

CITY OF EDGEWATER
RESIDENT INFORMATION
AND
PHONE LISTINGS



www.cityofedgewater.org

Revised March 2010

GOVERNMENT

The City of Edgewater was incorporated as a municipality in 1951 and has a Council/Manager system of government. The City Council has 4 members and a Mayor, chosen at large, who is the 5th member and presiding officer. Councilmembers serve for a 4-year staggered term.

The City Council enacts all ordinances, resolutions, adopts the City budget, Comprehensive Plan and land use regulations. The Council appoints the City Manager, City Attorney, City Clerk and members of all Boards and Committees, all of which are responsible directly to the City Council. The City Council meets on the 1st and 3rd Monday of the month in the evening at 6:00 p.m. in the Edgewater Community Center, 102 N. Riverside Drive.

The City Hall building is located at 104 North Riverside Drive and is open from 8:00 a.m. to 4:30 p.m. weekdays.

City Hall - 386-424-2400

Mayor Michael Thomas
E-mail: Mayor@cityofedgewater.org

Council District 1– Debra Rogers
E-mail: District1@cityofedgewater.org

Council District 2 - Gigi Bennington
E-mail: District2@cityofedgewater.org

Council District 3 - Harriet Rhodes
E-mail: District3@cityofedgewater.org

Council District 4 - Ted Cooper
E-mail: District4@cityofedgewater.org



CITY DEPARTMENTS AND STAFF

The **City Manager** is Edgewater's Chief Executive Officer and is responsible for the management of all the City's policies, financial affairs, City Staff and operations. This includes the City's annual operating budget, all projects and purchases funded in the budget.

City Manager's Office - 386-424-2400 Option 1 Ext 1203
E-mail: citymanager@cityofedgewater.org
FAX—386-424-2421

The **City Clerk** maintains and records all official documents of the City and its public bodies. The Clerk attends all City Council meetings and maintains accurate records of all Council proceedings. The Clerk is responsible for the circulation of all City mail, processing public record requests, minutes, agreements & contracts, liens, alarm program and all City elections.

City Clerk's Office - 386-424-2400 Option 1 Ext 1102
E-mail: cityclerk@cityofedgewater.org
FAX—386-424-2410

The **City Attorney** is the chief legal advisor and attorney for the City Council, City Manager, City Clerk and all City departments, offices, boards and agencies.

City Attorney's Office - 386-424-2400 Option 1 Ext 1203
E-mail: cityattorney@cityofedgewater.org
FAX—386-424-2421

The **Finance Department** maintains a centralized accounting, financial report and budgetary control system for City government. The department oversees utility billing, prepares the annual budget with the City Manager, prepares financial reports, and co-manages the City payroll.

Finance Department - 386-424-2400 Option 1 Ext 1302
E-Mail: finance2@cityofedgewater.org

Utility Billing – 386-424-2400 Option #2
E-Mail: customerservice@cityofedgewater.org
FAX—386-424-2409

The **Leisure Services Department** maintains the City's system of parks, operates recreation programs, maintains recreation facilities used by residents, administers grants from the Federal and State governments, and maintains median strips on U.S.1 & Indian River Blvd. D.O.T. Maintenance maintains state road rights-of-way. The Department also maintains and repairs all City owned buildings and facilities. The administration of the Edgewater Animal Shelter and Edgewater Animal Control falls under the direction of the Leisure Services Director. The Animal Shelter is located at 605 Mango Tree Drive.

Leisure Services Department -386-424-2485 E-mail: leisureservices@cityofedgewater.org
Animal Shelter—424-2456/424-2442
Animal Control - 386-424-2481 E-mail: aco@cityofedgewater.org

The ***Development Services Department*** consists of the Planning & Zoning, Building and Code Compliance Divisions.

The ***Planning & Zoning Division*** monitors and revises the Comprehensive Plan, reviews site plans, performs directed research, processes all applications for land use changes, variances and development orders, processes and issues certificates of use, business tax receipts and special activity permits.

The ***Building Division*** issues permits required for all renovation work and new construction. They examine drawings, make inspections and issue certificates of occupancy. This Division ensures that all construction is done in accordance with the Standard Building Code and local adopted codes. City regulations are very specific regarding various kinds of construction. Please call the Building Division for information on regulations, permit requirements or to find out if a contractor is licensed to work within the City.

The ***Code Compliance Division*** enforces the City codes by making inspections and referring violations to the Citizen Code Enforcement Board for action.

Planning & Zoning - 386-424-2400 Option 1– Ext 1504
E-mail: planning@cityofedgewater.org
FAX—386-424-2439

Building - 386-424-2400 Option 1 – Ext 1514
E-mail: buildingdept@cityofedgewater.org
FAX—386-424-2423

Code Compliance – 386-424-2400 Option 1 - Ext 1552
E-mail: codeenforcement@cityofedgewater.org

The ***Personnel Department*** accepts applications for employment with the City. They also assist in developing and maintaining policies, procedures and benefit programs for City employees. Co-manages City payroll.

Personnel Department – 386-424-2400 Option 1 Ext 1703
E-mail: personnel@cityofedgewater.org
FAX—386-424-2474

The ***Police Department***, under the direction of the Police Chief, protects the public safety with 34 sworn officers and 3 support personnel in the patrol and traffic division and a Detective Bureau. In case of emergency, call **911**.

