

# The City of Oak Park

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## New Resident Handbook/Resource Packet



*“The Family City”*





Welcome to

**The City of Oak Park**

*"The Family City"*

Mayor Marian McClellan  
Mayor Pro Tem Angela Diggs Jackson  
Councilman Michael M. Seligson  
Councilman Paul H. Levine  
Councilman Emile J. Duplessis

**Resident Handbook**

(2012 edition)

[www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us)



## **Welcome to Oak Park, “*The Family City.*”**

This Handbook will help ease your transition into your new community. It is a compilation of frequently asked questions that will allow you to become familiar with the city services.

The City of Oak Park is a diverse and vibrant community that prides itself of the being a family oriented city. The city spans 5.5 square miles and is home to over 30,000 citizens. We have wonderful resources to draw from including our ten public parks containing 110 acres of land.

Oak Park operates under a Council/Manager form of government as established in its Charter adopted October 29, 1945. Council meetings are held on the first and third Monday of every month.

Please let us know if there is anything we can assist you in becoming acclimated to your new home.

**For more information about Oak Park programs or services, call City Hall or visit our website at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us)**

**City of Oak Park  
13600 Oak Park Boulevard  
Oak Park, MI 48237  
(248) 691-7400**



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## ***Oak Park City Buildings***

Please send all correspondence regarding municipal buildings to: 13600 Oak Park  
Boulevard, Oak Park, Michigan 48237



## ***Helpful Phone Numbers***

### **Utilities**

Comcast (cable)  
(800) 266-2278

[www.comcast.com](http://www.comcast.com)

Consumers Energy (natural gas)  
(800) 477-5050

[www.consumersenergy.com](http://www.consumersenergy.com)

DTE Energy (electricity)  
(800) 477-4747

[www.dteenergy.com](http://www.dteenergy.com)

AT&T (800) 244-4444 (telephone)

[www.att.com](http://www.att.com)

### **School Districts**

Oak Park School District  
(248) 336-7700

[www.oakparkschools.org](http://www.oakparkschools.org)

Ferndale School District  
(248) 586-8651

[www.ferndaleschools.org](http://www.ferndaleschools.org)

Berkley School District  
(248) 837-8000

[www.berkley.k12.mi.us](http://www.berkley.k12.mi.us)

### **Local Information**

Honeybaked Hockey Club (ice arena)  
(248) 542-9669  
(248) 542-6557

Secretary of State  
26196 Greenfield

Oakland County  
(248) 858-1000

[www.oakgov.com](http://www.oakgov.com)

Michigan State Police Post  
14350 W 10 Mile Rd  
(248) 584-5740

Oak Park Post Office  
14200 W. 8 Mile Rd.  
(248) 3044

[www.usps.com](http://www.usps.com)

Oakland County Health Dept.  
27725 Greenfield  
(248) 424-7000

Southeastern Oakland County Resource  
Recovery Authority SOCCRA  
995 Coolidge  
(248) 288-5153 (Paints) or



## State Government

### Governor

#### **Rick Snyder**

Office of the Governor  
Box 30013  
Lansing, MI 48909-7514  
(517) 373-3400  
(517) 335-6863 (fax)  
[rick.snyder@michigan.gov](mailto:rick.snyder@michigan.gov)

### State Rep. (District 27)

#### **Ellen Cogen Lipton**

N0791 House Office Bldg.  
PO Box 30014  
Lansing, MI 48909-7514  
(517) 373-0478  
[ellenlipton@house.mi.gov](mailto:ellenlipton@house.mi.gov)

### State Rep. (District 35)

#### **Rudy Hobbs**

N0799 House Office Bldg.  
PO Box 30014  
Lansing, MI 48909-7514  
(517) 373-1788  
[rudyhobbs@house.mi.gov](mailto:rudyhobbs@house.mi.gov)

### State Senator (District 14)

#### **Vincent Gregory**

1015 Farnum Bldg.  
Lansing, MI 48909  
(517) 373-7888  
[senvgregory@senate.michigan.gov](mailto:senvgregory@senate.michigan.gov)

## Federal Government

### U.S. Representative

(Congressional District 12)

#### **Sander Levin**

Washington, DC Office  
1236 Longworth House Office Building  
Washington, DC 20515  
(202) 225-4961  
(888) 810-3880  
[www.house.gov/levin](http://www.house.gov/levin)

Regional Greenfield Road Office  
25900 Greenfield Road, Room 212  
Oak Park, MI 48237  
(248) 968-2025  
Fax: (248) 968-1405



U.S. Senators

**Carl Levin**

269 Russell Office Building  
U.S. Senate  
Washington, DC 20510  
(202) 224-6221  
Fax (202) 224-1388  
9:00 a.m. - 6:00 p.m.  
<http://levin.senate.gov/>

**Debbie Stabenow**

Washington, DC Office  
133 Hart Senate Office Building  
Washington, DC 20510  
(202) 224-4822  
TTY: (202) 224-2066  
e-mail: senator@stabenow.senate.gov  
<http://stabenow.senate.gov/>

Southeast MI Office  
Patrick V. McNamara Federal  
Building  
477 Michigan Avenue, Suite 1860  
Detroit, MI 48226-2576  
(313) 226-6020  
Fax (313) 226-6948  
TTY (800) 851-0030  
9:00 a.m. - 5:30 p.m.

Southeast Michigan Office  
243 W. Congress Suite 550  
Detroit, MI 48226  
(313) 961-4330

## County Government

County Commissioner

(District 22)

**Helaine Zack**

Oakland County Board of Commissioners  
1200 North Telegraph Road  
Pontiac, MI 48341-0421  
(248) 858-0100  
hzack430@aol.com



## City Government



Mayor Marian McClellan  
[mmcclellan@ci.oak-park.mi.us](mailto:mmcclellan@ci.oak-park.mi.us)



Councilman  
Paul H. Levine

[paul4oakpark@yahoo.com](mailto:paul4oakpark@yahoo.com)



Councilman  
Emile J. Duplessis

[duplessis2@aol.com](mailto:duplessis2@aol.com)



Councilman  
Michael M. Seligson

[mmseligson@comcast.net](mailto:mmseligson@comcast.net)



Mayor Pro Tem  
Angela Diggs Jackson

[adjack@comcast.net](mailto:adjack@comcast.net)



## ***Did you know?***

- Oak Park had its first large development in 1914.
- Electricity and street signs were installed in 1924.
- Detroit wanted to annex Oak Park in 1932.
- Also in 1932, an airport was almost built at 10 Mile and Coolidge.
- According to the 2000 census:
- 82% of Oak Park residents graduated from high school or higher.
- 15% of Oak Park residents were born in a country other than the United States.
- 19% of Oak Park residents speak a language other than English.
- 27% of Oak Park residents identify themselves as being of Polish, German, Russian, Irish, English, Arab, or Italian ancestry.



## ***The City Manager's Office***

(248) 691-7410

### ***Employment***

**1. Where do I go to find job openings?**

The City advertises job openings in the Detroit News & Free Press Sunday edition, the Michigan Chronicle, the Royal Oak Daily Tribune, and The Eccentric. Also visit our web site at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us).

**2. Do I have to be an Oak Park resident to work for the City?**

No, but the Mayor and City Council, as elected positions, must be Oak Park residents.

**3. Where do I go to pick up a job application or submit a resume?**

The City Manager's Office has job applications and accepts resumes; both are kept on file for three months. The Public Safety Department, however, has its own job applications and its own hiring procedures. Also visit our web site at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us). Official job postings are in the City Manager's Office.

### ***City Council***

**1. Where and when is the next City Council meeting?**

Council meetings are held in the Council chambers in City Hall. The meetings are held at 7:00 p.m. on the *first* and *third* Monday of each month, unless it falls on a holiday or Council is unavailable. In these cases, the meeting will be rescheduled as soon as possible.

**2. How do I get an item on the Council agenda?**

A communication addressed to the Mayor and City Council briefly stating the request or concern of the individual must be submitted. The City Manager's Office should receive it by Wednesday of the week prior in order to place the communication on the agenda for the next Council meeting. A card will be sent to the person informing them of the date of the next meeting at which Council will receive their communication.



**3. Will I have a chance to speak at the Council meeting?**

The Mayor always gives an opportunity near the end of the meeting for residents to speak. (This is referred to as the “Call to the Audience.”) Also, if a resident's communication is on the agenda, the Mayor will give them a chance to speak when Council is considering the concern.

***Other***

**1. Who do I talk with about a concern?**

Concerns may be directed to the department handling that particular issue. A Citizen Service Request may also be sent to the City Manager's Office. These forms, available in English, Russian, and Arabic, can be picked up at the City Manager's Office, 13600 Oak Park Blvd, Oak Park, MI 48237. Residents can also call the City Manager's Office at (248) 691-7410 to address concerns or visit our Citizen Action Center online at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us) and submit a request.

**2. Does the Mayor perform weddings?**

Yes, the Mayor performs weddings. The date is subject to his schedule and appointments are required. Call (248) 691-7410 for more information. There is a City fee and a donation which the Mayor contributes to city recognized charitable activities. (These amounts are subject to change; please call for details.) The couple must also have a valid marriage license and two witnesses who are 18 years or older.

**3. How do I get something on the City Marquee and web site?**

Application forms in the City Manager's Office must be filled out and submitted to Council for approval. Certain guidelines govern use of the Marquee; call the Manager's office at (248) 691-7410 for details.

**4. What documents, forms and brochures are available on the City's web site? [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us)**



## ***The Clerk's Office***

(248) 691-7540

TDD: (248) 691-7174

Switchboard: (248) 691-7400

### **1. What does the Clerk's Office do?**

#### **The City Clerk's Office provides service to:**

- City Council: Meets 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month @ 7:30
- The Board of Zoning Appeals: Meets 4<sup>th</sup> Tuesday of each month @ 7:30
- Employee's Retirement System: Meets quarterly; 4<sup>th</sup> Monday @ 3:30
- Election Commission:
- Board of Canvassers: Meets after each City Election
- Local Officers Compensation Commission

#### **On a daily basis, the Clerk's office issues permits and licenses for:**

- Merchants: Expires on December 31<sup>st</sup> of each year. Fees vary.
- Garage sales: 2 per year and no more than 5 consecutive days. \$5.00 fee includes one sign. City Council designated one free weekend in June, July, August and September.
- Lawn care/Snow Removal: Expires on March 30<sup>th</sup> of each year.
- Taxi cab: Expires on December 31<sup>st</sup> of each year.
- Handbills: Fees: 1yr @\$50.00, 3 months @\$25.00, 1 wk @\$10.00 or \$5.00 per day.
- Sidewalk sales: \$20.00 fee. 2 sales per year and no longer than 3 days each.
- Vendor's: Expires on April 30<sup>th</sup> each year
- Mechanical amusement device: Expires on December 31<sup>st</sup> each year.
- Distributors: expires on December 31<sup>st</sup> each year.
- Going-out-of business: \$100.00 fee good for 30 days.
- Maintains a real estate non-solicitation list: \$5.00 fee. List is updated each time a new solicitation is submitted
- Precious Metals Licenses.
- Special Events: Fee \$100 plus recovery of any costs.

