



The City of Lynchburg
COMMUNITY
— H A N D B O O K —



Lynchburg, VA

AREVA has a long history in Central Virginia. But we're not focusing on our past; we're looking forward. Through innovation and leadership, we're delivering safe, clean energy solutions today and for our future. Our commitment to sustainable development means we're also looking forward by developing the next generation of engineers through partnerships with local schools and universities and strengthening the communities where we live and work through employee involvement.

**ENERGY IS A STORY THAT IS STILL BEING WRITTEN.
LET'S CONTINUE WRITING IT WITH LESS CO₂.**

As a world leader in the nuclear energy business and as a significant, growing player in renewable energies, AREVA is helping to supply ever cleaner, safer and more economical energy to the greatest number of people. With more than 5,000 highly skilled American workers, the group is a major power player in America. AREVA is proud of its longstanding and ongoing contribution to the communities surrounding our 35 American sites across the country, providing clean-energy jobs and local support to education, charity and volunteering.

us.areva.com


AREVA
forward-looking energy



The City of Lynchburg

900 Church Street, Lynchburg VA 24504

www.lynchburgva.gov

TEL: (434) 455-3995

Dear Resident:

This community handbook is just one gateway to information about the City of Lynchburg, local government and community services. We think it's important to provide you with accurate, useful and clear information.

City employees are committed to doing their best every day to serve the citizens of this great community. All of us want the same thing that you do...a safe community, kids doing well in school, good jobs and a great quality of life. The City of Lynchburg grows and thrives because of the people who live here. Thank you for all that you do.

We encourage you to use this handbook and to contact us with your comments, questions and concerns. If you need additional information about our services, please feel free to contact the City's Citizens First Customer Service Center at (434) 856-CITY (2489) or via www.lynchburgva.gov.

Sincerely,

Lynchburg City Council



Communications & Marketing Department

 900 Church Street Lynchburg, VA 24504

 www.LynchburgVA.gov

 [/LynchburgVA](https://www.facebook.com/LynchburgVA)

 (434) 455-3800

 [/LynchburgGov](https://twitter.com/LynchburgGov)

 (434) 847-2083

 [Youtube.com/LynchburgVATV](https://www.youtube.com/LynchburgVATV)





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Fast Facts About the City of Lynchburg

46.9%



Population: 75,568



53.1%

White: 48,674 (64.4%)

Black or African American: 22,140 (29.3%)

Asian: 1,868 (2.5%)

Native Hawaiian and Other Pacific Islander: 37 (0%)

Some Other Race: 950 (1.3%)

Two or More Races: 1,662 (2.2%)

Median Age: 30.3

Source: U.S. Census Bureau, 2010 Census.

Distance to Other Cities

<i>The city of...</i>	<i>At a distance of...</i>
Atlanta, GA	470 miles South
Baltimore, MD	214 miles Northeast
Chicago, IL	697 miles Northwest
Greensboro, NC	110 miles South
New York, NY	415 miles Northeast
Norfolk, VA	195 miles East
Pittsburgh, PA	323 miles Northwest
Richmond, VA	114 miles East
Roanoke, VA	54 miles West
Washington, D.C.	180 miles Northeast

Climate

Coldest period: end of January, early February, average temperature 35

Warmest period: last half of July, average temperature 76

Average annual precipitation: 38.27 inches

Average annual snowfall: 18.3 inches



City Government Overview

The City of Lynchburg operates as a council-manager form of government consisting of an elected city council (seven members) who are responsible for making policy, passing ordinances, voting on appropriations and having overall supervisory authority in city government. Through popular elections on even numbered years, Lynchburg citizens regularly choose the seven members of City Council. Elected to staggered four-year terms of office, City Council is elected on either an at-large (three members) or ward (four members) representational basis. From among their group, the elected City Council members, in turn, choose by simple majority vote a Mayor, who serves a two-year term. The mayor performs ceremonial duties, appoints council members to committees and acts as a member and presiding officer of the council.

As the chief legislative body of the municipal corporation, City Council conducts regular meetings on the second and fourth Tuesdays of each month, for the purpose of accomplishing City Charter prescribed responsibilities and business transactions.

Appointed by City Council, the City Manager serves as the chief executive officer of the municipal corporation. The duties of this office are prescribed by the Charter of the City of Lynchburg and include the following responsibilities: appointment of department directors; daily execution of contracts on behalf of the City government; preparation of an annual budget; reporting to City Council concerning the financial condition of City; and all other duties as prescribed by law, ordinance or resolution of City Council.

The City Manager's Office for the City of Lynchburg exists to fulfill three major roles: (1) to support City Council in its decision-making role; (2) to serve and partner with the community; and (3) to work with the City organization to focus, set priorities and build capacity.

The general objectives and activities of the City Manager include: (1) to study and propose alternative solutions to community needs or programs; (2) interpret City Council actions to City government departments, outside organizations and citizens; and (3) provide professional leadership in executing the adopted policies of City Council.

Elected Officials as of January 1, 2012

City Council

Hunsdon "H" Cary, III – At Large
Joan F. Foster - At Large
Michael Gillette – Ward I
Jeff Helgeson – Ward III

Ceasor T. Johnson – Ward II
J. Randolph "Randy" Nelson – At Large
Edgar J. T. Perrow, Jr. – Ward IV

Contact City Council at (434) 455-3995 or visit the web at www.lynchburgva.gov.

City Council Appointments

Three City positions are appointed by City Council. They include the City Manager, the City Attorney and the Clerk of Council. These individuals report directly to the members of Council and work under their pleasure.

City Manager

L. Kimball Payne, III

Clerk of City Council

Valeria P. Chambers

City Attorney

Walter Erwin

The **Deputy City Manager**, Bonnie Srvcck, is hired by the City Manager. The directors of the various departments report directly to either the City Manager or the Deputy City Manager.

Lynchburg City Council

Through popular elections on even numbered years, Lynchburg citizens regularly choose the seven members of City Council. Elected to staggered four-year terms of office, City Council is elected on either an at-large (3 members) or ward (4 members) representational basis.

Meet the Lynchburg City Council members (as of July 2012):

Hunsdon "H" Cary, III

Elected as an at-large City Council representative in 2010, "H" graduated from Virginia Episcopal School and from Ohio University, where he earned a Bachelor of Science degree in Journalism. He also attended the School of Hospital Administration at the Medical College of Virginia and completed his administrative residency at the University of Virginia Medical Center and received a Master's degree in Hospital Administration. "H" retired in 2010 as President and CEO of Westminster Canterbury.



Joan F. Foster

Joan Foster was first elected in 2002. She has served as Vice Mayor and Mayor while on City Council. Joan received her undergraduate and graduate degrees in education from Lynchburg College and is a former teacher. Joan is the Director of Community Relations at Presbyterian Homes and Family Services and The Family Alliance.



Michael A. Gillette

Mike Gillette was elected to City Council in May of 2004. Dr. Gillette's undergraduate degree is from Brandeis University, and he received his Master's and Ph.D. in Philosophy from Brown University where he wrote a doctoral dissertation in the field of clinical ethics. Currently, he is President of his own medical ethics consulting business, Bioethical Services of Virginia, Inc. and is a Clinical Assistant Professor of Family Medicine at the University of Virginia's School of Medicine.



Jeff S. Helgeson

Jeff Helgeson was elected to the Ward III City Council seat in 2004. Jeff received his undergraduate and MBA degree from Liberty University. In 2001, Helgeson earned a Master of Science in Financial Services (MSFS) from American College. He is a Chartered Financial Consultant and a Chartered Life Underwriter.



Ceasor T. Johnson

Ceasor Johnson was elected to City Council in 2004. He has served as Vice Mayor while on City Council. He graduated from Alcorn State University with a Bachelor of Science degree in Agriculture Economics. He is a graduate of Virginia University of Lynchburg, and holds a Master of Religious Education, Master of Divinity and Doctor of Ministry Degree. He also received a Doctor of Divinity degree from Eastern Theological Seminary. He is the Pastor of Spring Hill Baptist Church in Brookneal, Virginia.



J. Randolph "Randy" Nelson

"Randy" Nelson was elected to City Council in 2008. He is a native of Lynchburg and graduated from Randolph-Macon College in Ashland and the T.C. Williams School of Law at the University of Richmond. Randy has practiced law locally since 1976. He is a member and has held leadership roles in the Lynchburg and Virginia State Bar Associations.



Turner Perrow, Jr.

Turner Perrow was elected to City Council in 2008. He grew up in the Lynchburg area and is a graduate of Virginia Military Institute earning a Bachelor of Science degree in Civil Engineering. He received his Professional Engineering designation in 2002 and is currently principal and Vice President at WW Associates.



Major Roles of the City Manager

Appointed by City Council, the City Manager serves as the city's chief executive officer. The duties of the position are prescribed by the Charter of the City of Lynchburg and include the following responsibilities:

- Appointment of department directors
- Daily execution of contracts on behalf of the City government
- Preparation of an annual budget
- Reporting to City Council concerning the financial condition of the City
- All other duties as prescribed by law, ordinance or resolution of City Council.

The City Manager's Office exists to fulfill three major roles:

- To support City Council in its decision-making role
- To serve and partner with the community
- To work with the City organization to focus, set priorities and build capacity.

The general objectives and activities of the City Manager include:

- To study and propose alternative solutions to community needs or programs
- To interpret City Council actions to City government departments, outside organizations and citizens
- To provide professional leadership in executing the adopted policies of City Council.

The City Manager's Office is located on the third floor of City Hall and is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

2-1-1 Virginia

Dial 2-1-1 toll free to talk with a trained professional who can provide referrals to health and human services including:

- **Basic human needs**
Food banks, shelters, rent or utility assistance
- **Physical and mental health resources**
Medicaid, Medicare, prenatal care, children's health insurance programs, crisis intervention, support groups, counseling, alcohol and drug rehabilitation
- **Work initiatives**
Educational and vocational training programs, English as a second language classes, job training, General Educational Development (GED) preparation, financial and transportation assistance
- **Support for seniors and those with disabilities**
Agencies on Aging, Centers for Independent Living, adult day care, meals at home, respite care, home health care, transportation and recreation
- **Support for children, youth and families**
After-school programs, tutoring, mentorship programs, family resource centers, protective services, counseling, early childhood learning programs, child care referral centers and recreation
- **Volunteering in our community**
Volunteer centers, mentorship opportunities, locations to donate food, clothing, furniture, computers and other items

Learn more about 2-1-1 on the web at www.211virginia.org.

2-1-1 VIRGINIA Disaster Recovery

During times of disaster, 2-1-1 VIRGINIA will provide an additional channel of communication for citizens of the Commonwealth. Working with local and state emergency management and disaster response officials, 2-1-1 VIRGINIA will provide:

- Accurate and up-to-date information on community and regional response
- Volunteer and donation coordination
- Crisis intervention and human services coordination
- Access to disaster support services during the entire recovery process

Abandoned Vehicles

Abandoned or inoperative motor vehicles (IMV) are not allowed on private property unless they are placed in a fully enclosed building or shielded from view by plantings or fences. An IMV is defined by City Code as:

- Any motor vehicle, trailer, or semi-trailer, or part thereof which is not in operating condition
- Does not display valid state license plates

To report an IMV, please contact Inspections at (434) 455-3910 or Citizens First at 455-CITY (2489). Complaints may also be submitted online through the Citizens First web link at www.lyncburgva.gov.

Adopt-A-Street

Lynchburg's Adopt-A-Street program began in 1991. Today, more than 60 locations across the city are adopted by volunteers who do at least four clean-ups per year at their designated location. A half-mile minimum is required to adopt a street. The City provides trash bags, litter grabbers and safety vests, and then collects the filled bags. In addition, an Adopt-A-Street road sign with the individual's or organization's name will be placed on the adopted street. To learn how to join the growing number of Adopt-A-Street volunteers, call (434) 856-2489 or visit www.lyncburgva.gov.

Airport

Lynchburg Regional Airport (LYH), established in 1931, was originally known as Preston Glenn Airport, named in honor of Lt. Preston Glenn, a Lynchburg native who died in service as an Army Air Corps pilot during World War I. In 1992, the airport's new terminal facility opened for business. Lynchburg Regional Airport/Preston Glenn Field, located at the intersection of Route 29 South and Route 460, is owned by the City of Lynchburg.

For information about the airport, the airline and other concessions and services, please visit the website for Lynchburg Regional Airport at www.lyncburgva.gov/airport or call the administrative office (located inside the passenger terminal) at (434) 455-6090.

The airport terminal opens at 4:00 a.m. and remains open until the last flight of the day deplanes, usually around midnight. Passengers should plan on arriving at the terminal one hour prior to flight departure.

Parking

There are two parking lots for public use at the airport: the “Close-In” lot which offers the convenience of parking closest to the terminal, and the “Economy” lot, which is adjacent to the Close-In lot. Both parking lots are within easy walking distance of the terminal. The Airport’s public parking lots are operated by Republic Parking System. Information about parking costs can be found on the website or by contacting Republic Parking System at (434) 239-7574.

Terminal

Lynchburg Regional Airport’s terminal is passenger friendly with an efficient layout requiring minimal walking. All of the gates load from a single, central boarding area. Disabled travelers can utilize an elevator to the gate areas, and a passenger lift device is available for aircraft boarding assistance. The terminal offers free wireless internet service throughout the airport. ATM service is also available. The terminal offers a vending area that is available during all hours of operation.

Airport Commission

The Airport Commission is a nine-member advisory board which provides guidance and oversight of airport policies and directs its growth. The Commission is comprised of Lynchburg’s city manager, Campbell County’s administrator, and seven representatives from surrounding communities who are appointed by Lynchburg City Council. The Lynchburg Regional Airport Commission meetings are open to the public and are held in the Airport Administration’s conference room located in the terminal. There are six regularly scheduled meetings throughout the year. Information regarding these dates can be found on the website.

Airline

Lynchburg Regional Airport’s commercial passenger service is provided by regional airline US Airways Express which offers 12 daily arrivals and departures from 5:30 a.m. to midnight. Current arrival and departure schedules can be found on the web at:

www.lynchburgva.gov/airport

US Airways Express

US Airways Express offers service to Charlotte International Airport. US Airways’ office hours are from 4:00 a.m. until their last flight of the day deplanes. Contact US Airways Express at the Lynchburg Regional Airport at (434) 239-8979 or toll free at (800) 428-4322.

For information about carry-on and checked baggage restrictions, call the numbers above or visit US Airways’ website at www.USAirways.com.

Transportation Security Administration (TSA)

The Transportation Security Administration (TSA) was created in response to the terrorist attacks of September 11, 2001 and is a part of the Aviation and Transportation Security Act signed into law by President George W. Bush on November 19, 2001. TSA was originally in the Department of Transportation but was moved to the Department of Homeland Security in March 2003.

TSA’s mission is to protect the nation’s transportation systems by ensuring the freedom of movement for people and commerce. In February 2002, TSA assumed responsibility for security at the nation’s airports. The TSA is required by law to inspect all checked baggage and to thoroughly screen passengers and their carry-on items to ensure the safety and security of travelers and airline employees.

To avoid check-in delays, passengers must be familiar with packing restrictions. For information on packing tips, visit the TSA website at www.tsa.gov or call their toll free number at (866) 289-9673.

Ground Transportation

There are three rental car concessions available to the public inside the airport terminal.

Avis Rent-a-Car

Toll free: (800) 331-1212

Airport office: (434) 239-9826

Budget Rent-a-Car

Toll free: (800) 527-7000

Airport office: (434) 237-5626

Hertz Rent-a-Car

Toll free: (800) 654-3131

Airport office: (434) 237-6284

General Aviation Services

Lynchburg Regional Airport also meets the needs of general and corporate aviation. The general aviation ramp can accommodate a variety of corporate and private aircraft. In addition, hangar facilities are available for lease upon request.

Lynchburg Regional Airport’s two fixed base operators, Virginia Aviation and Freedom Aviation, provide a full complement of services to passengers and private pilots including aircraft maintenance, flight training, charter flights, and aircraft and fuel sales.

Virginia Aviation is located at 970 Airport Road and can be reached at (434) 237-8420 or toll free at (800) 543-6845 or visit their website: www.virginiaaviation.com.

Freedom Aviation is located at 310 Hangar Road and can be reached at (434) 237-7002 or visit their website at www.flyfreedomaviation.com.

Liberty University’s School of Aeronautics, an accredited, FAA-certified aviation program, is based at Lynchburg Regional Airport. The residential four-year program offers four specializations and leads to a Bachelor of Science in Aviation degree. For information about the program, visit their website at www.liberty.edu/academics/aeronautics.

Alarm Permit

Any business or resident owning an alarm system must obtain a permit. Each alarm system must be registered with the City and renewed annually. The alarm year runs from July 1 - June 30. An Alarm Permit application form may be obtained from Emergency Services by calling (434) 455-4290 or online at www.lynchburgva.gov.

Permit fees are listed below.

Type	Fee
Industry/Business	\$55
Small Business (defined as no more than 2000 sq. ft. or 5 or less employees)	\$45
Residential	\$30

Payment of the permit fee for each alarm system is not required with the initial application. An invoice will be sent after receipt of the application with the fee payable to the City Billing & Collections Division.

False Alarm Fees

Valuable resources are used when responding to a false alarm. Many times, the false alarm is due to a lack of systems maintenance by the owner. In order to encourage the proper maintenance of privately owned alarm systems and to recoup some of the cost of responding to this type of alarm, the City of Lynchburg levies a fine if it must respond to more than two false alarms per year.

Schedule of fines for false alarms in excess of two:

3rd, 4th, 5th Alarm	\$50 (each)
6th Alarm*	\$75
7th Alarm	\$100
8th Alarm	\$125
9th Alarm	\$150
10th Alarm	\$175
11th Alarm	\$200
Additional Alarms	\$200 (each)

*Required Inspection of System

Ambulance Fees

Ambulance Fees

The City of Lynchburg provides excellent, professional, around-the-clock emergency medical services. Should it become necessary to transport a patient by ambulance, the following fees apply:

Type	Fee
Basic life support - emergency	\$425
Basic life support non - emergency	\$325
Advanced life support 1 - emergency	\$500
Advanced life support - non-emergency	\$425
Advanced life support 2 - emergency	\$700
Transport mileage (per mile)	\$9

Please note that in most cases, Medicare, Medicaid, or private insurance will pay all or a portion of the fee. No one is refused assistance due to inability to pay.

Ambulance Transport Billing Services

The Lynchburg Fire Department utilizes EMS Management and Consultants (EMS|MC) to provide prompt and accurate billing and filing of insurance claims for citizens who use the Lynchburg Fire Department Ambulance Service. EMS|MC can be reached toll-free at (877) 215-8361.

Animal Control

The Office of Animal Control and Wildlife Management operate under the Police Department and are under the command of the Chief Animal Warden. The office employs one part-time and two full-time Animal Wardens, and two part-time Wildlife Specialists. Animal Wardens enforce all City and State Codes relating to animals, and patrol the City of Lynchburg to ensure public safety by controlling loose dogs and injured animals. While Animal Wardens do not pick up cats, there are a number of City Codes that require the following:

- All dogs, cats and ferrets over four months of age must have current rabies vaccinations.
- All dogs must have a City of Lynchburg Dog License.
- In City parks and recreation areas, dogs must be kept on a leash at all times.
- All animal bites (wild animals or pets) must be reported to Animal Control for rabies control.
- Cruelty to an animal must be reported immediately.
- No person shall allow prolonged or intense barking or other harsh or excessive noises to be made by any dog or animal under his/her ownership or control.

Wildlife Specialists work to control deer populations in the city of Lynchburg for the purpose of reducing the damage to plants, associated risk of disease and vehicle accidents. Animal Wardens are on duty Monday - Friday 7:00 a.m. to 10:30 p.m. Contact the Animal Control Unit at (434) 455-6058.

Note: To report a stray cat or dog or to report issues of neglect or abuse, please call (434) 847-1602.

Armory Rental

The Armory is located at 1200 Church Street, above the Lynchburg Community Market. The seating capacity is 1,940. The Armory is equipped with basketball goals and bleachers and is handicapped accessible. The Armory may be rented throughout the year. To determine if the Armory is suitable for your event and to inquire about availability, call the Parks & Recreation Department at (434) 455-5871.

Backflow Prevention Program

Contaminants and pollutants have the ability to enter our water supply by means of backflow, or the reversal of water, through cross-connections with the water distribution system. A cross-connection is an actual or potential connection between a potable (drinkable) water supply and a potential source of pollution. Garden hoses, irrigation systems and pools are included in the list of potentially hazardous cross-connections.

In order to ensure safe drinking water, the City of Lynchburg adopted the Cross-Connection Control and Backflow Prevention Program in 2003. For more information on how you can help protect our drinking water, please contact the Department of Water Resources at (434) 455-4250.

Boards and Commissions

If you are a citizen of Lynchburg and would like to serve on one of the City's boards or commissions, please write or call Valeria P. Chambers, MMC, Clerk of Council, 900 Church Street, Lynchburg, Virginia 24504, (434) 455-3995. An individual must complete an application form to identify any special talent, experience or educational preparation which might be helpful to a board or commission. An application may be found at www.lyncburgva.gov or by calling (434) 455-3990. NOTE: As a member of a board or commission, you will be expected to attend at least 75% of the meetings, and membership will be limited to a maximum of three consecutive terms.

Airport Commission

Assists the City in planning, organization, direction and administration of the Lynchburg Regional Airport. (Regional Board – County residents can apply). Board meets five times a year (January, March, June, August and November) in the Lynchburg Regional Airport Passenger Terminal Conference Room.

Building Code Appeals Board

Considers variances, changes or adjustments in the City Building Code or the Fire Prevention Ordinance; hears appeals from owners of buildings and determines whether such buildings should be repaired, vacated

or demolished in compliance with Code requirements. Board does not have regularly scheduled meetings; It is called upon when a ruling on a building or fire code is requested.

City Employees Appeal Board

Resolves any Step IV Grievance as provided for by the City's Employee Grievance Procedure.

Board does not meet on a regular basis.

Members are called to serve when an employee grievance reaches the fourth step and a hearing is needed.

Community College Board

Functions as an advisory body for the people in the college's service area with the State Board for Community Colleges, the Virginia Community College System administration and the College administration; makes recommendations regarding state and local funds budgets, long-range planning and curriculum; appoints curriculum advisory committee members; establishes regulations on student conduct. Board meets quarterly (January, April, July, October) on the third Wednesday – CVCC Campus, Appomattox Hall in Present's Conference Room.

Community Development Advisory Committee

The Committee will serve as a primary mechanism for facilitating citizen participation throughout all stages of the federal government consolidated planning, implementation and evaluation process and shall make recommendations to the City Council regarding plans and projects for the CDBG and HOME programs. Board meets as necessary.

Central Virginia Community Services Board

Provides services for mental health, mental retardation and substance abuse through the role of advisor, service provider, fund raiser, educator, community organizer, planner, advocator and consultant; reviews existing programs and initiates new programs. Board meets monthly (except March and August) – Fourth Wednesday – CVCS, 2241 Langhorne Road.

Design Review Board

Reviews/Reports to Council regarding all planned unit developments cluster commercial developments, and state and federally assisted housing proposals. Board meets on an as

necessary basis.

Economic Development Authority Board

Assists in promoting industry and developing trade in the area through financial assistance to new and existing industries. Board meets monthly third Thursday – Economic Development office, 828 Main Street, 10th Floor.

Historic Preservation Commission

Protects and preserves the historic areas of the City; reviews requests for erection, reconstruction, alteration or demolition affecting any structure on the Historic Buildings Map or in a Historic District. Board meets monthly – third Monday, 2nd Floor Training Room, City Hall.

Lynchburg Business Development Centre Board

Administrative body that governs the existing Lynchburg Business Development Centre or "business incubator" as well as the Small Business Development Center. This is a Regional Board – County residents can apply. Board meets monthly – first Tuesday – Business Development Centre, 147 Mill Ridge Road.

Martin Luther King, Jr./Lynchburg Community Council

Develops and maintains the Center for Human Rights and recommends appropriate community observances around the national holiday honoring Dr. King. Board meets monthly (from September through February) at the Main Library, 2315 Memorial Avenue.

Museum Advisory Board

Acts in an advisory capacity to the Museum Director, the City Manager and the City Council on matters concerning the Museum System and helps plan and execute activities for the Lynchburg Museum System and Point of Honor. Board meets six times a year (January, March, May, July, September and November) on the third Wednesday at the Museum, 901 Court Street.

Parking Authority

Develops plans for and coordinates the development and use of sufficient off-street public owned parking facilities in the city and as necessary to acquire, construct, reconstruct,

equip, improve, extend, enlarge, maintain, repair and operate off-street parking facilities. Board meets in February, April, June, August, October and December, on the second Tuesday – 3rd Floor Conference Room, Council/Manager Offices.

Planning Commission

Acts in an advisory capacity to City Council in planning the development of the city (subdivisions, rezonings, parks, etc.). Board meets on the second and fourth Wednesday each month – City Hall 2nd Floor Training Room.

Redevelopment & Housing Authority Board

Administers housing assistance programs as a political subdivision of the Commonwealth; conducts programs of urban renewal and housing rehabilitation in designated neighborhoods. Board meets monthly (except for July and August) on the first Wednesday – LRHA – 918 Commerce Street, 3rd Floor.