Police Department - 386-424-2400 Option 1– Ext 2103
Police Dept Non-Emergency - 386-424-2000
E-mail: police@cityofedgewater.org
Police Dept – Emergency - 911
Detective Bureau - 386-424-2400 Option 1 Ext 2151
Victim Advocate - 386-424-2400 Option 1 Ext 2156
FAX - 386-424-2431
Emergency - **911**

The ***Environmental Services Department*** has several divisions:

- The Water Plant is capable of producing five million gallons per day of potable water.
- The Wastewater Plant has a sewage treatment capacity of 2.75 million gallons per day.
- Wastewater Collections maintains and repairs all wastewater lift stations throughout the City. These personnel also assist Field Operations for sewer line repairs.
- Field Operations does meter readings, repairs and installs water, sewer and reclaimed water lines, installs new connections and other various utility work.
- The Street Division maintains all city roads including grading of shell roads, repairing pot holes and mowing City rights-of-way.
- The Refuse Division picks up garbage twice a week and bagged lawn trimmings on Wednesdays. Our outside contractor, Southards Recycling, picks up recyclables once a week.
- Stormwater personnel are responsible for the maintenance of the swales, retention ponds, canals and lakes within the City and to process stormwater permits for construction.
- The Fleet Maintenance Division repairs city owned vehicles and equipment.

Department of Environmental Services - 386-424-2476

E-mail: publicworks@cityofedgewater.org

Utility Billing/Service Requests – 386-424-2400 Option #2

Southards Recycling - 386-426-8858

Water Plant – 386-424-2490

Wastewater Plant – 386-424-2488

Field Operations - 386-424-2489

Wastewater Collections – 386-424-2452

Emergency Utility Service (after hours) – 386-424-2490

The ***Fire/Rescue Department*** consists of 30 career and approximately 12 volunteer members. The department is a licensed advanced life support provider with paramedic/firefighters on duty 24 hours per day at each of the City's two fire stations. The department also provides fire suppression, prevention, public education, inspection, emergency preparedness and safety services to the City. The department is supported by an active association that consists of department and community members. Emergency Management falls under the direction of the Fire Chief.

Fire Department Dispatch Non-Emergency - 386-424-2000

Fire Department Administration – 386-424-2445

E-mail: firedept@cityofedgewater.org

Fire Station #55 - 1605 S Ridgewood Avenue - 386-424-2451

Fire Station #57 - 2628 Hibiscus Drive - 386-424-2454

Emergency – **911**

WHO DO I CALL?

In order to assist with the routing of telephone calls to the proper departments when contacting the City, the following is a list of the Departments and the matters they handle:

Development Services

Building Division – 424-2400 X1514 All Construction Permits, Contractor Licensing, Flood Zones, etc.

Planning Division – 424-2400 X1504 Business Tax Receipts, Special Activity Permits, Commercial Site Plans, Zoning, Annexations, Variances, Land Use, Set backs, etc.

Code Compliance - 424-2400 X1552 Property complaints

City Clerk – 424-2400 X1102 - Public Records Requests, Garage Sale Permits, Mobile Trailer Permits

Utility Billing – 424-2400 Option #2 - Water Bills, Water Deposits, Water Turn On/Off

Finance – 424-2400 X1302 - Accounts Payable, Receivable, Purchasing, Bids/Request For Proposals, Assessment payoffs

Leisure Services – 424-2485 - Recreation Programs

Environmental Services – 424-2476 - Administration, Trash Pickup, Stormwater, Streets, Recycling, Brush Pickup, Utility Emergencies (during working hours), Reclaimed Water, Water & Sewer

Utility Emergencies after normal working hours - 424-2490

Personnel – Job Openings - 424-2400 X1703

Fire Department - Flu shots - 424-2445/424-2454

Animal Control - Animal Complaints/Animals at Large - 424-2481

Animal Shelter - Pet Adoption/Lost & Found - 424-2456/424-2442

Police Department - Fingerprinting, Evidence - 424-2400 X2103

CITY COMMITTEES AND BOARDS

Animal Control Board - The Board shall perform the following functions: Hear appeals of the initial determination of an animal control officer classifying a dog as dangerous, hear appeals regarding the confiscation of a dog for destruction and make recommendations to the City Council on animal control matters. Meets semi-annually.

Code Compliance Board - The purpose of this Board is to provide equitable, expeditious, effective, and inexpensive methods of enforcing the technical codes and ordinances of the City. Meets the third Thursday of the month at 2:00 p.m. in the Council Chambers.

Construction Board of Adjustments and Appeals - The purpose of this Board is to interpret building codes as necessary, and to hear appeals. Meets the last Tuesday in January, March, May, July, Sept. and Nov. at 5:30 p.m. in the Development Services Conference Room.

Firefighters Pension Board - This Board determines retirement trust fund systems and plans are administered in such manner as to maximize protection of firefighters' retirement. Meets 4 times a year at the Fire Department.

General Employees Pension Board - This Board reviews investment funds, benefits and determines financial stability. Meets in the City Hall Conference Room.

Economic Development Board - This Board formulates plans for use and development of property for industrial development and promotes the City as a prospective site for industry. Meets the first Wednesday of the month at 8:00 a.m. in the Council Chambers.

Planning and Zoning Board - This Board is responsible for implementation of the Comprehensive Plan and Land Development Code with recommendations to be made to Council. They hear applications for annexations, variances to the Land Development Code, review Comprehensive Plan Amendments and review rezoning requests and Conditional Use Permit requests. Meets the second Wednesday of the month at 6:30 p.m. in the Council Chambers.

Recreation and Cultural Services Board - The Recreation and Cultural Services Board studies recreation needs and advises the Council regarding the maintenance and operation of parks. This Board also advises on beautification and historical matters. Meets quarterly on the 2nd Thursday at 6:30 p.m. in the Leisure Services Office at 1108 S. Ridgewood Avenue.

Police Pension Board - This Board determines retirement trust fund systems and plans are administered in such manner as to maximize protection of police officers' retirement. Meets 4 times a year in the City Hall Conference Room.

Library Board - This Board promotes the interest of good library services in cooperation with the County of Volusia, encourages gifts for the Library and works actively for improvements of all libraries. Meets 4 times a year at the Library.

If you are interested in serving on one of the City boards, applications can be obtained at City Hall or by contacting the City Clerk's office at 386-424-2400 Option 1 Ext 1101 or on the web page for the City at www.cityofedgewater.org.