#### **The City Clerk's Office handles all matters related to elections.**

- Eligibility to register to vote:
  - You must be a citizen of the United States
  - At least 18 years old by election day
  - You must be a resident of the State of Michigan and will be at least a 30 day resident of the city or township by Election Day.
- Resident's can register to vote by any of the following:
  - The City Clerk's Office
  - Any Secretary of State Branch Office
  - Oakland County Clerk's Office



- Any armed forces recruitment office
- Also, available on the web at the following sites:
  - [www.michigan.gov/sos](http://www.michigan.gov/sos)
  - [www.ci.oak-park.mi.us/cityform.htm](http://www.ci.oak-park.mi.us/cityform.htm)
- Registered Voters of the City of Oak Park may obtain an absent voter ballot if:
  - 60 years of age or older
  - They expect to be absent from the community in which they are a registered voter for the entire time the polls are open on Election Day.
  - Are not physically able to attend the polls without the assistance of another.
  - Cannot attend the polls because of the tenets of their religion.
  - They have been appointed an election precinct inspector in a precinct other than the precinct where they reside.
  - They cannot attend the polls because they are confined to jail awaiting arraignment or trial.

The City Clerk’s Office maintains a list of eligible residents who wish to receive absentee ballots for every regularly scheduled primary and general election. Registered voters that meet the above stated requirements may be placed on this list by calling the City Clerk’s Office.

**NOTE:** Absentee voting is governed by strict legal procedures. Complete information is available from the City Clerk’s Office.

**NOTARY PUBLIC:** services available at a nominal fee.

### **Passport Acceptance Agency**

- Provides passport applications and accepts completed applications on behalf of the Department of State.
- Fees set by United States Department of State.

### **Records Management**

Repository for all official municipal documents.

### **Other Business**

- Special Assessments
- Street/alley Locations
- Lot Splits/combinations
- Narcotics forfeiture cases
- Requests for public records
- Switchboard service for all City Departments
- Bid Openings
- Resolutions and proclamations

## **2. How are the City of Oak Park officials elected, and what are their terms of office?**



Voters throughout the City elect the Mayor and City Council “at large”. The Mayor's term of office is two years; Council terms are four years.

### **3. How do I register to vote?**

Citizens may register to vote at the City Clerk's Office, at any Secretary of State branch office or by their “renewal by mail program” when you renew your drivers license by mail, at the Oakland County Clerk's Office, at any armed forces recruitment office, or by completing a mail-in registration form and mailing it to the City Clerk. The mail-in registration form is available at the Clerk's Office and on the City’s web site at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us). Anyone who registers by mail, for the first time, must vote in person at the first election at which they vote.

### **4. Must I claim a political party preference to vote?**

No. A political party preference is only required in a “closed” Presidential Preference Primary election. Michigan holds “open” presidential primaries, and thus no political party declaration is necessary.

### **5. How do I receive an absentee ballot?**

Any registered voter of the City can receive an absentee ballot if they meet any of the following criteria, he or she:

- Expects to be absent from the community for the entire time the polls are open on Election Day
- Is physically unable to attend the polls without the assistance of another person
- Is sixty (60) years of age or older; or
- Cannot attend the polls on Election Day because of religious beliefs.

### **6. How can I volunteer to serve on a City Board or Commission?**

Application forms are available at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us) or the City Clerk's Office. Residents can offer themselves as candidates for board and commission positions by applying in writing to the City Council. Candidates must be registered voters who have lived in Oak Park for at least two years in order to be eligible.

### **7. Do I need a permit for a garage, estate, moving, basement, or yard sale?**

A permit is necessary to hold a residential sale in Oak Park. A household is limited to two residential sales (of any type) per year. The permit fee is subject to change; please call for details.



**8. What other permits are required and available at the City Clerk's Office?**

Handbills	lawn care
Mechanical amusements	precious metals
Sidewalk sales	taxi cab licenses
Vendor licenses	auctions
Merchant licenses	

**9. How do I get a new passport or renew an expired passport?**

Applications are available in the Clerks Office. You must be a U.S. Citizen, or U.S. National, provides citizenship documentation, identification documentation, passport photographs, and pays the appropriate fees.

**10. Where do I file a Freedom of Information request?**

A request for information through the Freedom of Information Act can be filed in the City Clerk's Office. A nominal fee is charged for this service.

**11. Where can I get copies of City ordinances?**

The Code of City Ordinances is available online at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us). The Clerk's Office can also provide copies of ordinances. There is a nominal fee for this service.

**12. What other forms and lists are in this office?**

Cable TV Complaint Forms	Notice of Narcotic Forfeitures
Insurance Claim Forms	Solicitation Registration Lists
Non-Solicitation Lists	



## ***District Court 45-B***

The following is a list of the Court’s divisions and telephone numbers:

Traffic Tickets	(248) 691-7440
Parking Tickets	(248) 691-7440
All Criminal Matters	(248) 691-7429

The Civil Division includes:

General Civil Lawsuits	(248) 691-7433
Small Claims Lawsuits	(248) 691-7433
Landlord/Tenant Lawsuits	(248) 691-7433

Probation Department	(248) 691-7598
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City Prosecutor Eugene Lumberg	(248) 626-8383
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## ***Finance Department***

(248) 691-7545

Accounting	(248) 691-7490
Administration	(248) 691-7546
Assessing	(248) 691-7550
Treasury	(248) 691-7545
Water	(248) 691-7470

Accounting: an internal division set up to maintain payroll, accounts payable and financial records.

Administration: provides the Annual Budget and Comprehensive Annual Financial Report, which plans and directs the financial resources of the City and insures cohesiveness between all divisions in the Department.

Assessing: determines the value of property for taxation

Treasury: responsible for all money received by the City

### **1. Who sets the policy for the City of Oak Park?**

The City Manager, with City Council approval, sets fiscal policy. The budget, once approved by Council, guides policy and is available for review at the Oak Park Library.

### **2. How can I do business with the City?**

Current contracts up for “bid” are advertised on the City’s web site. Information mailed to us about your business will be placed on file for future reference.

### **3. Where may I obtain a copy of the City’s annual budget or audit?**

Both of these documents are available on the City’s web site, at the Library and the City Clerk’s office or by contacting the Finance department.



## **Assessing**

### **1. What information is available through the Assessor’s Office?**

Ownership Information, Property Data (i.e., square footage, lot size, etc.), Sales Data, Assessed and Taxable Values, Homestead Filing, Board of Review for Assessment Appeals. Most of this information can also be accessed via the City of Oak Park’s website: [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us).

### **2. What does the term “Assessed Value” mean?**

The Assessed Value is generally one half (1/2) of the market value of the property, as determined by a two year market study. The term “State Equalized Value” (S.E.V.) simply means the Assessed Value after it has been finalized by the State of Michigan.

### **3. What does the term “Taxable Value” mean?**

Taxable Value is the amount on which your property taxes are levied. Taxable Value increases each year by an amount equal to the Inflation Rate or 5% (whichever is less), unless you have made physical changes to your property (such as tearing down a garage, or adding a deck), or you purchased your property in the prior year. If you purchased your home last year, your Taxable Value will be the same as your Assessed Value this year.

### **4. Why are my taxes higher than my neighbor’s taxes when our houses are so similar?**

Taxes are based on Taxable Value, not Assessed Value. Even though your homes may be similar, and you may have similar Assessed Values; your Taxable Values may not be similar at all, because Taxable Values are reflective of when each home last *sold*.

### **5. What is a “Homestead Exemption”?**

The Homestead exemption exempts homeowners from 18 mills of school operating tax. To be eligible for this exemption you must be both the owner and occupant of the property, and have a valid Homestead Exemption Affidavit on file with the Assessor’s Office. The Notice of Assessment sent to you each February indicates the percentage of your property that is receiving this exemption (normally either 100% or 0%). Your tax bills indicate this as well.



**6. What do I do with the Notice of Assessment I receive each March?**

Review it. If you disagree with the property values, transfer status, or homestead percentage; contact the Assessor's Office to discuss your concerns. If you are still unsatisfied, schedule an appointment with the March Board of Review. Keep the notice for the preparation of your income tax return next year, specifically the MI-1040CR.

## **Taxes**

**1. 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.

**2. What happens if I can't pay my taxes on time?**

Penalty and/or interest between 4% and 6% will be added to all taxes not paid within the time frames stated above. Unpaid taxes as of March 1, for the previous year, are deemed "delinquent" and turned over to Oakland County for collection. Additional penalty will be added there.

**3. Do I have to come to the Treasurer's Office to pay my tax bill?**

No. Tax bills may be paid by mail, at Standard Federal bank located in the City of Oak Park, or via the City payment drop box located across the driveway in front of the Department of Public Safety at 13600 Oak Park Blvd.

**4. What forms of payment are accepted by the City Treasurer's Office?**

Only cash, checks and money orders are accepted; no credit cards are accepted.

**5. Are partial payments accepted on tax bills?**

Yes, partial payment is available. Payments of any amount may be made with Treasury. Please call for details.



## **Water**

**1. Where do I pay my water bill?**

Water bills may be paid at the Finance Department in the City Hall building.

**2. Is a drop box available?**

Yes. A drive-up box is available across the driveway in front of the Department of Public Safety at 13600 Oak Park Blvd.

**3. Can I pay Detroit Water bills here?**

No, only Oak Park water bills may be paid here.

**4. Does the Finance Department sell garbage bags?**

Yes, in the Finance Department in the City Hall Building. The cost is subject to change, so please call for details.



## ***Public Library***

14200 Oak Park Boulevard

(248) 691-7480

TDD: (248) 547-8216

Opened for business in June 1958, the Oak Park Public Library was expanded to its present size in 1968. Providing residents with outstanding service and materials to meet their educational, informational and recreational needs has been the Library's mission from its inception.

With a full range of books, magazines, videos, books on tape, and other materials, including Arabic and Russian language items, the Oak Park Public Library is your full-service information resource in Oak Park.

### **1. Where is the Library Located?**

The Library (14200 Oak Park Boulevard) is conveniently located in the Oak Park Civic Campus next to the Oak Park Community Center.

### **2. What hours are the Library open?**

Monday - Thursday                    10:00 AM - 9:00 PM

Friday                                      10:00 AM - 5:30 PM

Library Closed Saturday & Sundays

### **3. How many books may be checked out at one time, and how long may I keep them?**

It depends on what type of book is being checked out. All books circulate for 3 weeks at no charge. There is generally no limit on the number of fiction titles (either for Adults or Children) that may be checked out. Please call the Library for details.