Regional Tourism Board

The function of the Board is to establish tourism policies and strategies including the policies and strategies for operation of the Lynchburg Regional Convention Visitors Bureau (including the Visitors Center). County residents can apply (use Tourism Board Application form). The Board meets bi-monthly – second Wednesday – Chamber of Commerce Board Room, 2015 Memorial Avenue.

School Board

Employs teachers and other personnel; provides buildings and equipment; operates a transportation system; determines educational policies; disburses all school funds—all subject to state laws, the general supervision of the Board of Education and upon recommendation of the division superintendent. (Use School Board Application Form). Board meets on the first and third Tuesday each month – School Administration Building Board Room, 915 Court Street.

Social Services Advisory

Interests itself in all matters pertaining to the citizens' social welfare; monitors the formulation and implementation of social welfare programs; makes recommendations on policy matters concerning the Social

Services Department. Board meets quarterly on the third Tuesday of the month (February, May, August, November) – Human Services Building, 99 Ninth Street.

Towing Advisory Board

Advises the local governing body with regards to the appropriate terms of any future municipal towing contract for towing services and the provisions of the City Code about to towing in general. Board meets on an as necessary schedule.

Transit Company Board

Formulates policies and operating procedures for and offers general supervision of a professional transit management company providing bus service. Board meets bi-monthly (February, April, June, August, October and December) – first Wednesday – GLTC Board Room, 1301 Kemper Street.

Virginia Alcohol Safety Action Program Board

Provides probation, education and rehabilitation of those persons charged with a violation of Section 18.2-266 of the Code of Virginia. Board meets quarterly at Central Virginia Alcohol Safety Action Program office at 2316 Atherholt Road.

Youth Service Citizens Board

Advises City Council in all youth delinquency prevention and treatment matters; furnishes policy guidance and operates Lynchburg Youth Services; advises City administration in the operation of several youth treatment facilities. Board meets bi-monthly on the third Wednesday – 5th Floor Human Services Building, 99 Ninth Street.

Budget Process

Each February, the city manager's proposed budget for the coming fiscal year is placed on the City's website at www.lynchburgva.gov for citizens to review. In March or April, City Council conducts several citizen engagement sessions and also holds a public hearing to gather citizens' input on the budget issues. City Council deliberates the budget between March and June and adopts the budget in late May or

early June. The Adopted Budget is then posted on the City's website in July of each year. For additional information, contact the Budget Office at (434) 455-3970.

Bulk and Brush Collection

Bulk and Brush may be placed at the curb on the day of your trash collection but items should be kept separate from trash. Refuse collectors will pick up small bulky items when they pick up your trash or in the case of a large pile, they will contact the knuckle boom operator to pick up the items at a later time (usually within a week's time). Please keep Freon containing appliances separate (refrigerators, air conditioners, etc.) as they will be collected by a separate truck and then recycled.

Please keep the following in mind:

- Keep bulk and brush items separate.
- Brush items include twigs and branches (excluding piles of leaves).
- Break up brush and bundle it into pieces less than 8 ft. long. Limbs should be no larger than 3 in. diameter.
- Leaves are not eligible for brush and bulk collection. Leaves are picked for free during designated dates in the fall. If you need to dispose of leaves at other times, just bag and tag them with a 95-cent trash tag.
- Bulk items include furniture, appliances, televisions, etc.
- Place items on the curb in front of your residence. Do not put items near trees, telephone poles, fire hydrants or in the street.
- Make sure bulk items are not too large (two people should be able to carry the items).
- Freon items, such as air conditioners, refrigerators, and freezers, are required by law to be kept separate from other bulk items and are picked up on Wednesdays ONLY.

Call the Citizens First Info Center at (434) 856-CITY (2489) if you have any questions regarding bulk and/or brush collection.

NOTE: Contractors hired by private citizens are always responsible for the disposal of brush, limbs, branches and other yard debris cut by the contractor. In addition, remodeling and demolition debris must be delivered by the contractor/citizen to the landfill for proper disposal. This type of waste is not accepted at the curb.

Business License

Anyone wishing to operate a business in Lynchburg must first obtain a business license.

Steps for Obtaining a Business License

1. Visit the Department of Community Development on the second floor of City Hall at 900 Church Street.
2. Describe the nature of business (i.e., home-based or commercial). Home-based businesses are those that can be operated within an individual's residence; these businesses typically do not allow client or employees to report to the location.
3. Complete the Zoning Approval forms provided by the Department of Community Development.
4. Obtain a Certificate of Occupancy from the Department of Community Development's Inspections Division, if necessary. A Certificate of Occupancy is generally required for new construction or due to a change of a building use.
5. Once all forms are completed, pay the business license fee at the Commissioner of the Revenue's Office, located on the first floor of City Hall. The fee is based on estimated gross receipts for the upcoming year of operation.
 - a. \$0 - \$10,000 Gross Receipts (No Fee)
 - b. \$10,000 - \$50,000 Gross Receipts (\$30)
 - c. \$50,000 - \$100,000 Gross Receipts (\$50)
6. The business license will be mailed by the Commissioner of the Revenue's Office in one week.

For more information about business licenses, please contact the Community Development Department at (434) 455-3900 or the Commissioner of the Revenue at (434) 455-3870. Additional information is also available online at www.lynchburgva.gov.

Cable Television Franchise

Every cable television provider is required to have a franchise in order to provide service in Lynchburg, primarily to govern their use of the public Right of Way. Most cable company activities are unregulated, including the channels they choose to carry and the prices they choose to charge. If you have specific service-related needs or problems, you should contact your cable television provider directly. If you have comments or complaints regarding a cable company's franchise or their use of the public Right of Way, you may direct your comments or concerns to (434) 856-CITY (2489) or through the Citizens First web page link on www.lynchburgva.gov. If you would like to see which companies currently have franchises to provide cable service in Lynchburg, or if you would like to read their franchise documents, please refer to Information Technology page of www.lynchburgva.gov.

Christmas Tree Pickup

The City of Lynchburg picks up Christmas trees each year on two consecutive Fridays in January. Undecorated trees are to be placed on the curb by 7:00 a.m. the day of collection (no tag required). Look for advertisements in the local newspaper and on the City's website regarding dates. Trees placed on the curb after the pickup days will require a 95-cent trash tag.

In addition, undecorated trees can be dropped off at one of the following locations after Christmas and through the third Friday in January:

Christmas tree drop-off locations (subject to change):

- Peaks View Park (Wiggington Rd. entrance parking lot), 170 Ivy Creek Drive
- Riverside Park (parking lot), 2270 Rivermont Avenue
- Miller Park (parking lot), 2100 Park Avenue
- Landfill (7:00 a.m. to 4:00 p.m., Mon-Sat), 2525 Concord Turnpike

For more information, call Citizens First at (434) 856-CITY (2489) or visit the web at www.lynchburgva.gov.

Citizens Academy

The City of Lynchburg works to make it easier for citizens to be better informed and more involved in the day-to-day business and operation of local government. City Council often refers to citizens and their neighborhoods as the backbone of the community. This involvement is vital for the City to maintain a healthy community that continues to meet the needs of its citizens. In an effort to solicit even more citizen participation, the Citizens Academy was developed.

The Citizens Academy is designed to give participants an insight into the operation of the various departments of government. The goal of the academy is to have better informed citizens who will bring their specialized knowledge of how city government works back to their respective neighborhoods.

A series of twelve (12) informational sessions are presented weekly in the spring at various government locations around the city. The sessions are lead by City department representatives and often times present a hands-on approach to learning about specific services provided by the City. A graduation reception and ceremony are held at the conclusion of the Citizens Academy in the City Council Chamber at City Hall.

For more information on how you can attend the next Citizens Academy, contact the Communications & Marketing Department at (434) 455-3800 or visit the Citizens Academy link online at www.lynchburgva.gov.

Citizens Police Academy

The Citizens Police Academy is hosted by the Lynchburg Police Department — once in the spring and again in the fall. Each Citizens Police Academy meets for two and one-half hours once a week for approximately eight (8) weeks with one Saturday meeting at the firing range. The Lynchburg Police Department also offers a Teachers Police Academy for school personnel.

During these sessions, citizens have a chance to step into the police officers' shoes by learning some of what it takes to be a police officer. The Citizens Police Academy explores topics such as police history, gang issues,

domestic security and terrorism, firearms and tactical operations, the court system, traffic stops and patrol techniques, K-9, defensive tactics, Firearm Training Simulators (F.A.T.S.), crime prevention, and evidence and forensics.

The Citizens Police Academy is open to those interested in becoming better citizens and for people wishing to learn more about law enforcement. For more information, contact the Crime Prevention Unit at (434) 455-6070. Download and print a Citizens Police Academy application from the Police Department's webpage at www.lynchburgva.gov/police.

City Code

The City Code is the compilation of the ordinances that govern the City of Lynchburg and its residents. A true and accurate copy (signed by the Clerk of Council) of each Section of the Code can be obtained through the Office of the City Clerk by calling (434) 455-3995. For interpretation of the Lynchburg City Code, please contact the City Attorney's Office at (434) 455-3980. The Code can also be viewed online at www.lynchburgva.gov.

City Council

Members of City Council:

- Hunsdon "H." Cary, III
At Large Representative
- Joan F. Foster
At Large Representative
- Michael A. Gillette, Ph.D.
Ward I Representative
- Jeff S. Helgeson, MSFS
Ward III Representative
- Ceasor T. Johnson, M.RE., D.D.
Ward II Representative
- J. Randolph "Randy" Nelson
At Large Representative
- Edgar J. T. Perrow, Jr., PE
Ward IV Representative

Lynchburg citizens vote for members of City Council through popular elections on even numbered years. Council members are elected to staggered four-year terms of office. Three members of City Council are elected on either an at-large (three members) or ward (four members) representational basis. The elected

City Council members, in turn, choose a Mayor by a simple majority vote. The Mayor serves a two-year term. City Council conducts regular meetings on the second and fourth Tuesdays of each month for the purpose of accomplishing the City Charter.

In addition, Council holds a work session prior to the regular meetings. These meetings are held in the City Council Chamber, First Floor, City Hall, 900 Church Street. City Council meetings are broadcast live on Lynchburg Cable Channel 15 and can be viewed live on the City's website at www.lynchburgva.gov. Click on the "View Council" icon.

The second regular meeting during the months of July, August and December are normally cancelled each year by City Council.

Other duties and responsibilities of City Council include any and all additions and amendments to the Lynchburg City Code and creation of Council-appointed Boards and Commissions.

• **Public Participation at Council Meetings:**

Council hears public discussion on new business items.

• **Consent Agenda:** This section includes routine items. All items may be approved by one vote.

• **Public Hearings:** This section includes all public hearings as required by law, or as Council may direct.

» **A. Zoning Petitions:** Each side is permitted a maximum of 15 minutes of testimony and an additional three (3) minutes for rebuttal.

» **B. All Other Public Hearings:** A person may speak for three (3) minutes; if a group has a spokesperson, the spokesperson may speak for five (5) minutes.

• **General Business:** Person(s) may speak to items of "new business" as follows: individuals for up to three (3) minutes; a group spokesperson for up to five (5) minutes. A representative of a civic or governmental organization, of a Council appointed board or commission, or of a similar organization who is making a report or presentation to City Council may have up to ten (10) minutes to make such report or presentation. After public discussion is complete on an item, City Council will go into business session and public participation will be ended. No public comment will be heard on previously discussed and/or considered topics by City Council. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the

same subject within six (6) months of the first presentation except by a majority vote of the members of Council present and voting. City Council may make exceptions to these rules at its discretion. Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City administration. The following numbers are provided for the convenience of the citizens: **City Council: (434) 455-3995, Mayor: (434) 455-3995, City Manager: (434) 455-3990.**

- **Additional considerations:** (1) Citizens often express conflicting and diverse positions regarding specific issues under consideration. To encourage citizen participation and to avoid intimidation to persons who may express sometimes unpopular opinions, applause, cheers, or jeers from the audience are not permitted. (2) When appearing before City Council, citizens may not engage in behavior that intimidates or insults others, personal attacks on others, engage in disruptive behavior, use profanity or vulgar language, promote private business ventures, or campaign for public office. (3) In connection with making a presentation to City Council, a reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.

City Stadium

The Lynchburg City Stadium, located at 3180 Fort Avenue, is a great venue for businesses, sports teams and event planners looking for a centrally located, large outdoor space. With ample parking and attractive facilities, the Lynchburg City Stadium has two sections – the baseball and football complexes.

The baseball side of the stadium is the home of the 2009 Carolina League champions, the Lynchburg Hillcats, affiliated with the Atlanta Braves. The Baseball Complex is a great place for large company picnics and other events. The covered concourse area provides seating, shade, and restroom facilities. Use of the Calvin Falwell Baseball Field is limited.

The Football Complex includes a natural turf grass field, press box, scoreboard, and a gravel track. Bleachers can seat up to 10,000. Athletic field use is limited to the Lynchburg City Schools and a small number of other permitted activities.

For information on renting the Stadium,

call the Parks and Recreation Department at (434) 455-5875. For information on the Hillcats baseball schedule, visit their website at www.lynchburg-hillcats.com.

Code Compliance Team

The City's Inspections and Code Compliance Division supports neighborhood revitalization by providing code enforcement of existing structures in need of repair and the enforcement of the abandoned vehicle program, the weed enforcement/inmate labor program, and the illegal dumping program. The goal of the program is to strengthen cooperation between residents, businesses, religious organizations, non-profit agencies and City departments to improve the livability of neighborhoods.

The Code Compliance Team conducts neighborhood walk-throughs addressing a variety of concerns including illegal dumping, overgrown yards, abandoned or inoperative motor vehicles, Property Maintenance Code violations, infrastructure, and other issues. The walk-throughs include representatives from the neighborhood as well as the City Manager's Office, Community Development, Billings and Collections, Fire Marshal, Public Services, Police, City Attorney's Office, Social Services, Commissioner of the Revenue, Lynchburg Redevelopment and Housing Authority and City Council. City staff works with residents to identify concerns, as well as to raise awareness of local codes and public maintenance needs (i.e. street lights and pot holes, etc.).

For information regarding Code Compliance in your neighborhood, please contact the Community Development Department at (434) 455-3900.

Community Dialogue on Race and Racism Many Voices — One Community

In 2007, City Manager Kim Payne and Mayor Joan Foster proposed that our community engage in a discussion on racial issues in the Lynchburg community. The goal was to have discussions that were open, honest, inclusive and sustainable regarding race and racism. Research and discussion with community stakeholders resulted in a

C Community Dialogue on Race and Racism

consensus to utilize the Study Circles model for The Lynchburg Community Dialogue on Race and Racism.

In the initial phase of the program, more than 1,300 people participated in Study Circles. In an effort to sustain the discussion and to facilitate action items that result from the Study Circles, an advisory board was created. The advisory group guides ongoing efforts of the programs and encourages community accountability.

The Advisory Board is tasked with the following:

- Developing and facilitating the implementation of strategies to promote racial equity in Lynchburg.
- Advising, guiding and supporting the Action Groups.
- Sustaining an ongoing dialogue through the sponsorship of additional study circles.
- Providing accountability through monitoring and periodic progress reports to the community.
- Acting as a community sounding board regarding issues and/or incidents related to racial equity.

What Are Study Circles?

Study Circles are at the heart of a process for public dialogue and community change. Study Circles don't advocate a particular solution; instead, they welcome many points of view around a shared concern.

A study circle program...

- Is organized by a diverse group of people from the whole community.
- Includes a large number of people from all walks of life.
- Has easy-to-use, fair-minded discussion materials.
- Uses trained facilitators who reflect the community's diversity.
- Moves a community to action when the study circles conclude.

A study circle ...

- Is a small, diverse group of 8 to 12 people.
- Meets together for several two-hour sessions.
- Sets its own ground rules. This helps the group share responsibility for the quality of the discussion.
- Is led by an impartial facilitator who helps

Lynchburg City Schools

www.lcsedu.net | (434) 522-3700



manage the discussion. He or she is not there to teach the group about the issue.

- Starts with personal stories, then helps the group look at a problem from many points of view. Next, the group explores possible solutions. Finally, they make plans for action and change.

Study circles are based on the following principles...

- Involve everyone.
- Demonstrate that the whole community is welcome and needed.
- Embrace diversity.
- Reach out to all kinds of people.
- Share knowledge, resources, power, and decision making.
- Combine dialogue and deliberation.
- Create public talk that builds understanding and explores a range of solutions.
- Connect deliberative dialogue to social, political, and policy change.

To learn how you can become involved in Study Circles, please visit www.manyvoicesoncommunity.com or call (434) 455-2012.

Community Market

The Lynchburg Community Market is located in the heart of downtown Lynchburg at 12th and Main Streets and is open Tuesday-Saturday, from 7:00 a.m. to 2:00 p.m. The Market offers the best of local produce, arts, crafts, baked goods, and unique, family-friendly eateries. Green Market Wednesdays feature only products that vendors grow, make, or bake themselves. Peak season for the year-round Saturday Farmers Market begins in April and lasts through October. Direct from the farmer to you, the Saturday Farmers Market is a great way to get the best local produce, meats and other farm products from farmers who live and work in the community.

For more information about the Lynchburg Community Market, call (434) 455-4485.

Community Market Plaza Rental

Special events celebrating holidays and regional culture are held at the Market throughout the year. The Community Market Plaza may be rented for special events which can take place outside the Market. Electrical hook-ups can

accommodate two stages and one small stage area. The Plaza fountain area has electrical service, a staging area and a mini-amphitheater which seats 200-300 people. For more information, please call (434) 455-5871.

Event Banners

Want to promote an upcoming event held in the city of Lynchburg? Event banners can be displayed at three locations in the city: Main Street, in front of the Community Market, Fifth Street at the Martin Luther King bridge, and Sixth and Main Streets. Fees and a permit are required. For more information, please call (434) 455-5871.

Composting

Composting is the decomposition of plant remains and other once-living materials to make an earthy, dark, crumbly substance that is excellent for adding to houseplants or enriching garden soil. It is a way to recycle your yard and kitchen wastes, and is a critical step in reducing the volume of garbage needlessly sent to landfills for disposal. It's easy to learn how to compost. Contact the Lynchburg office of the Virginia Cooperative Extension Service, 301 Grove Street at (434) 847-1585 or visit www.ext.vt.edu.

Courts (www.courts.state.va.us)

US District Court (Federal Courthouse)

The United States district court is the trial court of the federal court system. Within limits set by Congress and the Constitution, the district courts have jurisdiction to hear nearly all categories of federal cases, including both civil and criminal matters. Every day hundreds of people across the nation are selected for jury duty and help decide some of these cases. Bankruptcy courts are separate units of the district courts. Federal courts have exclusive jurisdiction over bankruptcy cases. This means that a bankruptcy case cannot be filed in a state court.

Clerk's Office – (434) 847-5722

Hours: 8:30 a.m. - 5:00 p.m.

Address

1101 Court St
Lynchburg, VA 24504

Bankruptcy Court – (434) 845-0317

Hours 8:00 a.m. - 4:30 p.m.

Circuit Court

The circuit court is the trial court of general jurisdiction in Virginia, and the court has authority to try a full range of both civil and criminal cases. Civil cases involve disputes essentially private in nature between two or more parties; criminal cases are controversies between the Commonwealth and persons accused of a crime. Only in a circuit court is a jury provided for the trial of many of these disputes and controversies.

Clerk

Hon. Eugene C. Wingfield
 Phone: (434) 455-2620
 Fax: (434) 847-1864

Clerk's Office Hours

8:30 a.m. - 4:30 p.m.

Address

P. O. Box 4
 900 Court Street
 Lynchburg, VA 24505-0004

Judges

Hon. Mosby Garland Perrow III, Presiding
 Hon. John T. Cook, Chief Judge
 Hon. J. Michael Gamble
 Hon. James W. Updike Jr.
 Hon. F. Patrick Yeatts

GENERAL DISTRICT COURT

905 Court Street

Civil Cases (434) 455-2640

The general district court decides civil suits involving amounts of money up to \$25,000. However, unlawful detainer (eviction) suits that include a request for rent for commercial or agricultural property can be heard by the general district court even if the amount of rent requested is more than \$25,000. A suit is begun by filing a civil warrant or complaint with the clerk of the court and paying a filing fee.

Criminal/Traffic Division (434) 455-2630

The general district court decides cases in which a person is charged with a misdemeanor. A misdemeanor is any charge which carries a penalty of no more than one year in jail or a fine of up to \$2,500 or both.

Traffic Cases (434) 455-2630

The general district court hears cases in which a person is charged with a traffic offense. Most traffic offenses are traffic infractions which are generally punishable by a fine of not more than \$250. Cases involving awards to individuals for

damages in connection with traffic violations are civil in nature and would be categorized as such. If you are convicted of certain traffic violations, the Virginia Department of Motor Vehicles (DMV) will assess points against your driver's license. This is an administrative action by DMV and is in addition to any sentence imposed by the judge.

Services include: rent problems and eviction assistance, small claims, garnishments.

Juvenile & Domestic Relations Court - 24th Judicial District of Virginia

There is a juvenile and domestic relations district court in each Virginia city and county. In Virginia, a juvenile is any person under 18 years of age. The juvenile and domestic relations district court hears all matters involving juveniles such as criminal or traffic matters. Juvenile delinquency cases are cases involving a minor under the age of 18 who has been accused of committing an offense that would be considered criminal if committed by an adult.

In addition, this court handles other matters involving the family such as custody, support and visitation. The court also hears family abuse cases, cases where adults have been accused of child abuse or neglect, and criminal cases where the defendant and alleged victim are family or household members.

Clerk

Ms. Heather Dawn Cooper
 Phone: (434) 455-2670
 Fax: (434) 847-1442

Clerk's Office Hours

8:00 a.m. - 4:00 p.m.

Address

909 Court Street, Main Level
 Lynchburg, VA 24504-1603

Judges

Hon. Michael T. Garrett, Chief Judge
 Hon. Kenneth W. Farrar
 Hon. Robert Louis Harrison Jr.
 Hon. A. Ellen White

Court Schedule

- Criminal & Delinquency
 Monday & Wednesday
- Juvenile Traffic
 Tuesday, 9:00 a.m. & 4:00 p.m.
- All other matters
 Tuesday, Thursday, & Friday

Combined Sewer Overflow (CSO)

In a modern community, sanitary sewage and stormwater runoff are carried in separate sewer systems. However, in older parts of Lynchburg, the sewer system was designed to carry both sanitary sewage and storm water in the same pipe. This is called a combined sewer. Many decades ago, this was an acceptable practice but it is no longer appropriate. This is because the system is too small to convey all of the stormwater and sewage at the same time. Therefore, during rain events, the excess stormwater overflows into river and stream channels carrying raw sewage with it. This is called a combined sewer overflow or CSO.

State and federal environmental mandates require localities to eliminate sewer overflows. To do this, the City of Lynchburg is constructing the largest capital improvement project it has ever undertaken. The work of separating these two sewer systems will take years to complete and cost millions of dollars. The funding comes from sewer usage fees and from a variety of state and federal grants and loans.

The City has devised a three-part plan to fix the problem of combined sewer overflows.

1. **Separation** of the combined sewer lines into a two-pipe system, with one pipe system for stormwater and a separate one for wastewater.
2. **Replacement** of the largest “interceptor” sewer pipes, which are the main arteries of the sewer system. These lines carry sewage down to the regional wastewater treatment plant. The larger these pipes are, the more water they can carry before they begin to overflow.
3. **Disconnection** of gutter downspouts and other “rainleaders” from the sewer system. This keeps millions of gallons of stormwater from entering the sewers, thus reducing the likelihood of overflows.

For more information, contact the CSO and Stormwater Information Center at (434) 485-RAIN (7246). CSO Information Center personnel are available Monday through Friday, 8:00 a.m. - 5:00 p.m. Additional information is available on the web at www.lynchburgva.gov/cso.

Customer Service (Citizens First)

Get it all done with just one call!

The City of Lynchburg wants to make it easier for you to obtain the services you want and need. One way we do this is through the Citizens First Info Center—a one-stop citizens assistance office.

- Want information about your City government?
- Need help with any of the City’s services?
- Need to schedule a brush collection?

You can report neighborhood problems, get information about City services, register complaints, make inquiries or even pay us a compliment. When you report a problem, we notify the appropriate department to provide assistance. Then we keep track of your request until you get the service you need.

Call (434) 856-CITY (856-2489), Monday – Friday, between the hours of 8:30 a.m. and 5:00 p.m. to speak with a customer service representative, or submit a service request or issue online anytime at www.lynchburgva.gov.

Dead Animals

The City collects and disposes of dead animals that are on City streets and right-of-ways. Call Citizens First at (434) 856-CITY (2489) to report the street location of the dead animal.

Department of Environmental Quality (DEQ)

The Blue Ridge Regional Office of DEQ is responsible for regional air, water, and waste compliance and enforcement; air permits, water, and solid waste permits; above ground and underground storage tanks and petroleum tanks; water inspections, monitoring, assessments, and water supply planning; agricultural program permits, inspections, and total maximum daily loads; pollution response; Virginia Water Protection permits and water withdrawal permits; and construction assistance (loans and grants).

The Blue Ridge Regional Office of DEQ is located at 7705 Timberlake Road. Contact them at (434) 582-5120 or visit the web at www.deq.virginia.gov.

Department of Motor Vehicles (DMV)

The local DMV office is located at 3236 Odd Fellows Road and can be reached toll free by calling toll free for automated transactions at (888) 337-4782. Note: The best times to visit DMV are in the middle of the month, middle of the week, and mid-morning or mid-afternoon.