CITY PARKS AND FACILITIES

Whistle Stop Park - Located on Roberts Road adjacent to the railroad tracks. Facilities include 4 racquetball courts, 4 tennis courts, restrooms, 2 pavilions, 3 lighted ballfields, playground equipment, concession stands/restrooms, a basketball court, fitness trail, skateboard park and 2 shuffleboard courts.

Menard-May Park - Located on Riverside Drive and Ocean Avenue on the Indian River. Facilities include playground equipment, volleyball court, restrooms, pavilion, picnic tables, grills, fishing pier and natural boat launch.

George Kennedy Memorial Park - Located on Riverside Drive across from City Hall, on the Indian River. Facilities include 4 boat ramps, and a fishing pier with gazebo.

Veterans Park - Located on the Indian River at the Indian River Blvd. and Riverside Drive intersection. Facilities include restrooms, a fishing pier and picnic area.

Rotary Park - Located on West Park Avenue and Carol Ann Drive. Facilities include a gazebo, pavilion, restrooms, playground equipment and a full basketball court.

Umbrella Tree Park - Located at 15th and Umbrella Tree Drive in Florida Shores. Facilities include 2 swingsets.

Lake & Alice Park - A small park located on the corner of Lake Avenue and Alice Street. Facilities include 2 swingsets and 1 picnic table.

Duck Lake Park - Located at 16th and Mango Tree Drive in Florida Shores. This park has a lake for fishing. You're bound to see plenty of ducks!

Hawks Park Recreation Complex – Located at 1108 S. Ridgewood Avenue. 44-acre site that facilitates a 19,000 sq. ft. recreation complex with heated pool, operated by the YMCA. Baseball field complex (4 lighted fields), soccer complex (3 lighted fields), nature area with handi-cap accessible trail, conservation area, outdoor amphitheater, administration office, museum & art exhibit room and Leisure Services Maintenance Building.



Highland Shores Park - Located on the eastern side of Riverside Drive between River View Drive and Dixwood Avenue. This is strictly a natural area along the river with no facilities except a gazebo.

Riverwalk - A scenic, 3.5 mile sidewalk meandering parallel to the Indian River on Riverside Drive.

Edgewater Elementary School Ballfield Complex - Located behind the Elementary school on Old County Road. Facilities include a concession stand, restrooms and a new soccer complex with 3 soccer fields.

Edgewater Library - Operated by Volusia County. Located at 103 Indian River Boulevard. A library card is issued free to all Volusia County residents and a \$30.00 charge for all non-residents. Please bring proof of residency when applying for a card. The Library presently has over 25,000 volumes of books, a video cassette collection, DVD's/CD's and Videos, computers and photocopiers for public use and a children's department with a variety of children's programs. Library - 386-424-2916

Recreation Programs - Edgewater presently sponsors programs in adult co-ed softball, adult co-ed kickball and Sr. Over 55 softball. For more information on programs and sign up times, contact the Edgewater Leisure Services Dept. at 386-424-2485. Other programs are available through the YMCA in conjunction with the Leisure Services Dept.

Edgewater Council Chambers - Located next to the City Hall Building on Riverside Drive. This facility is used for Council meetings and Board meetings.

YMCA - Located at 148 W. Turgot Avenue off Ridgewood Avenue. This complex operated by the YMCA includes a fitness center, aerobics room, large gymnasium with lockers, a teen/senior room and a heated pool. The YMCA provides a wide variety of programs for both youth and adults. For more information, call 386-409-9622.

Historical Museum - Located at 1108 S. Ridgewood Avenue in the Leisure Services Department Office. The museum has a featured artist every month that can be viewed from 8:00 a.m. to 4:30 p.m., Monday through Friday as well as historical items that have been donated to the City.



SOLID WASTE PICKUP INFORMATION

GARBAGE/HOUSEHOLD

Twice per week—Monday/Thursday or Tuesday/Friday
Three (3) twenty gallon cans with handles per pickup day
Holiday Schedule to be published in City newsletter

RECYCLING

Once weekly on one of your regular garbage pickup days. Collected by Southards Recycling - 386-426-8858

Holiday Schedule to be published in City newsletter

YARD TRASH—BAGGED OR CONTAINED

Once weekly on Wednesdays.* No limit on residential quantities
*no pickup on Holiday weeks except Thanksgiving Week

All leaves, pine needles, etc. must be bagged or contained for Wednesday pickup. There will be no pickup of bagged grass, leaves, pine needles, etc. on holiday weeks except Thanksgiving.

Yard trash/brush will be accepted at the Public Works Facility for drop off from 7:30 am – 3:00 pm, Monday - Friday from City Residents ONLY.

YARD TRASH—LOOSE LAYING

Yard Trash/Brush loose laying pile of 4'x4'x4' should be set at curbside, IN FRONT OF YOUR HOME, for approximately twice a month pickup. The trash routes are completed anywhere from a few days to a few weeks. **All trash/brush debris generated by a contractor must be disposed of by the contractor.**

TIRES

Four (4) per residential household at no charge per year. Commercial tire pickup to be charged to business dependent on quantity/size of tires.

HOUSEHOLD APPLIANCES/FURNITURE

Once per week by “Clam” truck. Make sure items are placed roadside on regular garbage days so that the garbage men can notify us of the items. Items such as this are too large to be placed in the garbage truck. A note is made of the item to be picked up and another truck will come out and pick up your appliances/furniture.

PAINT/POOL CHEMICALS/HOUSEHOLD HAZARDOUS WASTE/AUTOMOTIVE BATTERIES/LAWN CHEMICALS/PESTICIDES

The City does not pick up any of these items. All Hazardous Waste items must be taken to the County Landfill on Tomoka Farms Road.

Volusia County provides a non-commercial paint exchange facility where residents may trade-in unwanted paint for a different color or type. Contact the Tomoka Landfill for more information at 386-947-2952.