### **4. What other resources are available at the Library?**

There are books-on-tape, books-on-CD, CDs, videos, DVDs, audiocassettes, newspapers, and magazines. All items (except, Videos, DVDs and newspapers) circulate for three (3) weeks at no charge. Videos and DVDs circulate for one (1) week at no charge. The late fee for videos and DVDs is \$1.00 per day. Computers are equipped with Microsoft Word, Excel, PowerPoint, and many other children's games and software programs. All public PCs access the Internet and the Library's on-line catalog ([ibistro.tln.lib.mi.us](http://ibistro.tln.lib.mi.us)). In addition, electronic books, magazines and newspapers are available to all Michigan residents through the Michigan Electronic Library ([www.mel.org](http://www.mel.org)). Assistance with computers is available.



## 5. How Do I Get a Library Card?

- *Do you live, work or own property in Oak Park?*

If you do, you may apply for a library card, free of charge, at the checkout desk. Bring a document to prove your eligibility, such as your current driver's license, state ID card, lease agreement, property deed, tax receipt or a letter or pay stub from your Oak Park employer. Show this to the desk clerk and tell him or her your name, address, home telephone number and birth date to be input in the computer. Sign the back of the library card and it's ready for you to use.

- *Do you want to get a library card for a child?*

Children may apply for a library card if they come to the library with a parent or legal guardian who has proof of eligibility. An application must be filled out and signed by the parent or legal guardian.

A person who is 16 or 17 years old with appropriate identification may obtain a card by following the same procedure as an adult. If they do not have appropriate identification, they may get a card by following the procedure for younger children.

- *Do you want a library card but you don't live in Oak Park?*

You may qualify for free reciprocal service if you live in a community that belongs to The Library Network, a consortium of metro Detroit libraries, or participates in the MichiCard program, a state sponsored program that most public libraries in Michigan belong to. Non-resident cards may also be available for a fee. Please contact the Library at (248) 691-7480 for details.

- *Did you lose your Oak Park Public Library card?*

Bring \$2 to the library and reapply for a new card.

## 6. For What Length of Time Can I Borrow Materials?

Most items circulate at no charge for 3 weeks and are renewable for another 3 week period. Feature video and DVD recordings of popular movies, non-feature videos, and all children's videos and DVDs, circulate at no charge for 7 days. The late fee for all videos and DVDs is \$ 1.00 per day.

## 7. Can I Return Borrowed Items When the Library's Closed?

An outdoor return chute is beside the door on the south side of the library. An indoor return chute is located on the checkout desk. Any overdue charges may be paid on another visit.



## **8. Are There Overdue Fines?**

Late fees for both Adult and Children’s materials (books, books-on-tape, CDs, magazines, etc.) are 15¢ per day. Late fees for videos and DVDs both feature and non-feature, is \$1.00 per day.

## **9. Library Links:**

Oak Park Public Library -- [www.ci.oak-park.mi.us/library](http://www.ci.oak-park.mi.us/library)

The Library Network -- [www.tln.lib.mi.us](http://www.tln.lib.mi.us)

Michigan Electronic Library -- [www.mel.org](http://www.mel.org)

Library Catalog – [ibistro.tln.lib.mi.us](http://ibistro.tln.lib.mi.us)



## ***Public Information Department***

(248) 691-7589

### **1. Who do I call to get the Oak Park Report mailed to me?**

The Oak Park Report, which is published quarterly, (March, June, September, December), is distributed to every residential address in the City, rather than mailed. Each edition is hand-delivered door-to-door on one day. If you do not receive a copy of the newsletter at your home, please call 248-691-7589. Additional copies always are available cost-free in City Hall, the Recreation Department, the Library and the General Services Building. The newsletter also can be accessed via the City's web page: [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us).

### **2. How do I receive a copy of the Oak Park Calendar/Annual Report?**

The City's Annual Report/Calendar is hand-delivered to all residential addresses in December. If you do not receive a copy of the calendar at your home by the first week in January, please call 248-691-7589. Additional copies are made available cost-free in City Hall, the Recreation Department, the Library and the General Services Building.

### **3. What are the City's municipal TV channels?**

OPTV-15 presents a variety of programming every day about the many services that are provided year-round for residents, as well as special events such as Oak Park's Independence Day celebration. In addition, "live" coverage and multiple re-broadcasts of all regular City Council Meetings are presented. Municipal Channel 16 serves as the City's 24-hour-a-day video message board.



## **Public Safety Department**

(248) 691-7520

Emergency: 911

TDD: (248) 547-0309

### **1. How do I report an emergency?**

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

### **2. Where is the Public Safety Department located?**

The Oak Park Public Safety Department is located at 13600 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 go ½ mile to Oak Park Blvd. Business phone: 248-691-7520. Emergency: 911

### **3. What are the Public Safety Department hours?**

The Public Safety Department, 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 the hours of 8:00 a.m. and 5:00 p.m.

### **4. 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 Department.

### **5. Is there a charge for using paramedic services?**

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

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

Please visit the City Clerk's office.



**7. Can I bring my children, classroom, or scout group for a tour of the fire station?**

Tours may be arranged by calling the Public Safety Department and should be made at least a week in advance. Tours may not be given on Tuesdays and Thursdays because of Court activities.

**8. Can I pay a ticket at the Public Safety Department?**

No. Tickets must be paid by mail or at the 45-B District Court counter located in City Hall, 13600 Oak Park Blvd.

**9. My car was towed, where is the impound yard?**

Vehicles impounded by the Oak Park Public Safety Department are usually taken to Monaghan's Towing Company, which is located at: 21680 Fern St, Oak Park, MI. (248) 546-0860

Hours: Mon-Fri: 8:00 - 4:30 p.m.

Sat-Sun: Noon - 3:30 p.m.

Before impounded cars can be released, you must first stop at the Oak Park Public Safety Department and obtain necessary paperwork and an authorization for release of the vehicle. The vehicle will only be released with proof of ownership and payment of required fees.

**10. I have an abandoned vehicle on my property; will the Public Safety Department come out and tow it away?**

No. The Public Safety Department does not routinely tow vehicles from private property. The property owner is responsible for the removal of the vehicle and may use the towing service of their choice.

**11. Does the Public Safety Department assist with keys locked in my car?**

Yes, as long as you sign a waiver of liability. If the officer is unable to gain entry, they can assist you in calling a towing service or locksmith of your choice.

**12. What is the curfew for minors?**

A youth under the age of 14 cannot be in a public place without a parent or guardian or some other responsible adult delegated by the parent between the hours of 10:00 p.m. and 6:00 a.m.

A youth under the age of 16 cannot be in a public place without a parent or guardian or some other responsible adult delegated by the parent between the hours of 12:00 a.m. and 6:00 a.m.



**13. Does the Public Safety Department know if schools are closed?**

No. Unless the closure is due to a police or fire emergency the Public Safety Department would not be aware of school closings. You must listen to radio and TV news, or call your school district or school office.

**14. Does the Public Safety Department have the bus route and/or schedule?**

No. You must call SMART transportation at 313-962-5515.

**15. What time do the parks close?**

The Oak Park City parks are closed between the hours of 10:00 p.m. - 6:00 a.m., however, the lighted baseball diamonds and Shepherd Park tennis courts remain open until 11:30 p.m.

**16. Public Safety Shoulder Patch Requests:**

Due to the volume of requests received and the potential costs associated, the Oak Park Department of Public Safety does not provide its uniform shoulder patches to collectors, other individuals, or agencies. Oak Park Public Safety shoulder patches are not available for purchase and the Department does not participate in any “police-patch exchange programs”.

**17. Am I charged for false burglary alarms to my residence or business?**

For either a business or a residence, you are allowed a maximum of three (3) false alarms per calendar year, after that, the current cost is \$50.00 per each occurrence.

**18. I have a new business in the city; do I need to register it with the Public Safety Department?**

No, but you must go to the Technical and Planning Department and confer with the City Planner. The Building Inspector and Fire Inspector must inspect each business. After which City Council approval is required. Most businesses must also obtain an Oak Park Merchants License. Information about the type of businesses that must be licensed may be obtained by contacting the City Clerk at 691-7544.

**19. Where can I view the Sex Offenders List?**

This list is available for viewing in the Records Bureau located in the Oak Park Public Safety Department, during the hours of 8:00 a.m.-5:00 p.m. Monday thru Friday. It is also posted on the Internet at <http://www.mipsor.state.mi.us/>.



## **20. Who do I talk to about a speeding problem in my neighborhood?**

The Public Safety Department is able to address these concerns in a variety of ways. Please call and report any speeding problems in your area.

## **Records**

### **1. What is available at the Public Safety Records Bureau?**

Alarm permits, gun permits, bike licenses, taxicab licenses, car auctions, fingerprints, record clearance, vehicle inspections, and applications for carrying a concealed weapon.

### **2. Where do I get a gun permit and what identification do I need to bring with me?**

Gun permits may be purchased in the Records Bureau in the Public Safety Department between 8:00 AM and 4:30 PM Monday through Friday. A driver’s license and one other form of identification with name and address on it must be provided. Proof of citizenship must also be provided if you were not born in the United States.

### **3. Where can I get an alarm permit and how much does it cost?**

Applications for alarm permits may be obtained from the Records Bureau in the Public Safety Department. The fee is subject to change, so please call for details.

### **4. What do I have to do to be able to park a large truck in front of my house? Is there somewhere else I can park it?**

See the Records Bureau to get a permit to park in a municipal lot on Eleven Mile.

### **5. Where can I obtain an animal license and how much do they cost?**

Animal licenses may be purchased in the Records Bureau in the Public Safety Department. Fees vary depending on whether the animal is spayed or neutered and if the date of the license purchase is before or after March 15.

### **6. Where can I apply for a bike license?**

You can come into the Public Safety Department, and apply at the Records Bureau. The cost for this service is \$2.00. You can contact the



Records Bureau (248) 691-7526 during business hours as to the information you may need to bring with you to get a license.

## **Animal Control**

### **1. Does my dog need to be on a leash? Is my cat allowed to run loose?**

Yes. Reasonable control must be exercised with both dogs and cats.

**Reasonable control** means keeping a dog on a suitable leash and keeping a cat on a suitable leash or harness while off the premises of the owner or custodian, unless the dog or cat is confined in a closed vehicle or shipping receptacle. Dogs and/or cats must be licensed and on a leash.

### **2. Can my dog run loose in the park?**

No. All dogs (and cats) must be on a leash. In addition, the owner must remove all animal droppings.

### **3. How many dogs or cats are citizens allowed?**

Citizens are allowed three dogs and/or three cats.

### **4. Do dogs or cats need to be licensed?**

Yes.

### **5. What do I need to obtain an animal license and where do I go?**

In order to license your pet, you will need a current Rabies Certificate from your veterinarian. Take the certificate to the Oak Park Public Safety Records Bureau to purchase a license. The cost for a license of a neutered animal (proof required) is \$7.00 per year or three years \$15.00. The fee for animals that are not neutered is \$16.00 annually or three years \$30.00. If you need more information contact the Records Bureau at (248) 691-7526 during business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday.

### **6. If a stray animal is picked up, where do the Code Enforcement Officers take it?**

The animal is taken to the City Pound located at 10600 Capital; the hours are 8:00 a.m. - 5:00 p.m., Monday through Friday. Summer hours are 10:30 a.m. until 7:00 p.m.

