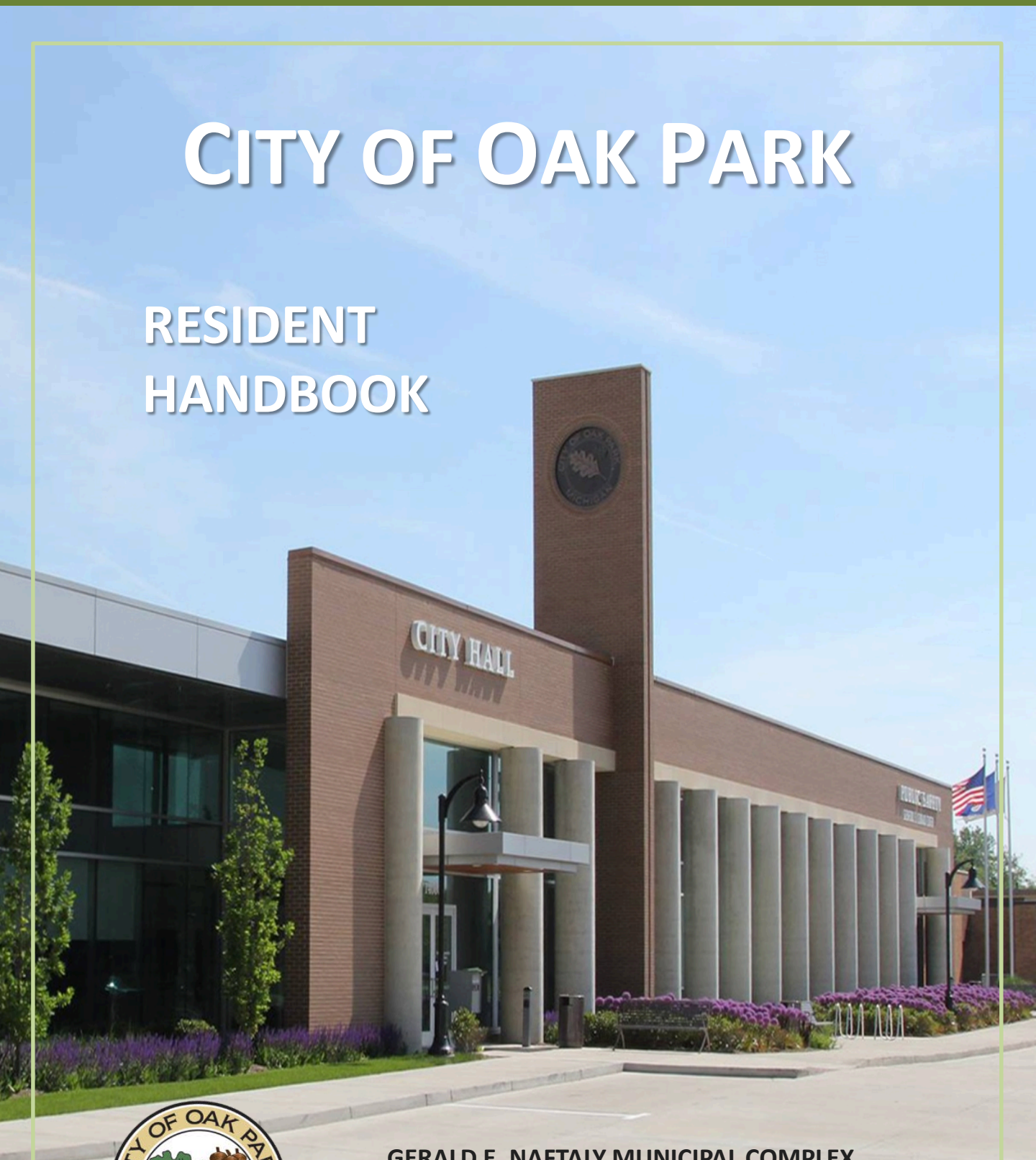
CITY OF OAK PARK

RESIDENT HANDBOOK



GERALD E. NAFTALY MUNICIPAL COMPLEX
14000 Oak Park Blvd., Oak Park, Michigan 48237
(248) 691-7400 ▪ www.ci.oak-park.mi.us