****CAUTION****

When you place your garbage and residential waste out for the twice weekly collection make sure there is nothing adjacent to the items to be collected that you may want to keep. Our Refuse Department employees pride themselves on the job they do and anything close to the cans and bags to be collected will probably be collected also. The Refuse Department starts their daily collection at 7:00 a.m. Monday—Friday, so please make sure your garbage is by the edge of the road by 7:00 a.m.

QUESTIONS

Please feel free to contact the Environmental Services Department any work day between 7:00 a.m. and 4:30 p.m. with any questions or requests. After 4:30 p.m., the phone is answered by an answering machine and all messages will receive a return call the next business day.

LOCATION OF GARBAGE CONTAINERS

Garbage and trash containers when not in use shall be kept away from the front of any building or premises. Garbage and trash containers may be placed in front of the building or premises the evening before the scheduled pick-up service. All garbage and trash containers shall be removed from the front of any building or premises receiving garbage and trash pick-up not later than 11:00 p.m. of the day of the scheduled pick-up.



**REFUSE
HOLIDAY SCHEDULE 2010**

The following information should be saved for future use.

If you should have any questions about the schedule please feel free to contact the Department of Environmental Services, Sanitation Division at (386) 424-2476.

HOUSEHOLD GARBAGE HOLIDAY SCHEDULE**

HOLIDAYS OBSERVED ARE FOLLOWS:	HOUSEHOLD GARBAGE If regular days are <i>MONDAY & THURSDAY</i> Pickups will be made on:	HOUSEHOLD GARBAGE If regular days are <i>TUESDAY & FRIDAY</i> Pickups will be made on:
New Year's Holiday Friday, January 1st	Monday & Wednesday	Tuesday & Thursday
Martin Luther King Day Monday, January 18th	Tuesday & Thursday	Wednesday & Friday
President's Day Monday, February 15th	Tuesday & Thursday	Wednesday & Friday
Memorial Day Monday, May 31st	Tuesday & Thursday	Wednesday & Friday
Independence Day Monday, July 5th (Observed)	Tuesday & Thursday	Wednesday & Friday
Labor Day Monday, September 6th	Tuesday & Thursday	Wednesday & Friday
Thanksgiving Day and Day After Thursday & Friday November 25th & 26th	Monday Only	Tuesday Only
Christmas Day Friday, December 24th (Observed)	Monday & Wednesday	Tuesday & Thursday

ALL REFUSE MUST BE AT CURBSIDE BY 7:00AM.

**RECYCLING
HOLIDAY SCHEDULE 2010**

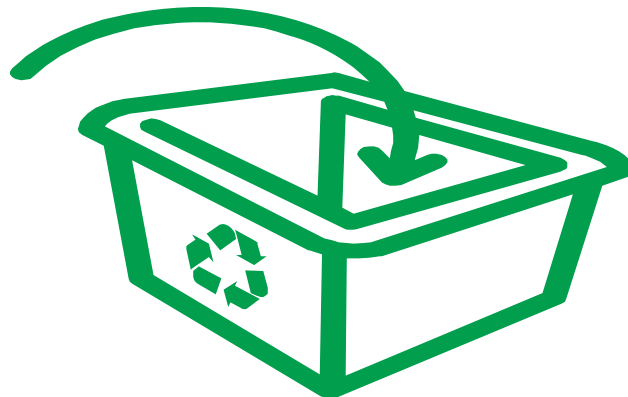
The following information should be saved for future use.

If you should have any questions about the schedule please feel free to contact the Department of Environmental Services, Sanitation Division at (386) 424-2476.

****HOUSEHOLD RECYCLING HOLIDAY SCHEDULE****

HOLIDAYS OBSERVED ARE AS FOLLOWS:	RECYCLING MONDAY Pickups will be made on:	RECYCLING TUESDAY Pickups will be made on:	RECYCLING THURSDAY Pickups will be made on:	RECYCLING FRIDAY Pickups will be made on:
New Year's Day Thursday, January 1st	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Martin Luther King Day Monday, January 18th	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
President's Day Monday, February 15th	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Memorial Day Monday, May 31st	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Independence Day Monday, July 5th (Observed)	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Labor Day Monday, September 6th	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Thanksgiving Day and Day After Thursday & Friday November 25th & 26th	MONDAY	TUESDAY	WEDNESDAY	FRIDAY
Christmas Day Friday, December 24th (Observed)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY

ALL RECYCLING MUST BE AT CURBSIDE BY 7:00AM.



HAZARDOUS WASTE MATERIAL DISPOSAL

Items that are not recycled or accepted in your trash: Items to be placed in your trash:

Paint
Oil
Gasoline
Kerosene
Muriatic Acid
Any combustible items
Pool chemicals
Lawn and Pest Control Chemicals
Automotive Batteries
Any hazardous waste items

Empty Paint Cans
Empty Oil Containers
Empty Chemical Containers

Oil can be disposed of at the following locations:

Volusia County Public Works Facility
534 N Dixie Freeway, New Smyrna Beach
(Oil filters also accepted)
(No drop for oil containers)

Volusia County Fire Services Station 22
213 N U.S. Highway #1, Oak Hill
(Oil filters and containers accepted)

Advance Auto Parts
1714 S Ridgewood Avenue, Edgewater
615 N Dixie Freeway, New Smyrna Beach

Due to environmental regulations, the City cannot handle the disposal of any paint or hazardous material at the City Public Works Facility. All material must be disposed of at the Volusia County Landfill located at 1990 Tomoka Farms Road, Daytona Beach.

Hypodermic and IV needles CANNOT be placed in your garbage. "Sharps" disposal container information may be obtained at the following locations:

New Smyrna Beach Health Department – 386-424-2066
Halifax Medical Center—386-254-4169

City workers CANNOT pickup any trash in red or yellow bio-hazardous bags. Medical products that have NOT come in contact with bodily fluids, such as IV bags and oxygen tubing, can be disposed of in your regular garbage.