### **7. Who should I contact if bitten by an animal?**

If the incident occurs between the hours of 8:00 a.m. to 5:00, call Animal Control at (248) 691-7457. If the animal bite occurs after hours, or on



the weekend, call the Public Safety Department at (248) 691-7520 and they will take the report.

**8. Does the Public Safety Department have records of lost animals?**

Yes, but only if the owner calls and reports the animal missing. The Public Safety Department’s record of lost animals and found animals contains only those that are reported to the Oak Park Department of Public Safety.

**9. Does the Public Safety Department pick up lost or dead animals?**

No. Animal Control picks up dead or lost animals. You should Contact Animal Control at (248) 691-7457. They will not pick up skunks, dead or alive.

**10. Will Animal Control pick up wild animals?**

No. You must call a private pest control company. Check the phone book for animal removal services.



## ***Public Works Department***

(248) 691-7497

General Information: (248) 691-7474

### **1. What's included in Public Works?**

#### Solid Waste:

- Household and commercial rubbish pickup
- Compost - yard waste program from mid-April through mid-December
- Recycling – See below
- Brush - please see Question 3
- Large items - household furniture and appliances

#### Sewers - maintenance of City sewer lines

#### Street Maintenance:

- Street sweeping in spring and summer months
- Snow and ice control in winter months
- Leaf removal in fall months
- Temporary repairs - fill potholes
- Clear flooded streets
- Maintain traffic and street signs, paint curbs and legends (painted signs on the street)

#### Water Mains

- City water lines and main breaks

#### Parks and Forestry:

- Maintain City grounds, parks, parking lots, and greenbelts: mow and litter and snow removal
- City tree maintenance - planting, trimming, and/or removing

#### Park Facilities

- Maintain playground equipment

#### Motor Pool

- Garage for maintenance on all City vehicles and equipment



**2. What do I do about sanitary sewer backup?**

First contact the Department of Public Works. They will check to ensure the back up was not caused by a problem in the public sewer main. Homeowners own and are responsible for sewer lead up to and including their connection to the public sewer main. It is best to contract a plumber that is capable of performing a video inspection of your sewer lead. If Public Works determines the public sewer main did not cause the problem, contact a plumber to inspect your connection.

**3. Who do I call if I have questions regarding holiday rubbish pick-up, why my rubbish was missed, or similar concerns?**

Public Works staff can provide information on these concerns.

**4. How do I dispose of yard waste?**

Yard waste is collected curbside each week from mid-April to mid-December. Yard waste must be placed in brown paper bags or 32-gallon garbage cans with Oak Park Yard Waste stickers applied. Yard waste stickers are available at the Water Department and DPW. Neither bags nor cans may exceed 60 pounds. Recent Michigan Department of Environmental Quality rules prohibiting yard waste from entering landfills prevent the City from collecting yard waste from mid-December to mid-April. Residents can dispose of yard waste free of charge at the SOCCRA Drop off Center located at 995 Coolidge in Troy, or wait until curbside yard waste collection resumes in mid-April.

**5. How do I prepare branches for pickup?**

- Smaller brush 1-1/2" or less in diameter and shorter than 4' must be tied and bundled (60 pound bundle limit)

- The chipper will pick up larger brush up to 6" in diameter and 4' to 8' in length. Stack on your curb, placing the cut ends together.

*There is no chipper service from mid-January to mid-April. Residents can dispose of branches free of charge at the SOCRRA Drop-Off Center at 995 Coolidge in Troy, or wait until chipping resumes in mid-April.*

- The following is not included in the service: material produced by commercial landscapers and tree trimmers, materials produced from total tree removal by private firm or owner, materials produced by land clearing operations, and no logs, stumps, or roots. A private contractor may be used to remove prohibited items.



**6. How early can I put out my rubbish?**

The earliest residents may place rubbish at the curb is noon the day before pickup. All rubbish must be out by 7:00 AM on the pickup day.

**7. If I have a to dig holes in my yard, for planting a tree or installing a fence, how do I find out if any water or sewer lines are buried there?**

Call 1-800-MISS-DIG (1-800-647-7344) for this information.

**8. How do I get a “special pickup?”**

The only pickup received through the City is on the day pickup is scheduled. There are limitations and specifications for all pickups. Call the Department of Public Works for details.

**9. What is the Holiday Schedule for rubbish pickup?**

Watch the City’s cable channel, check the City calendar or call our office for holiday dates. The rubbish contractor does not observe all holidays

**10. What is a “snow emergency” and what happens when it is called?**

A snow emergency is called when more than four inches of snow falls or other hazardous conditions necessitate it. No parking is permitted on City streets during this time until City crews have cleared the snow from the streets. Designated emergency parking areas are available.

**11. How are residents informed about a snow emergency?**

Announcements are made on local televisions and radio stations and the City cable channel. We will also post a notice on the City’s website. Residents may also call the Department of Public Works during business hours.

**12. What do I do with household hazardous waste?**

At no charge, residents may drop-off items such as, paints, garden chemicals, household cleaners, solvents, insulin syringes, and other household hazardous materials at the MRF Drop-off Center at 995 Coolidge Rd. (between 14 & 15 Mile Roads, across the street from Meijer). Resident must call 288-5153 for an appointment before dropping off any items. Call 288-5153 for further information

**13. What items are not picked up?**

Automotive parts, tires, waste oil, drums, pallets, gravel, slate, tile, stone, hazardous wastes, poisons, dead animals, ammunition, explosives, concrete, soil, medicine, drugs, nor any other items that may endanger



the collection personnel. The City is not responsible for the pickup of CONSTRUCTION DEBRIS. The City is not responsible for debris that is the result of home renovation or move outs.

**14.If my trees are growing into the power lines, how do I get them trimmed?**

Detroit Edison may be contacted at 1-800-477-4747 to address these concerns.

## ***General Information about Residential Rubbish Collection***

Monthly charge: Charge is included with water/sewer bills

Collection: Starts at 7 AM, may not be set out before noon of day prior and must be removed by noon of the following day, containers should be placed on front curb (not on sidewalk or on street), after holidays collection may run a day late

Containers: Maximum volume of 32 gallons and combined weight must not exceed 60 pounds; all trash must be easily handled bundles. No rubbish may be placed in boxes.

Trash: One cubic yard allowed, approximately 7 bags, cans, or bundles, excess must be privately disposed

Compost/yard wastes: Mid-April to mid-December only. Must be separated from regular trash, includes: grass, small twigs (less than a standard pencil size), weeds, and leaves. DOES NOT INCLUDE brush and branches, must not exceed 60 pounds, no plastic bags. Recent Michigan Department of Environmental Quality rules prohibiting yard waste from entering landfills prevent the City from collecting yard waste from mid-December to mid-April. Residents can dispose of yard waste free of charge at the SOCCRA Drop off Center located at 995 Coolidge in Troy, or wait until curbside yard waste collection resumes in mid-April.

Recyclables: may include but need not be limited to such items as newspaper, tin, aluminum, glass, plastic containers and household batteries. For a complete list of acceptable recyclables call the Public Works Department. Recyclables must be placed in containers approved



Brush: Only the brush resulting from yard maintenance is collected, brush smaller than 1 ½" and shorter than 4' must be tied and bundled, larger brush up to 6" and between 4' and 8' will be picked up by the chipper IF it is stacked on your curb in the direction of traffic, cut ends are together, and separated from regular trash and compost (note: no chipper service is provided from mid-January to mid-April)

Bulk items: Up to three large household items picked up at a time, must be separated from other trash

Oak Park Rubbish Collection Schedule: Refuse must be placed at the curb before 7:00 A.M. on the scheduled day of collection. Please call the Department to verify specific addresses.



## ***Recreation Department***

(248) 691-7555

Senior Outreach: (248) 691-7575

### **1. What are the hours of the Recreation Dept.?**

Recreation Dept.      M. - Th.      8:00 AM - 5:00 PM

Senior Division      M. - Th.      8:00 AM - 5:00 PM

### **2. What type of assistance does the Senior Division provide?**

Assistance available to people at least 62 years old includes Transportation, Chore Services, Blood Pressure Readings, and Health Fair. See the Recreation Brochure or contact the Office at (248) 691-7575 for more information.

### **3. Where can I get information about City sponsored recreational activities?**

The Recreation Department prepares two Recreation brochures. The Winter/Spring brochure is available beginning in late August, and the Spring/Summer brochure is available beginning the first of April. Brochures are available on the City's web site at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us) or <http://active.com/browse/oakparkrecreation> and are distributed to all Oak Park homes. It is not necessary to be on a mailing list. A Fourth of July flyer is mailed to all residents that contain information about the City's parade.

### **4. Where are Recreation programs advertised?**

Activities are promoted on the local cable channel TV 15, on the City's web site at [www.ci.oak-park.mi.us](http://www.ci.oak-park.mi.us), on the City marquee at Coolidge and Nine Mile, by the media, and in local schools.

### **5. What activities are offered for children?**

Children's activities include athletics, arts and crafts, camps, swimming, trips, and special events. See the Recreation brochures available on the City web site for more programs and details.



**6. What activities are offered for adults?**

Adult activities include athletics, Co-Ed kickball exercise, arts and crafts, trips, and special events. See the Recreation brochures available on the City web site for more programs and details.

**7. What activities are offered for senior adults?**

The 50-UP Club offers activities for people 50 years or older, including athletics, trips, transportation, dances, arts and crafts, education and enrichment, volunteer opportunities, friendship network, and bingo. Membership is only \$6.00 per year, and entitles members to participate in all activities. The senior newsletter is published four times per year. See the Recreation brochures available on the City web site for more programs and details.

**8. How can residents offer suggestions for developing new activities and/or improving existing programs?**

Program supervisors are available to discuss new program ideas or a comment card may be filled out at the Recreation Department.

**9. Is transportation provided for seniors to various locations within the City?**

Yes, for medical appointments within an eight-mile radius. Participants must be members of the 50-up club. Medical and errand transportation is provided. Medical Transportation is offered Monday – Wednesday and Friday between 8:00 am and 2:00 pm. Errands within Oak Park city limits are on Tuesday only. There are set rates for transportation. Contact the Senior Division for further information.

**10. Does the Recreation Department charge a fee for programs and activities?**

Fees are charged for most activities, although some activities are free of charge. See the Recreation Brochure for more details.

**11. Is Recreation equipment available for rent?**

Picnic kits are available June through August. Kits include volleyball and net, badminton set, softball equipment, football, etc. A fee and deposit is required.

**12. May City parks be reserved for picnics?**

No, City parks are available for everyone to use. Park hours are 6 a.m. until 10 p.m. daily. City Council does however permit groups to hold



certain special events in the parks. Please contact the City Clerk’s office at (248) 691-7544 for more information.

**13. Does the Recreation Department rent shelters in Shepherd Park?**

Yes. Residents may reserve/rent a shelter in Shepherd Park beginning the first of January. Rentals usually begin in May and continue through Labor Day. Reservations are taken on a first come, first serve basis. Non-resident applications begin in April.

