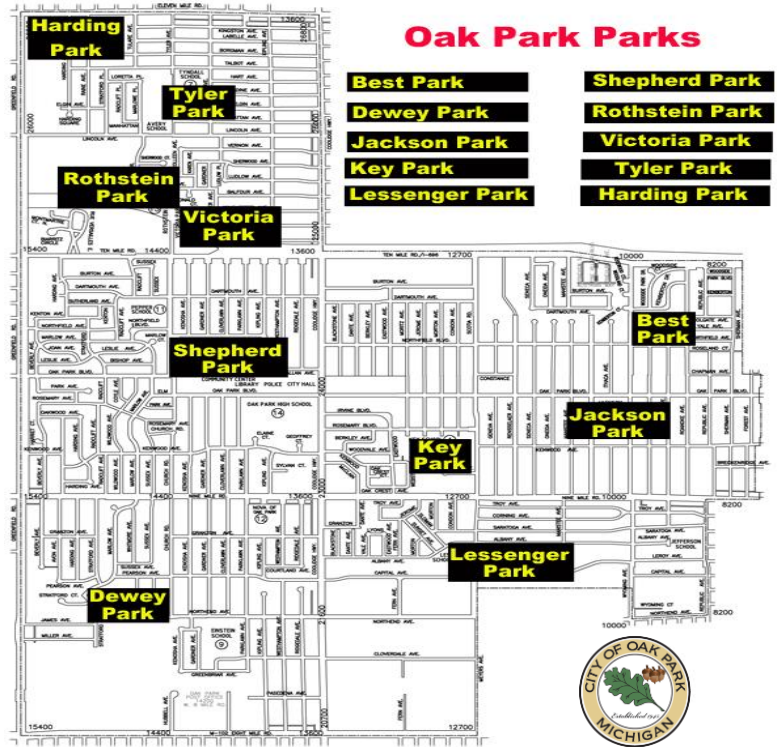
SHEPHERD PARK

- A true Family Favorite
- Play scape with painted train
- Three shelters with grills
- Adjacent to City Hall
- Large playing fields, also used for live concerts and winter sledding

ANNUAL EVENTS

- Winterfest
- Daddy Daughter Dance
- Arbor Day Event
- Independence Day Parade and Fun Fest
- Mayor's 5-K Run
- Summer Blast
- Halloween Boo Bash
- Boo-tification Awards
- Farmers Market
- Summer Concert Series

RECREATION



Oak Park is home to beautiful public parks with community access to children's playscapes, basketball, baseball fields, nature trails, and picnic shelters. To reserve a park pavilion or a meeting room in the Community Center, contact the Recreation Department at (248) 691-7555.



The Hill

Leagues

Municipal Pool



Recreation programs and events are found quarterly in the Oak Park Magazine, which offers dozens of classes, special programs and league sports for all ages, as well as special activities and trips for members of the 50 Up Club for seniors. Each magazine can be found on the City's website.

RECREATION

14300 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7555 • www.oakparkmi.gov

PUBLIC SAFETY

The **Oak Park Public Safety Center** has an accomplished history of service to the community since being established in 1954. Responding to more than 15,000 service calls each year, the department continuously seeks to improve the quality of life in Oak Park by working in partnership with all citizens to protect life and property, to promote safety, to maintain public order and to preserve human rights.

FAQ – General

How do I report an emergency?

Call 9-1-1 for fire, medical, or police response, or any life or property-threatening emergency.

Where is the Public Safety Center located?

The Oak Park Public Safety Center is located at 13800 Oak Park Blvd., Oak Park, MI 48237. City Hall's and the Public Safety Department's entrances are West of Coolidge, between 9 Mile Road and 10 Mile Road, on the north side of Oak Park Blvd. opposite Oak Park High School. From I-696, use Exit 14, turn south on Coolidge and travel one-half mile to Oak Park Blvd. Business phone: (248) 691-7520. Emergency: 911

What are the Public Safety Center hours?