EDGEWATER CURBSIDE RECYCLING INFORMATION

Southards Recycling 386-426-8858 performs the curbside collection of recyclables for the City of Edgewater. The following is a list of recyclables included in the program:

- ALUMINUM CANS:** No aluminum foil, lawn chairs, gutters or window frames, these are aluminum just not included in our program.
- GLASS BOTTLES/JARS:** White, green or brown. Clean and **REMOVE** lid. **Labels** are O.K. No drinking glasses, windows, mirrors, light bulbs or cookware.
- NEWSPAPERS:** Please remove plastic sleeve and place in garbage. Newspapers can not be recycled with the plastic sleeve.
- TIN CANS:** Clean. Labels are O.K. No aerosol or paint cans accepted. No cans that contained flammable liquids.
- PLASTIC BOTTLES:** We accept **ONLY** #1, #2, #3, #4 and #5 plastic. Rinse and remove lid. **NOTE:** recycling emblem may be found on the bottom of all recyclable containers (the emblem being a triangle with a 1, 2, 3, 4 or 5 in the center). Most containers with this emblem are: 2-liter soda bottles, milk, juice, water, soap, bleach bottles and some deli-type containers. **No styrofoam containers or egg cartons. No plastic bags (recycle at local grocery store) or plastic without emblem.** If possible crush the plastic container; it makes more room for other recyclables. **NOTE:** If the bottle contained hazardous materials it is not recyclable in our program.
- CARDBOARD:** Tear open at bottom and flatten. All boxes are accepted including cereal, soap, soda, pizza boxes (minus plastic inserts and no food residue.)
- MAGAZINES/
PHONE BOOKS:** Place in bin with other recycling items.
- JUNK MAIL:** May not be placed in your bin loose. Junk Mail **MUST** be placed in a paper bag that is also recyclable and then placed in your bin with all other recycling items. Shredded paper can **NOT** be accepted at the curbside at this time. The City suggests that you shred the portion with your personal information and recycle the rest. You may take your shredded junk mail to the Southard Recycling Plant located at 1290 Turnbull Bay Road, New Smyrna

Please place your recycling bin with recyclables to the curb by 7:00 a.m. on your recycling day. Thank you for your participation and concern for our environment.

EDGEWATER UTILITY BILLS
(WATER, SEWER, REFUSE AND STORM WATER)

ESTABLISHMENT OF SERVICES

The City shall require a utility deposit and a service charge before water; sewer or reclaimed service(s) are initiated to any equivalent residential unit (ERU). The utility deposits and service charges required before the initiation of service are as established by resolution of the City Council.

Currently, a \$150.00 meter deposit and a \$25.00 service charge are required to initiate residential water and sewer service. When establishing services, please bring proof of ownership (signed warranty deed/or settlement statement from the closing), Driver's License/Tax Identification and telephone number. The City currently does not accept deposits from tenants.

REFUNDING OF DEPOSIT

The City shall retain the deposit until a request for termination of service is received. At such time the deposit amount shall be applied to the final bill. Any amount remaining shall be returned to the customer. However, no refund checks on deposits shall be issued for an amount less than one dollar (\$1.00).

Upon written request, a customer may receive a credit refund in the amount of the utility deposit received after establishment of thirty-six (36) successive months of good credit. Good credit shall be defined as no service shut off and no penalty for late payment during any successive thirty-six (36) month period. Upon receipt of the written request by the finance department, the refund shall be applied to the utility account during the next billing cycle.

PAYING YOUR BILL

Utility Bills are due twenty (20) days from the date of billing and payments may be made by any of the following methods:

Automatic Fund Transfer – this is the easiest and most convenient way to make your utility payment. AFT electronically withdraws your payment from your checking or savings account. The amount withdrawn, date and transaction description will appear on your monthly bank statement. You will continue to receive your bill so you know exactly when and how much will be withdrawn from your account. For more information and application contact Utility Billing at 386-424-2400 X #2 or you may download an application by visiting www.cityofedgewater.org. **No convenience fees are charged for this service.**

Pay Utility Bill Online – www.cityofedgewater.org. Under the special interest links, click on Pay Utility Bill Online and follow the prompts. Click 2 Gov. provides enhanced customer service by giving you, the customer, secure online access to your account information any time of the day or night, seven days a week from the convenience of your home or office. Payments may be made by credit (American Express, Discover, Master Card or Visa) or debit card as long as there is a Master Card or Visa logo embossed on the face of the card. **No convenience fees are charged for this service.**

Paying by mail - Each of our bills includes a payment envelope for your convenience. The address on the envelope routes your payment to P.O. Drawer 1190, Edgewater, FL 32132. For your protection and to ensure proper posting, please include your billing stub and service account number on your check. We do not recognize the postmark date but the actual day received as your payment date.

Paying in person - Payments may be made in person at 104 N. Riverside Drive or by utilizing the payment box that is located on the north side of the City Hall building. The City will not be responsible for any cash placed in the drop box.



RATES

Rates – Annual Review: rates shall be reviewed annually by the City Council to determine if revenues are sufficient to properly operate and maintain the system. The City Council at that time will take official action concerning the utility rates. The current utility rates are available at www.cityofedgewater.org under Special Interest Links - Utility Rates.

Customer Service – For additional inquiries contact Utility Billing at 386-424-2400 X #2, by e-mail at CustomerService@cityofedgewater.org. Normal operating hours for City Hall are Monday – Friday 8:00 a.m. to 4:30 p.m. For after hour emergencies contact 386-424-2490.