City of Oak Park
Resident Handbook

THE CITY OF OAK PARK

CITY COUNCIL

Marian McClellan
Mayor

Carolyn Burns
Mayor Pro Tem

Kiesha Speech
Council Member

Solomon Radner
Council Member

Ken Rich
Council Member

CITY ADMINISTRATION

Erik Tungate
City Manager

Kevin Yee
Assistant City Manager

Ed Norris
City Clerk

Resident Handbook
Produced by the
Department of Communications and Public Information
City of Oak Park, 14000 Oak Park Blvd., Oak Park, MI 48237

Map of the City of

Oak Park

THIS MAP

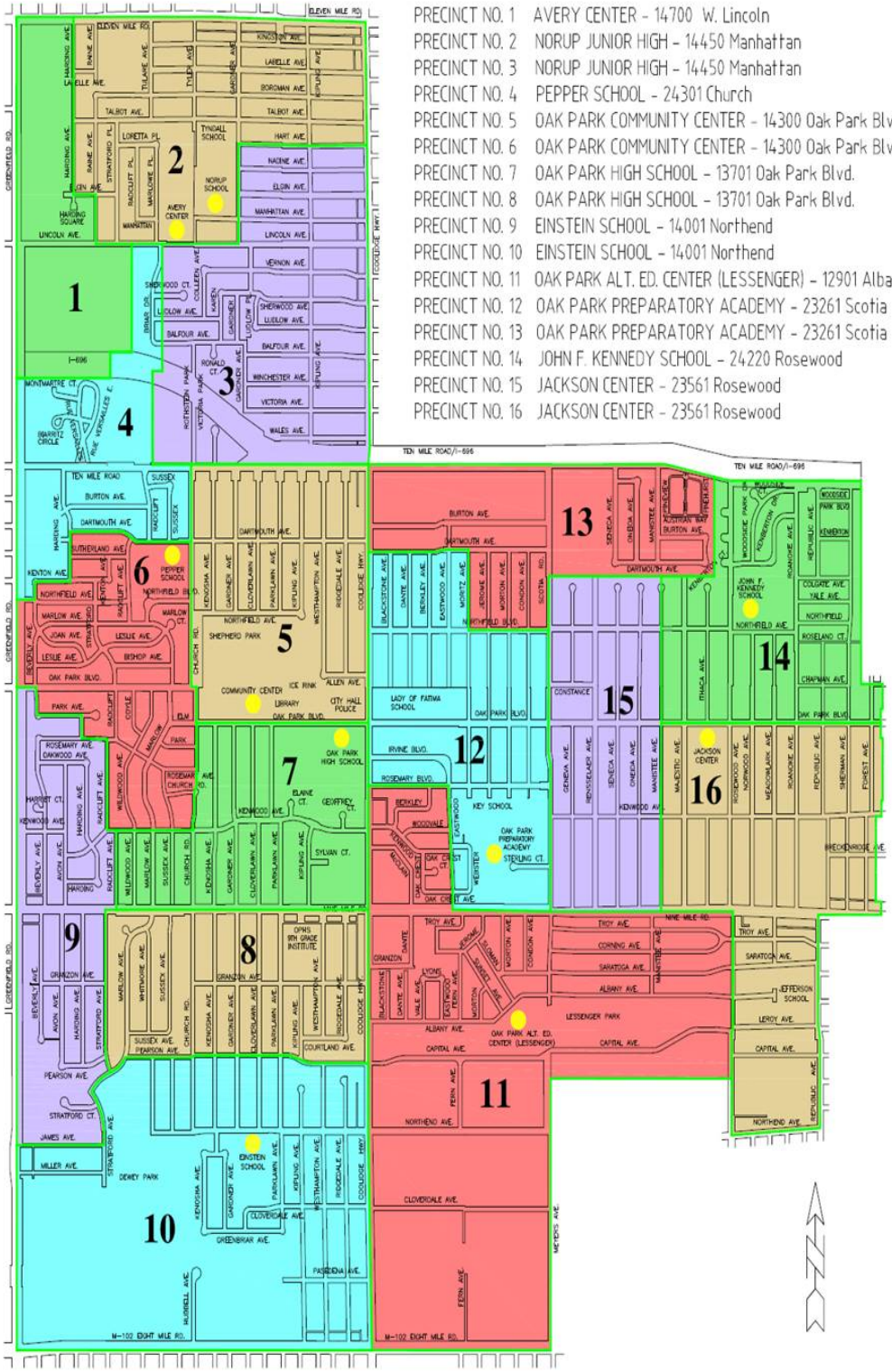
includes the streets and highways located within the City of Oak Park.