Many DMV transactions are now available online. Visit www.dmv.virginia.gov to conduct any of the following:

- Address Change
- Administrative Hearing Request - Request an administrative hearing at no cost if you were issued an order of suspension due to an insurance verification request.
- Compliance Summary Request - Use this free feature to find out how to reinstate your Virginia driving and/or vehicle registration privileges.
- Disabled Parking Placard Renewal
- Driver's License Renewal
- Driver's License Replacement
- Hauling Permits
- ID Card Replacement
- Insurance Verification - If you've received a letter from DMV requesting information about your vehicle liability insurance policy, provide the information online at no cost!
- Original Electronic Title Print
- Organ Donor Status Change
- Overweight Citation Payment
- PIN Administration
- Plate Purchase
- Prospective Purchaser Inquiry - Purchasing a vehicle? Check DMV's records first.
- Record At-a-glance
- Record Request
- Registration Card Replacement
- Report a Vehicle Sold or Traded
- Souvenir Plate Orders
- Title Replacement
- Trip Permit Purchase - If you are a Virginia resident, you may purchase a 3-day permit to operate an unregistered vehicle from a point of origin to a point of destination.
- Vehicle Registration Renewal
- What Have I Done Online? - Get copies of receipts for past online transactions at no cost.

DMV Select (Lynchburg Office)

DMV Select is a service alternative to visiting

the full-service DMV customer service center. The City of Lynchburg has contracted with DMV to provide secure, select DMV transactions at City Hall, 900 Church Street. Contact DMV Select at (434) 455-3870. The hours of operation are Monday-Friday, 9:00 a.m. - 4:00 p.m.

Transactions Available at a DMV Select

DMV Select can process vehicle titling and registration transactions; however, ***DMV Selects do not issue Driver's Licenses, Learners Permits or Identification Cards.*** Before visiting this location, check the following list of available transactions.

Vehicle Titles and Registrations

- » Original (with or without liens), substitute and replacement titles and title maintenance (to change information on title records, adding/removing of names). Original registrations, renewals (including fleets), transfers, re-issues, and plate surrenders.

License Plates

- » Specialized and personalized plate orders, including the issuance of motorcycle, permanent trailer, truck, taxicab and local government use plates.

Permits and Placards

- » Trip permits and overload permits. Original issue of handicapped parking placards.

Transcript Requests

- » Driver transcripts and vehicle transcripts (helpful for those who apply for job where a driver's transcript is needed initially, submitted periodically or checked by their employer).

Return Checks

- » Full payment of return check fees.

Voter Registration Applications

Dog Tags

Dogs that are four months of age and older are required to have dog tags. To purchase a dog tag, you must have the dog's current rabies vaccination certificate from a veterinarian. Dog tags expire on December 31 of each year. There is a reduced fee for dog tags if your dog has been spayed or neutered. Tags can be purchased at Billings and Collections teller windows or by mail. For more information call (434) 455-3850.

<i>Type of Dog</i>	<i>Fee</i>
Fertile Male and Female*	\$10
Neutered Male and Spayed Female*	\$5
Duplicate license*	\$1
Kennel License for 20 dogs or less*	\$25
Kennel License for 21 dogs or more*	\$35
Dangerous Dog (must have Registration Certificate filled out and signed by Animal Warden and a current dog license)**	\$150
Hybrid Canine (must have Registration Certificate filled out and signed by Animal Warden and a current dog license)**	\$50
Pet Shop Permit or Dealer in Companion Animals (application must be filled out and signed by Animal Warden)**	\$50

*For more information, call (434) 455-3850
 **For more information, call (434) 455-6058

Economic Development

The Office of Economic Development offers a variety of services for businesses looking to start up, relocate or expand operations. Economic Development works with both Region 2000 and the State to ensure that clients are offered every advantage when doing business in Lynchburg.

The City of Lynchburg is home to over 4,000 diverse businesses including health care, financial services, technology, communications, manufacturing, mail order, banking and insurance.

Elected Officials State and Federal

State

Virginia State Government

(804) 786-4718

www.virginia.gov

Virginia General Assembly House of Delegates and Senate

www.legis.virginia.gov

Lynchburg's New Arts & Culture District:

Promoting the Business of Art and the Art of Business

JAMES RIVER ARTS & CULTURAL DISTRICT

cultivates community
creativity through:

- **GRANTS** to support arts and cultural projects, events and activities in the district.
- **INCENTIVES** to qualified businesses and organizations locating within the district.

Whether you're interested in art, business, or both, contact the Office of Economic Development to explore the possibilities.



Office of Economic Development

434-455-4493 | brian.gleason@lynchburgva.gov

Federal

Federal Government

(800) 333-4636

www.usa.gov

Elected Officials

www.usa.gov/Contact/Elected

President and Vice President

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

Comments: (202) 456-1111

Switchboard: (202) 456-1414

Telecommunications Device for the Deaf (TTY/TDD)

Comments: (202) 456-6213

Visitors Office: (202) 456-2121

www.whitehouse.gov

Electric Company

The local provider for electric service is non-government. Contact American Electric Power (AEP) for any information and/or requests regarding electric service. Call (800) 956-4237 or 877-237-2886 or visit www.aep.com.

Emergency Preparedness

Being prepared for emergencies is as easy as three simple steps: get a kit, make a plan, and stay informed. Having an emergency supply kit is essential to making it through a disaster safely. Make sure to have supplies on hand to last each person at least three days.

Put these essential items in your kit:

- Food, at least a three-day supply of food that does not need electricity for storage or for preparation
- Manual can opener for food (if kit contains canned food)
- Water, at least three gallons per person for drinking and sanitation
- Battery-powered/hand-crank radio with weather band and extra batteries
- Written family emergency plan

It is vital that you understand what a disaster could mean for you and your family. Each person's needs and abilities is different, but

every individual can take important steps to prepare for all kinds of emergencies and to put plans in place. Get ready now!

And finally, stay informed. Before, during and after a disaster, it is critical that you listen for the most local, up-to-date information from emergency officials. Local media will convey instructions from local, state and federal government partners, such as:

- Orders to evacuate
- Details about evacuation routes
- Locations of evacuation shelters
- How to safely stay where you are
- Where to find assistance
- Weather warnings and watches

Additional information on how to prepare for emergency situations and information describing how City government will respond to local disasters can be found on the website at www.lynchburgva.gov and www.readyvirginia.gov. Contact the Department of Emergency Services at (434) 455-4290.

Emergency Services - Management

The Department of Emergency Services is responsible for overseeing the 9-1-1 Center, emergency and non-emergency public safety dispatch services and the Emergency Management function for the City of Lynchburg. The community has quick access to police, fire or emergency medical services any time of day or night simply by dialing 9-1-1.

When calling 9-1-1, please remember to stay calm. A trained call-taker will guide you through a series of important questions, most important of which is the exact location of your emergency. The call-taker will be typing the information you provide into a computer and it may seem like it is taking a long time, but in most emergency situations help is already being dispatched to you while you are still on the line. In some cases, the call-taker will give you instructions on what can be done prior to the arrival of responding units. Please listen carefully to the instructions, follow each step exactly, and ask for clarification if you don't understand.

Contact the Department of Emergency Management at (434) 455-4290.

Employment – City of Lynchburg

The City of Lynchburg is one of the tenth largest employers in the region. Many City jobs are similar to the private sector such as accountants, custodians and tellers while others are unique to the public sector such as police officers, social workers and firefighters. These positions pay a market competitive wage and many include a full array of employee benefits.

The City's Human Resources Department coordinates all employment-related matters for the City. The department manages recruitment processes, employee benefit programs, provides support to the workforce and management, and ensures consistent, equitable application of City employment policies and practices.

City Jobs

Qualified applicants may apply on-line at www.lynchburgva.gov via the City's Lynchburg Employment Opportunities online application system (LEO) Applications and resumes are only accepted for positions that are currently advertised. However, the on-line employment application system allows potential applicants to identify their interest in specific jobs or job families and the system will email the person when the job is posted.

As an Equal Opportunity Employer, the City of Lynchburg makes all employment decisions based on job-related factors and without regard to race, age, sex, color, religion, national origin, political affiliation, disability or any other non-job related factor. Applicants requiring an accommodation are encouraged to contact Human Resources for assistance.

The Human Resources Department is located on the third floor of City Hall, 900 Church Street, Lynchburg. Contact them by phone at (434) 455-4200 or email at human.resources@lynchburgva.gov.

Fire and Emergency Medical Services

CALL 9-1-1 for Emergencies

The Lynchburg Fire Department, established in 1883, provides fire suppression and prevention services, emergency medical services, hazardous materials handling and confined space emergency service. The Department is staffed with 176 firefighters and emergency medical

personnel operating from eight fire stations.

The Fire Department provides primary Emergency Management Services (EMS) response for both emergency and non-emergency ambulance transportation within the City via six Advanced Life Support ambulances. In addition to medical treatment and ambulance transport, the Fire Department offers an aggressive medical First Response Program with trained technicians and the necessary medical and emergency equipment. Medical standby services are provided for special events such as sporting events and large concerts.

EMS Services also include several specialized teams:

Bicycle Emergency Response Team (BERT)

A specially trained employee group which offers medical coverage for large events. These individuals also deliver bike safety programs.

Tactical Paramedic Response Team

This specially trained team consists of paramedics who work with the local Police Department at critical incidents such as hostage situations, drug raids, high-risk search warrants, barricade situations and other high-risk activities.

Fire Administration and Station Listing:

Fire Administration
800 Madison Street
(434) 455-6340

Station 1

801 Clay Street

Station 5

4800 Boonsboro Road

Station 2

2006 Grace Street

Station 6

2084 Fort Avenue

Station 3

4701 Fort Avenue

Station 7

2624 Lakeside Drive

Station 4

410 Birch Street

Station 8

213 Old Graves Mill Road

Fire and EMS Ride-Along Program

The purpose of this program is to allow interested persons to ride along with Lynchburg Fire Department personnel during a portion of a 24-hour duty shift. This program is designed to increase awareness of the Lynchburg Fire Department's emergency

services through direct contact with the EMS and fire suppression personnel and their work at the scene of an accident, illness, fire or other incident. For further information regarding this program and how you can participate call (434) 455-6343. An application is available online at www.lynchburgva.gov, under the Fire Department link.

Fishing at Pedlar Reservoir

Pedlar Lake is a reservoir in Amherst County owned and maintained by the City of Lynchburg. Anyone may purchase a permit to fish in the reservoir. A total of eight permits are allowed to be sold per day. The permit must be purchased in City Hall, 900 Church Street, at the Billings and Collections teller window. Anyone age six and older is required to have a permit to fish at Pedlar Reservoir. Boat and/or motor rental is also available. Individuals are not allowed to use their own boats.

Permits must be purchased at least a day prior to the day you wish to fish and no more than 30 days in advance. You can purchase a maximum of one Saturday or Sunday permit and two other weekday permits per calendar month. For more information, call (434) 455-3850.

Food Bank (Lynchburg)

The Blue Ridge Area Food Bank Network (BRAFBN) is a 501(c) (3), nonprofit Virginia corporation. Established in 1981 to help feed hungry people in our community, the Food Bank served an average of 119,000 people each month in a service area that includes nine cities and 25 counties.

The Food Bank provides nutritious food to 145,600 different people each year through a far-reaching network of food pantries, soup kitchens, schools, churches and nonprofit groups. They are members of Feeding America, a national organization supporting more than 200 food banks across the country, and the largest domestic hunger relief agency in the U.S. In 2009, Feeding America named the Blue Ridge Area Food Bank the Member of the Year for its outstanding program standards and efficiency.

For food assistance, contact the Lynchburg

Area Food Bank at (434) 845-4099, ext. 1. The main branch is located at 501 12th Street, Suite B, and is open week days between 8:00 a.m. and 4:30 p.m. Visit www.brafb.org for more information.

George M. Jones Memorial Library

The entrance to Jones Memorial Library, located on the second floor of the Lynchburg Public Library building, is located at the corner of Lakeside Drive and Memorial Avenue. The Library is an independent, privately endowed library specializing in local history and genealogy. Its services are offered free of charge. Visit the Jones Memorial website at www.jmlibrary.org or call (434) 846-0501.

The Greater Lynchburg Transit Company (GLTC) - Bus Service -

General Route Information

GLTC operates regular bus service in Lynchburg and portions of Madison Heights Monday through Saturday. Buses run at either half hour or hour intervals (depending the route). The transfer station is located at the Plaza Shopping Center, 2323 Memorial Avenue, Lynchburg. Most routes begin and end at the Plaza. This allows for timely transfers from one route to the next.

All routes are designated by a route number. There is reduced service on Saturdays, and not all routes run on Saturdays. GLTC does not operate on major holidays. Bus stops are marked with a sign bearing the GLTC logo and route number. Call (434) 455-5080, ext. 1 for specific route and schedule information.

Fares

All fares are posted on each bus and on the GLTC website at www.GLTCOnline.com. If you do not have the exact fare, you will be issued a GLTC "change card." You will be required to pay an additional fare when the bus reaches the "end of the line" if you wish to continue your trip. Discounted tickets are available to the general public. If you wish to purchase a discounted ticket on the bus, please advise the operator BEFORE placing the money in the fare box.

Discounted Fares

GLTC offers a discounted fare to Medicare cardholders, senior citizens (individuals at least 65 years of age) and individuals with disabilities who have a GLTC ID card. GLTC ID cards are available at the GLTC office, 1301 Kemper Street. A small processing fee is charged for the card. You must show the ID card to the driver to ride at the discounted fare.

Persons with Disabilities

The GLTC bus fleet is ADA-accessible, and the buses are lift or ramp equipped. In addition, GLTC provides a “para-transit” mini-bus service (PTS) for persons with disabilities who cannot be accommodated on regular fixed route buses. You must be certified by GLTC to use this service. Call (434) 455-5099 for information concerning PTS.

Bikes

GLTC offers a “Bikes on Buses” program to transport your bike on specific racks on the front of our buses. Please call (434) 455-5080 for information about “Bikes on Buses.”

Contact GLTC

Visit online at www.GLTCOnline.com

Main (434) 455-5080

Bus Dispatch (434) 455-5090

Para-transit (434) 455-5099

Comment Line (434) 485-7227

Comment Email:
www.buscomments@gltonline.com

Handicap Parking Space Permit

Handicapped individuals who possess a valid DMV handicap placard can apply for a handicap parking space (located in front of their residence) through the Public Works Department. For more information, call (434) 455-3931.

Health Department

The Lynchburg Health Department is headquartered at 1900 Thomson Drive (next to Lynchburg General Hospital). Office hours are Monday through Friday, 8:15 a.m. to 5:00 p.m. Contact the Health Department at (434) 947-6785.

Health Department Services

CDC (Child Development Clinic)

Days/Hours

Monday – Friday | 8:00 a.m. – 5:00 p.m.

Note: By appointment, call (434) 947-2030.

Environmental Health

Days/Hours

Monday – Friday | 8:15 a.m. – 5:00 p.m.

Note: Walk-in, no appointment needed.

Family Planning

Days/Hours

Wednesday | 8:30 a.m. – 11:00 a.m.

1:00 p.m. – 3:30 p.m.

Teen: 2nd - 4th Thursdays | 1:00-3:40 p.m.

Note: By appointment, call (434) 947-6785.

Immunizations - Travel

Days/Hours

Thursday | 1:00-3:30 p.m.

Note: By appointment only, call (434) 947-6785.

Infant and Toddler Connection

Note: Referral number (434) 947-2888.

STD Clinic (Sexually Transmitted Diseases)

Days/Hours

Monday | 8:30 a.m. -11:00 a.m.

1:00 p.m.. – 3:30 p.m.

Tuesday (1st/3rd) | 8:30 a.m.. – 11:00 a.m.

Tuesday (2nd /4th) | 8:30 a.m.. – 11:00 a.m.,

1:00. p.m. – 3:30 p.m.

Note: Walk-in, no appointment needed.

WIC (Women, Infants, and Children)

Days/Hours

2nd - 4th Thursday | 8:30 a.m.. – 11:00 a.m.

Note: By appointment, call (434) 947-6790.

Well Child Clinic

Note: By appointment, call (434) 947-6790.

Walk-in Clinic: (pill pickup, Depo, immunizations)

Days/Hours

Monday, Tuesday and Thursday

8:30 a.m. – 11:30 a.m., 1:00 p.m. – 3:30 p.m.

Note: No appointment needed.

TB Skin Tests

Days/Hours

Monday/Tuesday only

Note: No appointment needed.

Household Hazardous Waste & Electronics Collection

Household Hazardous Waste (HHW) and Electronics Collection is an opportunity for citizens to properly dispose of material which should not be put in the landfill or poured down the drain due to toxicity and the potential for pollution of groundwater.

General Guidelines

- Service available to residents only in Lynchburg, and the counties of Amherst, Appomattox, Campbell and Nelson and the towns of Amherst, Altavista, and Brookneal.
- Second Saturday of April, June, August and October; 8:00 a.m. to 12:00 noon.
- Location: Regional Landfill located at 2525 Concord Turnpike, Lynchburg.
- You **MUST** bring photo identification.
- Amherst, Appomattox and Nelson County residents must bring a voucher from the county solid waste department. To obtain a voucher form call: Amherst County residents (434) 846-3324; Appomattox County residents (434) 352-8184 and Nelson County residents (434) 263-7098.
- Bring items in non-returnable containers.
- For City residents: this collection does not count as your one free trip per month to the landfill.
- There is no fee for this service.
- To save time on collection day, please fill out the HHW verification form which can be found online at www.lynchburgva.gov.

PLEASE NOTE: If you want to dispose of latex paint, you must dry it before you can place it in your trash as liquids are not accepted at the City's landfill. In order to speed up the drying process, pour kitty litter into the leftover paint to absorb the liquid; then place the paint can in your trash for regular pick-up.

<i>What You CAN Bring</i>	
Acids/Bases	Oil Base Paint
Aerosols	Oven Cleaners
Antifreeze	Oxidizers
Auto Starter	Pesticides
Batteries	Photo Chemicals
Brake Fluids	Poisons
Cleaners	Polishes
Corrosives	Pool Chemicals
Drain Openers	Solvents
Flammables	Stripper
Flourescent Bulbs	Thinners
Furniture	Used Motor Oil
Herbicides	Weed Killers
Kerosene	Wood Preservatives
Lighter Fluids	

<i>What You CAN NOT Bring</i>	
Agent Orange	Oil Tanks
Ammunition	Pathological Waste
Dioxin	PCB's
Explosives	Prowl
Garbage	Prozine
Gas Cylinders	Radioactives (Ex: smoke detectors)
Kepone	Silvex Stomp
Latex Paint (water-based)	55 Gallon Drums of Anything!
Liquefied Asbestos	TCDD
Medical Waste	

<i>Electronics Collection - Acceptable Items</i>
CDs, DVDs, magnetic tape
Circuit boards and electronic components
Computer accessories (keyboards, mice, speakers, cords, cables)
Computer equipment
Computer monitors (CRTs, Plasma, LCD)
Computer printers, scanners, plotters
Computer systems (CPU units)
External disk memory and hard disk drives
Laptop and notebook computers
Network hubs, modems, and routers
Televisions (console, projection-screen, Plasma, LCD)
Toner cartridges (ink jet and laser jet)
Basically, anything with a cord!!

Humane Society

The Lynchburg Humane Society (LHS) is a private, non-profit organization caring for lost and homeless animals. It is an open admission facility that accepts strays or unwanted animal surrendered from the Lynchburg community. LHS accepts animals that are easily adoptable as pets, as well as those that need special nurturing from abusive or neglectful experiences.

The Lynchburg Humane Society is currently located at 3305 Naval Reserve Road, directly behind the Lynchburg City Stadium; however, LHS is undergoing a capital campaign to build new facilities at 1211 Old Graves Mill Road. The Humane Society operates under a contract with the City of Lynchburg, and programs include:

- Shelter for homeless dogs and cats
- Pet adoption and “re-homing”
- Spaying/neutering
- Emergency shelter for pets of people involved in accidents or victims of domestic violence.

For more information, call the Humane Society at (434) 846-1438 or visit their website at www.lyncburghumanesociety.org.

Illegal Dumping

Report illegal dumping on public or private property to Citizens First at (434) 856-CITY (2489) or online at www.lyncburgva.gov, (click on the Citizens First link).

An inspection will be made of the private property in question, and if needed, a notice to clean up the property will be sent to the property owner. If the property is not cleaned up within the specified time period, the City will clean up the property and charge the owner for all costs incurred. If the illegal dumping is on City-owned property, the Public Works Department will oversee the clean up.

Inspections Office

The Inspections Office is a division of the Community Development Department. The primary function of this office is to enforce the Virginia Uniform Statewide Building Code.

New Construction Inspections

Building Inspections reviews all construction drawings and documents. Once a project has been reviewed by the City’s Technical Review Committee, the responsible party completes a plans review request form and a building permit application. The City’s Plans Reviewer then reviews the construction drawings for compliance with the various state and local codes. Once the drawings are approved by the Plans Reviewer, the appropriate permit is issued.

New construction inspectors perform many types of inspections based on the type of permit issued for the project. These include footings, foundations and slabs, rough-in plumbing, electrical, mechanical, and framing and insulation. Inspections are also conducted on sprinkler systems and commercial range hoods. The responsible party may call for an inspection before 4:00 p. m. prior to the day of inspection. A final inspection is performed on each structure when all permitted work is complete. After approval of all inspections, a certificate of occupancy is issued by the Building Official.

Existing Structures Inspections

Property Maintenance Inspectors investigate complaints regarding existing residential and commercial buildings. These concerns generally include both interior and exterior structural issues as well as the condition of plumbing, mechanical and electrical facilities. After receiving a complaint, an inspector will contact the property owner and schedule a date for an initial inspection. Follow up inspections are conducted to verify compliance with the International Property Maintenance Code. If the property owner does not make the required repairs, a subpoena is issued and the property owner is taken to court. This process is followed until the property is brought into compliance.

Rental Property Inspection Program

Another means of addressing non-compliant structures is through the City’s Rental Property Inspection Program. This proactive approach to

code compliance includes approximately 3,500 rental properties located within seven districts in the City. Notices are sent out to property owners in these districts requiring they register their property. An inspection is scheduled with the property owner and if the property is in compliance during the initial inspection, a certificate of compliance is issued. The certificate exempts the unit from re-inspection for the next four years unless the Inspections office receives a complaint about the property. Rental property owners cited during the initial inspection will be subject to follow up inspections until the property is in compliance with City Code. Property owners who refuse to make the required corrections will also go through the court process.

To report a property maintenance concern or schedule a rental property inspection, please contact Inspections at (434) 455-3910 or Citizens First Information Center at (434) 455-CITY (2489). The Inspections Office is located on the second floor of City Hall, 900 Church Street.

Complaints may also be submitted online through the Citizens First link at www.lynchburgva.gov.

IRS – Local Office

The Internal Revenue Service (IRS) Office is located in the Federal Courthouse Building, 1101 Court Street. Walk-ins are welcome during tax season between 8:30 a.m. - 4:30 p.m. The office is closed for lunch 12:30 p.m. - 1:30 p.m. For more information call (434) 528-1890 or visit www.irs.gov.

Services Provided

- Account Inquiries (help with letters, notices and levies on your wages or bank account)
- Adjustments (changes to tax account information or payments)
- Alien Clearances (Sailing Permits)
- Application for Taxpayer Assistance Order (ATAO)
- Copies of Tax Returns & Transcripts (Usually available for current year and three prior years)
- Help with preparing Form 2290 (Heavy Vehicle Use Tax)

- Multilingual Assistance (over 150 languages translated)
- Federal Tax Return Preparation (if you qualify for the Earned Income Tax Credit or your Income is \$50,000 or less) Return preparation is available on Tuesday, Wednesday, and Thursday only.
- Payments (Check or Money Order only)
- Payment Arrangements
- Procedural Inquiries
- Solutions to Tax Issues
- State Return tax preparation (only for the state in which TAC is located). Return preparation is available on Tuesday, Wednesday, and Thursday only.
- Tax Forms (based on availability)
- Tax Law Assistance (answers related to your individual Federal Tax Return)
- Taxpayer Identification Numbers
- Cash payments are not accepted.

Juvenile Services

The Juvenile Services Department serves at-risk youth and their families by providing a range of quality programs and services that emphasize prevention and early intervention, least restrictive alternatives, family preservation, and the importance of families in the decision-making process to the 24th Judicial District (includes the cities of Lynchburg and Bedford and the counties of Amherst, Appomattox, Bedford, Campbell, Charlotte and Nelson).

Opportunity House

Provides residential and counseling services for male juveniles on shelter care order and residential crisis stabilization or who have been adjudicated and placed by Juvenile and Domestic Relations Court Systems. The average length of stay is between one and six months. The services are offered in partnership with the Presbyterian Home and include individual, group, and family counseling. In addition, case management, social skill development, and parental education are provided.

Opportunity House

405 Cabell Street, Lynchburg

Telephone: (434) 455-4070

Website: www.lynchburgva.gov

SPARC House

Provides residential and counseling services for female juveniles on shelter care order and residential crisis stabilization or who have been adjudicated and placed by Juvenile and Domestic Relations Court Systems. The programs are gender specific and include individual, group, and family counseling with an emphasis on social skills development and community services. These programs are offered in public/private partnership with the City of Lynchburg and the Presbyterian Home.