**14. Can Community Center rooms be rented?**

Yes. Rooms are available during evening hours and on weekends. You may obtain a copy of the rules, regulations, and fee schedule at the Recreation Department.

**15. Who should I call to report vandalism to City property or damaged equipment in City parks?**

Please contact Public Works at (248) 691-7497.

**16. What is the telephone number to the Ice Arena?**

The City-owned arena is managed and operated by the Honeybaked Hockey Club. For information, please call the arena at (248) 542-9669.

**17. How can I apply for a part-time position with the Recreation Department?**

Applications are taken in the Community Center. Many part-time positions are seasonal. Positions are posted in the Recreation Department.

**18. When are discount tickets available at the Recreation Department?**

Discount tickets to many nearby amusement parks like Cedar Point, Six Flags and others are available for sale beginning on the first of May up to Labor Day. Please contact the Recreation Department for more information.

**19. When does the Municipal Pool open?**

The pool opens the second Saturday in June and closes in the middle of August. The summer schedule is available in the Spring/Summer Brochure or at the Recreation Department.

**20. Does the Recreation Department offer programs for the disabled?**

Yes. Programs are offered through Southoaks (Southfield and Oak Park), Northwest Therapeutics, and the Travel Club. Contact the Recreation



Department for membership information.

**21. Does the Recreation Department sell stamps?**

Yes, stamps are sold at the front counter. We can sell a maximum of twenty (20) stamps per customer, and we cannot mail packages. Cash only please.

**22. What is the Recreation Advisory Board?**

The Commission serves as an advisory board to the City Council, Manager, and Recreation Director on planning and developing the City's parks and recreational programs. It also serves as a link between the City and its residents. Meetings are held the third Wednesday of every month at 7:00 p.m. in the Community Center. All meetings are open to the public, and residents are encouraged to attend.



## **HOME CHORE PROGRAM**

### *Chore Mission Statement:*

*The City of Oak Park's commitment to its low-income residents who are sixty-two years and older, or under sixty-two and disabled, is to empower them to live independently, in a safe home environment.*

### **YOU SHOULD KNOW**

**The Federal Government requires every participant in this program to file a new application each year. Additionally, proof of income each year must be provided or no service can be given. Those using the program due to medical reasons must also provide a yearly letter from a physician.**

- The Funds for this Community Development Block Grant originate from the Federal Government's Department of Housing and Urban Development (HUD).
- The Oak Park City Council presently allocates \$40,000 of HUD funding a year to operate the Home Chore program.
- The chore program does not guarantee that we can meet all of your requests for home service. You may need to enlist the support of your family and other neighborhood handymen.
- You can expect that your chore will be completed within a reasonable period of time.
- You can expect a call from the handyman to set up an appointment after you call us with your request.
- When requesting interior chores, plan a few jobs to complete the first two hours of the handyman's allotted time. Please *do not* call just to change one light bulb.
- Replacement parts need to be purchased at the homeowner's expense and available when the handyman arrives.
- Staff needs to know if it is a hardship for you to get out to purchase the materials.
- The interior chore service is only available to homeowners, not renters.
- Variances from coverages due to safety issues will be considered on an individual basis.



### **Eligibility Guidelines**

We will provide service free of charge to those homeowners or renters age sixty-two and older, or disabled and *under* sixty-two years of age whose household income falls at or below the maximum incomes listed below. Those entering the program under the disability clause must also provide medical proof for needing assistance. You must submit proof of income by submitting a copy of the current year's State of Michigan Homestead Property Tax Credit form and reporting the income of *everyone* living in your household. The following are maximum combined earnings for all household residents.

1 person	\$18,000 & below
2 persons	\$20,000 & below
3 person	\$23,000 & below
4 persons	\$25,000 & below

### **Number of Services Each Year**

There are thirteen (13) uses available to each Chore Program participant for the current Chore year: May 2005-April 2005. To help you keep track of how your requests for service are recorded, a description of each service is provided on the next page.

### **To Request Services**

All calls made to request services should be made to **248-691-2350** which is a voice mail system and available for messages to be left 24 hours a day. Please leave the following information: NAME, PHONE NUMBER and TYPE OF SERVICE desired. You can expect service in a reasonable period of time whenever an order is placed, but expect a longer wait if you place orders from Friday afternoons through Sunday morning.

## **EXTERIOR CHORES**

### **Lawn Mowing**

*Count one front and backyard cut as one unit of service.*

Grass will be mowed to a height of approximately 2 1/2 inches. We will weed whip around trees, structures and fences. We do not edge. We do not bag clippings. We will blow clippings from paved areas.

### **Snow Removal**

*Does not count as a unit of service.*

Snow removal may be by shovel, plow or snow blower. There must be a minimum of 2" of snow on the concrete, as determined by the Department before the contractors are ordered to clear away snow. You can expect the contractors to remove snow from the city sidewalk. Twenty (20) feet of driveway, leaving enough room for two cars to park, will be cleared. At your request, we will clear the driveway to the garage. We will clean snow from porch steps and a pathway to front, side or exterior entrances. We will salt the porch, steps and walkways if the homeowner provides the salt and a scooper on his/her front porch. A typical 4" snowfall could take up to 3 days to remove whereas a heavier



snowfall could take longer. PLEASE BE PATIENT.

### **Yard Clean Up**

*Front yard clean up equals one unit of service.*

*Back yard clean up equals one unit of service.*

FALL: We will clear leaves and rake or blow debris to the curb for city pickup. This is a seasonal service and needs to be scheduled to **coincide** with city pickup schedules. We will

clear and bundle small branches. There is no fall leaf bagging. SPRING: We will clear leaves by rake or blower, but leaves must be bagged in paper composting bags that homeowners must provide. We will blow leaves from flower beds but do no heavy landscaping work, weeding, tree or shrub trimming

### **Gutter Clean Up**

*Counts as one unit of service.*

We will clean gutters only on single story homes. We will clean gutters on one-story high garages and carports. We do not climb on roofs or use ladders higher than 4'.

### **INTERIOR CHORES** (not available to renters)

*Each interior repair counts as one unit of service*

#### **Caulking**

Tubs, sinks, toilets and windows (on the inside only) can be caulked.

#### **Doors/Locks**

We trim doors and adjust storm doors. We install or repair deadbolts and lock sets and repair or replace door knobs. We can change the screen/glass inserts on the storm doors on a seasonal basis.

#### **Minor Electrical**

Thermostats can be checked. We can replace cover plates for electrical outlets, check fuse boxes and replace faulty fuses. We will install battery-operated smoke detectors and light bulbs. We do not re-wire fixtures or do anything electrical that requires shutting off the power.

#### **Minor Plumbing**

We will plunge drains and pour liquid declogging agent only. We do not snake drains. We re-secure toilets and tanks. We repair or install faucets and showerheads in tubs, showers, laundry tubs, kitchen and bathrooms. We also replace defective washers. Garbage disposals can be replaced or repaired.

#### **General Repairs**

These include minor stair repair, installing or adjusting handrails in bathrooms and stairwells. Painted windows and storm doors can be freed up. We re-secure cabinet doors and counter tops. We winterize windows with plastic on the inside only. We can change air conditioner filters. Fallen or loose gutters can be reattached on single family homes, if the damage is not too extensive. We **DO NOT** paint, hang blinds, curtains, pictures, shelves, or put up any wall decor, install carpet, move furniture, work on any appliances



large or small, assemble or repair furniture. We do not work on furnaces except to change filters. We do not do any cement work. *We do not make referrals of any kind.*

**PROGRAM DISCLAIMER:**

The city reserves the right to refuse service to homeowners for the following reasons

- (1) If their behavior is detrimental to the program.
- (2) If they falsify their income records or other information on the application.
- (3) If they fail to report the incomes of other household members residing in the home.
- (4) If they fail to report that young able bodied individuals reside in the home.
- (5) If they falsify medical records or reports.

**OTHER SERVICES PROVIDED BY THE CITY OF OAK PARK:**

**Transportation**

Monday, Wednesday, Friday transportation can be provided to medical facilities within an 8-mile radius of the Recreation Center. Tuesdays you can shop at Farmer Jack, and other errands within the city. 10 AM and rides home are provided at 12:30PM daily while. On Mondays and Wednesdays, after bingo, you can be taken home at 2:00PM.

**Blood Pressure Checks**

Every Wednesday from 10 AM to 11 AM, you can have your pressure taken. Also, the Oakland County Health Nurse is available for questions and concerns 10:30-11:30AM on the 2nd Wednesday each month.

**Red Hats in Motion**

Meet second Tuesday of each month at 11:30 am, new members are always welcome.

**Nutrition Program**

Meals are served at the Community Center Wednesdays at 11:30AM. For information, call 248-691-7578 from 9:30AM-1:00PM. For homebound meals, call Emerald Food Service at 248-689-6663.

**Volunteer & Friendship Opportunities**

Bingo, Quilting Club, Community Stitchers, ACES (decorate for senior programs), Sing a longs, monthly Card Party, monthly Movie & Lunch and Armchair Travel & Luncheon Program offered every three months.

*Oak Park's Senior Program is more than a chore  
service....*

*We invite you to explore our other programs.*

- Travel**
- Exercise**
- Nutrition**
- Education**
- Transportation**
- Volunteer Opportunities**
- Fun, Friendship, Festivities**



## ***Technical and Planning Services***

(248) 691-7450

Building Inspector	(248) 691-7450
Code Assistance	(248) 691-7450
Electrical	(248) 691-7459
Engineering	(248) 691-7580
Mechanical/Plumbing	(248) 691-7452
Planning	(248) 691-7450

### **What services does the Department of Technical and Planning Services provide?**

Building: permits, inspections: electrical, plumbing, heating, cooling, and building

Code Assistance: property maintenance, animal control, rental property and business license inspections.

Engineering: roads, sewers, water mains, sidewalks, public right-of-way permits, traffic studies

Planning: land use and zoning standards compliance, rezoning, variances, site plan reviews, and merchant license use reviews

### ***Animal Control / Code Assistance***

#### **1. I have a raccoon in my yard, will city remove it?**

The City does not provide animal removal. Please refer to the Yellow Pages under "Animal Removal Services" for a listing of private contractors.

#### **2. How long is an animal held in the pound, and is there a charge to pick it up?**

Animals are held 4 days, and there is a daily charge that must be paid when the animal is picked up.



**3. Who do I talk to about an abandoned vehicle?**

If the vehicle is on private property, Code Assistance can address the problem. If the vehicle is on a City street, then Public Safety should be contacted.

**4. There is a house next to my property that is unoccupied and may be a safety hazard. Who can I contact at the City?**

The Building Inspector and Code Assistance can address this concern.

**5. Do landlords have to register with the City?**

Yes, landlords must purchase a rental license to register all their properties with the City annually. Their properties must also be inspected every two years and/or with change of occupancy.

**6. Where do I pay a ticket from Code Assistance?**

Code Assistance tickets are misdemeanors and require court appearance. Your court date will be on the ticket.