Also identified on the map are 16 voting precincts and 10 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 Michigan Voter Information Center at Michigan.gov/vote.

CITY OF OAK PARK VOTING PRECINCTS



RESIDENT HANDBOOK 2014

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Welcome! We're so glad you've chosen to make the City of Oak Park your new home

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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
Water Department (248) 691-7470
Trash/Recycling (248) 691-7497
www.ci.oak-park.mi.us

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
29,319

TOTAL HOUSEHOLDS
11,719

NUMBER OF BUSINESSES
1,383

HOMEOWNERSHIP RATE
61%

HIGH SCHOOL GRADUATE OR HIGHER
91.7%

SCHOOL DISTRICTS
Berkley School District
Ferndale Public Schools
Oak Park Schools

PUBLIC AMENITIES
Community Center, Library, Municipal Pool, Ice Arena, Parks, Sledding Hill, Basketball Courts, Baseball Fields, Tennis Courts and Park Shelters

ANNUAL EVENTS
Winterfest, Daddy Daughter Dance, Mayor's 5K Race, Bike Rodeo, Independence Day Parade and Fun Fest, Summerfest, Concerts in the Park, Halloween Boo Bash, Animal Immunization, and Public Safety Open House

Welcome Home

CITY OF OAK PARK MICHIGAN

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 City 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 of programs and services**
- **Serving as good stewards of our financial and physical resources**
- **Delivering honest and responsive government**
- **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 City Council members. City Council, as a whole, is empowered by then City Charter to develop citywide policy.

Each council member is elected to a four-year term, with the exception of the mayor, which is 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 website at www.ci.oak-park.mi.us . Past meetings are available online at www.ustream.com/oakpark and on YouTube. Council meeting agendas are published on the City's website and 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 Directors 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

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 City Council meeting will be postponed until the following business day. City 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 City 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 22 **Boards and Commissions** comprised of resident volunteers approved by 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 Commission**
- ❑ **Beautification Advisory Commission**
- ❑ **Board of Review**
- ❑ **Brownfield Redevelopment Authority**
- ❑ **Building Board of Appeals**
- ❑ **Communications Commission**
- ❑ **Corridor Improvement Authority Board**
- ❑ **Economic Development Corporation**
- ❑ **Election Commission**
- ❑ **Emergency Services Council**
- ❑ **Employees Retirement System Board**
- ❑ **Ethnic Advisory Commission**
- ❑ **Independence Day Commission**
- ❑ **Library Board**
- ❑ **Local Officers Compensation Commission**
- ❑ **Municipal Building Authority Commission**
- ❑ **Planning Commission**
- ❑ **Public Safety Retirement System**
- ❑ **Recreation Advisory Board**
- ❑ **Recycling and Environmental Conservation Commission**
- ❑ **Water Board of Hearing**
- ❑ **Zoning Board of Appeals**

The City of Oak Park Boards and Commissions operate in an advisory capacity to the City Council and City Administrative Staff. To learn more about serving on a Board or Commission, visit the City's website at www.ci.oak-park.mi.us or contact the City Clerk at (248) 691-7544.