SPARC House

c/o Presbyterian Homes & Family Services Campus “Noble Cottage”
150 Linden Avenue, Lynchburg
Telephone: (434) 455-4060
Website: www.lyncburgva.gov

Youth & Prevention Services

Youth and Prevention Services provide a rewarding environment for the growth and development of youth. They assume an advocacy role where a lack of programs or services exist, encouraging youth to attend school, to believe in themselves, help others, and become involved within their community. Overall, the benefits of the Youth and Prevention Services programs help ensure a decrease in delinquency and involvement with the Juvenile Justice System. The prevention programs include:

Project Double Team (PDT)

An innovative approach to mentoring and fostering positive relationships for youth in Lynchburg, this program pairs high school athletes with elementary school students for mentoring and sports practice.

Hill Climbers’ Program

Recognizes students who have achieved excellence while overcoming obstacles life has placed in front of them.

Mayor’s Youth Council

Serves as a liaison between Lynchburg youth and City leaders. This civic-minded group completes community service projects and sponsors activities for youth in the community.

Youth Day of Caring

One day event in which youth groups work together to complete community service projects to help improve the quality of life in their community.

Lynchburg Regional Juvenile Detention Center

Provides pre-dispositional and post-dispositional secure custody of up to 48 juveniles placed by the Juvenile and Domestic Relations Court. The center offers educational, recreational, medical, supervision, and assessment services along with room, board, and clothing. Post-dispositional alternative services are available to the court for youth in lieu of commitment to state learning centers.

Lynchburg Regional

Juvenile Detention Center
1400 Florida Avenue, Lynchburg
Telephone: (434) 455-7878
Website: www.lyncburgva.gov



**Central Virginia
Community College**

Where your future begins

3506 Wards Road, Lynchburg, VA 24502
434-832-7600
www.cvcc.vccs.edu
ADA/EEO • VA RELAY-711

Land Use Tax Deferral Program

The City of Lynchburg supports the preservation of real estate devoted to agricultural, horticultural, and forest spaces by allowing eligible and qualified property owners to apply to the City Assessor for tax deferrals. In order to be considered for the Land Use Deferral Program, a property, or portion thereof, must meet one of the following criteria:

• ***Agricultural Use***

At least five (5) acres of land dedicated to the bona fide production for sale of plants and animals useful to man under uniform standards prescribed by the Commissioner of Agriculture and Consumer Services; or land devoted to and meeting the requirements and qualifications for payments or other compensation pursuant to a soil conservation program under an agreement with an agency of the federal government.

• ***Horticultural Use***

At least five (5) acres of land devoted to the bona fide production for sale of fruits of all kinds, including grapes, nuts and berries; vegetables; nursery and floral products under uniform standards prescribed by the Commissioner of Agriculture and Consumer Services; or land devoted to and meeting the requirements and qualifications for payments or other compensation pursuant to a soil conservation program under an agreement with an agency of the federal government.

• ***Forest Use***

At least twenty (20) acres of land including the standing timber and trees, devoted to tree growth in such quantity and so spaced and maintained as to constitute a forest area under standards prescribed by the State Forester.

In order to determine whether a property meets the criteria for Land Use Deferral, the City Assessor's Office will require documentation proving the land is being utilized in accordance with City and State definitions of land use. This documentation will be required annually.

For more information on eligibility and Land Use Deferral Program application information, call the City Assessor's office at (434) 455-3830.

Landfill

The Regional Services Authority currently operates a landfill located at 2525 Concord Turnpike in Lynchburg. Effective July 9, 2012, the Concord Turnpike landfill will only be open to Lynchburg residents. The new Regional Landfill will be located in Campbell County, 427 Livestock Road in Rustburg and will service Lynchburg business customers as well as Campbell County residents and businesses.

Guidelines for City residents:

- 500 pounds per calendar month (over 500 pounds is charged \$0.38 for each 20 pounds).
- Unlimited separated loads of brush (no trash or other items mixed in load).
- Unlimited separated loads of bulky items. Accepted items include the following: furniture such as sofas, chairs, recliners, beds, mattresses, tables, dressers; white goods such as refrigerators, freezers, air conditioners, hot water heaters, washers, dryers, stoves; other items such as TVs, microwaves, lawn mowers, rolls of carpet, rugs, toilets, and other household appliances.
- Tires - 15" rim size or less: \$2 per tire; 15.5" to 22.5": \$4 per tire; 23" or larger not accepted at the landfill.
- Inert materials accepted at no charge but must be brought in separate loads. Accepted materials include clean dirt, brick, block, concrete (no rebar), and must be no larger than one cubic foot in size. Tell scalehouse cashier on inbound scale you have inert materials and load will be inspected by a landfill employee.
- Liquids are not accepted at the landfill or in household trash.
- Hazardous household waste including hazardous liquids (such as used oil, oil-based paints, brake fluids, pesticides, etc.) can be brought to the landfill during Household Hazardous Waste Collection Days (second Saturday of April, June, August, and October). Water based paints can be disposed of by removing the lid on the paint can and allowing to dry (or add kitty litter to absorb the liquid) then place in your weekly trash for collection.

Landfill Hours & Holidays

The Landfill is open Tuesday thru Saturday from 8:30 a.m. to 4:00 p.m. except New Year's Day, July 4th, Thanksgiving Day and Christmas Day.

Scalehouse Operation

All vehicles must cross scales to record the weight of materials being brought into the landfill. City residents are allowed one (1) free trip per month up to 500 pounds in one load.

Residential Trash Drop-Off

Residential waste should be taken to the designated drop-off area. This paved area is located just beyond and to the right of the scalehouse. When residents unload their material, children must remain in the vehicle for their safety.

Tire Recycling

Tires should be dropped off in the designated area for recycling as part of the Central Virginia Regional Tire Program. Tires can be on or off the rims. 15" rim size or less: \$2 per tire; 15.5" to 22.5": \$4 per tire; 23" or larger not accepted at the landfill.

Appliances (White Goods)

The landfill accepts washers, dryers, refrigerators, freezers, microwaves, etc. If you bring them to the landfill, place these items in the designated area. Freon is then removed from air conditioners, freezers, and refrigerators and recycled. Appliances are taken to a local recycler.

Wood Waste

Wood products such as branches, limbs, and twigs should be taken to the designated area to be ground into mulch and chips.

For more information, contact the Landfill at (434) 455-6086 or on the web at www.region2000.org/services-authority or www.lynchburgva.gov.

Leaf Collection

The City collects loose leaves each fall. Loose leaf collection begins in October and usually concludes in December. No phone call is required. Leaf piles should be placed curbside, not in the street and leaf piles should be free of sticks and rocks. Leaf collection crews will

vacuum leaves as promptly as possible.

Leaves can also be bagged; however, each bag must have a trash tag. Bagged leaves may be placed at curbside with trash on the regular trash collection day any time during the year.

Library

The Lynchburg Public Library is comprised of the main library located at 2315 Memorial Avenue and the downtown branch, located on the ground level of City Hall at 900 Church Street. The downtown branch also has a law library open to the public. The City's library collection contains over 140,000 materials. Along with hardback and paperback books, the Library offers books on CD and e-books along with a large collection of DVD's. Contact the Main Branch at (434) 455-6300 or the Downtown Branch at (434) 455-3820; or visit the website at www.lynchburgva.gov.

Library services include:

- Reference/information services
- Internet access, Microsoft Office software
- Wireless Internet service
- Free computer classes
- Access to *Find It Virginia* (online database of magazines and newspapers)
- On line services: MANGO (foreign languages); TUMBLEBOOKS for children
- Public meeting rooms seating up to 100
- Outreach services to nursing homes and senior residential units
- Microfilm reader and printer (with local newspapers dating back to early 1800's)
- Public law library
- Fax service
- Remote access to our online catalog
- Interlibrary loan service
- Proctor service

Library programs include:

- Story Time programs are available from fall through spring for newborns through age five. Please call for age groups, dates, and times
- Summer Reading Program for children of all ages beginning in late June and running through early August
- Adult Book Club
- Craft programs for children
- Free tax assistance provided by the AARP, February through mid-April

Martin Luther King, Jr. Center for Human Rights

Established in 1991 as a memorial to Dr. Martin Luther King, Jr., the Martin Luther King, Jr., Center, located in the main library, has hosted a variety of displays that have focused on local, state, national and international human and civil rights. The MLK Lynchburg Community Council oversees the Center and sponsors a community-wide breakfast on the King national holiday in January.

George M. Jones Memorial Library

The entrance to Jones Memorial Library, located on the second floor of the Lynchburg Public Library building, is at the corner of Lakeside Drive and Memorial Avenue. The Library is an independent, privately endowed library specializing in local history and genealogy. Its services are offered free of charge. Visit the Jones Memorial website at www.jmlibrary.org or call (434) 846-0501.

Library Card

Any resident of the city of Lynchburg is eligible to apply for a library card. A parent or legal guardian must sign for children under the age of twelve. A child may apply for a card when he/she is old enough to print their first and last name, usually around the age of five.

Please note: City Council has ruled that owning city property while not residing in the city does not constitute residency. College students residing on campus are not considered city residents.

New Memberships

A new applicant must present a valid photo ID and proof of current address. If the photo ID does not have the current address, the following are acceptable for verification:

- Bank statement
- Car registration
- Checkbook
- Postmarked mail addressed to applicant (Occupant or Resident are not acceptable)
- Rental agreement
- Utility bill
- Voter registration card

Non-Resident Memberships

Persons not residing in the city may obtain a non-resident library card for a fee. There are two options: a yearly membership for \$25 or a quarterly membership (three months) for \$7. The membership is good for the entire household. Proof of identity and address are required.

Persons currently enrolled at Central Virginia Community College (CVCC) may obtain a library card free of charge, regardless of residence. Proof of current enrollment is required, and the card is renewable each semester a person is enrolled.

Residents of Amherst County may obtain a library card free of charge. Amherst County Public Library is a member of the LION Consortium, and the two systems have agreed to share resources and to allow residents of each locale to obtain cards free of charge at their libraries.

Litter Control

The City of Lynchburg sponsors/supports several programs that seek to prevent and/or cleanup litter. Programs include: Adopt-A-Street and Citizens for a Clean Lynchburg, Inc. In addition, the City encourages citizens to assist in city-wide cleanups through the March On Litter event held each spring as well as individual neighborhood cleanups. The Public Works Department provides bags, litter grabbers and safety vests for individuals and groups who are interested in helping Lynchburg stay clean and beautiful.

For more information, contact Citizens First at (434) 856-CITY (2489) or visit the web at www.lyncburgva.gov.

March On Litter

Each year, Citizens for a Clean Lynchburg, Inc. and the City co-sponsor this event on a designated Saturday in March. The event is usually scheduled from 9:00 a.m. to 12 noon. Volunteers meet at the Community Market on Main Street to receive a cleanup location assignment, safety vest, gloves, bags, and refreshments.

For more information, contact Citizens First at 856-CITY (2489) or visit www.lyncburgva.gov.

Citizens for a Clean Lynchburg, Inc.

Citizens for a Clean Lynchburg, Inc. (CCL) is a ten-person board comprised of area

representatives from business, municipal, civic groups and citizens at large. CCL's mission concerns itself with solid waste management issues with the purpose of educating the community and instilling in the citizens a sense of individual responsibility and pride that can result in a cleaner, safer, and more beautiful Lynchburg. CCL is a non-profit, nonpartisan and educational organization as described by Section 501(c)(3) of the Internal Revenue Code of 1954. Projects of CCL include the City Walkers, Adopt-A-Street, March On Litter and a variety of educational programs provided to the local schools. To learn how you can become involved, visit www.cleanlynchburg.com.

Lynchburg Redevelopment and Housing Authority

Title 36 of the Code of Virginia creates a redevelopment and housing authority in each city and county in the state and provides enabling legislation for the conduct of its programs. The Lynchburg Redevelopment and Housing Authority is a political subdivision of the Commonwealth of Virginia and was activated by Lynchburg's City Council in April of 1956. The Authority is governed by a seven-member Board of Commissioners, each of whom is appointed by the City Council for a four-year term. This Board adopts local policies and oversees the implementation of Authority programs in the city.

The Authority owns and operates 328 apartments at four (4) locations within the city of Lynchburg. Eligibility for participation

in the Authority's rental housing program is limited by income—with priority given to those whose income does not exceed 30% of the median. Income limits are adjusted annually based on data supplied by the U.S. Department of Housing and Urban Development (HUD). Applications are accepted each Wednesday at the Authority office at 918 Commerce Street and are processed by the staff in accordance with HUD regulations and Authority policy. The application process includes a home visit to determine current living conditions and housekeeping practices, a credit report and a landlord reference questionnaire.

In addition to the apartments it owns and operates, the Authority conducts a rental assistance program known as the Section 8 Housing Choice Voucher Program. This program affords eligible, lower-income residents who live or work in Lynchburg an opportunity to reside in decent, modest and privately-owned housing at an affordable rent. Applications are currently being accepted only for people age 62 or older or disabled. The Authority also conducts a variety of neighborhood improvement programs in conjunction with the City of Lynchburg in the older sections of the City. It also works closely with the City Inspections Division in identifying and addressing blighted properties throughout the City. Citizens are encouraged to call if a blighted property exists in their neighborhood.

To contact the Lynchburg Redevelopment and Housing Authority, call (434) 485-7200. The office is located at 918 Commerce Street, Lynchburg.



Want to find out everything that is happening in Downtown Lynchburg?
Check out www.downtownlynchburg.com



Accounting Solutions & More, Inc.

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Taxes • Year round service
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5068 S Amherst Hwy Ste 100
Madison Heights, VA 24572
Across from Lowe's

Lynchburg Regional Chamber of Commerce

Since 1883, the Lynchburg Regional Chamber of Commerce has worked to promote regional economic growth and to enhance the quality of life for all citizens of Central Virginia. The Chamber received its second FIVE-STAR accreditation from the U.S. Chamber in 2011, placing the Chamber in the top ½ of 1 percent of all chambers in the nation. The Chamber has been accredited since 1973 and received its 20-year reaccreditation from the U.S. Chamber of Commerce in June 2001.

The Lynchburg Regional Chamber is the region's largest business association, and the government relations programming reflects the interests of the members. The goal of the Chamber is to continue to broaden its range of benefits to meet the changing and expanding needs of the business community. The Chamber is located at 2015 Memorial Avenue. Contact the Chamber at (434) 845-5966 or visit www.lyncburgchamber.org.

Lynchburg Visitor Information Center

Located in downtown Lynchburg on the corner of 12th and Church Streets, the Lynchburg Visitor Information Center is a great place to start your discovery of Lynchburg and the region. You'll find brochures on local and area attractions, displays from venues around the city, a theater with informational videos, and a gift shop full of unique items and locally made products. In addition, the friendly travel counselors can assist you with lodging, dining, special events, tour inquiries and entertainment choices. Visit www.discoverlynchburg.org for more information or call (434) 847-1811 or toll free (800) 732-5821.

Lynchburg Youth Community Court

Lynchburg Youth Community Court is an alternative to the traditional court process. It is designed to help defendants change their lives and views an arrest as an opportunity to intervene promptly, to identify problems related to crime including the identification and treatment of mental illness, substance abuse, and to employ meaningful sanctions aimed at holding offenders accountable and preventing them from engaging in more serious crimes. The strategy is to provide swift case processing and assessment; access to a variety of social, educational and community services; and the use of individualized sanctions, aimed at teaching accountability. These positive community connections help defendants gain insight into the impact that their delinquent actions have on others and confidence in their ability to do something meaningful.

Eligibility: Youths between the ages of 11-17, charged with nonviolent misdemeanor crimes. There are no court fees or fines and no out of pocket expenses to participate. Community professionals and volunteers serve as the disposition team and help in deciding the sanctions (sentence) that the youth participants must complete. If the youth successfully completes the sanctions, the charges against them are dismissed. For additional information, contact the Project Coordinator, Lynchburg Commonwealth's Attorney Office, (434) 455-3770 or dnash@ocalynchburg.com.

Magistrate

The principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriffs, deputies and citizens.

Magistrates are not police officers nor are they in any way connected with law enforcement. Instead, magistrates are issuing officers who serve as a buffer between law enforcement and society. Some magistrates are now lawyers; however, all magistrates are specially trained to perform such duties as issuing search warrants, subpoenas, arrest warrants, summonses, emergency custody orders, emergency protective orders, temporary detention orders, setting bail and answering as many questions as possible, but cannot give legal advice. The magistrate also issues some specified civil warrants and directs people to the proper courts and other community agencies. The Magistrate's Office is located at 524 Ninth Street and can be contacted at (434) 847-1329.

Maps

The City of Lynchburg provides a number of maps which can be viewed online at www.lynchburgva.gov. All of the maps in the Map Gallery can be printed upon request and purchased at City Hall for a small fee, or they can be saved in a PDF format for viewing or printing at your own convenience.

Available maps include the following:

- Census Tracts
- Future Land Use Map
- Local Historic Districts
- Neighborhoods
- Street Index
- Wards & Voting Precincts
- Zoning

This is only a partial listing. Please review the Map Gallery to see all of the maps currently available.

Custom maps can also be created for a cost equaling staff time spent on the project and printing expenses. Staff time is charged in 30-minute increments. Total charges for custom maps will vary depending on the complexity of the requested map.

The City also makes data available for viewing via the online Geographic Information System (GIS) application, Parcel Viewer. From this application, you can search for information about parcels within the city limits, turn on and off various data layers and backgrounds, measure, markup and save your own custom map.

For more information about the Map Gallery, custom maps or the Parcel Viewer, please call the City's GIS Division at (434) 455-3940 or email GIS@lynchburgva.gov.

Marriage License

Marriage licenses are issued by the Clerk of the Circuit Court located at 900 Court Street. Office hours are from 8:30 a.m. to 4:30 p.m., Monday – Friday, and can be contacted at (434) 455-2620. Both parties must appear before the Clerk to obtain a license. A license may be obtained at any Circuit Court Clerk's Office in the State of Virginia, as there are no residency requirements. This license is valid for marriages that take place in Virginia.

Requirements

Both parties must be 18 years of age or older. If either party is at least 16 years of age and under the age of 18, consent to the marriage must be given in person by the father, mother, or guardian having legal custody of the minor. Contact the Clerk's Office for instructions for a marriage of a minor under 16. Blood tests are not required.

Time Limitations

- No waiting period from date of issuance to marriage.
- Marriage must take place within 60 days of issuance of license; otherwise it will expire.
- Person authorized to celebrate rites of marriage must return both copies of marriage license to the Circuit Court Clerk's Office within five (5) days. The marriage license must be returned to the Clerk's Office if not used or if the license expires.

Fees

- \$30 cash or local check.
- Visa or MasterCard is accepted and includes a four percent (4%) convenience fee.
- \$2.50 for each certified copy of marriage license.

Certified Copy of Marriage License

Certified copies of marriage licenses may be obtained in person or by mail from the Clerk's Office that issued the license. Please send requests by mail to: Circuit Court Clerk's Office, P.O. Box 4, 900 Court Street, Lynchburg, VA 24505-0004.

Note: Marriages are not performed by the Clerk's Office. The clergy, minister or other person authorized to perform the marriage must be authorized by a Circuit Court in Virginia in order to perform the marriage. The Circuit Court has a list of individuals authorized by the Court to perform civil ceremonies.

Right-Of-Way Mowing

City right-of-ways (ROW) are maintained throughout Lynchburg using tractors equipped with rotary mowers. On average, each ROW is cut twice per growing season. Every effort is made to complete the final cut as late as possible in the fall so that the ROW looks neat and clean for the winter.

Requests for service regarding City ROW maintenance can be made with Citizens First by calling (434) 856-CITY (2489) or make the request online at www.lyncburgva.gov by clicking on the Citizens First link. Once a request is received, the Urban Forester will inspect the area and schedule any necessary work.

Museums

The Lynchburg Museum at the Old Court House

The Lynchburg Museum, located at 901 Church Street, was built in 1855 and is one of the most visible landmarks in Lynchburg. This Greek revival treasure sits high above the James River with a vista down Monument Terrace to the site of Lynch's Ferry, started here in 1757. Inside the museum are rare photographs, furniture, silver and textiles made in Lynchburg as well as historic costumes.

Lynchburg has a fascinating history that involves Native American tribes, Quaker settlers and the reign of King Tobacco. The museum also offers the chance to learn about the Civil War, canals, railroads and the birth of the new South. Included on three floors

of exhibits are video programs, historic maps, sports and music memorabilia and much more.

Contact the museum at (434) 455-6226 or visit the website at www.lyncburgmuseum.org.

Point of Honor Historic House

Point of Honor is just off Rivermont Avenue at 112 Cabell Street and is a National and Virginia historic landmark. Built in 1815 for Dr. George Cabell, Sr., Point of Honor is a unique octagonal front Federal home with views of the James River. Fully restored, the home is furnished with period antiques with "Monuments of Paris" mural wallpaper in the parlor. A new orientation video was added in March 2012 to help illuminate the story of Point of Honor and the families who called it home.

Tour the authentically restored plantation kitchen and stroll the grounds restored by the Garden Club of Virginia. Also, visit the Gift Shop in the Carriage House. Get to know Central Virginia's past and present with a visit to the Lynchburg Museum System. Contact (434) 455-6226 or visit the website www.pointofhonor.org.

Other Museums (non-City operated)

Amazement Square –The Rightmire Children's Museum

Amazement Square is Central Virginia's first multidisciplinary, hands-on children's museum. The museum has four floors of exciting, interactive exhibits, activities and programs. Visitors of all ages, backgrounds and abilities can explore global and regional topics, the arts and humanities, science and health-related themes, as well as expand their creativity.

Amazement Square is located at 27 Ninth Street (on the corner of Jefferson and Ninth Streets) in downtown Lynchburg. The museum is wheelchair accessible and makes every effort to accommodate visitors with special needs. For more information about admission price, hours, special events and more call (434) 845-1888 or visit www.amazementsquare.org.

Legacy Museum of African American History

The mission of the Legacy Museum of African American History is to collect, preserve and store historical artifacts, documents and memorabilia relating to significant contributions of the African American community in Lynchburg and its environs.

In addition, it offers exhibitions and

programs on all aspects of local African American history and culture from the first arrival of Africans in Lynchburg until the present day. Areas of interest include:

- The Civil Rights Struggle
- Business and Employment
- Civic and Social Organizations
- Entertainment and Sports
- Medicine and Health
- The Black Church
- The Professions
- Political Life
- Education
- Communications
- The Family
- The Arts

The Legacy Museum is located at 403 Monroe Street. For more information, call (434) 845-3455 or visit www.legacymuseum.org.

Maier Museum of Art

Randolph College's nationally recognized Maier Museum of Art features works by outstanding American artists of the 19th and 20th centuries. The College has been collecting American art since 1920 and now holds a collection of several thousand paintings, prints, drawings and photographs in the Maier's permanent collection.

The Museum hosts an active schedule of special exhibitions and education programs throughout the year. Through its programs, internships, museum studies practicum and class visits, the Maier Museum of Art provides valuable learning opportunities for Randolph College students and the community at large. To learn more about the Maier Museum call (434) 947-8136 or visit www.maiermuseum.rmwc.edu. Admission is free.

Pest House Museum (See Old City Cemetery)

Historic Sandusky

Built in 1808 by Richmond merchant Charles Johnston, Sandusky is one of the finest examples of Federal style architecture in Virginia's Piedmont region. During the Civil War, it was owned by Major George C. Hutter, a retired army officer, whose three sons served as officers in the Confederate army.

During the June 17-18, 1864 Battle of Lynchburg, Sandusky was seized by General David Hunter and used as Union army headquarters. Two future presidents,

Rutherford B. Hayes and William McKinley were on Hunter's staff at the time. Union signal officers climbed onto the roof of the house to use it as a signal station and to observe the battle's progress.

The restored house is located at 757 Sandusky Drive. For more information, call (434) 832-0162 or visit the website at www.historicsandusky.org.

Natural Gas Services

(See Utilities)

Old City Cemetery

The Old City Cemetery, located at Fourth and Taylor Streets, is a restored cemetery, founded in 1806. It is a Virginia Historic Landmark listed on the National Register of Historic Places, and is the oldest, still in use public cemetery in Virginia.

Admission to the Cemetery is free. It is open daily dawn to dusk, and with the use of plaques, signage, and brochures, encourages self-guided visits. Approximately 15,000-20,000 people are buried in the cemetery's 26 acres—most before 1925— including political, religious, social and cultural leaders, the city's indigent and “strangers,” veterans of every major American war and conflict, and 2,200 Confederate soldiers from 14 states. Two-thirds of the burials are of African or Native American descent, both free and enslaved. More than one-fourth are infants and young children.

Four small museums provide audio messages while looking in the windows, including the Pest House Medical Museum which recreates 19th century medical practices and a Civil War quarantine hospital; the Hearse House and Caretakers' Museum which features a late 1800s horse-drawn hearse, a Thornhill wagon, and early grounds keeping and burial tools; the Station House Museum, a reconstructed 1898 C&O railway station, which features WWI memorabilia and furnishings; and the Chapel and Columbarium, an 1870's church, formerly the Hermon Methodist Church located in Appomattox. A fifth museum of Victorian-era mourning customs can be visited inside the Cemetery Center, Monday - Saturday from 11:00 a.m. to 3:00 p.m. and by appointment

(Sunday hours vary). The Center also includes a small gift shop and public restrooms. Many areas of the cemetery and museums are handicapped accessible.