UNITED STATES GOVERNMENT

Social Security Administration Office, 4990 S Clyde Morris Blvd., Port Orange - 386-761-8761 If calling long distance – 1-800-772-1213
Edgewater Post Office, 400 S Ridgewood Ave - 386-428-6656

STATE AGENCIES

Driver License Bureau - 386-423-7115
Florida Marine Patrol - 1-407-383-2740 (Office located in Titusville)

OTHER UTILITIES

Florida Power & Light Company - for electric service hook up - 1-800-226-3545
BellSouth Telephone Company - for phone service - 1-888-757-6500
Bright House - for cable hookup - 386-423-1151
Florida Public Utilities – for Natural Gas hookup – 386-428-5721
Sunshine State One Call—48 hours prior to any digging—1-800-432-4770—Locating of all utility lines

HOSPITAL

Bert Fish Medical Center, 401 Palmetto Street, New Smyrna Beach - 386-424-5000
Hospice of Volusia/Flagler, 4140 S. Ridgewood Avenue, Edgewater - 386-425-8950

EDUCATION

Edgewater Public - 500 S. Old County Rd. - 386-426-7300
Kindergarten through 5th grade

Indian River Elementary - 650 Roberts Road - 386-426-7350
Kindergarten through 5th grade

NSB Middle School - 1200 S. Myrtle Ave. - 386-426-7450
6th grade through 8th grade

NSB High School - 1015 10th Street - 386-427-4155
9th grade through 12th grade

Private - Discovery Days - 227 N. Ridgewood Ave - 386-428-0860
Ages 5 through 12

COLLEGES AND UNIVERSITIES

Daytona State College/South Campus, 940 10th Street, Edgewater - 386-427-3472
Daytona State College/Main Campus, 1200 W. International Speedway Blvd, Daytona Beach - 386-506-3000
Embry Riddle Aeronautical University, Daytona Beach - 386-226-6000
Bethune Cookman University, Daytona Beach - 386-481-2000
Stetson University, 421 North Woodland Blvd, Deland - 386-822-7000
University of Central Florida/Daytona Campus, 1200 W International Speedway Blvd, Daytona Beach - 386-255-7423

SERVICES PROVIDED BY AGENCIES OTHER THAN THE CITY OF EDGEWATER

Volusia County Court House Annex— 124 N. Riverside Drive, New Smyrna Beach - 386-423-3300

Clerk of the Circuit Court - 386-423-3320

Auto Tag Agency - 386-423-3322

County Property Appraiser - 386-423-3315

Veterans Service - 386-423-3307

Social Services - 386-423-3309

State Attorney - 386-423-3337

Southeast Volusia Regional Library - 386-428-2572

Volusia County Sheriff's Dept. - 386-423-3301

Beach Management - (Beach Toll Tickets) - 386-423-3373

\$20.00 - Residents, \$40.00 - Non-Residents

If you own property in Volusia County but don't live in Volusia County, you may obtain the \$20 Resident Pass.

City of New Smyrna Beach, 210 Sams Avenue, New Smyrna Beach —386-424-2100

New Smyrna Beach/Edgewater/Oak Hill Chamber of Commerce— 115 Canal Street, New Smyrna Beach - 386-428-2449

OTHER USEFUL TELEPHONE NUMBERS

Any questions you may have regarding the following items should be directed to the departments or agencies listed:

Taxes – Volusia County Tax Assessor – 386-423-3322

Traffic Tickets/Driving School – Clerk of the Circuit Court – 386-423-3320

Property inquiries – Volusia County Property Appraiser – 386-423-3315

Marriage licenses – Clerk of the Circuit Court – 386-423-3320

Homestead Exemption – Volusia County Property Appraiser – 386-423-3315

Mosquitoes – Mosquito Control – 386-424-2920

Bus Schedule – Votran – 386-424-6800

Fishing Licenses – Florida Fish & Wildlife Conservation Commission – 1-800-342-9620

NEWSPAPERS

Daytona Beach News Journal - 386-428-8820

The Observer - 386-427-1000

Orlando Sentinel - 800-359-5353

New Smyrna Pennysaver - 386-423-2300

Hometown News - 386-322-5900

CITY ELECTIONS

Elections are held in the City of Edgewater in the even numbered years. Absentee ballots can be obtained, if you will be out of town or cannot make it to the polls, by contacting the City of Edgewater City Clerk's Office or Volusia County Elections Department at 386-423-3311. In 2001, the City of Edgewater went to staggered terms therefore, the following is a list of the terms and dates when our Mayor and Councilmembers are up for re-election:

November 2010

Four Year Terms

Mayor

District One

District Three

The term of office for the Mayor and all Councilmembers is a four-year term with an Election held every two years.

TAX STRUCTURE

The State of Florida has no state income tax. Volusia County retail sales tax is 6.5%. Food and prescription drugs are exempt. Homeowners in Florida are eligible for the Homestead Exemption of \$25,000.00, provided they meet the following criteria:

1. Have the title and record of the property as of January 1, and reside on the property.
2. As of January 1, be a legal permanent resident of the State of Florida.
3. Make application for exemption with County Property Appraiser between January 1 and March 1.
4. Take deed or tax statement to Property Appraiser's Office when filing.

New applications must be made in the County Property Appraiser's office. Renewal cards are sent to homeowners who had the exemption the previous year.

For more information, contact the Volusia County Property Appraiser's office in the County Court House Annex Building in New Smyrna Beach.

Property Appraiser's Office - 386-423-3315

GARAGE SALES

Garage sales have become a national pastime. You may have two (2) garage sales per year, (year beginning from the date of your first sale). Sales are for two (2) days only and a permit must be obtained from City Hall. Fee is \$5.00.

ALARM PERMITS & ALARM REGISTRATIONS

If you are thinking about installing an alarm in your home, an alarm permit needs to be obtained in the Building Department by either the homeowner or the Alarm Company. Once the alarm is installed, the property owner is required to register it with the City. You have thirty days from the installation date to register the alarm or there will be a \$50.00 charge. If you already have an existing alarm, you will be charged \$50.00 to register it unless the alarm was previously registered with us.