ELECTED OFFICIALS

State Capitol in Lansing

MICHIGAN GOVERNOR
Rick Snyder

U.S. SENATORS
Debbie Stabenow
Gary Peters

U.S. REPRESENTATIVES
Brenda Lawrence (District 14)
Sander Levin (District 9)

MICHIGAN SENATE
Vincent Gregory (District 11)

MICHIGAN HOUSE OF REPRESENTATIVES
Robert Wittenberg (District 27)

OAKLAND COUNTY EXECUTIVE
L. Brooks Patterson

OAKLAND COUNTY BOARD OF COMMISSIONERS
Helaine Zack (District 18)
Nancy L. Quarles (District 17)

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

Community Engagement and Public Information
(248) 691-7589

Community and Economic Development
(248) 691-7450

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

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
(248) 691-2357 - Seniors

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

The Gerald E. Naftaly Municipal Complex was dedicated to the City of Oak Park on October 30, 2013.

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

- City Manager
- City Council
- City Clerk
- Community Engagement
- Human Resources
- Information Technology
- Treasury/Tax/Assessment
- Water Department

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

- Police
- Fire

PUBLIC WORKS
10600 Capital St.
Mon.-Thurs., 8 a.m. – 4 p.m.

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

45th DISTRICT COURT
13600 Oak Park Blvd.
Mon.-Fri., 8 a.m. – 5 p.m.
(248) 691-7440

OAK PARK FACTS

Oak Park
City Buildings

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

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

COMMUNITY CENTER
14300 Oak Park Blvd.
Mon.-Thurs.,
9 a.m. – 1 p.m., 2 - 5 p.m.

- Recreation/Community Center
- Municipal Pool
- Miniature Golf
- Ice Arena
- League Sports
- 50 Up Club
- Facility Rentals

OAK PARK PUBLIC LIBRARY
14200 Oak Park Blvd.
Mon.-Thurs., Noon – 8 p.m.
Fri., Noon – 6 p.m.
Sat., Closed. Sun, 1– 5 p.m.

- Friends of the Oak Park Library
- Historical Society

LIVING IN OAK PARK

YOUR NEIGHBORHOOD

CITY SERVICES

DEPARTMENT OF PUBLIC WORKS, or 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.

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 oakpark@ci.oak-park.mi.us.

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.

CITY OF OAK PARK MICHIGAN Established 1945

TREE CITY USA
Arbor Day Foundation
Oak Park: 30 Years

ANNUAL BEAUTIFICATION AWARDS

The City of Oak Park's Beautification Advisory 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 submit a nomination, call the Department of Public Works at (248) 691-7497.

DEPARTMENT OF PUBLIC WORKS, or DPW

TRASH COLLECTION

Regular Collection

- All rubbish must be curbside by 7 a.m. on collection day.
- Place trash curbside after noon the day before collection day.
- Use bags or trash cans only, no boxes. Containers 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, Library or Department of Public Works.
- Up to three large household items per collection are allowed, but must be separated from trash.
- See the City calendar/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, Mich. For more information, call the Department of Public Safety at (248) 691-7520.
- See below for criteria on yard waste, branch and hazardous waste collection.

Yard Waste

- Yard Waste and brush are collected weekly at curbside from mid-April through mid-December.
- Yard waste must be in brown paper bags or 32-gallon garbage cans marked with a "Yard Waste" sticker.
- "Yard Waste" stickers can be obtained in the Water Department in City Hall or at DPW.
- Bags or cans must not exceed 60 pounds.
- Before mid-April, take yard waste to SOCCRA Center located at 995 Coolidge Rd. in Troy, Mich. For more information, visit http://socrra.org/ .

Hazardous Household Waste

- At no charge, residents may take items such as paints, garden chemicals, household cleaners, solvents, insulin syringes, and other materials to the MRF Drop-Off Center at 995 Coolidge Rd. in Troy, Mich.
- No appointment is necessary.
- For information, call SOCRRA at (248) 288-5153.

Tree Branch Collection

- Only brush resulting from yard maintenance (organic) is collected.
- Small brush (4" max; or ¼" 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 include 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.

Please contact the Department of Public Works for any of the following: sanitary sewer back-up, special trash collection requests, or any questions about rubbish collection.