Programs, events and exhibits are offered to the public throughout the year. Individualized guided tours with costumed interpreters are available to children and adults by appointment for a small fee. Contact the Old City Cemetery at (434) 847-1465 or visit the website at www.gravegarden.org.

Online Mapping (Parcel Viewer) and GIS Data

The City of Lynchburg's online Geographic Information System (GIS) application, Parcel Viewer, is available for public use for the research of property information, including property boundaries, addresses, owners, tax assessment values, sales information, neighborhoods and much more.

The Parcel Viewer allows users to search an extensive collection of assessment data while also allowing users to spatially view and interact with layers of information on a map. Users of the site can markup the map, identify information within a specified area, and export and save or print information. The background of the map can be changed from a simple road network to aerial photography dating from 1997 - 2011. Useful data layers can be turned on and off for viewing and analyzing. Property boundaries and data can be viewed, saved or printed.

The City Assessor's Office maintains the digital mapping of all property boundaries within the City of Lynchburg in the City's GIS application. The Assessor's Office edits the boundary information within ten (10) business days of notification of recording, keeping the information as current as possible for accurate assessments and research.

For assessment information, call (434) 455-3830, or view the Parcel Viewer online at <http://mapviewer.lyncburgva.gov/parcelviewer/>.

Commonly requested maps can be viewed online or saved in a PDF format on the Map Gallery site at www.lyncburgva.gov.

For more information about the Parcel Viewer, the GIS data download site or the Map Gallery please call (434) 455-3940 or email GIS@lyncburgva.gov.

Open Burning (Fire)

A permit must be obtained before conducting certain types of open burning such as bonfires or for land clearing purposes. Certain other types of open burning are unlawful. Garbage, rubber tires, household refuse, petroleum-based materials, plastics, wiring insulation, demolition materials or any toxic or hazardous materials are prohibited from open burning.

The open burning of leaves, sticks, and yard and garden trimmings is allowed without a permit provided that the following guidelines are complied with:

- The burn site is located where the property owner has given permission for this burning.
- The accumulation of leaves and trimmings must be in a pile that does not exceed eight (8) feet in diameter.
- The pile to be burned must be free of any stumps, large limbs, and prohibited materials.
- The location of the burning must be at least three hundred (300) feet from any building or structure and at least ten (10) feet from the adjoining property line and from public right-of-way. The distance to the property line does not apply when the adjoining property owner(s) has given prior written permission for such burning.
- At least one person sixteen (16) years of age or older shall supervise and be in close proximity of the burning at all times.
- A one-half inch diameter or larger water hose with a nozzle shall be connected to and open and operational spigot and shall be in close proximity to the burning.
- All burning must take place between the hours of 8:00 a.m. and 8:00 p.m.
- Burning must not be conducted when the wind velocity exceeds ten (10) miles per hour or when the Fire Marshal has issued a ban on burning because of very dry conditions or poor air quality.
- The smoke from the burning shall not cause a traffic hazard or health problem for any other person.
- Regulations regarding open burning in Lynchburg are set forth in Chapter 4 of the City Code and in Section 307 of the Virginia Statewide Fire Prevention Code.

For additional information, please contact the Lynchburg Fire Marshal's Office at (434) 455-6375.

Parking Facilities

The City has an inventory of 1036 on-street parking spaces in the Central Business District (CBD) or downtown area. There are approximately 1358 off-street parking spaces controlled by the City. There are an estimated 4185 privately-owned or controlled parking spaces in the downtown area.

City-Owned and Managed Parking Facilities	Number of Spaces
Midtown Parking Deck 910 Main Street	428
Holiday Inn Parking Deck 501 Main Street	312
Clay Street Parking Deck 800 Clay Street	375
Lot A (Permit only) 843 – 845 Church Street	12
Lot B (Permit only) 919-921 Church Street	15
Lot D – 8 ½ – Ninth Street	*
Lot E – 1310 Main Street	54
Lot F – 806 – 812 Court Street	15
Lot G – 820 Court Street	15
Lot H1 & H2 – 1201/1223 Main Street (Community Market)	74
Lot J (Permit only) 211 Ninth Street	34
Lot L – 23 Ninth Street	*
Lot M – 8 Ninth Street	*
Lot N (Permit only) 800 Jefferson Street	24
Total:	1358
* Parking spaces to be determined	

Off-Street Hourly Parking Rates	
Parking Rates or mPark Midtown Parking Deck (910 Main Street) Meter #18177	Parking Rates or mPark Clay Street Parking Deck (800 Clay Street) Meter #22217
\$0.25 for the first hour	\$1 for the first hour
\$1 for each additional hour	\$1 for each additional hour
\$5 maximum per day	\$5 maximum per day
<p>Note: After 5:00 p.m. on weekdays and all day on weekends, parking is free in City-owned parking decks/lots.</p>	

Token Validation Program:

Tokens are available for purchase and can be used as follows:

- For businesses to distribute to customers and shoppers to use to validate their parking on their next visit to downtown Lynchburg.
- One token will allow a customer to park for 1 hour and 45 minutes on the upper level of the Mid-Town Parking Deck or for 1 hour on the middle level of the Clay Street Parking Deck.

Off-Street Monthly Deck/ Surface Lot Parking Permit Rates:

- **\$50** | Clay Street Parking Deck (800 Clay Street)
- **\$50** | Holiday Inn Parking Deck (501 Main Street)
- **\$50** | Mid-Town Parking Deck (910 Main Street)
- **\$25** | Parking Lot N (800 Jefferson Street)
- **\$40** | Parking Lot J (211 9th Street)

Off-Street Residential permits are available for \$25; must provide proof of residency. Contact the Parking Management Division at (434) 455-3990 for an application or download the application online at www.lyncburgva.gov.

Frequently Asked Questions About Parking:

Q How do I contest a parking ticket?

A If you wish to contest a parking ticket, you must schedule a court appearance with the General District Traffic Division Clerk. Please call (434) 455-3850.

Q How much are parking fines?

A An overtime parking fine is \$20; Prohibited parking is \$30.

Q How much is a residential parking permit for residents of downtown?

A A residential parking permit is \$25 per month for the first vehicle; \$50 per month for the second vehicle; permit is for parking 24/7 in City-owned parking facilities.

Q How much are monthly parking permits for City owned parking facilities?

A Parking deck rates are \$50 per month for unreserved and reserved \$75; Surface lot rates are \$25 per month.

Q Where can I apply for residential parking permit?

A An application for residential parking off-street in the CBD is available on the City’s website at www.lyncburgva.gov. The completed application may be taken to the Parking Management Office located on the third floor in City Hall.

P | Parking Facilities

Q *What other types of parking permits are available?*

A Construction and construction dumpster parking permits. They are issued by the City's Inspection Division.

Q *How do I rent a parking space in the Mid-town Parking Deck?*

A Parking spaces are rented by the month in City parking facilities. If you wish to rent a parking space in the Midtown Parking Deck, you will need to complete an Off Street Parking Permit Application and take it to the Parking Management Office located on the third floor in City Hall.

Q *What happens to the revenue that is collected from parking fees and fines?*

A All revenue generated from parking downtown provides funding for the management and operation of parking facilities; maintenance, security, streetscape improvements, and other downtown amenities.

Q *Where can I not park?*

- A
- On a sidewalk or city trail
 - In front of a public or private driveway
 - Within an intersection or traveled way
 - Within fifteen (15) feet of a fire hydrant
 - On a crosswalk
 - Within twenty (20) feet of a crosswalk at an intersection
 - Within thirty (30) feet of any flashing beacon, stop or yield sign or traffic-control signal located on the side of a roadway
 - Within fifty (50) feet of the nearest rail of a railroad grade crossing
 - Within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of the entrance

- Alongside or opposite any street excavation or obstruction when parking obstructs traffic
- On the roadway side of any vehicle parked at the edge or curb of a street
- Upon any bridge or other elevated structure
- Where official signs and/or pavement markings prohibit parking
- Between the street curb, or the edge of the paved portion of the roadway when there is no street curb, and the adjacent sidewalk
- Between the street curb and the adjacent right-of-way line or sidewalk so as to cause the continual mounting and/or dismounting of the curbing.

Q *How do I use mPARK?*

A You need to register to use mPARK. Registration is free and is required only once. Parking can be charged to your Visa or MasterCard credit card. Other billing options include mobile phone accounts. You may reach mPARK toll free by calling: (888) 672-7546.

Q *What is the cost for mPARK?*

A Parking rates for mPARK at the Midtown Parking Deck are \$0.25 for the first hour, \$1 for each additional hour, \$5 maximum per day. Parking rates for mPARK at the Clay Street Parking Deck are \$1 for the first hour, \$1 for each additional hour, \$5 maximum per day.

Note: After 5:00 p.m. weekdays and all day on weekends the parking is free in City-owned parking decks and lots.

For more information, contact the Parking Management Division at (434) 455-3990 or visit the website at www.lyncburgva.gov.

Retirement Living at its Best

Independent Living

8.5-acre lake with walking trail
Apartments & Garden Homes
Housekeeping, transportation
& restaurant-style dining
24-hour emergency call
and response

Assisted Living

24-hour assistance with
activities of daily living
Access to The Summit's
full continuum of care
Staffing includes RN, LPN,
CNA and Medication Aides
Three meals daily

Health & Rehab

Physical, speech and
occupational therapists on-site
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Parks and Recreation

50+ Program

The Lynchburg Parks and Recreation Department offers a variety of classes and health and wellness activities for adults over 50. Some of the activities are free while others have a nominal fee to participate. Transportation is provided to many of the activities for local residents. From baseball to bridge, there is something for everyone.

Senior Adult Programs available at most recreation centers. Templeton Senior Center is a dedicated center for senior programs only. Please call (434) 455-4115 for information about senior programs and the days and hours of operation or visit www.lynchburgva.gov/parksandrec.

After-School Program

Neighborhood centers focus weekday afternoons on helping children succeed in school with tutoring, homework help, fitness activities and play time. Children should register at the recreation center of their choice. After-School Program hours vary based upon Lynchburg City School's schedule.

Aquatics

During the summer months, the Parks and Recreation Department's Aquatics Program provides swim lessons for children and adults as well as first aid, CPR and life guarding classes at Miller Park Pool. Miller Park Pool is the only municipal pool in the region and is the largest outdoor aquatic facility in Lynchburg. Miller Park Pool features a mushroom fountain, a kiddie pool area for toddlers a water slide, low dive and the region's only high dive! A snack bar is also on site.

Athletics Program

The Athletics Program provides youth and adult athletic activities for the citizens of Lynchburg. In addition to several City programs, Parks and Recreation partners with other community athletic groups to provide access to fields, support tournament play, and assist in registration and coordination of teams. For more information, please call (434) 455-5858 or visit www.lynchburgva.gov/parksandrec.

Cancellation Information

Call (434) 455-5860 for recorded

information available 24 hours a day from touch-tone phones concerning Parks and Recreation cancellations:

- Athletics – Extension 1
- Classes and Activities – Extension 2
- Neighborhood Centers – Extension 3
- Naturalist/Adventure – Extension 4
- Senior Adult – Extension 5
- Parks – Extension 6
- Community Market- Extension 7

Classes and Activities

Parks and Recreation offers classes and activities for youth and adults. Art classes include painting, drawing, ceramics, stained glass and cartooning. Other classes include a wide variety of topics including dance, photography, knitting, lettering and computers. Many other specialty classes and workshops are held throughout the year. In addition, the Follystick Theater offers young people a chance to participate in a theater production whether as performers or as backstage crew.

To find out more about classes being offered and to register for a class, look for the Parks and Recreation activity guide at www.lynchburgva.gov/parksandrec, or call (434) 455-5858.

Miller Park Pool Rentals

Limited group and private rentals are available during the summer season. The pool can accommodate both large and small groups, and is a great place to hold a neighborhood gathering, birthday party or family reunion!

For more information and availability, please contact the Aquatics Office at (434) 455-5884.

Naturalist/Adventure Program

The Naturalist/Adventure Program offers classes, trips, workshops and activities that explore the wonderful world all around us. Kayaking, rock-climbing, camping and other outdoor adventures are led by experienced naturalists. Programs include Nature Zone tours, Wee Wild Ones series (for preschoolers), Family Nature Night series, FrogWatch, programs for Girl and Boy Scout troops and many other individual programs. The Naturalist/Adventure Program also offers volunteer training sessions for the Nature Zone Volunteer Program and the Animal Feeder Volunteer Program. In addition, staff provides programs about the natural world to school and community groups throughout the city.

The Nature Zone

The Nature Zone is a hands-on experience for everyone from toddlers to teens, so bring the whole family. Visit live animals (snakes, toads, flying squirrels, turtles, an iguana, and an opossum) on site. A large collection of animal skulls and bones, snake skins, animal pelts, stuffed animals, an insect collection and lots of books and pamphlets with information about the natural world is available. Staff members are on hand to answer questions and introduce visitors to the facility. Some of the animals can be touched in order to get up-close and personal with a different sort of creature.

The Nature Zone is located on the ground floor of the Kemper Street Train Station, 825 Kemper Street. The hours are:

- June 1 – September 30 | Wednesdays from 3:00 p.m. – 9:00 p.m.
- October 1 – May 31 | Wednesdays from 3:00 p.m. – dusk
- Year Round | Fridays from noon – 6:00 p.m.
- Year Round | Saturdays from 10:00 a.m. – 4:00 p.m.

Children 15 and under should be accompanied by an adult. For more information, call (434) 455-5878 or visit the Nature Zone on the web at www.lynchburgva.gov/parksandrec.

Neighborhood Centers

Parks and Recreation offers neighborhood-based programs for Lynchburg families, 50+ adults, and youth between the ages of six and seventeen at local neighborhood centers.

College Hill Center
811 Jackson Street (434) 847-1418

Daniel's Hill Center
314 Cabell Street (434) 847-1396

Diamond Hill Center
1005 17th Street (434) 847 1409

Fairview Center
3621 Campbell Avenue (434) 847-1751

Jefferson Park Center
405 York Street (434) 847-1405

Miller Center
301 Grove Street (434) 455-5890

Yoder Center

109 Jackson Street (434) 847-1645

Neighborhood Center 50+ Programs

College Hill, Diamond Hill, Fairview and Miller Centers all offer special programs, classes and activities for participants aged 50+. Contact each center for information about programs.

Neighborhood Center Family Programs

Each center offers programs, classes and activities for neighborhood families; game nights, pot-luck dinners and cultural programs are just a few of the offerings. Contact each center for a complete listing.

Park Policies

- No trespassing after posted park hours.
- Alcoholic beverages and/or other controlled substances are prohibited.
- Pets must be restrained on a leash at all times.
- The amplification of music, speeches or any other sound audible beyond 50 feet is prohibited except upon written permission from the director of Parks and Recreation.
- Motorized vehicles are prohibited except in parking areas and designated roadways.
- No one shall leave a motor vehicle in the city parks after posted hours of operation.
- No littering or glass containers allowed.
- The collection, destruction and/or removal of plants, animals, minerals or historical/cultural items are strictly forbidden.
- No camping or open fires permitted except in areas designated for such use.

Parks & Trails

The City of Lynchburg has 20 parks that encompass almost 900 acres of land. Lynchburg's parks range in size from .25 acre to over 250 acres and include neighborhood parks, community parks and natural areas. Lynchburg parks have an amazing assortment of resources for the community, including, athletic fields and courts, playgrounds, historic monuments, beautiful gardens, walking, biking and hiking trails, picnic shelters, playgrounds, disc golf, a lake for fishing and boating, a pool and sprayground. In addition, Lynchburg's parks offer an opportunity to explore the varied terrain and habitats of Lynchburg, including access to the James River at the James River Canoe Ramp, Riverfront Park and the Percival's Island Natural Area. There are also extensive walking trails along Blackwater Creek

and mountain bike and hiking trails in Peaks View Park.

The following is a list of parks in Lynchburg. Complete information about Lynchburg's parks is available at www.lynchburgva.gov/parksandrec.

- Aubrey Barbour Park .5 acre
- Biggers Park .5 acre
- Blackwater Creek Natural Area 297 acres
- Blackwater Creek Athletic Area 19.5 acres
- College Park .5 acre
- Fort Avenue Park .5 acre
- Heritage Park 59 acres
- Hollins Mill Park 3 acres
- Ivy Creek Park 29 acres
- Jefferson Park 23 acres
- Miller Park 37 acres
- Peaks View Park 250 acres
- Percival's Island Natural Area 56 acres
- Riverfront Festival Park 2 acres
- Riverside Park 47 acres
- Sandusky Park 17 acres
- Valleyview Playlot .25 acre
- Westover Park .25 acre
- Younger Park 5 acres
- James River Canoe Ramp

Picnic Shelter Rentals and Use

The City of Lynchburg has nine picnic shelters located in five parks. Shelters are available free of charge on a first-come, first-serve basis except when reserved and rented in advance. Shelters may be rented and reserved April 1 through October 31 up to a year in advance. Reservations are good all day from 9:00 a.m. until dark. Peak use of picnic shelters occurs during spring and summer and especially on weekends and holidays.

- The seating capacity for small shelters is 40 and for large shelters, 80. All shelters have grills for cooking. Refunds are not given for inclement weather.
- To reserve a shelter, submit a Facility Use Permit with accompanying fees.
- The Facility Use Permit may be obtained at www.lynchburgva.gov/parksandrec or pick up a copy at the Miller Center located at 301 Grove Street.
- Permits must be received by Parks and Recreation no later than three business days in advance of the requested date of the reservation.
- Reservations cannot be completed by telephone and resident/non-resident fees apply to all rentals.

- Reservation requests for activities that exceed shelter capacity and/or impact the use of the park by other park visitors may require additional applications, insurance, and fees.

For more information, call (434) 455-5889, visit the Miller Center at 301 Grove Street, or go to www.lynchburgva.gov/parksandrec.

Picnic Shelters:

- **Blackwater Creek Athletic Area**
515 Monticello Avenue
» 1 Large Shelter
- **Jefferson Park**
315 Chambers Street
» 1 Large Shelter, ADA accessible
- **Miller Park**
2100 Park Avenue
» 1 Large Shelter (electricity available for fee), ADA accessible
» 1 Small Shelter
- **Peaks View Park**
170 Ivy Creek Drive
» 1 Large Shelter
» 1 Small Shelter
- **Riverside Park**
2270 Rivermont Avenue
» 2 Small Shelters, ADA accessible
» 1 Gazebo (electricity available for fee and water nearby)

Scholarships

Scholarships are available to Lynchburg residents who have a financial need. A scholarship application form can be found on the web at www.lynchburgva.gov/parksandrec or at the Miller Center, 301 Grove Street.

Summer Camp

Some neighborhood centers have a summer camp program for Lynchburg residents between the ages of six and eleven. Summer camps offer participants activities such as swimming, bowling, afternoon movies, sports, naturalist and crafts programs and field trips to local points of interest. There is a modest fee for each four-week summer camp session. Register online at www.lynchburgva.gov/parksandrec or call (434) 455-5858 for more information.

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Personal Property Tax

Automobiles, trucks, recreational vehicles, motorcycles, trailers, boats, airplanes, mobile homes, business furniture, fixtures, equipment, and machinery and tools used in a manufacturing process are all considered personal property and are subject to a tax. Personal property is assessed by the Commissioner of the Revenue who is required by law to assess vehicles by means of a recognized pricing guide. The pricing guides used are the National Automobile Dealers Association official used car guide and the official older used car guide. Average trade in is the value taken from these books. If a vehicle is not listed in the guide, the assessment will be based on a percentage of purchase cost or a percentage of manufactured suggested retail price.

The pricing guide used for motorcycles is the National Automobile Dealers Association Motorcycle appraisal guide. The value taken is rough trade in. For most other personal property, the assessed value is based on a percentage of original cost.

The personal property tax rate is established by Lynchburg City Council. The tax is determined by multiplying the property's assessed value by the tax rate. The current personal property rate is \$3.80 per \$100 of assessed value. The current rate for machinery and tools is \$3 per \$100 of assessed value. Mobile homes are assessed as personal property but are taxed at the real estate rate which is currently \$1.05 per \$100 of assessed value.

Personal property taxes are billed in two installments. The first installment, which includes the City vehicle license fee, is mailed May 1 and is due June 5. The second installment is mailed November 1 and is due December 5.

Although the City of Lynchburg does not require automobiles to display a decal, all vehicles with active license plates will be charged a City license fee. This fee is included on the first installment of personal property taxes. If your vehicle has been registered at DMV with a City of Lynchburg garage jurisdiction, you do not need to contact the Commissioner's Office. DMV will forward your vehicle information to the Commissioner.

For more information about personal property, contact the Commissioner of the Revenue at (434) 455-3870.

Police Department

The Lynchburg Police Department (LPD) is a nationally accredited law enforcement agency serving a residential population of 75,568 and an estimated daytime population of 98,600 within a geographic service area of 50 square miles. Formed in 1805, the LPD currently employs 170 sworn officers, five animal wardens and 29 civilian support staff. The LPD's mission is to preserve peace and order within the Lynchburg community by preventing crime and protecting people and property; by investigating criminal activity and apprehending criminals; by promoting traffic safety; by educating; by working cooperatively to solve neighborhood problems; by fostering positive relationships and neighborhood self-sufficiency; and by practicing bias-free recruitment, hiring and promotion -- while respecting the rights and dignity of all persons. The primary Lynchburg Police Department facility is located at 905 Court Street. The Police Department's non-emergency contact number is (434) 455-6041. In an emergency situation, please dial 9-1-1.

Business Crime Prevention Program

The Business Crime Prevention Program is a partnership between the Lynchburg Police Department (LPD) and area retail businesses and other businesses to promote crime prevention. Business owners in the city can request a free security assessment of their business to assess vulnerability in their security and business procedures. Business members are also given information to address work place violence concerns and develop crisis management plans. Training is offered in partnership with the Retail Merchants Association and the Lynchburg Chamber of Commerce, and upon request from individual businesses, on topics ranging from Loss Prevention, Burglary Prevention, Workplace Violence Prevention, Bank Robbery Procedures and Crime Prevention Through Environmental Design. For more information about the Business Crime Prevention Program, call the Crime Prevention Unit at (434) 455-6070.

Crime Stoppers

Central Virginia Crime Stoppers, Inc. is a non-profit 501(c)(3) corporation that brings

together law enforcement, the community and the news media in a joint effort to solve crime. This project represents an unprecedented level of law enforcement cooperation and support from the following communities:

Altavista (Town)	Amherst County
Amherst (Town)	Appomattox County
Bedford City	Bedford County
Brookneal (Town)	Campbell County
Liberty University	Lynchburg
Nelson County	Virginia State Police

The program pays cash rewards up to \$1,000 to people who call the special tip line and give enough information to help solve felony crimes. Callers remain anonymous, and the tip line does not have caller ID.

Anyone with any information regarding crimes or the identity of suspects is asked to call Crime Stoppers at 1-888-798-5900, visit the Central Virginia Crime Stoppers website at www.cvcrimestoppers.org to enter a web tip, or text "CVCS" plus your message to 274637.

Neighborhood Watch

Neighborhood Watch (NHW) is a group of citizens organized to monitor neighborhood activity and to proactively address problems and issues that affect their particular neighborhood. The Lynchburg Police Department does not initiate these groups but assists them in getting started and supports them. Most NHW groups usually meet several times a year. Currently, the city of Lynchburg has 52 active NHW groups. For more information, call the Crime Prevention Unit at (434) 455-6070.

Police Department Speakers Bureau

The Lynchburg Police Department can provide groups/organizations with speakers who can present information on a variety of topics, such as:

- **Personal Safety** – Basic personal safety tips used to lessen the chance of becoming a victim of crime. Also basic personal defense techniques if a victim of an assault.
- **Family Internet Safety** – Introduces parents and children to the dangers lurking on the internet and how to stay safe online.
- **Cyber Bullying and Sexting** – An eye opening presentation on the realities of bullying

online and sexting.

- **Basic Safety Tips for Seniors** – Geared towards senior citizens with an overview personal safety, home security and the dangers of fraud.
- **Gang Awareness Seminar** – Information on gang awareness and gang mentality shared in a seminar format for schools or civic organizations.
- **Keeping Safe at Home and On the Road** – Safety tips relating to home security and precautions for travel and vacations.
- **Preventing Fraud and Identity Theft** – Information geared to protect citizens against the dangers of fraud, scams and identity theft.
- **Target Hardening for Retail Businesses** – Teaching ways to make your business less likely a target for criminals. Done through locks, lighting, product placement, staff training, etc.
- **Shoplifting and Loss Prevention for Businesses** – An overview of crime prevention techniques regarding to internal thefts and external thefts including professional and organized crime.
- **Workplace Violence Prevention** – Teaching ways to recognize warning signs of potential workplace violence, how to more effectively deal with people to resolve the issue, and how to plan for safety in the workplace to prevent episodes from occurring.
- **Child Abuse Prevention** – Teaching ways to recognize warning signs of possible abuse in children, geared towards mandatory reporters, and how and when to report signs of abuse.

Contact the Crime Prevention Unit at (434) 455-6070 to schedule a speaker.

Police Department Programs

The Lynchburg Police Department offers a number of programs for citizens and businesses that help address safety, crime and other issues. To learn more about the following list of programs, contact the Crime Prevention Unit at (434) 455-6070 or visit the web at www.lyncburgva.gov.