After three consecutive false alarms, there will be a fine of \$50 for your fourth alarm, \$75 for your fifth, and \$100 for your sixth and any after in a six month period if the Police Department responds. If the Fire Department responds, there will be a fine of \$125 for the fourth alarm, \$150 for the fifth, and \$200 for the sixth and any after in a six-month period. If you have any questions regarding the alarm permit, please contact the City Clerk's office at 386-424-2400 Option 1 - Ext 1101.

VOTER REGISTRATION

You may register to vote if you are at least 18 years of age and reside in Volusia County. For more information, contact the Volusia County Courthouse Annex at 124 N. Riverside Drive in New Smyrna Beach or at City Hall located at 104 N. Riverside Drive, Edgewater. Registration forms can be obtained at City Hall.

Elections Office - 386-423-3311

WWW.CITYOFEDGEWATER.ORG

The address of the City's website is www.cityofedgewater.org. City Council agendas and minutes can be found on this webpage as well as job openings, the Land Development Code, Code Enforcement complaints and case history and general information about Edgewater.

DOGS AND CATS

Dogs and cats are not allowed to run loose, and the City of Edgewater requires licensing of dogs and cats over the age of four (4) months. The fee for a license is \$22.00 for an unsterilized animal and \$12.00 for a sterilized animal. Licenses are obtained at the Animal Shelter, 605 Mango Tree Drive. Please bring proof of rabies vaccination from your vet with you. Licenses are valid for one year from issue date.

For animals with three year rabies shots, the City now offers 3 year licenses. Unsterilized animals are \$52.00, sterilized animals are \$27.00

Equal Employment Opportunity and Veterans Preference

The City of Edgewater is an Equal Opportunity Employer and will not discriminate against any person because of race, color, religion, creed, gender, age, national origin, disability, veteran or marital status, or other legally protected status.

It is the policy of the City of Edgewater to give preference to eligible veterans and spouses of veterans in appointment to and retention in City employment positions in accordance with Chapter 295, Florida Statutes.

Notice to City Residences

The City requires anyone soliciting in Edgewater to obtain a solicitors permit from the City Clerk's office. Please ask to see this permit before doing any business with them. If the solicitor fails to present a permit, please advise them that they must have a permit and contact the City Clerk's office or Police Department as soon as possible.

House Numbers

The City requires all buildings to be numbered. The City also requires that 6" numbers be used on new construction. It is the duty of the property owner to obtain and attach said number to building or display it in some conspicuous place on the premises so that it can be seen clearly from the street.

City Newsletter

The City newsletter (The Edgewater ShoreLines) is published monthly and is now being included in with your utility bill. If you are not currently receiving a copy of the newsletter, contact the Environmental Services Department at 386-424-2494.

HOUSEHOLD BATTERY RECYCLING

Volusia County residents can recycle their old household batteries at the Volusia County Landfill. Any type of batteries, except automobile, are accepted.

CALL 2 RECYCLE

Recycle your old cell phones and rechargeable batteries at the following locations:
Environmental Services Office - 409 Mango Tree Drive
Fastenal—709 W. Park Avenue

Tyna Lynn Hilton, Environmental Services Administrator can be reached at 386-424-2494 Ext 4020 for additional information.

CLIMATE

	<u>Aver</u> <u>Air</u>	<u>Temp.</u> <u>Ocean</u>	<u>Rainfall</u> <u>Inches</u>
January	57.9	59	2.37
February	58.8	58	3.11
March	64.1	63	2.99
April	69.6	69	2.25
May	75.1	75	3.38
June	79.2	78	6.41
July	81.1	78	5.52
August	80.9	77	6.34
September	79.5	80	6.68
October	73.2	76	4.62
November	65.2	69	2.59
December	59.5	63	2.20
Annual	70.3	70	48.46



Why wait in line when you can **PAY ONLINE.**

Save Time and Money

SECURE Online Bill Pay is now available

Additional Features include:

Consumption history, payment history and service inquiries

Please visit www.cityofedgewater.org

CITY OF EDGEWATER **SIGNIFICANT STATISTICS**

22.43 square miles

	2000 Census	2009 update	2015 forecast
City population	18,668	21,394	30,262
Households	7,579	8,696	12,402
Families	5,463	6,276	9,194
Average household size	2.46	2.46	2.44
Owner-occupied households	6,317	7,131	9,960
Renter-occupied households	1,262	1,565	2,809
Median Age	42.2	45.2	46.6
Marketplace population	457,747	531,719	575,824

**CITY OF EDGEWATER
NEW BUSINESS INFORMATION AND APPLICATION GUIDE
DEVELOPMENT SERVICES DEPARTMENT**

WHO NEEDS A BUSINESS TAX RECEIPT (BTR) (formerly called Occupational License)?

Any person, firm or corporation engaging in or managing any profession or occupation based within the City of Edgewater, including home based businesses.

Additionally, all businesses are required to obtain a Certificate of Use (CU) for each business location.

WHAT DETERMINES THE AMOUNT OF THE BUSINESS TAX?

The type of business being conducted determines what your tax will be. The tax amount is set by City Ordinance and Resolution, taking into account other fees and licenses that may be required for the business. Commercial businesses also require inspections from the Fire and Utility Departments and incur fees associated with these inspections.

Certain individuals, age groups, and organizations are exempt from the Business Tax fee, but are still required to register and maintain a Certificate of Use.

Certificate of Use fees are as follows:

Original certificate of use:	
Residential:	\$31.50
Commercial:	\$52.50
 Certificate of use renewal:	
Residential:	\$20.00
Commercial:	\$31.50

WHAT IS A CERTIFICATE OF USE?

The City Council has adopted a Certificate of Use program for all businesses located within the City. This will give the City the ability to conduct Life Safety Inspections and act as a regulatory tool to ensure businesses are in compliance with City codes and ordinances. Fees that were previously collected as application processing and inspection fees will now be collected as the Certificate of Use fee. It should be noted that there will be a slight change in fees for the processing of the Certificate of Use for home based businesses.