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) 691-7450**
Engineering	**(248) 691-7580**
Mechanical/ Plumbing	**(248) 691-7450**

TECHNICAL AND PLANNING, or T&P

Technical and Planning Services, or T&P, consists of the following divisions: Building Inspection Division which includes electrical; mechanical and plumbing; Code Assistance; and Engineering.

Building Inspection and Code Assistance are responsible for:

- all permit issuance; and inspection of all work related to construction projects or structures in the City;
- enforcement of the zoning ordinance;
- investigation of alleged ordinance and code violations related to City parking lots, signs, nuisances, offensive conditions, blight, garbage and rubbish containment, weeds, 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 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. During summer, hours change to 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 will need to secure a private contractor for these occurrences.
- 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 vehicles on occupied property**. If the abandoned vehicle is not on occupied property, such as the public street or vacant property, contact the Technical and Planning Department. If the abandoned vehicle is on a public street or vacant property, contact the Department of Public Safety.
- **Abandoned houses**
- **Rentals:** Landlords must purchase an annual landlord license to register all their properties with the City. Properties must be inspected by Code Assistance every two years or with occupancy change.
- **A ticket issued by Code Assistance** constitutes a misdemeanor and requires a court appearance. The court date will be posted on the ticket.

TECHNICAL AND PLANNING, or 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's Home Improvement Loan Programs to help fund needed home repairs. For more information, call (248) 858-5401.

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 which results in a safe, accurate and complete process.

ENGINEERING

- **Contact Engineering to report:**
  - Burned out street lights
  - Malfunctioning traffic signals
  - Dangerous sidewalks
  - Water leaks on public property
- Engineering 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 at (248) 691-7450.
- **Water Leaks:** Residents are responsible for repairing water leaks on private property.

COMMUNITY AND ECONOMIC DEVELOPMENT, or CED

The Community and Economic Development Department works with Oak Park businesses and entrepreneurs to attract and retain a strong business base in the community. CED 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 CED at (248) 691-7404.

LIVING IN OAK PARK

YOUR NEIGHBORHOOD

CITY SERVICES

FREQUENTLY ASKED QUESTIONS – TECHNICAL AND PLANNING

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?

- The Technical and Planning Division 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

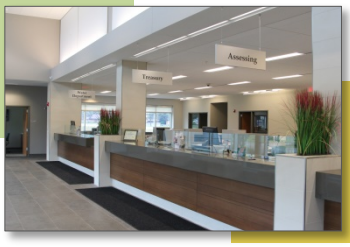
YOUR NEIGHBORHOOD

CITY SERVICES

DIVISION PHONE NUMBERS

Accounting	**(248) 691-7490**
Administration	**(248) 691-7545**
Assessing	**(248) 691-7550**
Treasury	**(248) 691-7545**
Water	**(248) 691-7470**

Most information can be obtained on the City's website at www.ci.oak-park.mi.us.



FREQUENTLY ASKED QUESTIONS - FINANCE

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 at ci.oak-park.mi.us.

How can I do business with the City?

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

FINANCE AND ACCOUNTING

The City's Finance and Accounting Department 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, or PRE, status, physical improvements to the land, lot sizes, property descriptions, sales data, drawings, maps, and businesses located within the City.

Accounting processes the City's accounts receivables, payables, and payroll.

Treasury is responsible for collecting all monies payable to the City, including taxes, permit fees, license fees and program fees.

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

FREQUENTLY ASKED QUESTIONS - 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 or physical changes to the property in the previous year.

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, or PRE, on file with the Assessor's Office.

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

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

FINANCE AND ACCOUNTING

FREQUENTLY ASKED QUESTIONS - TAXES

When are taxes due?

- Summer taxes, also referred to as City taxes, are due between July 1 and August 31. Winter taxes, also referred to as 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 through the City's website at ci.oak-park.mi.us. Credit card payments are accepted online only. Tax bills may also be paid with cash, check, or money order delivered by mail, in-person at the Treasury counter, or by using the drop box outside City Hall, located at 14000 Oak Park Blvd. , Oak Park, Mich.