- **Ride-Along Program**
Citizens at least 18 years of age may ride with police officers during a shift to learn about the police procedures. Participants must clear a records check prior to riding

with a police officer.

• ***Bicycle Safety “Rodeos”***

Safety tips for children on the operation and handling of bicycles. Stresses the importance of always wearing a helmet while biking.

• ***Occupant Restraint / Child Seat Installation***

Instruction on the proper use of restraint devices located within vehicles as well as the proper installation of child safety seats. The Lynchburg Police Department provides child safety seats (if available) to those unable to afford one.

• ***Vacant House Checks***

Officers will conduct security checks of homes while homeowners are out of town or otherwise away from home for extended periods of time.

• ***Project Lifesaver***

Electronic means of locating the elderly or those suffering from Alzheimer’s disease who have wandered off from home or healthcare facility. This program is a partnership between the Lynchburg Police Department and the Lynchburg Sheriff’s Office.

• ***Concerned Reliable Citizens’ Program***

Concerned citizens attend a one-hour training session on how to recognize illegal drugs, drug transactions, and people who sell them. After completing this training, the citizen is assigned a code name. The next time that citizen observes drug activity occurring, they call the police and provide the dispatcher with their code name and information on what they are seeing at the time. After verification of the code name, the dispatcher will send officers to investigate the drug complaint. Since the citizen providing the information has already been trained on the recognition of drug transactions, the officers do not have to personally observe illegal activity prior to acting on the complaint. If an arrest is made based on the information provided by the concerned reliable citizen, that citizen will never be summoned to court or have their identity revealed. This program is a partnership between the Lynchburg Police Department and the Commonwealth Attorney’s Office.

Security Assessments

The Lynchburg Police Department can offer a business owner or home owner a free security assessment to help reduce their likelihood of becoming a victim of crime. One goal of the assessment is to help prevent burglary, or someone from breaking into the business or home to steal. This is accomplished using the principles of Crime Prevention Through Environmental Design to make the property a “hard target” to the would-be criminal. This type of security assessment provides advice on lighting, locks, landscaping, maintenance, alarms and environmental issues that affect the security of the business or home. For more information call the Crime Prevention Unit at (434) 455-6070.

Project Lifesaver

The primary mission of Project Lifesaver is to provide timely response to save lives and reduce potential injury for adults and children who wander due to Alzheimer’s, autism, and other related conditions or disorders.

The task of searching for wandering or lost individuals with Alzheimer’s, autism, Down syndrome, dementia or other cognitive conditions is a growing and serious responsibility. Without effective procedures and equipment, searches can involve multiple agencies, hundreds of officers, countless man hours and thousands of dollars. More importantly, because time is of the essence, every minute lost increases the risk of a tragic outcome.

Lynchburg Project Lifesaver was founded in April 2002 by the joint efforts of the Lynchburg Sheriff’s Office, Lynchburg Police Department and the Lynchburg Lifesaving Crew and is staffed 24 hours a day, seven days a week by a joint search team from member agencies who are activated by pagers. These individuals are on call for a 10-day period with assigned vehicles equipped with receiving units.

How can a resident sign up for the Project Lifesaver program?

Anyone who has a family member with a cognitive dysfunction and is interested in this program may sign up for Project Lifesaver. There is a monthly \$25 maintenance fee. The application can be downloaded from www.lynchburgsheriff.org or for more information, contact (434) 847-1301.



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Real Estate Ownership & Transfer Information

The City Assessor's Office maintains the ownership records on all real estate (real property) within the City. As property is bought and sold within the city, deeds are recorded at the Clerk of the Circuit Court's Office, 900 Court Street. Every two to three days, a list of all ownership changes from the Clerk's Office is provided to the Assessor's Office which allows the office to update the ownership information for the subject property. This ownership and property information is then sent electronically to the City's Billings and Collections Division for billing of real estate taxes. The information is also sent to the City's Building Inspections Division for the permit system as well as to the online GIS application, Parcel Viewer, for public information and research. Along with the ownership information, the Assessor's Office maintains information on the use of the property, the taxable status of the property, and the property address. For more information, call the City Assessor's Office at (434) 455-3830.

Real Estate Reassessment

On a biennial schedule, or in odd years (ex. 2011, 2013, 2015, etc.), the City Assessor's Office completes a general reassessment of all real estate (real property) within the City of Lynchburg, excluding public service corporations (ex. utility companies, rail companies, etc.) that are assessed by the State Corporation Commission. State Code mandates that property assessments be based on 100% fair market value. There are several approaches that are commonly used to derive this value: cost, sales comparison and income approaches.

There are numerous factors to consider when assessing property for an entire city. Sales in one neighborhood may indicate higher percentage increases than in another neighborhood, and in the same neighborhood, different house types may not have the same level of demand in the real estate market. For example, one-story houses may be more in demand than two-story houses; or older homes in that same neighborhood may be rising in value slower than new homes; or on one street, the houses are better cared for than they are on the next street. This means that percentage changes in values can vary dramatically across the city

from one reassessment to the next. Some of the characteristics that can affect value are location, condition, size, terrain, heating type, number of baths, basement finish, fireplaces, porches, garages, decks, etc.

Property owners often ask how their property value increased when they did not add onto or renovate their properties. In most cases, property values will increase with the passing of time. This is not always the case; however, inflation alone can cause property values to go up. General economic conditions such as interest rates, inflation rates, changes in the tax laws, etc. will influence the value of real estate. For more information call the City Assessor's Office at (434) 455-3830.

Real Estate Rehabilitation Tax Exemption Program

The City of Lynchburg offers a program for tax exemptions to eligible and qualified properties under substantial rehabilitation. There are eligibility requirements as well as an application process for this program. The program encourages the renovation of older homes and businesses within the city and is managed by the City Assessor's Office. In order to be eligible, a residential or multi-family property must be at least 50 years old and must be renovated to increase the assessed value by no less than 40%. For commercial or industrial properties, the existing structure must be at least 25 years old and be renovated to increase the assessed value by at least 60%. If approved, residential or multi-family exemptions are effective for fifteen (15) years, and commercial or industrial exemptions are effective for five (5) years.

The tax exemption for properties that qualify is equal to the increase in assessed value resulting from the rehabilitation of the structure as determined by City appraisers. The program is not a "tax freeze;" however, the exemption amount is subtracted from the fair market value assessment for each year before taxes are calculated. For example, a residential property originally built in 1950 is being rehabilitated by its owners. The base assessment value for the structure as determined by City appraisers is \$50,000. Within two years, the rehabilitation is complete and City appraisers do a final inspection of the property and determine the new assessed value to be \$150,000. The tax exemption amount of \$100,000 would be

subtracted from the assessment value before taxes are calculated for billing. The tax savings are demonstrated by the calculations below:

Without the tax exemption, after rehabilitation:

\$150,000 x \$1.11 tax rate per \$100 of value = \$1,665 yearly real estate tax

With the tax exemption, after rehabilitation:

\$150,000 - \$100,000 = \$50,000 x \$1.11 tax rate per \$100 of value = \$555 yearly real estate tax

Note: The Real Estate Tax Rate as of July 1, 2012 is \$1.11 per \$100 of real estate value.

For more information call the City Assessor's Office at (434) 455-3830 or visit www.lyncburgva.gov.

Recycling

The City of Lynchburg currently provides nine drop-off recycling collection centers around the city. They are open 24 hours a day, seven days a week.

Drop-Off Center Locations

- Kroger, Linkhorne Drive behind the Comcast Cable office
- Kroger, Old Graves Mill Road and Timberlake Road
- River Ridge Mall, near Sears
- Fairview Square Shopping Ctr. Campbell Ave.
- Village Court Shopping Ctr., Boonsboro Rd.
- The Plaza, Lower Level
- Regional Services Administration Office, Concord Turnpike
- Grace Street, behind fire station
- Lakeside Drive at Alleghany Avenue

Accepted Recyclables and How to Prepare

- Corrugated Cardboard: NO food boxes; flatten boxes
- Drink and Food Cans: NO pans, foil, or other metal items; labels ok; rinse and crush
- Newspapers and Inserts: NO bags, boxes or strings; all newspapers inserts ok
- Mixed Paper: All food boxes and paper products accepted EXCEPT wax paper; windowed envelopes and staples ok; flatten
- Plastics # 1 through 7: NO plastic grocery bags, auto-oil bottles or other bottles that contained hazardous liquids; rinse and crush

Only items listed on the bin signs are allowed. Incorrect material and/or trash placed in the bins may cause that bin to be emptied at the landfill instead of the recycling processor. Remember, "If in doubt, throw it out!"

The City is exploring opportunities to partner with private companies regarding recycling options in Lynchburg. The goal to ensure that the recycling locations are as convenient as possible to Lynchburg residents. The City will keep residents informed should changes be made in the locations of drop-off centers or in the materials that may be recycled.

For more information contact (434) 856-CITY (2489) or visit the web at www.lyncburgva.gov.

Recycling Boxes

The City of Lynchburg provides free cardboard recycling boxes that are ideal for storing recyclables to take to the drop-off recycling centers. Easy to follow instructions on how to properly recycle materials are printed on the box. Lynchburg residents may pick up a free recycling box (limit one per household) at the following locations:

- City Hall Information Desk
900 Church Street
- Public Works Building
2nd Floor, 1700 Memorial Avenue
- Parks & Recreation
301 Grove Street
- All Neighborhood Community Centers

Schools (Lynchburg City Schools)

Since 1871, students have entered Lynchburg City Schools (LCS) with anticipation and enthusiasm. The school division offers challenging academics, personal enrichment, and a foundation for life experience in an increasingly global community. It is the mission of Lynchburg City Schools, with its Tradition of Excellence, to recognize the uniqueness and worth of all students and teach each student the concepts, knowledge and skills necessary to be a thinking, productive and responsible citizen.

Lynchburg City Schools consists of eleven elementary schools, three middle schools and two high schools.

Elementary School

In partnership with parents and the community, the school division is committed to helping elementary age children develop their full potential by providing learning opportunities that recognize individual needs. Elementary schools provide an optimal academic environment and accelerated learning opportunities. Along with the basic learning skills, students are taught concepts of character development and citizenship.

Middle School

In bridging the gap between elementary school and high school, middle school provides the vehicle through which students move from the child-centered, team-teaching and unit approach of the elementary school to the departmentalized and comprehensive instructional program available in high school.

High School

Within the high school instructional program, courses range in level of difficulty to meet the students' needs, interests, and academic abilities. Advanced classes, including advanced placement and dual-enrollment courses for college credit, are offered in all academic areas. Career-Technical Education classes are offered in many career fields. Inter-scholastic varsity sports programs are offered to all students as well as cultural arts programs, including art, drama, band, orchestra, and vocal ensembles.

Other School Resources

LCS's excellent educational opportunities and resources also include the Central Virginia Governor's School for Science & Technology, Career-Technical Education programs, the Gifted Opportunity Center, Hutcherson Early Learning Center, LAUREL Regional Program, The Adult Learning Center, Alternative Education and The Parent Resource Center.

For more information on Lynchburg City Schools, call (434) 522-3700 or visit the website at www.lcsedu.net.

Lynchburg City School Division Directory

School Administration building

Superintendent

915 Court Street, P.O. Box 2497, 24505-2497
(434) 522-3700, ext. 101

Facilities & Transportation

3525 John Capron Road, 24501
(434) 522-3772 or (434) 522-3700,
ext. 158/159

High Schools (2)

E. C. Glass (9-12)

2111 Memorial Avenue, 24501
(434) 522-3712

Heritage (9-12)

3020 Wards Ferry Road, 24502
(434) 582-1147

Governor's School (1)

Central Virginia Governor's School

For Science & Technology (11-12)

3020 Wards Ferry Road, 24502
(434) 582-1104

Middle Schools (3)

Paul Laurence Dunbar Middle

School for Innovation (6-8)

1200-1208 Polk Street, 24504
(434) 522-3740

Linkhorne (6-8)

2525 Linkhorne Drive, 24503
(434) 384-5150

Sandusky (6-8)

805 Chinook Place, 24502
(434) 477-5959

Elementary Schools (11)

Bass, William Marvin (K-5)

1730 Seabury Avenue, 24501
(434) 522-3769

Bedford Hills (K-5)

4330 Morningside Drive, 24503
(434) 384-2221

Dearington School for Innovation (K-5)

210 Smyth Street, 24501
(434) 522-3757

Heritage (PreK-5)

501 Leesville Road, 24502
(434) 582-1130

Linkhorne (PreK-5)

2501 Linkhorne Drive, 24503
(434) 384-6611

LCS Math & Science Resource Center

1201 Floyd Street, 24501
(434) 455-2003

Munro, Paul M. (PreK-5)

4641 Locksview Road, 24503
(434) 384-1721

Payne, Robert S. (PreK-5)

1201 Floyd Street, 24501
(434) 522-3762

Perrymont (PreK-5)

409 Perrymont Avenue, 24502
(434) 582-1100

Sandusky(K-5)

5828 Apache Lane, 24502
(434) 582-1111

Sheffield (PreK-5)

115 Kenwood Place, 24502
(434) 582-1115

Thomas C. Miller Elementary School for Innovation (K-5)

600 Mansfield Avenue, 24501
(434) 522-3717

Elementary Schools which provide alternative program opportunities (2)**Carl B. Hutcherson****Early Learning Center (Ages 2-4)**

409 Perrymont Avenue, 24502
(434) 522-3756

Gifted Opportunity Center (Ages 3-5)

1201 Floyd Street, 24501
(434) 522-3762

Special Programs: Adult/Alternative, Parent/Family and Special Education (11)**The Amelia Pride Center (Grades 9-12)**

1200-1208 Polk Street, 24504
(434) 522-3742

The Adult Learning Center (ABE/GED)

VA Jaycees Building, lower level
1015 Miller Park Square, 24501
(434) 522-2319

RODEO (Alternative/Adult)

VA Jaycees Building, lower level
1015 Miller Park Square, 24501
(434) 522-2319

Fort Hill Community School**Homebound Program**

1350 Liggates Road, 24502
(434) 522-2313

Parent Resource Center**Tarkington Building**

2600 Memorial Avenue, Suite 107, 24501
Mail To: P.O. Box 2479, 24505-2479
(434) 522-3737

Project REACH (Pre-school)

2401 High Street, 24504
(434) 522-3748

Fort Hill Community School (Grades 6-8)

1350 Liggates Road, 24502
(434) 477-5918

The LAUREL Program* (Ages 2-21)

401 Monticello Avenue, 24501
(434) 522-3716

* Provides services for the severely and profoundly handicapped, ages 2-21.

Sewer Adjustment Program

Commercial, industrial and institutional City sewer customers may apply for sewer rate relief for waste water that is not returned to the sewer system. Examples of water not being returned include irrigation, cooling water and water used in products. For more information, contact the Water Resources Department at (434) 455-4250.



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Sheriff's Office

The Lynchburg Sheriff's Office is responsible for courthouse and courtroom security, service of all court legal documents, execution of court orders, transportation of prisoners, and other general public safety. All powers, responsibilities and duties of the Lynchburg Sheriff's Office derive from common law, the Virginia Constitution, the Code of Virginia and the City of Lynchburg Charter. The Sheriff is an elected official. The office is located at 907 Clay Street and may be reached at (434) 847-1301.

Snow Clearing Residents' Responsibility

According to City Code, it is the duty of the resident of every house or lot to have all snow removed from sidewalks or footways in front of their home within four (4) hours after snow has stopped. If the snow ends during the night, sidewalks or footways must be cleared by 12 noon the following day. Residents are advised to shovel driveways AFTER the City plows have passed. Plows will not return to unblock driveways. Snow should not be shoveled or blown onto a City street or sidewalk.

Snow Removal

Snow and ice control begins when winter conditions merit. City snow crews are responsible for clearing snow/ice from 853 lane miles of streets. Snow and ice control is accomplished on a priority basis. Snow plows and spreaders are required to stay on primary and secondary routes while precipitation is falling.

The City of Lynchburg clears snow by the following priorities:

- First Priority - Clearing of all primary streets and heaviest traffic routes.
- Second Priority - Clearing of all collector streets and bus routes.
- Third Priority - Plowing of all residential streets if more than two inches of snow exists.
- Other - City crews work around the clock to handle slick spots and other street problems. Chemicals and abrasives are used only on main routes and bridges as needed.

Snow removal service is also provided for City steps, sidewalks, bridges, and City owned parking lots. Call the Streets Division at (434) 455-4450 only when necessary and be assured that your individual concern will be handled as promptly as possible.

Snow School

The Streets Division has developed an informational program called "Snow School." The program is designed to introduce kindergarten through third grade students to snow removal operations within the City and to show them the impact snow removal has on their daily lives.

The program includes a visit from a City snow fighter who arrives at the school in a City snow plow. Students are told how the City handles snow and what the students can do to help during a snow storm. The presentation lasts about 30 minutes and can be scheduled from late October through early February by contacting the Streets Division of Public Works at (434) 455-4450.

Social Security Office

The Lynchburg Social Security Office is located at 7618 Timberlake Road. The office can be reached locally by calling (434) 582-1520 or (866) 964-6142; or call (800) 772-1213.

In addition, the following services are available online at www.socialsecurity.gov:

- Figure your retirement, disability, or survivors benefits
- Apply for retirement, disability, or spouse's benefits
- Apply for help with Medicare prescription drug costs
- Request a Social Security Statement
- Request a replacement Medicare Card
- Request a replacement Social Security Benefit Statement (Form SSA-1099/1042S for taxes)
- Request a Benefit Verification Letter (also called "proof of income," "budget," "Benefits," or "proof of award" letter)
- Find Social Security forms
- Find Social Security publications
- Find other government websites by going to FirstGov (www.firstgov.gov), your link to all government sites

- Find the Social Security office nearest you
- If you get or recently applied for benefits, you can change your address or telephone number

If you get or recently applied for benefits AND you have a password, you can also...

- Check your Social Security benefits
- Have your Social Security benefits sent directly to your bank or change your direct deposit
- Or, call the local Lynchburg office or toll free at (800) 772-1213; TTY (800) 325-0778

You can do these activities online...

- Request an application for a replacement Social Security card (you will be sent a Social Security Form SS-5, Application for a Social Security Card)
- Correct the name on your Social Security record (you may need to mail or bring proof of your identity or other documentation to your local office)
- Have your Social Security benefits sent directly to your bank
- Discuss the rules for getting Social Security benefits
- Ask questions about your check or report a missing check
- Report a death
- Discuss the amount of your overpayment
- Set up a plan for paying your overpayment
- Ask to repay your overpayment in installments
- Ask SS to waive your overpayment
- Discuss Representative Payee situations
- Request an appointment at a Social Security office near you
- Get phone numbers for other government agencies

Department of Social Services

The Department of Social Services (DSS) encourages and supports positive actions for families and individuals to reach their developmental goals of independence, self-worth, and responsible citizenship. The department is located at 99 Ninth Street and can be reached by calling (434) 455-5850 or visiting the website at www.lynchburgva.gov.

Adoption Services

Adoption services are provided to children who have been legally freed for adoption with the goal of placing them in stable, permanent adoptive homes. Ongoing adoptive post-placement services are provided to children and their adoptive families according to the special needs of the child. Services are also provided to families seeking to adopt a child and to expectant parents who are considering placing their child for adoption. For information, call Social Services at (434) 455-5850.

Adult Services/Adult Protective Services

Adult Services are provided to adults to maximize self-sufficiency and to prevent abuse, neglect, and/or exploitation. Services include supportive counseling information and referral, facilitating health care, adequate living arrangements and companion services. In addition, pre-screenings for nursing home placements and community based services can be provided to enable the adult to remain in his/her home. Initial screenings and annual reassessments for Adult Living Facility placements are also provided.

The Adult Protective Services program includes the identification, receipt and investigation of abuse, neglect, or exploitation of persons over 60 or to persons 18 and older who have a physical or mental impairment (incapacitated). Reports are received 24 hours a day, seven days a week. Valid complaints are investigated within 24 hours if it is deemed an emergency or within five (5) calendar days for all other reports. The goal of the investigation is to determine if the adult is in need of protective services and if so, to decide which services are needed to prevent further abuse, neglect, and/or exploitation.

To report a concern, call Social Services at (434) 455-5752 and ask to speak with the Adult Services Screener. After business hours and on weekends call the State Hotline: (888) 552-ADULT (2385).

Adult Services Intake

Adult Services Intake provides an array of comprehensive services that includes taking reports of abuse, neglect and exploitation within the elderly and disabled population. The Adult Services Intake program provides emergency services for those who come in seeking help with prescription medications, food, clothing and shelter. In addition, the program also acts

as a link between individuals and community agencies such as the Salvation Army, Lynchburg Community Action Group, the Central Virginia Area Agency on Aging and Interfaith Outreach. The office also processes referrals for a variety of needs including in-home services for personal care, placement in nursing homes or placement in assisted living facilities. For more information, call Social Services at (434) 455-5752. After business hours and on weekends call the State APS Hotline: (888)-552-ADULT (2385).

Children/Family Services

Child Care Services

Child Care Services are provided by Social Services to enable low income families, including recipients of TANF, to become employed, or prepare for employment through education and job training. To see if you qualify for Child Care Services, call (434) 455-5606.

Child and Family Services

Child and Family Services provides initial access to the services of the agency and an immediate response to crises. Intake services include information and referral, initial screening and assessment, crisis intervention and assistance with emergency needs. For more information, call (434) 455-5726.

Child Protective Services (CPS)

Child Protective Services (CPS) includes the receiving of reports of abuse and neglect, determining the validity of these reports, conducting an investigation or family assessment to determine if there is evidence to substantiate a report, identifying service needs for families who are the subject of these reports, and providing services to enhance child safety and prevent further abuse and neglect of children. Call (434) 455-5726 to report abuse and neglect during business hours. After business hours and during weekends, call the State CPS Hotline to report abuse/neglect at (800) 522-7096.

Foster Care Services

Foster care services are provided to children who have been entrusted to or placed in the custody of Social Services with the primary goal of reuniting the child with his/her natural family. The child's family is provided services to help resolve the problems which caused the

child to enter foster care. If the goal of "return home" becomes unattainable, then there is a need to achieve another permanent placement for the child through adoption or placement with relatives. Services are provided to the child to meet his/her physical, emotional and psychological needs. In addition, independent living services, programs and skills are provided for mature teens in foster care.

Foster parents are recruited and trained by foster care staff members. Ongoing support and mandated, continuous trainings are provided for all foster parents. Respite services are provided for foster parents as an additional support service and as an opportunity to work with different foster care children. Additional training as adoptive parents is provided for those couples who are interested in adoption.

Foster Care Prevention and Family Preservation

The goal of Foster Care Prevention and Family Preservation is to prevent the placement of children in substitute care, including foster care and residential home placement. The aim of these programs is to enhance the family's ability to create and maintain a healthy home environment that will keep children safe, thus reducing the total number of children entering foster care as well as shortening the stay of children in foster care. This is managed by providing intensive services to families whose children are returned home from foster care and families who have children in need of services. For more information about Foster Care services, call Social Services at (434) 455-5850.

Family Services

Family Services are provided to individuals and their families to strengthen their relationships and their capacity to function independently. Home studies are done for the purpose of supplying the courts with information regarding the appropriateness of placements with persons seeking adoption, custody or visitation. For more information call Social Services at (434) 455-5850.

Financial Assistance Programs

In order to apply for Temporary Assistance for Needy Families (TANF), Supplemental Nutritional Assistance Programs (SNAP), Medicaid or Energy Assistance you must live within the City limits.

You may apply for these programs <http://commonhelp.virginia.gov>. To request an application to be mailed to you, please call (434) 455-5850 and press 3. You will be directed to informational voice mailboxes regarding the programs. Please record your request for an application and one will be mailed to you. Or you may pick up an application in person at the Department of Social Services at the Human Services building located at 99 Ninth Street, Monday through Friday from 8:30 a.m. to 5:00 p.m.

To report changes to an ongoing case only, email benefits@lynchburgva.gov, or call (434) 455-5644.

Auxiliary Grant Program

The Auxiliary Grant Program is a supplement to income for recipients of Supplemental Security Income and certain other aged, blind or disabled individuals residing in a licensed adult care residence or in adult family care. This assistance is available to ensure that Auxiliary Grant recipients are able to maintain a standard of living which meets a basic level of needs.

Energy Assistance Program

The Energy Assistance Program consists of Fuel Assistance, Emergency Crisis Assistance and Cooling Assistance. The Fuel Assistance component is intended to provide supplemental assistance to offset the rising costs of heating expenses. The Emergency Crisis Assistance component is intended to provide assistance with heating equipment needs and emergency fuel outages. Fuel Assistance applications are accepted at Social Services beginning the second Tuesday in October through the second Friday in November. Cooling Assistance is available in the summer months beginning in mid-June. Eligibility for these programs is based on income, resources, household composition and citizenship.

Family Access to Medical Insurance Security Plan

The Family Access to Medical Insurance Security Plan (FAMIS) provides access to quality health services for children of working families. Children under the age of 19 may be eligible if they live in Virginia, do not have health insurance now, and have not had it in the past four months (some exceptions apply), are US citizens or qualified aliens (other children may be eligible), and live in a family

meeting the FAMIS income guidelines. A small co-pay may be charged, usually \$2-5. FAMIS covers the rest.