WHAT CAN I NAME MY BUSINESS?

The Department of Corporations and Fictitious Name Registrations explains that a fictitious name is any name other than the individual's legal name. For example, if the name of the business is John Doe's Lawn Service and John Doe is the only owner, he does not have to register for a fictitious name. Multiple owners, such as John and Shirley Doe, have to register as a fictitious name. Incorporated businesses do not have to file for a fictitious name registration, unless a name other than the corporate name is used (i.e. XXX, Inc., doing business as XYZ.)

WHAT KIND OF BUSINESS CAN I CONDUCT?

Commercial Locations

Several factors will determine whether a business will be permitted at a specific address. The location must be zoned properly for the type of business operation. Additionally, there may be other zoning requirements such as parking, landscaping, and screening regulations. Additionally, all commercial buildings must meet Florida Building and Fire/Life Safety Code requirements. Please contact Development Services to determine individual requirements for your desired location.

Home Based Businesses

A Home Business Tax Receipt may be obtained for an office, telephone, or mobile type business. Home-based businesses may only offer services that are conducted away from the home, over the telephone or Internet, or a "mobile" business.

The City of Edgewater Land Development Code regulates the types of businesses that may operate from the home. There are also restrictions on signage, storage of business related equipment and/or items, traffic to residences, types of vehicles allowed, as well as other requirements for a home based business. Please contact the Development Services Department to determine if your business qualifies as a home occupation.

Business Tax Receipts and Certificates of Use are valid only for the particular designated business and only for the address and individual or business entity they were issued to. Any change of business type, ownership, or address change will require a new application.

Businesses that have employees or partners that are not a family member and/or who reside at an address other than the business address do not qualify as a home based business and must be located in a zoning district that allows the type of business conducted. Under some circumstances, a separate home BTR can be obtained for partnership businesses.

If someone other than the applicant owns the residence, an affidavit is required from the property owner, granting permission for the business to be conducted from that location.

THE APPLICATION PROCESS

All businesses are required to complete the Certificate of Use and Business Tax Receipt Application process prior to conducting the business. If you are considering starting a business in Edgewater, City staff strongly encourages you to contact the Development Services Department to determine zoning and other factors that may be applicable to the application review process.

COMMERCIAL LOCATION

Complete the application form in its entirety, leaving no blank spaces. If a particular line does not apply to your business you may indicate such as N/A. Include any required support documentation with the application (i.e., Driver's license, Proof of Fictitious Name Registration or Incorporation), as well as any required State License or County Registration.

If you plan to erect a sign at your business, you must first obtain a Sign Permit from the Building Division.

If your location will have an alarm system, it must be registered with the City. Alarm permit applications can be obtained at City Hall. Registration within 30 days of installation is free of charge. A fee of \$50.00 is required for registration applications submitted more than 30 days after the date of installation. An installation certificate is required as proof that the alarm is no more than 30 days old.

Once a completed application is submitted, the required inspections will be scheduled and the application will be sent for review to see that the business meets zoning requirements.

Upon satisfactory completion of inspections and zoning review, the applications will be approved and the applicant will be notified as such and is ready for payment. At that time the BTR and Certificate of Use fees will be due. The entire approval process normally takes 2 to 3 weeks. However, zoning, code and/or building issues may delay processing of the application.

HOME BASED BUSINESSES

Complete the application form in its entirety, leaving no blank spaces. If a particular line does not apply to your business you may indicate such as N/A.

The application as well as the Property Owners' affidavit must be notarized. Notary Service for this purpose can be obtained free of charge in the Development Services Department.

Include any required support documentation with the application (i.e., Driver's license, Proof of Fictitious Name Registration or Incorporation), as well as any required State License or County Registration.

Home-based businesses are typically approved with 48 hours of submission of the completed application. Businesses that require a fire inspection (such as Child Care and Family Residential Homes) will be approved once the Life Safety Code inspection has been satisfactorily completed. All fees are due once the license has been approved.

RENEWAL OF LICENSES

BTR's and Certificates of Use all expire on September 30th of each year. While the City does send out courtesy notices several weeks prior to the expiration date, it is the sole responsibility of the Business Owner to ensure that the BTR and Certificate of Use is renewed prior to this date.

For more information regarding new businesses in Edgewater, please call (386) 424-2400 X 1504, or you can download an application online at www.cityofedgewater.org/planning.

FOLLOWING IS A LIST OF PHONE NUMBERS AND/OR WEBSITES THAT MAY BE HELPFUL REGARDING YOUR NEW BUSINESS

City of Edgewater:

City Clerk's Office - 424-2400 X 1101
Environmental Services Department (Backflow) - 424-2476
Fire/Rescue Services - 424-2445
Building Department - 424-2400 X 1514
Development Services Dept - 424-2400 X 1504

VOLUSIA COUNTY REQUIRES THAT ALL BUSINESSES THAT OPERATE WITHIN THE COUNTY OBTAIN A COUNTY BUSINESS TAX RECEIPT IN ADDITION TO THE CITY BTR/CU

Volusia County:

Business Tax 386-423-3322
Website: <http://www.volusia.org/revenue/BTRinfo.htm>

Public Health - (Office of Environmental Health) 386-424-2061

State of Florida

Dept of Business and Professional Regulation 850-487-1395
Website: <http://www.myfloridalicense.com/dbpr/index.html>

Dept of Agriculture 800-HELP-FLA (435-7352)
Website: <http://www.800helpfla.com/>

A-Z Resource Guide Website: <http://www.800helpfla.com/azguide.html>

Fictitious Name Registration/Div of Corporations 850-245-6058
Website: <http://www.sunbiz.org/index.html>

Sales Tax and Exemption
Employer ID Number (FEIN #) 800-352-3671
Website: <http://dor.myflorida.com/dor/businesses/>

Workers Compensation 800-742-2214
Website: <http://www.fldfs.com/wc/>