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 14th 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.

FREQUENTLY ASKED QUESTIONS - WATER

How can I pay my water bill?

Online payments using a credit card can be made 24 hours-a-day on the City's website at ci.oak-park.mi.us. Credit card payments are accepted online only. Accounts may also be paid with cash, check or money order delivered by mail, in-person at the Water Department counter, or by using the drop box outside of City Hall located in City Hall at 14000 Oak Park Blvd., Oak Park, Mich. Payments on past due accounts that have been disconnected or issued a blue disconnection notice must be paid in cash or money order.

Can I pay my Detroit water bill through Oak Park?

- No. Only Oak Park water bills can be paid here.

Does the Water Department sell garbage bags, trash containers and recycling bins?

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

LIVING IN OAK PARK

YOUR PARTICIPATION

CIVIC AFFAIRS

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 various services on a daily basis for the community while maintaining neutrality and impartiality. This allows the office to render equal service to all while maintaining the integrity of all elections and public records of the City of Oak Park.

The City Clerk's Office is responsible for providing services for the City Council and the Council-appointed boards and commissions of the City, 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, or FOIA, request.

PERMITS AND LICENSES

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

- Business License
- Day Care Group Home Registration
- Garage Sale
- Going Out of Business
- Handbill Distribution
- Lawn Care
- Snow Removal
- Liquor License
- Mechanical Amusement Device
- Sidewalk Sales
- Taxi Cab
- Vendor
- Precious Metals Dealer
- Special Event License

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 per year. Fees vary.

CITY ORDINANCES AND CITY CHARTER

The Code of City Ordinances and City Charger are available online on the City's website at www.ci.oak-park.mi.us . There is a 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 at www.ci.oak-park.mi.us/cityform.htm
- Secretary of State at www.michigan.gov/sos
- Oakland County Clerk's Office
- Armed Forces Recruitment Office
- High school counseling office (students)

For more info, contact the City Clerk at (248) 691-7544 or visit Michigan Voter Information Center at Michigan.gov/vote.

ABSENTEE BALLOTS

Registered Voters in the City of Oak Park can obtain an absentee voter ballot if one or more of the following apply:

- The person is 60 years of age or older
- The individual expects to be absent from the community the entire time the polls are open on Election Day
- The individual is physically unable to attend the polls without the assistance of another
- The person cannot attend the polls due to the religious tenets
- The person has been appointed an election precinct inspector in a precinct other then where they reside and vote
- The individual cannot attend the polls because they are confined to jail awaiting arraignment or trial

The City Clerk maintains a list of permanent absentee voters. Voters on this list will automatically be mailed an application for a ballot for every election. To be added to the list, please send your request in writing to the City Clerk at 14000 Oak Park Blvd., Oak Park, MI 48237.

Absentee voting is governed by strict legal procedures. For more election information, call (248) 691-7544 or visit the Michigan Voter Information Center at Michigan.gov/vote.

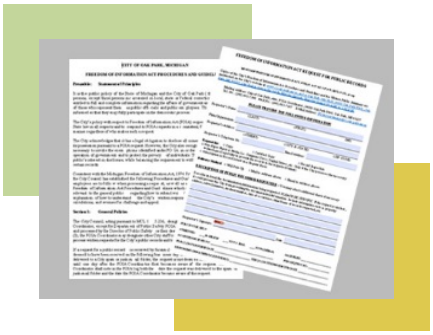
LIVING IN OAK PARK

YOUR PARTICIPATION

CIVIC AFFAIRS

FREEDOM OF INFORMATION ACT, or FOIA, REQUESTS

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



OTHER CITY CLERK BUSINESS

- Bid Openings
- Bond issuance in narcotics forfeiture cases
- Notary Public Records Management
- Requests for public records
- Resolutions and proclamations

CONNECTING IN OAK PARK

YOUR INFORMATION

NEWS AND ANNOUNCEMENTS

The central mission of the **Department of Community Engagement and Public Information, or CEPI,** is to serve as an effective communication and engagement conduit between the City of Oak Park and its community members, including residents, the business community, community stakeholders, and the media. CEPI creates a streamlined process that opens and invites lines of communication and interaction through the creation, development, implementation and evaluation of community engagement initiatives.