The Public Safety Center, Uniformed Patrol, is open 24 hours a day, 365 days a year. The Administration, Investigations, Fire Inspection, Records and Property offices are open Mon. – Fri. between 8 a.m. and 5 p.m.

Is there a way to report a crime anonymously?

In most cases, crimes may be reported anonymously. Formal crime reports are not accepted over the phone, however, so victims must appear in person. Names, addresses, and telephone numbers are not required to complete a crime report at the Public Safety Center.

Is there a charge for using paramedic services?

There is a charge if the patient is transported. There may be a nominal fee if medical technicians make a vitals assessment and determine transport is not necessary or if the callers decide to transport the patient themselves.

Who do I contact about having a special event, such as a parade, bike race, 10K run or neighborhood block party?

Please contact the City Clerk's office at (248) 691-7544.

LIVING IN OAK PARK

YOUR SECURITY

POLICE, FIRE AND EMS



Public Safety cross-trains each highly-qualified officer to serve effectively in multiple roles as Police Officer, Fire Fighter and Medical First Responder. Oak Park was one of the first communities in the state of Michigan to initiate this comprehensive Public Safety program.



LIVING IN OAK PARK

YOUR SECURITY

POLICE, FIRE AND EMS

PUBLIC SAFETY

What is available at the Public Safety Records Bureau?

Alarm permits, gun permits, bike licenses, fingerprints, personal record clearance, vehicle inspections, parking permits, and applications for carrying a concealed weapon are available through the Public Safety Records Bureau. The Records Bureau is also your source for police reports and crash reports. All requests must be made in writing. The release of information is subject to Michigan Freedom of Information Act guidelines.

Where do I get a gun permit ?

Changes in the State of Michigan gun laws now allow a citizen to purchase a handgun directly from a licensed gun dealer (i.e. gun shop). Those wishing to purchase a handgun from a private seller must still obtain a license to purchase a permit if they do not possess a Concealed Pistol License. Government-issued identification and one other form of identification is required at the time of application. Please contact the Records Bureau for the fee schedule.

Where can I get an alarm permit and how much does it cost?

Alarm permits may be obtained from the Public Safety Records Bureau for a one-time \$20 fee. Applications for an alarm permit are also available on the city website at www.oakparkmi.gov.

Can I park a large truck in front of my house? Is there somewhere else I can park it?

City ordinances prohibit the parking of commercial vehicles on the public roadway in residential areas. Restrictions also apply in some instances on private property. Please review the city ordinance (available on-line). Parking of commercial vehicles, by permit only, is allowed in the municipal parking lot off of Eleven Mile Rd, between Tulare and Gardens Streets. Please contact the Records Bureau for permit specifics.

Where do I obtain a bicycle license ?

Bike licenses are available at the Public Safety Records Bureau for a \$2.00 fee.

Where can I obtain an animal license and how much do they cost?

Animal licenses (dog and cat) are available for purchase at the Public Safety Records Bureau. The application for an animal license is also available on the city web-site (www.oakparkmi.gov). Fees vary depending on whether the animal is spayed/neutered and if a one- or three-year license is being sought (dependent on the rabies vaccination certificate). Applicants will need to present a Rabies Certificate from the vet, along with proof of neutering, if applicable.



ONE YEAR Animal License

Spayed / Neutered: \$7.00
 Non-Spayed / Neutered: \$16.00

THREE YEAR Animal License

Spayed / Neutered: \$15.00
 Non-Spayed / Neutered: \$30.00

Except for licenses for newly acquired animals, most animal owners should purchase their licenses between October 1 and December 31 for the following calendar year in order to avoid late fees.



PUBLIC SAFETY

**13800 Oak Park Blvd., Oak Park, MI 48237 ▪ www.oakparkmi.gov
 Emergency: 911 ▪ Non-emergency: (248) 691-7520**