Supplemental Nutrition Assistance Program

The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, is intended to alleviate hunger and malnutrition by increasing the food purchasing power of low income households. An Electronic Benefits Transfer (EBT) debit card is used by eligible households to purchase food at participating grocery stores. The income of the household determines the amount of the monthly SNAP allotment. This program is not intended to provide all of the nutritional needs of a family but only as a supplement.

General Relief Burial Assistance

The General Relief Burial Assistance Program provides burial services for deceased individuals who meet income and resource guidelines.

Medical Assistance Program (Medicaid)

Medical Assistance Program (Medicaid) is intended to provide medical care to public assistance recipients and medically needy persons (those of low income who can meet their maintenance needs but have insufficient income to provide the cost of medical care). Recipients receive Medicaid cards which they use when receiving services from approved providers. Services include doctor and hospital bills, prescriptions, eyeglasses and children's dental care. The provider then bills the Medicaid Program as they would any other insurance program.

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF) Program is intended to provide a monthly maintenance to families who meet income and resource guidelines. Children must be 18 years old or younger and in school. Under certain circumstances, families with children may qualify for emergency assistance to cover needs resulting from a natural or man-made disaster or the total loss of family earnings if the loss occurred within 30 days prior to the application and the loss was due to severe weather conditions or a reduction in force caused by an energy shortage.

Temporary Assistance for Needy Families Unemployed Parent (TANFUP)

This program is intended to provide financial assistance to needy two-parent families with children under 18 that are deprived of parental support. This deprivation is met if one parent, the primary wage earner, is unemployed.

Steps to Starting a Business in the City of Lynchburg

All individuals or organizations wishing to start a business in the City of Lynchburg must contact the Zoning Division of the Community Development Department and the Commissioner of the Revenue's Office. The following information is provided to help guide you through the process.

Step One: Zoning Office

A Letter of Approval is required by the Zoning Office prior to the issuance of a business license by the Commissioner of the Revenue and depends upon the zoning classification of the property and the business type. Please contact the Zoning Division at (434) 455-3900.

Home Occupation Permit

A home occupation permit is required for all businesses locating in residential zoning classifications. The applicant is required to sign a Letter of Approval certifying that he/she agrees to comply with all the City of Lynchburg home occupancy permit regulations as set forth by the Lynchburg City Code.

Letter of Approval

A Letter of Approval for occupancy is required for all businesses locating in the City of Lynchburg. In addition to the Letter of Approval, the Inspections Division of the Community Development Department may also require a Certificate of Occupancy.

- **Change of Occupancy** – Permit required for a change of occupancy in an existing building with the same type of business
- **Change of Use & Occupancy** – Permit required for a change of occupancy in an existing building with a different type of business

Step Two: Circuit Court Clerk's Office

If the business will be operated under a name other than that listed on the business license application, the applicant must register his/her Trade or Fictitious Name with the City of Lynchburg Circuit Court Clerk's Office.

Register the Trade or Fictitious Name Information Required:

- The trade name
- Name and address of the applicant
- Physical address of the business operation
- Type of business
- Signature notarized or signed before Deputy Circuit Court Clerk Submit name registration form to the Circuit Court Clerk's Office with \$10 fee (\$12 for corporation). Payment can be made by cash, check or money order. Corporations must also submit an attested copy of the trade name registration form to the State Corporation Commission.

Step Three: Commissioner of Revenue Office

After receiving a Home Occupation or Occupancy Permit from the Zoning Division, and if necessary, the applicant registers their trade or fictitious name with the Circuit Court Clerk's Office, individuals or organizations wishing to start a business must apply for a Business License with the Commissioner of the Revenue's Office.

Business License Application Information Required:

- Federal Employer Identification No. (FEIN) or Social Security No.
- Applicant name
- Mailing address
- Physical address (location of the business)
- Type of operation
- Telephone numbers
- Contact person

Estimate the gross receipts of the operation for the remaining months in the calendar year. This determines the business license fee (see schedule).

Business License Tax (Fee)

All businesses located in the City of Lynchburg are required to obtain a license. The business license fee is based on gross receipts for all

businesses except wholesalers whose license is based on gross purchases. If gross receipts/purchases are greater than \$100,000 the following schedule is utilized:

- Retail merchant – 20 cents per \$100 of gross receipts
- Contractor – 16 cents per \$100 of gross receipts
- Business/personal service – 36 cents per \$100 of gross receipts
- Professional service – 58 cents per \$100 of gross receipts
- Wholesale merchant – \$20 plus 28 cents per \$100 of gross purchases

The Commissioner of the Revenue's Office accepts cash, checks or money orders for the payment of business license fees.

Step Four: Issuance of Business License

The Commissioner of the Revenue's Office will issue a Business License after all requirements are met. The Commissioner of the Revenue's Office can assist applicants appearing in person with obtaining a Federal Employer Identification Number, completing the Name Registration Form and with obtaining a Virginia Sales Tax account number. The Commissioner of the Revenue's Office provides federal, state and local tax forms to individuals and businesses.

State Income Tax

The Commissioner of the Revenue provides State income tax assistance to the citizens of Lynchburg. For assistance with your State return, you will need to bring a copy of your Federal tax return and your W-2 forms to Commissioner of the Revenue Office (1st Floor, City Hall, 900 Church Street). No appointment is necessary.

The Commissioner's office stays abreast of the most recent tax legislation and can provide information regarding taxes as well as answer your questions. Virginia individual income tax forms are available in this office.

Contact the Commissioner of the Revenue at (434) 455-3870.

Helpful Hints for Preparing Tax Returns That Are Mailed

- Check your math
- Attach W-2's and required federal schedules
- Sign your return

- Provide your phone number
- File early

Stormwater

The City is responsible for managing all aspects of stormwater within its jurisdiction, and is regulated through a Municipal Separate Sewer System (MS4) permit, a program mandated by the State and Federal governments for all communities similar in size to Lynchburg. The Water Resources Department manages the City's stormwater program and coordinates among the different City departments that provide stormwater related services. The City performs many activities such as operating and maintaining drainage facilities that are located within the public right-of-way or public easements, street sweeping, eliminating non-stormwater discharges (commonly referred to as illicit discharges), construction management and providing education programs to promote environmental stewardship.

What is Stormwater Runoff?

Stormwater runoff is the water that flows off roofs, driveways, parking lots, streets and other hard surfaces during rain storms. Stormwater runoff is also the rain that flows off grass surfaces and wooded areas that is not absorbed into the soil. Typically, this runoff does not receive any treatment before entering the streams and lakes. On its way, runoff water can pick up and carry many substances that pollute water. Examples of common pollutants include fertilizers, pesticides, pet wastes, sediments, oils, salts, trace metals, grass clippings, leaves and litter. Stormwater polluted runoff can be generated anywhere people use or alter the land such as farms, yards, roofs, driveways, construction sites, and roadways.

Stormwater Utility

A Stormwater Utility has been established to provide a dedicated funding source through implementation of a stormwater fee. The revenues generated by this fee are used to fund all stormwater-related services which include enforcement of the City's stormwater ordinances, planning for future impacts, stormwater infrastructure maintenance, and repairs and construction of necessary capital improvements.

For more information regarding the Stormwater Program, visit the Water Resources Department Stormwater web page at www.lynchburgva.gov/stormwater or call (434) 455-4250.

Street & Traffic Lights

Report non-working street and traffic lights to the Citizens First Information Center at (434) 856-CITY (2489) or visit the Citizens First link on the web at www.lynchburgva.gov.

Street Maintenance Potholes, etc.

Report potholes or any other pavement or drainage maintenance issues to the Citizens First Information Center at (434) 455-CITY (2489). You may also report sidewalk, curb and gutter and guardrail maintenance issues to the same number. For pothole related damages to your vehicle, contact Risk Management at (434) 455-3815.

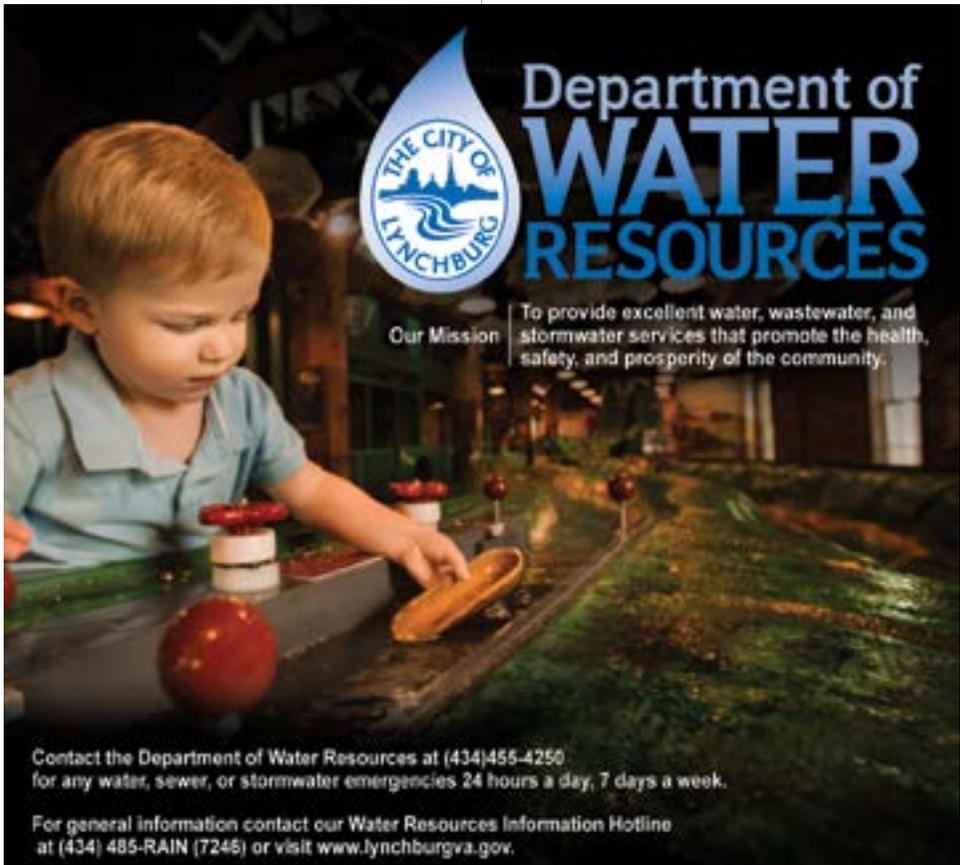
Street Sweeping

City streets are swept during “non-snow” months usually occurring between mid-February and mid-October. During this period, each street is cleaned once on the average of every 120 days. Exceptions are made for those streets that require special attention or have unusual circumstances or events surrounding them. Sweeping continues downtown during the winter; however, for other areas in the city, leaf, snow, and ice removal takes precedence. For more information, call the Street Division of Public Works at (434) 455-4450.

Taxes: Personal Property & Real Estate Billings

Personal property taxes are billed in two installments - May and November. Payment is due June 5 and December 5. Installments not paid in full by the due date are assessed a penalty on the total tax liability for each installment. In addition, interest is assessed on the first day of the month following the due date.

*Real Estate tax installments are due
November 15, January 15, March 15, and*



**Department of
WATER
RESOURCES**

**THE CITY OF
LYNCHBURG**

Our Mission | To provide excellent water, wastewater, and stormwater services that promote the health, safety, and prosperity of the community.

Contact the Department of Water Resources at (434)455-4250 for any water, sewer, or stormwater emergencies 24 hours a day, 7 days a week.

For general information contact our Water Resources Information Hotline at (434) 485-RAIN (7246) or visit www.lynchburgva.gov.

May 15. Installments not paid in full by the due date are assessed a penalty on the total tax liability for each installment. In addition, interest is assessed on the first day of the month following the due date.

Both Personal Property and Real Estate taxes can be paid by mail, in person at City Hall, 900 Church Street or online at www.lynchburgva.gov. If you have any billing questions, contact the Billings and Collections Division at (434) 455-3850.

Telephone Service

(See Utilities)

Train - Passenger Service

The historic Kemper Street Station, located at 825 Kemper Street, is home to Lynchburg's Amtrak train service. Lynchburg is served by two Amtrak lines: The Crescent which arrives in Lynchburg each morning at 5:51 a.m. and returns at 10:50 p.m.; and the Northeast Regional which begins each day in Lynchburg, departing at 7:38 a.m. and returning at 8:38 p.m. Call the Lynchburg Amtrak office at (434) 847-8247 or visit Amtrak's web site for tickets, schedule, etc. at www.amtrakcrescent.com/cities/lynchburg.

Crescent

New York - Atlanta - New Orleans

From the Big Apple to the Big Easy, the Crescent offers convenient daily trips between New York City and New Orleans. Choose a wide, comfortable Reserved Coach seat, or make reservations for Sleeper Service accommodations on their comfortable Viewliner trains. Enjoy a hot dinner in the Dining Car, and mingle with your fellow travelers in the Lounge Car.

Northeast Regional

Boston - Providence / Springfield - Hartford - New York - Washington, DC - Richmond - Lynchburg / Newport News - Virginia Beach
The Northeast Regional offers convenient and affordable downtown-to-downtown service up and down the Northeast Corridor, with multiple departures daily. Amtrak offers daily round-trip service to Lynchburg.

Northeast Regional trains have been

redesigned to make your onboard experience the best ever. You'll find comfortable seating with electrical outlets for your laptop computer and extra storage space for your luggage. Café Cars offer appetizing sandwiches, snacks and beverages. In Business class, you'll enjoy a complimentary beverage in the Café Car, and have access to conference tables and phones. For budget-minded travelers, Coach class service is also available.

Trash Carts, Decals and Tags

The City of Lynchburg provides every residence that receives city trash collection services with one free trash cart. Choosing your trash cart is easy! If your home does not have a cart already, just call Citizens First Information Center at (434) 856-2489 and order your cart. We'll even deliver it to your house! You can also switch the size of your cart for free; however, the tag or decal price will change. If you need an extra cart, you can purchase a 32-gallon cart for \$28 or a 64-gallon cart for \$45. The cart you purchase is yours; however, the cart that is provided to that address must stay with the property if you move.

You can control your trash disposal costs by the size of the trash cart you choose to use. The trash carts come in two sizes - 32 and 64 gallons. You must use either an annual decal or a trash tag with your cart.

The annual decal may be purchased for \$40 for a 32-gallon cart and \$80 for a 64-gallon cart from the Billings and Collections Division located in City Hall, 900 Church Street. Trash tags may be purchased at the same location or at most area grocery and convenience stores. The price of the trash tags are \$0.95 cents for a 32-gallon cart or \$1.90 for a 64-gallon cart. Any trash placed outside the trash cart must be in a trash bag with a trash tag attached.

Trash Collection

The City of Lynchburg provides semi-automated trash collection services for residents and small businesses. Semi-automated collection uses trash trucks with mechanical lifters to pick up trash carts and empty the contents into the truck. All households and businesses that receive City of Lynchburg trash

collection services are provided one trash cart at no charge. The cart remains the property of the City of Lynchburg and must stay with the assigned property.

Collection Days and Times

Trash is collected from 7:00 a.m. to 5:00 p.m. weekly from residences and small businesses. Bags or carts should be placed at the curb by 7:00 a.m. with the proper trash tag or decal attached.

Decals can be purchased for \$40 (32 gallon cart size) or \$80 (64-gallon cart size) per year at City Hall (prorated after October). Individual tags sell for \$0.95 each for 32-gallon bags or carts or \$1.90 each for 64-gallon carts. Tags are sold at local grocery and convenient stores as well as City Hall, 900 Church Street.

To find out your collection day, call (434) 856-CITY (2489) or visit the web at www.lynchburgva.gov.

Holiday Trash Collection

Trash is collected on all holidays during the year with the exception of four days: New Year's Day, July 4th, Thanksgiving Day, and Christmas Day. Should your trash collection fall on one of these holidays, your trash will be collected on Friday of that same week.

Treasurer's Office

The Treasurer's Office in Lynchburg collects state tax payments for the City of Lynchburg. Income and estimated tax payments can be made in person or by mail at this office. The Office also issues Juror's checks and sells state cigarette stamps. The office is located on the ground floor of City Hall, Ninth Street side; call (434) 455-4242.

Note: File Voucher No. 1 of Virginia Estimated Taxes with the Commissioner of the Revenue's Office.

Tree Maintenance

The City of Lynchburg maintains trees on City property and the right-of-way. General maintenance typically includes deadwood pruning, removal of low limbs over the street and sidewalk, as well as limbs that interfere with signs and lights or hinder traffic flow.

Each year, approximately 250 trees are planted along City streets. Occasionally, citizen groups, businesses or individuals raise money

to increase the number of trees planted in their neighborhood. Some citizens volunteer to help with watering newly planted trees for the first year after installation. The most active volunteer group is the Tree Stewards of the Greater Lynchburg Area.

Every effort is made to sustain the City's urban trees in a healthy and cost effective manner. However, as trees decline or die and become hazardous they are removed. Firewood resulting from the removal of a City tree is given away on a first come-first served basis.

For more information or to make a request for tree maintenance, contact the Citizens First Information Center at (434) 856-CITY (2489).

United Way of Central Virginia

(434) 846-8467 or dial 211

www.unitedwaycv.org

United Way's activities and key direct services help create a more efficient and effective health and human care system. Through this work, United Way provides professional information and referral services, expertise for distribution of campaign dollars, training of agency professionals, and development of collaborations that will improve the quality of services for the community. United Way staff is involved in a number of coalitions, committees, and partnerships that are continually seeking better solutions and methods for addressing the needs of Central Virginia's residents.

Local United Way Partner Agencies:

Adult Care Center

(434) 847-8111

A quality day care service for health impaired or disabled adults. The Center provides a broad ranging therapeutic program that includes personal care, health monitoring, medication administration, individualized care plans, lunch and snacks, exercises, music, crafts, and intergenerational activities. The Adult Care Center provides a safe daytime environment for the frail adult while giving their family caregiver a break. Two locations: Downtown and Timberlake Road.

American Red Cross, Historic Virginia Chapter
 434-845-1234 www.historicvaredcross.org
 Provides service in the following areas to all of Region 2000 Armed Forces: emergency messaging and financial assistance, bloodmobiles, community first aid and safety—all types of OSHA approved trainings including CPR and first aid, disaster assistance for families who have sustained loss due to a natural or manmade disaster and youth services, including an at-risk youth facility operated on a daily basis.

Arc of Central Virginia
 (434) 845-4071 www.arcofcva.org
 Provides programs and services for children and adults with mental retardation and developmental disabilities and their families.

Mary Bethune Academy
 (434) 847-4221 www.marybethuneacademy.org
 Provides quality, affordable, day care for youngsters 2-5 years of age, as well as a learning and developmental program that will enhance their young minds and bodies.

Big Brothers Big Sisters
 434/528-0400 www.bigcva.org
 Provides positive adult role models in a one-on-one relationship to children, predominantly from single parent families, in order to help them reach their full potential.

Boy Scouts – Blue Ridge Mtns. Council
 (540) 265-0656 www.bsa-brmc.org
 Youth and family program for character development, emphasizing outdoor adventures and fun for boys ages 6 -10, Cub Scouts; ages 11 - 18, Boy Scouts; and young adults, co-ed ages 14 - 20.

Camp CHILD
 (434) 947-8132
 Camp CHILD offers a four-week summertime academic skill maintenance program and camp-like exploratory activities for children ages 6 - 13 who have been identified as having a specific learning disability.

CASA of Central Virginia
 (434) 528-2552 www.cvcasa.org
 Court Appointed Special Advocates (CASA) of Central Virginia advocates for the best interest of abused and neglected children in the cities of Lynchburg and Bedford and the counties of Amherst, Bedford, Campbell and Nelson. CASA of Central Virginia recruits, trains, supports and monitors caring volunteers to advocate for abused and neglected children in juvenile dependency.

Central Virginia Area Agency on Aging
 (434) 385-9070 www.cvaaa.com
 The mission of the CVAAA, as a designated Area Agency on Aging, is to carry out the legislative intent of the Older Americans Act by providing supportive services such as meals, transportation, care management, personal care, homemaker assistance, elder rights advocacy and legal services for age 60 and older citizens to enable them to remain in their homes, to be active in the life of the community, and to live life to the fullest degree that each is able.

Children's Home Society
 (800) 625-2445 www.chsva.org
 Offers confidential pregnancy/birth parent counseling services, provides temporary foster care for children, handles adoption services for prospective adoptive parents, including home studies, adoptive placements and post placement supervision.

Free Clinic of Central Virginia, Inc.
 (434) 847-5866
 (434) 528-2529 www.fccv.net
 Provides medical, nursing, dental, pharmacy and health education services to patients who lack access to health care for financial reasons. Patient income must be low income as measured by annual U.S. Government standards, and the patient must not have insurance, Medicare or Medicaid for the services being rendered.

Jubilee Family Development Center
 (434) 845-0433 www.jubileefamily.org
 Provides academic, athletic, mentoring and tutoring programs as well as a full day summer

camp program for area youth; vocational training opportunities and job search assistance for adults. Sponsors community events, provides recreational opportunities and programs which promote family stability.

Lynchburg Community Action Group, Inc.

(434) 846-2778 www.lyncag.org

Lyn-CAG is a non-profit organization that provides a variety of services and programs to the citizens of Central Virginia. During its 45-year history, Lyn-CAG's primary focus has been to provide direct assistance to low and moderate income individuals and families in the prevention, reduction or elimination of poverty and adverse situations in their lives. Over 25 services and programs administered by this agency address the needs of citizens in the cities of Bedford and Lynchburg and the counties of Amherst, Appomattox, Bedford and Campbell.

Lynchburg Sheltered Industries

(434) 847-4488 www.lsiworks.org

Provides job training and employment at the facility for people with disabilities and disadvantages.

Meals on Wheels

(434) 847-0796

Volunteers deliver hot, nutritious meals five days a week to elderly, convalescent, and/or mentally or physically handicapped persons who are unable to prepare their own meals and have no one in the home to provide meals.

Mental Health America of Central Virginia

(434) 847-9055 www.mhacv.org

Provides mental health screenings, consultations and referrals, education and prevention programs for the community, support services for persons with mental illnesses and their families, and tracks public policy developments related to mental health.

***Presbyterian Homes and Family Services/
Family Alliance***

(434) 384-3131 www.phfs.org

A multi-service agency dedicated to encouraging responsible choices and creating hope for families to build a better community. Programs and services include: The Child Abuse Prevention Center, Ways to Work Family Loan Program, The Counseling Center (individual and family counseling, as well

as Anger Management and Children in the Middle), The Partnership for the Prevention of Substance Abuse, Child Care Resource Center Teen Parent Program, and Healthy Families of Central Virginia.

Rebuilding Together - Lynchburg

(434) 942-5311 www.rebuildinglynchburg.org

Rebuilding Together Lynchburg is an affiliate with the nation's leading nonprofit organization working to preserve affordable homeownership and revitalize neighborhoods by providing extensive rehabilitation and modification services to those in need at no cost to those served. With the help of everyday citizen volunteers, skilled trades people, the support of local businesses and major corporate partners, Rebuilding Together affiliates in America's largest cities and smallest towns make life considerably better for thousands of low income homeowners and the communities in which they live by completing 10,000 projects per year. Rebuilding Together has programs dedicated to energy efficiency, veteran's housing, aging in place and gulf coast reconstruction.

Salvation Army

(434) 845-5939 www.salvationarmyusa.org

The Salvation Army is an evangelical part of the Christian Church. It serves the counties of Amherst, Appomattox, Bedford, and Campbell and the cities of Bedford and Lynchburg, providing financial assistance to families, shelter to the homeless, transitional housing for women and children on the way to independence, day care for children of welfare to work and low income families. The Salvation Army assists in natural disasters in our area and beyond. A number of youth and adult character building programs are offered including a nine-week summer day camp program and a residential camping program for youth and adults.

Virginia Legal Aid Society

(434) 528-4722 www.vlas.org

Resolves serious legal problems of low income people, promotes economic and family stability, reduces poverty through effective legal assistance, and champions equal justice. VLAS uses legal skills to solve problems in health care, public benefits, housing, family relations, wills and powers of attorney, education and employment.

YMCA of Central Virginia434/582-1900 www.lynchburgymca.org

Nurtures healthy development of children, teens and families with preschool and school age childcare, camps, sports, aquatics, and health and fitness programs. Provides outreach programs at no charge to at-risk youth in the community to build character, self-esteem and leadership skills. At the YMCA, we build strong kids, strong families and strong communities.

YWCA of Central Virginia

Offering support today through five different programs, the YWCA available 24 hours a day to help the women and girls develop the strength they need for a better tomorrow. Programs and services include: the Domestic Violence Prevention Center providing emergency shelter and support services for victims of domestic violence and counseling for batterers; Children's Supervised Visitation Center; Low Income and Transitional Housing for Women; and mentoring for at-risk teenage girls.

Downtown YMCA1315 Church Street
(434) 847-5597www.lynchburgywca.org**Jamerson Family YMCA**801 Wyndhurst Drive
(434)582-1900**Y Express**3408 Old Forest Road
(434) 455-5996**Child Care Outreach**1316 Church Street
(434) 847-8750**Utilities****Water Services**

The City of Lynchburg provides water utility services through its Water Resources Department. To make application for water service, contact the Billings and Collections Division at (434) 455-3840, Monday – Friday, 8:30 a.m. – 5:00 p.m. In most cases, the application can be completed over the phone; however, you may be asked to come to City Hall to complete the application in person. You will be asked to provide your name, address, whether or not you rent, and other name(s) on the lease.