OTHER 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 issue an eBlast to communicate a newsworthy topic, announce a breakthrough development, disclose the month's calendar of events, respond to public concerns or relay emergent information. The eBlast allows the City to communicate in real-time on pressing issues. Be in the know, sign up today at oakpark@ci.oak-park.mi.us.

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION, or CEPI

NEWS YOU CAN USE

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

- **Branch Newsletter** – mailed bi-monthly to all 48237 mailboxes
- **City's Website** – online at www.ci.oak-park.mi.us
- **Social Media** – Facebook, Twitter, LinkedIn, and YouTube
- **USTREAM** – for livestream and archived City Council meetings
- **Comcast OPTV15 and OPTV16** – for broadcast/video productions
- **Electronic Marquees** – Coolidge at Oak Park Blvd. and 9 Mile Rd.
- **Community eBlasts** – for regular and emergent email news

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, individuals can receive updates all year round by connecting through the following channels:

- **Sign up** for email notifications at oakpark@ci.oak-park.mi.us
- **Enroll** in emergency robocalls at oakpark@ci.oak-park.mi.us
- **Log onto** our website at www.ci.oak-park.mi.us/
- **Like us** on Facebook at www.facebook.com/CityofOakPark
- **Follow us** on Twitter at www.twitter.com/CityofOakPark
- **Check LinkedIn** at www.linkedin.com/company/city-of-oak-park

Also, for City building closure announcements due to inclement weather, tune to: WJBK TV's Fox2Detroit; WDIV TV's Channel 4; WXYZ TV's Channel 7; WWJ Newsradio 950; and WJR's News Talk 760.

ADVERTISING OPPORTUNITIES

Now, you can advertise your local business in two, new ways:

- Oak Park Branch Newsletter – More than 14,000 readers
- Electronic Marquee – Flashes single message 2,000+ times/day

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

PUBLIC LIBRARY

The beautiful, newly-renovated **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 Park 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) 626-8621

Belle Isle State Park
www.michigan.gov/dnr
(844) 235-5375

Detroit Riverwalk
www.detroitriverfront.org

Detroit Zoo
http://detroitzoo.org/
(248) 541-5717

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

FREQUENTLY ASKED QUESTIONS-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 that shows 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.

Are there overdue fines?
There is a 15¢ per day late fine for books, CD's and magazines.
There is a $1 pending fee assessed for DVD fines per day.

LIVING IN OAK PARK

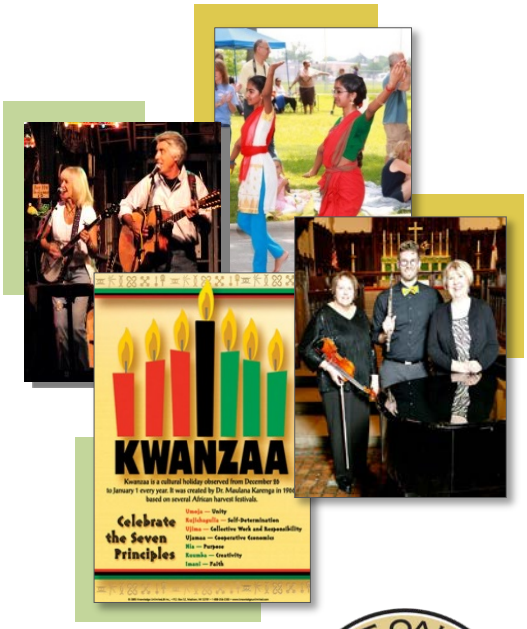
YOUR RESOURCES

SPECIAL PROGRAMS

SPECIAL EVENTS

The Oak Park 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 Commission
- Oak Park Communications Commission
- Oak Park Ethnic Advisory Commission
- Oak Park Historical Society