## ***Engineering***

**1. Who do I talk to about burned out streetlights?**

Contact the Engineering Division. Please provide an address at or near the streetlight or the pole number.

**2. Who do I talk to about a traffic signal that isn't working?**

Contact the Engineering Division. Please provide a location where the signal is malfunctioning.

**3. Who do I report dangerous sidewalks to, and who pays for the repairs?**

Contact the Engineering Division. They will send an inspector to assess the situation. If repairs are necessary, the property owner is responsible for the cost of the repairs. Property owners may do the work themselves; however, a right-of-way permit must first be obtained from the Engineering Division before any work may begin.



**4. What should I do if there is a water leak near my house?**

If the leak is located on your property, you will have to contact a plumber to do the repair. If the leak is located on public property, in the easement, call the Department of Public Works.

**5. Are any street, water, or sewer projects planned for my street in the near future?**

Contact the Engineering Division. Staff can provide information on planned improvements to the City's infrastructure.

## ***Planning***

**1. How do I check on the zoning of property?**

The Planning Division can assist you by checking the City's official Zoning Districts Map. In addition, the Zoning Ordinance is available for viewing on the City's web site as Appendix A of the City Code.

**2. Can I run a business from my home?**

The City's Zoning Ordinance allows some “home occupations” to be conducted from a residence. The Planning Division has a brochure which describes allowable home occupations and the rules regarding the operation of the occupations.

**3. Where can I get a City map or a Zoning Districts map?**

The City Calendar contains a street indexed map of the City. Additional maps of the City and the Zoning Districts Map can be purchased at the Department of Technical & Planning Services.

**4. I have a large piece of property and would like to make it into two parcels, who do I contact?**

The City Assessor reviews and approves all lot splits and lot combinations. The Planning Division can help you determine if the proposed lot split will meet the Zoning Ordinance's minimum requirements.

**5. How can I get permission for a temporary banner or temporary sign?**

The City Council reviews and approves all requests for temporary signs and banners. The Department of Technical & Planning Services has an application for this type of request.



- 6. If I have to dig holes in my yard, for planting a tree or installing a fence, how do I find out if any water or sewer lines are buried there?**  
Call 1-800-MISS-DIG for this information.

## ***Building***

- 1. What kind of permits or licenses does the City issue, and when do residents need them?**

Building permits are needed for plumbing, mechanical, and electrical work. Additions or alterations to existing buildings or new buildings under construction also require a permit. Please call the Department for details regarding when these permits are required. A Right-of-way permit is needed when work will take place in the public right of way.

- 2. I enjoy doing home improvements myself. How can I be my own general contractor?**

The Building Inspector would be happy to discuss these details or provide you with general advice or refer you to helpful literature.

- 3. Why do I need a permit?**

There are several advantages to doing home improvement projects with a permit. The primary one is that getting a permit brings the services of an inspector, who approves each phase of the construction process, checking to see that work conforms to all applicable City/State codes. Inspectors can also advise citizens on how to proceed if difficulties arise. Compliance with codes ensures safety of the building occupants.

- 4. Is there assistance for low and moderate-income home repairs?**

Yes, there is. Contact the department for details on the Minor Home Repair Grant and Oakland County Home Improvement Loan Programs.



## ***Commonly Reference City Code***

### **Sec. 6-2. Consumption in public.**

No alcoholic liquor shall be consumed on the public streets, parks, or in any other public places, or in any place open to the public, including any store or establishment doing business with the public not licensed to sell alcoholic liquor for consumption on the premises; nor shall anyone who owns, operates or controls any such public establishment or store, permit the consumption of alcoholic liquor therein.

(Code 1973, § 4-2)

**State law references:** Consumption on public ways, parks, MCL 436.34.

### ARTICLE IX. GARAGE SALES

#### **Sec. 22-375. Garage sale regulations.**

In zoning districts where permitted, a homeowner or occupant may conduct a garage sale in accordance with the following subsections:

- (1) Garage sale, for purposes of this article, shall include such terms as "home sale," "basement sale," "attic sale" or other type of so called residential sale of used tangible personal property, such as, but not limited to, clothing, household effects, tools, garden implements, toys, recreation equipment or other used or secondhand items customarily found in and about the home and advertised in a manner whereby the public at large is, or can be, aware of such a sale.
- (2) A homeowner or occupant shall first obtain a permit from the city clerk before conducting any garage sale. The fee for such permit shall be established by resolution of the city council.
- (3) Each garage sale shall be limited to five consecutive days of operation and no more than two such sales may be conducted by any household or member thereof per calendar year. In the event of inclement weather, the resident may cancel the sale and reschedule at a later date by contacting the city clerk's office. No sale shall be conducted before 9:00 a.m. or after 7:00 p.m. each day.
- (4) No person, firm, corporation or other organization other than the homeowner or occupant shall conduct a garage sale and no merchandise of any nature shall be brought in from any other source to supplement such sale.
- (5) No outside display of merchandise to be sold will be permitted on any street, sidewalk or any area between the street and sidewalk, and any such display of merchandise to be sold shall be located at least three feet back from the sidewalk.
- (6) This article shall not apply to the householder who, during the normal course of housekeeping, advertises or otherwise offers for sale individual pieces of furniture or an appliance of value being replaced or no longer needed.

(Ord. No. O-96-359, § 1, 12-2-96; Ord. No. 0-01-443, § 1, 5-21-01)

#### **Sec. 50-1. Loitering.**

Any person found knowingly loitering in a house of ill fame or prostitution or place where prostitution or lewdness is practiced, encouraged or allowed; any person who shall loiter in or about any place with knowledge that an illegal occupation or business is being conducted therein; and any person who shall loiter in or about any police station, police



headquarters building, county jail, hospital, court building or any other public building or place for the purpose of soliciting employment of legal services or the services of sureties upon criminal recognizance’s shall be deemed guilty of a misdemeanor.

(Code 1973, § 30-2)

**State law references:** Disorderly persons, MCL 750.168.

**Sec. 50-7. Playing in streets.**

It shall be unlawful for any person to play any ballgame in any public street or sidewalk or otherwise obstruct traffic on any street or sidewalk by collecting in groups thereon, for any purpose.

(Code 1973, § 30-9)

**Sec. 50-41. Malicious mischief.**

Any person who willfully, wantonly or negligently injures, damages, defaces, breaks, tampers with or otherwise harms or assumes control over any property, public or private, real or personal, not his own, of a value less than \$200.00 shall be guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

(Code 1973, § 30-24; Ord. No. O-98-384, § 1, 12-21-98; Ord. No. O-00-432, § 1, 11-6-00)

**State law references:** Malicious mischief, MCL 750.377.

**Sec. 50-43. Trespassing.**

It shall be unlawful for any person to go or trespass upon any public or private property in the city for any purpose, not otherwise authorized by law, without the consent of the owner or owners of the premises.

(Code 1973, § 30-26)

**State law references:** Trespass, MCL 750.546.

**Sec. 50-66. Public intoxication.**

Any person who appears in a public place under the influence of narcotics or any other drug or who is intoxicated and is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance shall be deemed to be a disorderly person and shall be guilty of a misdemeanor.

(Code 1973, § 30-37)

**State law references:** Disorderly persons, MCL 750.168.

**Sec. 50-75. Language or gestures causing public disorder.**

A person shall be deemed guilty of a misdemeanor if, with the purpose of causing public danger, alarm, disorder or nuisance, or if his conduct is likely to cause public danger, alarm, disorder or nuisance, such person willfully uses abusive or obscene language or makes an obscene gesture to any other person when such words by their very utterance inflict injury or tend to incite an immediate breach of the peace.

**Sec. 50-76. Indecent exposure.**

Any person who shall make any indecent exposure of his person in any street, alley, lane or other public place, or upon any private lot or premises of another shall be guilty of a misdemeanor.



(Code 1973, § 30-47)

**State law references:** Similar provisions, MCL 750.335a; disorderly persons, MCL 750.168.

Secs. 50-77--50-100. Reserved.

**Sec. 50-102. Fighting.**

It shall be unlawful for any person to engage in any disturbance, fight, or quarrel in a public place.

(Code 1973, § 30-61)

**Sec. 50-103. Annoying others.**

It shall be unlawful for any person to insult, accost, molest, or otherwise annoy, either by word of mouth, sign, or motion, any person in any public place.

(Code 1973, § 30-62)

**Sec. 50-321. Minors under 14.**

No minor under the age of 14 years shall loiter, idle, or congregate in or on any public street, highway, alley, place or park between the hours of 10:00 p.m. and 6:00 a.m., unless the minor is accompanied by a parent or guardian, or some adult delegated by the parent or guardian to accompany the child.

(Code 1973, § 30-161)

**Sec. 50-322. Minors under 16.**

No minor under the age of 16 years shall loiter, idle or congregate in or on any public street, highway, alley, place or park between the hours of 12:00 and 6:00 a.m., immediately following, except where the minor is accompanied by a parent or guardian, or some adult over the age of 18 years delegated by the parent or guardian to accompany the minor child, or where the minor is upon an errand or other legitimate business directed by his parent or guardian.

(Code 1973, § 30-162)

**State law references:** Curfew for minors, MCL 722.751.

**Sec. 54-2. Intoxicating liquors.**

No person shall bring into or drink in any city park any alcoholic beverage.

(Code 1973, § 32-2)

**Cross references:** Alcoholic liquors, ch. 6.

**Sec. 74-674. Parking prohibitions generally.**

- (1) No person shall park a vehicle in any manner prohibited by the state vehicle code, except if necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
  - (a) On a sidewalk.
  - (b) In front of a public or private driveway.
  - (c) Within an intersection.
  - (d) Within 15 feet of a fire hydrant.
  - (e) On a crosswalk.



- (f) Within 20 feet of a crosswalk, or if there is not a crosswalk, then within 15 feet of the intersection of property lines at an intersection of highways.
- (g) Within 30 feet of the approach to a flashing beacon, stop sign or traffic control signal located at the side of the highway.
- (h) Between a safety zone and the adjacent curb or within 30 feet of a point on the curb immediately opposite the end of a safety zone, unless a different length is indicated by an official sign or marking.
- (i) Reserved.
- (j) Within 20 feet of the driveway entrance to a fire station and on the side of the street opposite the entrance to a fire station within 75 feet of the entrance if properly marked by an official sign.
- (k) Alongside or opposite a street excavation or obstruction, if the stopping, standing or parking would obstruct traffic.
- (l) On the roadway side of a vehicle stopped or parked at the edge or curb of a street.
- (m) Upon a bridge or other elevated highway structure or within a highway tunnel.
- (n) At a place where an official sign prohibits stopping or parking.
- (o) Within 500 feet of an accident at which a police officer is in attendance.
- (p) In front of a theater.
- (q) In a place or in a manner which blocks immediate egress from an emergency exit conspicuously marked as an emergency exit of a building.
- (r) In a place or in a manner which blocks or hampers the immediate use of an immediate egress from a fire escape conspicuously marked as a fire escape providing an emergency means of egress from a building.
- (s) In a parking space clearly identified by an official sign as being reserved for use by disabled persons which is on public property or private property available for public use, unless a person is a disabled person as defined in section 19a of the state vehicle code or unless the person is parking the vehicle for the benefit of a disabled person. In order for the vehicle to be parked in the parking space the vehicle shall display one of the following:
  - (i) A certificate of identification or windshield placard issued by the secretary of state under section 675 of the state vehicle code to a disabled person.
  - (ii) A special registration plate issued by the secretary of state under section 803d of the state vehicle code to a disabled person.
  - (iii) A similar certificate of identification or windshield placard issued by another state to a disabled person.
  - (iv) A similar special registration plate issued by another state to a disabled person.
- (v) A special registration plate to which a tab for persons with disabilities is attached issued under this act.
- (t) In a clearly identified access aisle or access lane immediately adjacent to a space designated for parking by persons with disabilities.
- (u) On a street or other area open to the parking of vehicles that results in the vehicle interfering with the use of a curb-cut or ramp by persons with disabilities.
- (v) Within 500 feet of a fire at which fire apparatus is in attendance. However, volunteer firefighters responding to the fire may park within 500 feet of the



fire in a manner not to interfere with fire apparatus at the scene. A vehicle parked legally previous to the fire is exempt from this subsection.