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

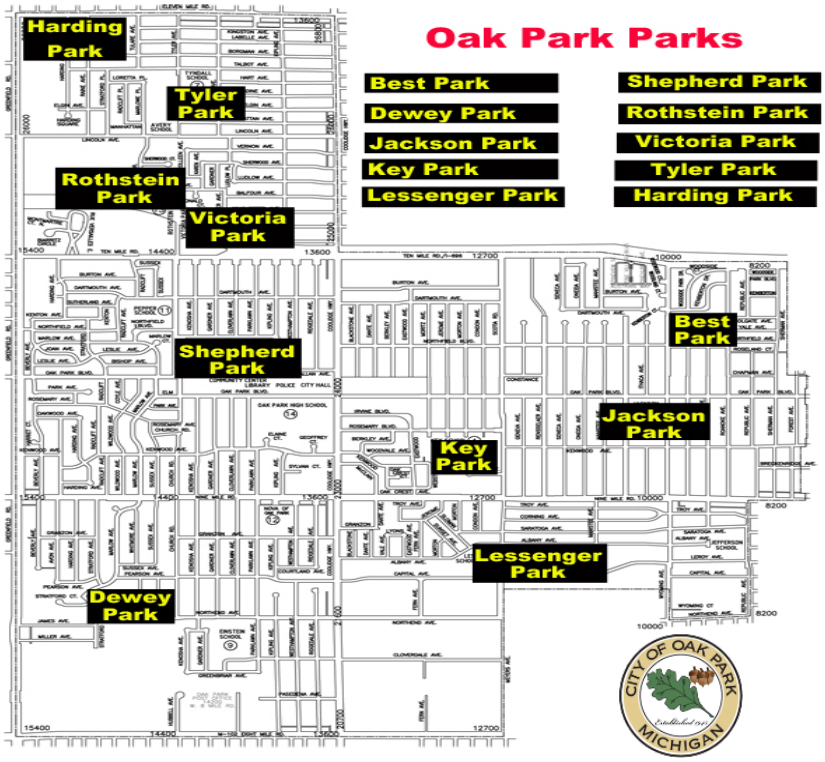
Shepherd Park is a true family favorite with the following amenities:

- Play scape with painted train
- Two, large shelters with grills
- Adjacent to City Hall
- Large playing fields, also used for live concerts, Movie Night on the Hill, and winter sledding

CITY'S ANNUAL EVENTS

Winterfest
Daddy Daughter Dance
Arbor Day Event
World Dance Day
Annual Flower Sale
Mayor's 5K Race
Independence Day Parade and Fun Fest
Concerts in the Park
Bike Rodeo
Summerfest
Public Safety Open House
Halloween Boo Bash

RECREATION DEPARTMENT



Oak Park is home to 10 beautiful public parks with community access to children's playscapes, basketball, tennis courts, baseball fields, nature trails, bike paths, and picnic shelters. To reserve a park pavilion or a meeting room at the Community Center, contact the Recreation Department at (248) 691-7555.

The Hill

Leagues

Municipal Pool

Ice Arena

Recreation publishes a semi-annual Family Fun Guide, 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. The guide is available online at www.ci.oak-park.mi.us at the Community Center.

RECREATION DEPARTMENT
14300 Oak Park Blvd., Oak Park, MI 48237
(248) 691-7555 ▪ www.ci.oak-park.mi.us

PUBLIC SAFETY

The Oak Park Public Safety Department has an accomplished history of service to the community since being established in 1954. The Department of Public Safety's mission is to improve the quality of life in Oak Park by working in partnership with all citizens to protect life and property, promote safety, maintain public order, and preserve human rights.

FREQUENTLY ASKED QUESTIONS – PUBLIC SAFETY

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.

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.ci.oak-park.mi.us.

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.ci.oak-park.mi.us). 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		THREE YEAR Animal License	
Spayed / Neutered:	$7.00	Spayed / Neutered:	$15.00
Non-Spayed / Neutered:	$16.00	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.

NOTES