- (w) In violation of an official sign restricting the period of time for or manner of parking.
  - (x) Reserved.
  - (y) On a street or highway in such a way as to obstruct the delivery of mail to a rural mailbox by a carrier of the United States Postal Service.
  - (z) In a place or in a manner which blocks the use of an alley.
  - (aa) In a place or in a manner that blocks access to a space clearly designated as a fire lane.
- (2) A person shall not move a vehicle not owned by the person into a prohibited area or away from a curb a distance which makes the parking unlawful.
  - (3) A bus, for the purpose of taking on or discharging passengers, may be stopped at a place described in subsection (1)(b), (d) or (f) or on the roadway side of a vehicle illegally parked in a legally designated bus loading zone. A bus, for the purpose of taking on or discharging a passenger, may be stopped at a place described in subsection (1) if the place is posted by an appropriate bus stop sign, except that a bus shall not stop at such a place if the stopping is specifically prohibited by the local authority, the state transportation department or the director of the department of state police.
  - (4) A person who violates this section is responsible for a civil infraction.

(Ord. No. O-00-427, § 1, 9-18-00; Ord. No. O-03-487, § 1, 6-16-03)

**State law references:** Similar provisions, MCL 257.674.

**Sec. 54-6. Loitering in public parks.**

- (a) *Definition.* For the purpose of this section, the term "loitering" shall include idling, standing, sitting, lingering or congregating.
- (b) Any person remaining or loitering in a public park outside the posted hours of operation, as set forth in the rules and regulations adopted by the city council pursuant to section 54-5, or remaining or loitering in a public park, or section thereof, that has been closed to the public pursuant to such rules and regulations shall be guilty of a misdemeanor.
- (c) Any person found loitering at any time in designated areas of public parks, as set forth in the rules and regulations adopted by the city council pursuant to section 54-5, where such loitering interferes with, hinders or impedes the free passage of pedestrians enroute to and from public facilities, such as, but not limited to, the arena, swimming pool, etc. or otherwise interferes with, or impedes the public use and enjoyment of the public facilities, and fails to leave when asked to do so by a duly authorized park monitor or public safety officer shall be guilty of a misdemeanor.

(Code 1973, § 32-6)



## ARTICLE XVIII. SIGNS

### **Sec. 1802. Basic requirements--All districts.**

H. No sign, except those for emergency service purposes established and maintained by the city, county, state or federal government, shall be located in, project into, or overhang a public right-of-way or dedicated public easement.



## ***Department Directors and Deputies or Assistants***

City Manager	Richard Fox <a href="mailto:rfox@ci.oak-park.mi.us">rfox@ci.oak-park.mi.us</a>
Assistant City Manager	Diane Lemanski <a href="mailto:dlemanski@ci.oak-park.mi.us">dlemanski@ci.oak-park.mi.us</a>
City Clerk	Tonni L. Bartholomew <a href="mailto:tbartholomew@ci.oak-park.mi.us">tbartholomew@ci.oak-park.mi.us</a>
Finance Director Deputy Director	James Ghedotte <a href="mailto:jghedotte@ci.oak-park.mi.us">jghedotte@ci.oak-park.mi.us</a> Saundra Crawford <a href="mailto:scrawford@ci.oak-park.edu">scrawford@ci.oak-park.edu</a>
Library Director	Beth Tompkins <a href="mailto:btompkins@ci.oak-park.mi.us">btompkins@ci.oak-park.mi.us</a>
Information Technology Director	Jeff Schefke <a href="mailto:jschefke@ci.oak-park.mi.us">jschefke@ci.oak-park.mi.us</a>
Public Information Director	Mel Newman <a href="mailto:mnewman@ci.oak-park.mi.us">mnewman@ci.oak-park.mi.us</a>
Public Safety Director Deputy Director	John McNeilance <a href="mailto:jmcneila@ci.oak-park.mi.us">jmcneila@ci.oak-park.mi.us</a> Steve Cooper <a href="mailto:scooper@ci.oak-park.mi.us">scooper@ci.oak-park.mi.us</a>
Public Works Director	Kevin Yee <a href="mailto:kyee@ci.oak-park.mi.us">kyee@ci.oak-park.mi.us</a>
Recreation Director	Roy Vultaggio <a href="mailto:rvultaggio@ci.oak-park.mi.us">rvultaggio@ci.oak-park.mi.us</a>
Technical & Planning Director Deputy Director/City Planner	Kevin Rulkowski <a href="mailto:krulkowski@ci.oak-park.mi.us">krulkowski@ci.oak-park.mi.us</a> Rob Barrett <a href="mailto:rbarrett@ci.oak-park.mi.us">rbarrett@ci.oak-park.mi.us</a>



## Emergency Numbers - Resource Guide

### **POLICE/FIRE**

For Emergency Only - All Oakland County Communities	911
Public Safety, City of Oak Park (Non-Emergency)	(248) 691-7520

### **Child Abuse/Neglect**

CARE House-Child Abuse/Neglect Council	(248) 332-7173
Common Ground	(248) 456-0909 or (800) 231-1127
National Child Abuse Hotline	(800) 422-4453
Oakland Family Services (Family Counseling)	(248) 858-7766
Parent's Helpline	(800) 942-4357

### **Elder Abuse/Neglect**

Grandparents Rights Organization	(248) 646-7191
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### **Runaway Services**

H.A.V.E.N. (24 Hours)	(248) 334-1274
National Run-A-Way Hotline (24 Hours)	(800) 231-6946
Runaway Assistance Program	(800) 292-4517
Runaway RAP Line (24 Hours)	(800) 292-4517
Sanctuary (Runaway and Homeless Youth)	(248) 547-2260

### **Suicide Prevention**

Common Ground (24 Hours)	(248) 456-0909
Suicide Prevention Center (24 Hours)	(800) 241-4949 (313) 224-7000

### **Domestic and Sexual Assault Women/Children**

Arab-American Chaldean Council	(248) 559-1991
Common Ground (24 Hours)	(248) 338-7450
H.A.V.E.N. (24 Hours Adult and Children)	(248) 334-1274

### **Child Care**

#### **Shelters**

H.A.V.E.N. (24 Hours, Adults and Children)	(248) 334-1274
Grace Centers Of Hope	(248) 334-2187
South Oakland Shelter (Royal Oak)	(248) 546-6566

#### **Poison Control**

Children's Hospital of Michigan (24 Hours)	(800) 222-1222 (313) 745-5711
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DMC Children's Hospital of MI

(888) 362-2500 (313) 745-5437

**Substance Abuse**

Alcoholics Anonymous	(248) 332-3521
Catholic Social Services (Counseling)	(248) 334-3595
Common Ground (24 Hours)	(248) 456-0909
Oakland County Office of Substance Abuse	(248) 858-0001
Oakland Family Services (Counseling)	(248) 858-7766

**Food and Clothing**

Oakland/Livingston Human Services	(248) 542-5860	(248)209-2655
Furniture Bank	(586) 393-6772	(248)332-1300
Gleaners Food Bank		(313) 923-3535
Salvation Army (Royal Oak)		(248) 585-5600
Society St Vincent DePaul	(877)788-4623	(313)393-2930
Temporary Assistance for Needy Families (Oakland County)		(248) 209-2686
Women, Infants and Children (W.I.C.)		(313) 369-3982

**Wheelchair and Walkers**

Kenny Foundation	(248) 357-0119
World Medical Relief	(313) 866-5333

**Family with Special Needs - Medical**

AIDS Hotline	(800) 872-AIDS or (800) 872-2437
Alternative Medicine Foundations, Inc.	(301) 581-0116
Alzheimer's Association	(248) 577-8277
American Academy of Dermatology	(800) 441-2737
American Cancer Society	(800) 925-2271
American Chronic Pain Association	(916) 632-0922
American College of Gastroenterology	(800) 478-2876
American Diabetes Association	(248) 433-3830
American Dietetic Association	(800) 366-1655
American Society of Plastic Surgeons	(888) 475-2784
Arthritis Foundation	(800) 283-7800
Cerebral Palsy Association of Michigan	(248) 557-5070
Common Ground	(248) 456-1991
Deaf, Hearing and Sign Language Center, Inc.	(313) 341-1353
Families USA	(202) 628-3030
Family Independence Agency of Oakland County	(248) 975-4800
Lupus Alliance of America	(800) 705-6677
Mammograms	(800) 922-6266



Michigan Circle of Life Resource Center	(877) 224-2727
MICHILD	(888) 988-6300
National Cancer Institute	(800) 4-CANCER
National Chronic Pain Outreach Association	(301) 652-4948
National Health Law Program	(310) 204-6010
National Herpes Hotline	(877) 411-4377
Planned Parenthood	(800) 230-7526
Prostate Cancer Information	(800) 922-6266
Thyroid Society	(800) 849-7643
United Cerebral Palsy Association	(248) 557-5070
University Psychiatric Center (Evaluation)	(313) 993-3434
US Food and Drug Administration Consumer Inquiries	(888) INFO-FDA

**Clinics**

St Vincent De Paul Health Center (Detroit)	(313) 837-5078
Thea Bowman Nurse-Managed Clinic (Highland Park)	(313) 866-2415

**Insurance**

Blue Cross Blue Shield of Michigan	(800) 543-7765
Elder Prescription Insurance Coverage	(866) 747-5844
Medicaid Patient Helpline	(800) 642-3195
MICHILD	(888) 988-6300
Social Security Administration	(800) 772-1213
US Department of Veterans Affairs	(800) 827-1996

**Health Divisions**

Oakland County Health Division Offices:

Pontiac	(248) 858-1280
Southfield	(248) 424-7000
Walled Lake	(248) 926-3300

**Dental Care**

Oakland County Dental	(248) 540-9333
Tri County Dental Health Council	(248) 559-7767

**Jewish Services**

JARC Agency	(248) 352-5272
Jewish Community Center	(248) 968-1260
Jewish Family Services	(248) 559-1500
Michigan Jewish Aids Coalition (MJAC)	(248) 594-6522

**Planned Parenthood**



Clinton Twp Medical Center, 39092 Garfield, #202, Clinton Twp.	(586) 412-0450
Deroy Medical Center (Downtown) - 39 E. Adams, Detroit	(313) 831-7776
Planned Parenthood Hotline	(800) 230-PLAN
Pontiac Medical Center, 132 Franklin Blvd, #207, Pontiac	(248) 334-2616
Sanger Center-25935 Dequindre, Warren	(586) 758-2100

### **Legal Services**

Attorney Grievance Commission	(313) 961-6585
Center for Civil Justice	(800) 724-7441
Common Ground	(248) 456-0909
Family Independence Agency	(248) 583-8700
Fathers for Equal Rights of America	(248) 354-3080
Law Line (City of Clawson)	(248) 456-8888
Law Line (Low-Income and Seniors)	(888) 898-2022
Lawyers for Equal Access of Metro Detroit	(248) 548-2282
Legal Aid and Defender Association	(313) 964-4111
Oakland Community College Women's Center	(248) 471-7602
Oakland County Lawyer Referral Service	(248) 338-2100
Oakland County Welfare Rights	(248) 334-8117
Women's Survival Center	(248) 335-1520

### **Salvation Army**

Detroit	(313) 965-7760
Royal Oak (Main Street)	(248) 585-5600

### **Elder Care**

Adult Protective Services	(248) 975-5010
Area Agency on Aging 1-B	(248) 948-1640
American Heart Association	(800) 553-6321
American Heart Hotline	(800) 242-8721
Citizens for Better Care	(800) 833-9548
Deaf, Hearing and Speech Center	(313) 341-1353
Eldercare Locator	(800) 677-1116
Elder Prescription Insurance Coverage	(866) 747-5844
Family Independence Agency	(248) 583-8700
Home Chore Program, City of Oak Park	(248) 691-2350
Lighthouse (Pontiac)	(248) 920-6100
Oakland and Macomb Center for Independent Living	(586) 268-4160
Oakland County Department of Social Services	(248) 583-8700
Older Persons Commission	(248) 608-0264
OLSHA Senior Services	(248) 209-2600



Project Warmth/Weatherization Program	(248) 209-2767
Social Security Administration	(800) 772-1213
US Department of Veterans Affairs	(800) 827-1996

**Senior Tax Services**

City of Oak Park Community Center (Seniors)	(248) 691-2350
Ferndale Senior Citizens (Drop In) 150 Vester, Ferndale	(248) 546-2313
Huntington Woods Community Center, 26325 Scotia, Hunt Wds	(248) 541-3030
Jewish Community Center, 15110 W. 10 Mile, Oak Park	(248) 967-4030
Royal Oak Senior Center, 3500 Marais, Royal Oak	(248) 246-3900
Southfield Public Library, 26000 Evergreen Rd, Southfield	(248) 948-0450

**Substance Abuse**

Alateen/Alanon	(248) 779-3111
Alcoholics Anonymous Hotline	(248) 332-3521
Common Ground/Sanctuary (24 Hour Emergency)	(248) 543-2900
Gamblers Anonymous	(800) 270-7117
Lifeline	(800) 638-8099
Michigan Substance and Traffic Safety Information Center	(517) 482-9902
Millennium Treatment Services	(248) 547-2223
Narcotics Anonymous	(248) 543-7200
New Era Alternative Treatment (NEAT)	(313) 869-6328
Oakland County PACE Program	(248) 858-5200
Overeaters Anonymous	(248) 988-0109
Pathway Family Center	(248) 443-0111
Problem Gamblers Helpline	(800) 522-4700
Self-Help Clearinghouse (Support-Group)	(800) 752-5858
Teen Challenge	(313) 531-0111

**Therapy and Mental Health**

Alateen/Alanon	(248) 779-3111
Alcoholics Anonymous Hotline	(248) 332-3521
Adult Mental Health Services	(248) 372-6800
Agency for Jewish Education	(248) 354-1050
Association for Children's Mental Health	(800) 782-0883
Catholic Social Services	(313) 484-1260
Christian Family Services	(248) 557-8390
Community Services of Oakland	(248) 542-5860
Family Mental Health Center	(248) 357-8181
Family Services of Detroit and Wayne County Crisis Line	(313) 863-0700



Gateway Counseling Center	(248) 414-3382
Hospice of Michigan	(888) HOM-5656
Narcotics Anonymous	(248) 543-7200
Oakland County Child and Adolescent Clinic	(248) 333-9545
Oakland County Child Care Council	(248) 858-5140
Oakland County Community Mental Health	(800) 231-1127
Problem Gamblers Hotline	(800) 522-4700
Room to Grow for Changing Families (SPACE)	(800) 777-5556
Suicide Prevention and Crisis Counseling	(313) 224-7000
University Psychiatric Center	(313) 993-3434
Visions Clubhouse	(1-248) 335-8710

**Transportation**

**Taxi Service**

A&A Transportation Services (Royal Oak)	(248) 544-1600
A-1 Oakland Transportation Co. (Hazel Park)	(248) 541-6660
American Cab (Southfield)	(248) 350-8200
Birmingham-Troy Cab Co. (Royal Oak)	(248) 546-2920
Madison Diamond Taxi (Royal Oak)	(248) 543-1300
Southfield Liberty Cab Corporation (Southfield)	(248) 350-1915

**Bus Line**

City of Oak Park Recreation Transportation Service	(248) 691-7575
Smart	(313) 223-2100

**Utilities Assistance**

Consumers Energy	(800) 477-5050
Community Services of Oakland (Gloria for Shutoffs/Evictions)	(248) 542-5860
Detroit Edison (Winter Protection Plan)	(800) 477-4747
FISH (24 Hours)	(248) 334-5555
Lighthouse Emergency (Evictions)	(248) 920-6100
Neighborhood House (Home Finance Assistance)	(248) 651-5836
OLHSA	(248) 209-2681
Project Warmth (Assistance with Heating Bills)	(248) 209-2760
Salvation Army	(248) 585-5600
THAW (Assistance with Heating Bills)	(800) 866-THAW
Utility Assistance (Oakland County)	(248) 209-2686

**Hospitals**



Botsford General Hospital	(248) 471-8000
Children's Hospital of Michigan (Detroit)	(313) 745-5437
Crittenton Hospital	(248) 652-5000
Henry Ford Health System	(248) 661-4100
Oakland General Hospital	(248) 967-7000
Providence Hospital	(248) 424-3000
St. Joseph Mercy Hospital	(248) 858-3000
William Beaumont Hospital (Royal Oak)	(248) 898-5000
William Beaumont Hospital (Troy)	(248) 964-5000

**Chore Services**

City of Oak Park-Home Chore Service	(248) 691-2350
Community Services of Oakland	(248) 542-5860

**Housing Assistance**

Detroit Housing Commission	(313) 877-8000
Ferndale Housing Commission	(248) 547-9500
Pontiac Housing Commission	(248) 338-4551
Royal Oak Housing Commission	(248) 246-3290
Southfield Housing Commission	(248) 796-4176



## ***Places of Worship***

Christ New Covenant Church  
14001 11 Mile Rd  
(248) 582-9624

Christ Temple Apostolic Church  
10830 W 9 Mile Rd  
(248) 546-5565

Church of God Sabbatarian  
21620 Gardner  
(248) 548-5592

Mountaintop International Word Ministries  
24061 Coolidge Hwy  
(248) 543 5534

God's People United Church  
22011 Coolidge Hwy  
(248) 341-2072

Jehovah's Witnesses  
13300 W 8 Mile Rd  
(248) 414-3678

### **Churches-Baptist**

First Baptist Church of Oak Park  
24201 Coolidge Hwy  
(248) 398-0770

### **Churches-Catholic**

Mar-Addai Catholic Chaldean Church  
24010 Coolidge Hwy  
(248) 547-4648

Our Lady of Fatima Catholic Church  
13500 Oak Park Blvd  
(248) 545-2310

### **Churches-Lutheran**

Huntington Woods Lutheran Church  
12935 W 11 Mile Rd  
Huntington Woods, MI 48070-1023  
(248) 542-3007

Cana Evangelical Lutheran Church  
2119 Catalpa Dr  
Berkley, MI 48072-1805  
(248) 543-0767

### **Churches-Methodist**

Faith United Methodist Church  
23880 Scotia  
(248) 542-8861

### **Churches-Presbyterian**

Drayton Avenue Presbyterian  
2441 Pinecrest Dr  
Ferndale, MI 48220-2714  
(248) 546-8360

### **Synagogues**

Congregation Beth Shalom  
14601 Lincoln  
(248) 547-7970

Congregation B'Nai Israel  
15400 W 10 Mile Rd  
(248) 967-3969

Congregation B'Nai Zion  
15250 W 9 Mile Rd  
(248) 968-2414

Congregation Mishkan Israel  
14000 W 9 Mile Rd  
(248) 543-6611 (248) 542-4844

Congregation Shaarey Shomaim  
14131 Victoria St  
(248) 542-4444

Congregation B'Nal Jacob  
25900 Greenfield  
(248) 968-0764

Kollel Institute  
15230 Lincoln  
(248) 968-0109 (248) 968-1891

Machon L'Torah  
15221 W 10 Mile Rd  
(248) 967-0888

Temple Emanu-El  
14450 W 10 Mile Rd  
(248) 967-4020 (248) 967-4023

Young Israel of Oak Park  
15140 W 10 Mile Rd  
(248) 967-3655



## ***Housing Vouchers***

**If you interested in Section 8 Housing Choice Vouchers please see below:**

**Housing choice vouchers are administered locally by public housing agencies (PHAs). If you are interested in applying for a voucher, contact a local PHA including:**

Detroit Housing Commission  
1301 E Jefferson  
Detroit MI 48207  
(313) 877-8000  
www.dhcmi.org

Southfield Housing Commission  
26000 Evergreen Road  
P. O. Box 2055  
Southfield MI 48037  
(248) 796-4176

Ferndale Housing Commission  
415 Withington  
Ferndale MI 48220  
(248) 547-9500

Royal Oak Housing Commission  
211 Williams  
Royal Oak MI 48068  
(248) 246-3290

Pontiac Housing Commission  
132 Franklin Blvd  
Pontiac MI 48341  
(248) 338-4551

***For further assistance, please contact the HUD Office nearest to you:***

Lana J. Vacha  
Field Office Director  
U.S. Department of Housing and Urban  
Development  
Detroit Field Office  
477 Michigan Avenue  
Detroit, MI 48226-2592  
Phone: (313) 226-7900  
Fax: (313) 226-5611

*The managing agency is:*

Department of Housing and Urban  
Development  
Office of the Public and Assisted Housing  
Delivery  
Department of Housing and Urban  
Development  
451 7th Street SW  
Washington, DC 20410  
Phone: (202) 708-1112



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