A \$75 deposit or a letter of good credit history from your previous utility company is also required. You will be asked for the date you wish to have your water service turned on. Within 24 hours of the turn-on date, a meter-reader from Water Resources will come to your address to read the meter and if necessary, turn on your water.

No extra paperwork is required for sewer service; however, some parts of the City are not on the sewer system. Call the Billings and Collections Division at (434) 455-3840 to find out whether or not you are on the City's sewer system.

The following utilities and services are provided by outside vendors independent of the City of Lynchburg.

Cable Television

Cable television in the Lynchburg area is provided by Comcast. The toll free customer service number is (888) 683-1000. Complaints concerning cable television service may be directed to the City by calling (434) 856-CITY (2489). The City does not have authority over billing, number or type of channels provided, etc. This information is subject to change due to pending state and federal legislation.

Electric Service

American Electric Power Company (AEP) provides electric service for this region. The customer service number for Virginia is (800) 956-4237.

Natural Gas Service

The following is a listing of private businesses that provide natural gas services to residents in the Lynchburg area.

- **Columbia Gas of Virginia**
» (800) 543-8911
- **RJ's Gas Service**
» (434) 846-2580
- **Surburban Propane**
» (434) 525-9506
- **Watts Petroleum Corporation**
» (434) 846-6509

Telephone Service

Verizon provides telephone service in the Lynchburg area. The following are helpful customer service numbers:

- **New Service, Changes to Existing Service and Billing Questions**
» In 10-digit dialing areas, dial your area code + 954-6222
- **Payment Information and Payment Arrangements**
» (888) 780-3964
» 24-Hour Account Information
- **Center for Customers with Disabilities Voice & TTY**
» (800) 974-6006
» Monday – Friday, 8:30 a.m. - 5:00 p.m.

Victim/Witness Program

The Lynchburg Victim/Witness Program is operated by the Commonwealth Attorney's Office and exists to ensure that individuals receive fair and compassionate treatment as an active participant in the criminal justice system. The primary goals of the program are to respond to the emotional and physical needs of a victim of crime, to help the individual understand and participate in the criminal justice system, and to provide him/her with information and referrals for community services.

Contact the Victim/Witness Program at (434) 455-3790 or visit the website: www.ocalynhburg.com.

- If you have questions about your role as a witness
- If you would like an explanation of court procedures or a tour of the courtroom before you testify

- If you need someone to speak to your employer to allow you to appear as a witness without loss of wages
- If you cannot find someone to care for your children while you are in court and need a referral for childcare
- If your personal property is being held as evidence and you want to know when you may get it back
- If you want assistance in preparing your Victim Impact Statement
- If you want information about qualifying for Victims' Compensation for personal injuries or counseling
- If you need a referral to community service agencies that provide emergency, financial, medical, or psychological assistance to crime victims or
- If you are not receiving restitution payments that were ordered by the Court or you are interested in receiving court-ordered restitution
- If you want to be informed of your rights under the Virginia's Crime Victim and Witness Rights Act.

Virginia Cooperative Extension - Lynchburg Office -

The Lynchburg office of Virginia Cooperative Extension, located at 301 Grove Street, is your local connection to Virginia's land-grant universities, Virginia Tech and Virginia State University. Through educational programs based on research and developed with input from local stakeholders, the Extension Office helps the people of Lynchburg improve their lives. They provide education through programs in Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development and Community Viability. The hours are 8:00 a.m. to 5:00 p.m., Mon. – Friday and can be reached at (434) 455-3740.

Soil Testing (Home Gardener)

A soil test can provide information on the proper amount of lime and fertilizer to apply to your lawn, garden and other areas of your landscape. When gardeners apply only as much lime and fertilizer as is necessary and at the appropriate time, nutrient runoff into surface or ground water is minimized, money is saved, and plant health is optimized. Soil testing can also be used to diagnose common nutrient

deficiencies or toxicities for plants that are growing poorly.

Soil testing can be done by the Virginia Tech Soil Testing Laboratory. The Virginia Extension Service website, www.ext.vt.edu/pubs/compost/452-129/452-129.html, contains useful information on how to obtain representative soil samples for submission for analysis to the Virginia Tech Soil Testing Laboratory. It is an easy-to-learn process that will benefit you, your landscape, and the environment. For more information contact the local Cooperative Extension Service at (434) 455-3740.

Voting

Who is eligible?

You must be a U.S. citizen and a resident of the City of Lynchburg. You must be 18 years old by the next General Election. If you have been convicted of a felony, your voting rights must have been restored—the Voter Registration Office can provide you with the paperwork necessary to begin the restoration process. For information, call (434) 847-1609. Finally, you must not be currently judged by a circuit court to be mentally incompetent.

Where do I register?

In Person:

Register to vote at the Division of Motor Vehicles Office (DMV), 3236 Odd Fellows Road, Monday – Friday between 8:30 a.m. and 5:00 p.m. and Saturday 8:00 a.m. to 12 noon. You may also register in the Registrar's Office located on the lower level of the DMV building, Monday – Friday between 8:30 a.m. and 5:00 p.m.

By Mail:

You can also register by filling out a voter registration application and drop it in the mail. Voter Registration Applications are available at most post offices in Lynchburg and at the Citizens First Information Center in City Hall or can be downloaded from the Internet. Visit the State Board of Elections web site at www.sbe.state.va.us to retrieve the form and other voter information, or call the Registrar's Office and an application will be mailed to you.

Where do I vote?

After your application is accepted, a voter

registration card will be mailed to you. This card contains the name and address of your voting location. If you have lost or misplaced your card, simply call the Registrar's Office at (434) 847-1609 to check on your voting status and polling place. Your voting location may also be checked at www.sbe.state.va.us – click on *Where Do I Vote?*

Change of Address

A change of address within Virginia may be reported by filling out a new voter registration application or by completing the form on the back of your voter registration card and mailing it to the Registrar's address shown on the front of the card. Or, just change your voter registration address when you're changing your address for your driver's license either at the DMV or on the Internet. Be sure to check the box on the DMV paperwork saying that you want to fill out a new voter registration form.

Absentee Voting

Citizens who will be away from Lynchburg on Election Day, or who are unable to go to the polls because of illness or disability, may vote using an absentee ballot.

Absentee voting by mail:

To request an absentee ballot application, call (434) 847-1609, fax (434) 947-2798, or email the Registrar's Office at registrar@lynchburgva.gov. You may also print out an application from the State Board of Elections web site at www.sbe.state.va.us. Once the application is approved and the ballot is available, an absentee ballot will be mailed to you. Applications for mailed absentee ballots must be received by 5:00 p.m. on the Thursday before Election Day. You may return your ballot by mail or bring it to the office. Ballots may NOT be faxed and are NOT available on the Internet. An absentee ballot submitted by mail must be received in the Registrar's Office before the polls close on Election Day.

Absentee voting in person:

Absentee voting in person begins 45 days before an election. Come to the Registrar's Office in the DMV Building (3236 Odd Fellows Road, lower level), between 8:30 a.m. and 5:00 p.m. Monday – Friday. The office is also open for this purpose on the last two Saturdays before a November election and the last Saturday before other elections. You will

fill out the application and vote your ballot during this visit. The process typically takes 10-20 minutes depending on the number of persons waiting and/or the number of issues on the ballot. In-person absentee voting ends at 5:00 p.m. on the Saturday before Election Day. If you are hospitalized or are called out of town unexpectedly (events that could not have been foreseen on Saturday, the last day of absentee voting in person) on the Sunday or Monday before the election, there are provisions for voting an emergency absentee ballot. Call the Registrar's Office at (434) 847-1609 to discuss this type of situation.

Election Day

On Election Day, the polls are open from 6:00 a.m. to 7:00 p.m. You must present one of the following types of ID at the polls: a valid Virginia driver's license, a voter registration card, a photo ID issued by your current employer, a Social Security card, or any other ID issued by a government agency. If you do not have your ID with you, you will be allowed to vote after you sign an affirmation of identity form.

Water and Sewer Emergencies

Contact the Water Resources Department at (434) 455-4250 with water or sewer emergencies 24 hours a day, seven days a week.

Examples of when to call include:

- Discolored water
- Low water pressure
- Broken water main
- Sewer back-ups
- Sewer overflows

Water/Sewer Services

To receive water and/or sewer service, please visit the Billings and Collections office at City Hall, 900 Church Street or call (434) 455-3840. A security deposit may be required. Residents are encouraged to notify the Billings and Collections Division when moving in and out of a residence. You may also pay your utility bill online by clicking the Online Payment tab on the City's website, www.lynchburgva.gov. Debit Cards, Visa and Master Card are accepted for online payments. A convenience fee of 2% + \$1 is added to online payments.

Billing

Monthly billings for water/sewer fees include:

- **Water and Sewer:** Customers are billed for water usage based on the number of HCF (hundred cubic feet) units of water that goes through the meter between readings. An HCF unit is equal to 748 gallons of water. Sewer usage is based on the amount of metered water usage and is set at a one-to-one ratio. If applicable, penalty charges are calculated.
- **Seasonal Sew Cap:** During the months of April through September, many Lynchburg residents use water to water lawns, fill swimming pools, wash cars etc. Water used in this manner does not enter the sewer system, therefore does not have to be treated. From May through October, the residential utility water bills charge for sewer usage using the "sewer cap" calculation which is based upon your average water consumption during the billing months of November through April. Only single family residential customers connected to the City's sewer system can benefit from the Seasonal Sewer Cap adjustment.

Weeds

City ordinance prohibits property owners from allowing grass or weeds to grow over twelve (12) inches high on their property. (The ordinance does not apply to trees or undisturbed woodlands.) After receiving a complaint, an inspector will investigate the concern. If the grass is taller than permitted by code, the inspector will notify the property owner by letter stating that they have ten days to cut the grass or weeds. After the 10-day warning period, the City can cut the grass or weeds. Should this become necessary, the property owner will be responsible for the cost of having the weeds or grass cut and will be billed for all necessary costs. Please note that a property owner will only receive one letter per growing season, and future violations will result in abatement procedures by the City. If the property owner does not pay the bill in a timely manner, the City may pursue legal collection actions.

What is a weed? Weeds shall include any plant, grass or other vegetation (Herbaceous or woody) over twelve (12) inches in height,

excluding trees, ornamental shrubbery, vegetable and flower gardens purposefully planted and maintained by the property owner or occupant free of weed hazard or nuisance, cultivated crops, or undisturbed woodland and not otherwise in violation.

To report a weed concern, contact Inspections at (434) 455-3910 or Citizens First Information Center at (434) 856-CITY (2489). Complaints may also be submitted online through the Citizens First link at www.lynchburgva.gov.

Zoning

The Zoning Office is a division of the Community Development Department and is located on the Second Floor of City Hall, 900 Church Street. The primary function of this office is the administration and enforcement of the City's zoning and subdivision regulations. Staff reviews construction permits and business licenses for compliance with the Zoning Ordinance and inspects properties for violations based on citizen complaints. The Zoning Office also provides administrative and technical support to the Board of Zoning Appeals.

For more information or to report a potential zoning violation, please contact Zoning at (434) 455-3900 or Citizens First Information Center at (434) 856-CITY (2489). Complaints may also be submitted online through the Citizens First link at www.lynchburgva.gov.

Special Thanks and Recognition goes to our Advertisers:

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City of Lynchburg Government Telephone Listing

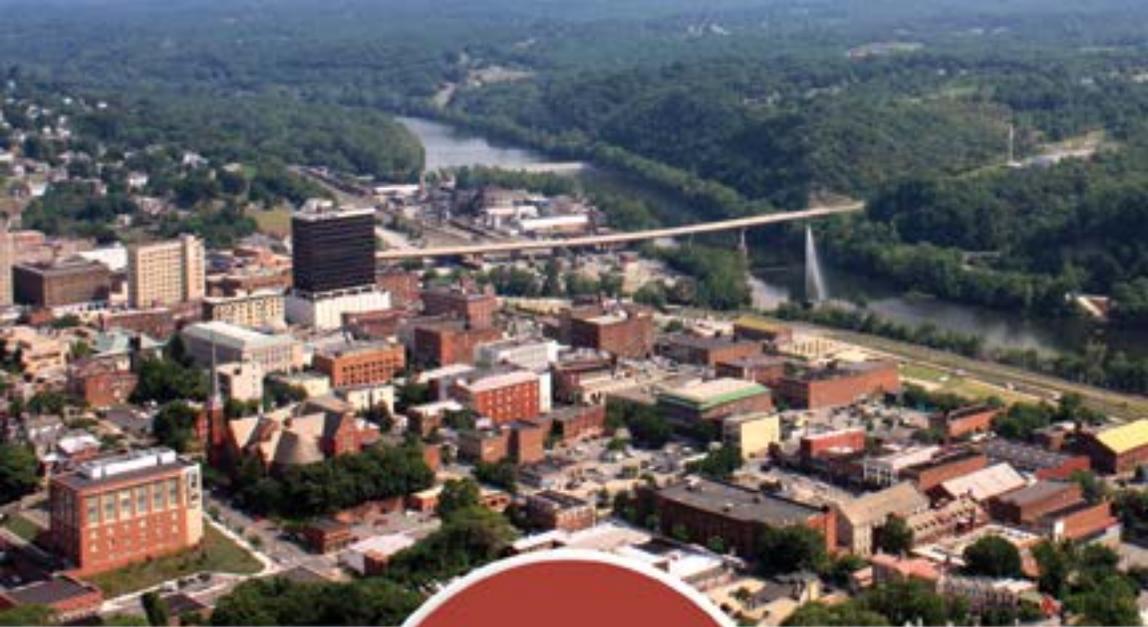
All offices are located in City Hall, 900 Church Street unless otherwise indicated.	Area code is 434 unless otherwise indicated
Citizens First Info Center - General City Information, Service Requests, Brush/Bulk Pickup Monday through Friday – 8:30 a.m. – 5:00 p.m.	856-2489
TTY or TDD - Non-Emergency	856-2025
Tele-Serv Automated Self Service Line - Recorded Information	455-6366
Abandoned Automobiles	455-3900
Accounting	455-4220
Adopt-A-Street	856-2489
Ambulance & Medical Emergency	911
Non-Emergency (Fire/Police)	847-1602
Animal Warden, 905 Court Street	847-1602
Billing & Collections	455-3850
Blue Ridge Regional Jail, 510 Ninth Street, Administration	847-1300
Brush Removal	856-2489
Budget Office	455-3970
Building & Grounds Division Public Works, 800 Orchard Street	455-4400
Bulk & Brush Pickup	856-2489
Bus Service (GLTC), 12th & Kemper Street	455-5080
Business & Professional Licenses	455-3880
Central VA Criminal Justice Academy 1200 Church Street	455-6190
Combined Sewer Overflow (CSO) Administration, 525 Taylor Street	455-4250
<i>CSO Rainleader Information Center</i>	847-7246
Child Abuse & Neglect, 99 Ninth Street	455-5850
Child Abuse Hotline - After Business Hours/Weekends	1-800-552-7096
City Armory - Rental, 1219 Main Street	455-4485
City Assessor	455-3830
City Attorney's Office	455-3980
City Council	455-3995
City Engineer	455-3950
City Manager's Office	455-3990
Code Compliance Team	455-3910
Collections - Taxes	455-3850
Commissioner of the Revenue	455-3870
Commonwealth Attorney, 901 Church Street	
Victim Witness Assistance	455-3790
Communications & Marketing	455-3800
Community Corrections Program & Pretrial Services, 925 Church Street	455-3750
Community Development	455-3900
<i>Grants Administration</i>	455-3900
<i>Inspections Division</i>	455-3910
<i>Neighborhood Services Division</i>	455-3900
<i>Planning Division</i>	455-3900

Community Market 1219 Main Street	455-4485
Construction Coordinators 1700 Memorial Avenue	455-4450
Courts	
<i>Circuit Clerk 900 Court Street</i>	455-2620
<i>Circuit Judge 900 Court Street</i>	455-2600
<i>Traffic Tickets 905 Court Street</i>	455-2630
General District 905 Court Street	
<i>Civil</i>	455-2640
<i>Criminal and Traffic</i>	455-2630
<i>Juvenile & Domestic Relations 901 Church Street</i>	455-2670
<i>Juvenile & Domestic Clerk of Court</i>	455-2670
<i>Juvenile Probation & Intake - Court Services Unit, 901 Church Street</i>	455-2660
Dead Animal Pick-up	856-2489
Detention Center, 1400 Florida Avenue	455-7878
Dog License	455-3850
Economic Development	455-4490
Industrial Development Authority	455-4490
Emergency Communications Administration, 3621 Candler's Mtn Road	455-4290
Engineering Division	455-3950
Emergency Management	455-6347
City Schools	522-3700
Finance Department	455-4220
Fire Department, 800 Madison Street Administration	455-6340
<i>Fire, Ambulance & Medical Emergency</i>	911
<i>Ambulance Billing</i>	1-800-814-5339
<i>Nonemergency Ambulance Transport Services</i>	847-1602
<i>Fire Marshal/Prevention Services</i>	455-6375
<i>Voice Mail - Available After Hours</i>	455-6340
Fishing Permit, Pedlar Lake	455-3850
Garbage Collection	856-2489
Geographic Information System (GIS) Or Parcel Viewer	455-3950
Health Department - Information	947-6785
Historic City Cemetery, 401 Taylor Street	847-1465
Humane Society, 3305 Naval Reserve Road	846-1438
Information Technology	455-6040
Illegal Dumping	455-3892
Inspections - Building, Electrical, Plumbing, Mechanical, Housing Code, Property Maintenance	455-3910
Job Information - City Positions	455-4200
Juvenile Services, Administration 99 Ninth Street, Human Services Building	455-5850
<i>TTY</i>	847-1388
<i>Staff</i>	847-1710
<i>Detention Center, 1400 Florida Avenue</i>	455-7878
<i>Opportunity House, 405 Cabell Street</i>	455-4070
<i>SPARC House, 150 Linden Avenue</i>	455-4060

<i>Youth & Prevention Services, 99 Ninth Street</i>	455-5850
Landfill, 2525 Concord Tpke	455-6080
Leaf Removal, 1700 Memorial Avenue	455-4450
Library, Lynchburg Public, 2315 Memorial Avenue	455-6300
<i>Circulation-Renewals>Returns-Library Cards</i>	455-6300
<i>Adult Reference & Information</i>	455-6310
<i>Youth Services</i>	455-6320
<i>Administration</i>	455-6330
<i>Volunteer Services</i>	455-6330
<i>Downtown Branch and Public Law Library, 900 Church Street</i>	455-3820
<i>Jones Memorial Library, 2315 Memorial Avenue</i>	846-0501
Lynchburg Life Saving Crew Emergency	911
<i>Non-Emergency</i>	845-1256
Lynchburg Museum, 901 Court Street	455-6226
Lynchburg Regional Airport, 4308 Wards Road	
<i>Airport Maintenance</i>	455-6220
<i>Avis Rent-A-Car</i>	239-9826
<i>Budget Rent-A-Car</i>	237-5626
<i>Hertz Rent-A-Car</i>	237-6284
<i>Republic Parking</i>	239-7574
<i>US Airways Express</i>	800-428-4322
Magistrate 524, Ninth Street	847-1329
Map Room	455-3950
Marriage License, 900 Court Street	455-2620
Mayor's Office	455-3995
Missed Trash	856-2489
Museum System, 901 Court Street	455-6226
Old City Cemetery, 401 Taylor Street	847-1465
Parks And Recreation Administion, 301 Grove Street	455-5858
<i>Cancellations</i>	455-5860
<i>Senior Adults</i>	455-4000
<i>Special Events</i>	455-0222
<i>Transportation to Senior Centers</i>	455-4000
<i>College Hill Center, 811 Jackson Street</i>	847-1418
<i>Daniel's Hill Center, 314 Cabell Street</i>	847-1396
<i>Diamond Hill Center, 1005 Seventeenth Street</i>	847 1409
<i>Fairview Center, 3621 Campbell Avenue</i>	847-1751
<i>Jefferson Park Center, 405 York Street</i>	847-1405
<i>Miller Center, 301 Grove Street</i>	455-5890
<i>Yoder Center, 109 Jackson Street</i>	847-1645
Pedlar Dam Residency Allwood	922-7222
Personnel- Human Resources	455-4200
Planning	455-3900
Point Of Honor Museum 112 Cabell Street	455-6226

Police Department, General Information, 905 Court Street	455-6050
<i>Police Emergency</i>	911
<i>911 Non-Emergency Business Number</i>	847-1602
<i>Telephone Reporting of Non-Emergency Incidents</i>	455-6041
<i>Telephone Reporting Desk and Warrant Service</i>	455-6041
<i>Crime Stoppers of Central Virginia</i>	888-798-5900
<i>Chief of Police</i>	455-6045
<i>Central Virginia Criminal Justice Academy</i>	455-6190
<i>911 Administration</i>	455-4290
<i>Investigations and Administrative Bureau, Deputy Chief</i>	455-6051
<i>Administrative Division Captain</i>	455-6067
<i>Computer Operations</i>	455-6044
<i>Crime Analysis</i>	455-6046
<i>Crime Prevention Unit (Neighborhood Watch)</i>	455-6070
<i>Equipment & Supply</i>	455-6075
<i>Evidence & Recovered Property</i>	455-6057
<i>Personnel & Training Unit</i>	455-6048
<i>Police Records Unit</i>	455-6069
<i>Investigations Unit</i>	455-6054
<i>Narcotics & Vice Unit</i>	455-6056
<i>Investigations Captain</i>	455-6053
<i>Investigations Deputy Chief</i>	455-6051
<i>Evidence Technician</i>	455-6055
<i>Field Operations Deputy Chief</i>	455-6061
<i>East Patrol Division Captain</i>	455-6062
<i>North Patrol Division Captain</i>	455-6063
<i>South Patrol Division Captain</i>	455-6064
<i>Special Operations Division Captain</i>	455-6065
<i>Traffic Safety Unit</i>	455-6047
<i>Animal Control Unit</i>	455-6058
Pretrail Services, 925 Church Street	455-3750
Procurement Office	455-3970
Public Law Library	455-3820
Public Works Administration, 1700 Memorial Avenue	455-3960
<i>Building & Grounds Division, 800 Orchard Street</i>	455-4400
<i>Engineering Division</i>	455-3950
<i>Streets Division, 1700 Memorial Avenue</i>	455-4450
<i>Refuse Collection, 2704 Concord Tnpk</i>	856-2489
Real Estate Assessments, City Assessor	455-3830
Real Estate Tax Relief for Elderly & Disabled	455-3870
Registrar of Voters, 3236 Odd Fellows Road	847-1609
Risk Management	455-3815
Sewer Emergency, 525 Taylor Street	455-4250
Sheriff's Office, 907 Clay Street	847-1301

Snow, Ice Storm Emergency, 1700 Memorial Avenue	455-4450
Social Services, All Programs, 99 Ninth Street	455-5850
<i>TTY</i>	847-1388
Street Cleaning, 1700 Memorial Avenue	455-4450
Street Light Installation	455-3950
Street Light Maintenance - See American Electric Power	
Streets and Traffic Maintenance Division 1700 Memorial Avenue	455-4450
Streets, Street Signs and Sidewalk Repairs	455-4450
Fallen Trees and Limbs	455-4400
Street Signal - Emergency	911
Tax Assessments	
<i>Meals, Lodging & Amusement</i>	455-3880
<i>Personal Property</i>	455-3870
<i>Real Estate</i>	455-3830
<i>State Income</i>	455-3870
<i>Tax Collections</i>	455-3850
Trash Collection, Trash Tags/Decals, Missed Trash, Trash Carts (New And Replacement)	856-2489
Traffic Engineering	455-3950
Treasurer's Office - State Collections	455-4242
Tree Complaints	856-2489
Water Resources Department Administration, 525 Taylor Street	455-4250
<i>Abert Water Treatment Plant, 2500 Abert Road</i>	847-1311
<i>Billing</i>	455-3840
<i>CSO Rainleader Information Center</i>	847-7246
<i>College Hill Water Treatment Plant, 525 Taylor Street</i>	455-4250
<i>Emergency - Water and Sewer, 525 Taylor Street</i>	455-4250
<i>Pedlar Dam Residency, Allwood</i>	922-7222
<i>Wastewater Treatment Plant, 2301 Concord Tpke</i>	455-6240
Voter Registration And Information 3236 Odd Fellows Road	847-1609
Weed Control	856-2489
Zoning Enforcement	455-3900
<i>Other Important Phone Numbers</i>	
Central Virginia Area Agency on Aging	385-9070
Comcast Cable Company	(800) 266-2278
Department Of Motor Vehicles	(888) 337-4782
Jones Memorial Library	846-0501
Lynchburg Area Center for Independent Living	528-4971
Lynchburg General Hospital	200-3018
Lynchburg Hillcats	528-1144
Lynchburg Housing Authority	485-7200
Sexual Assault Response Hotline	947-7273
Sexual Assault Response Program (SARP)	947-7422
Virginia Baptist Hospital	200-4691
Virginia Cooperation Extension Service	455-2278



 (434) 856-CITY
(2489)

Call between the hours of 8:30 a.m. and 5:00 p.m.

to speak with a customer service representative.

Get it all done with just one call!

Citizens First Info Center Can Help With

Information about your City government.

A question for a specific City department.

Report a street light or traffic device out of service.

An idea or just want to pay us a compliment.

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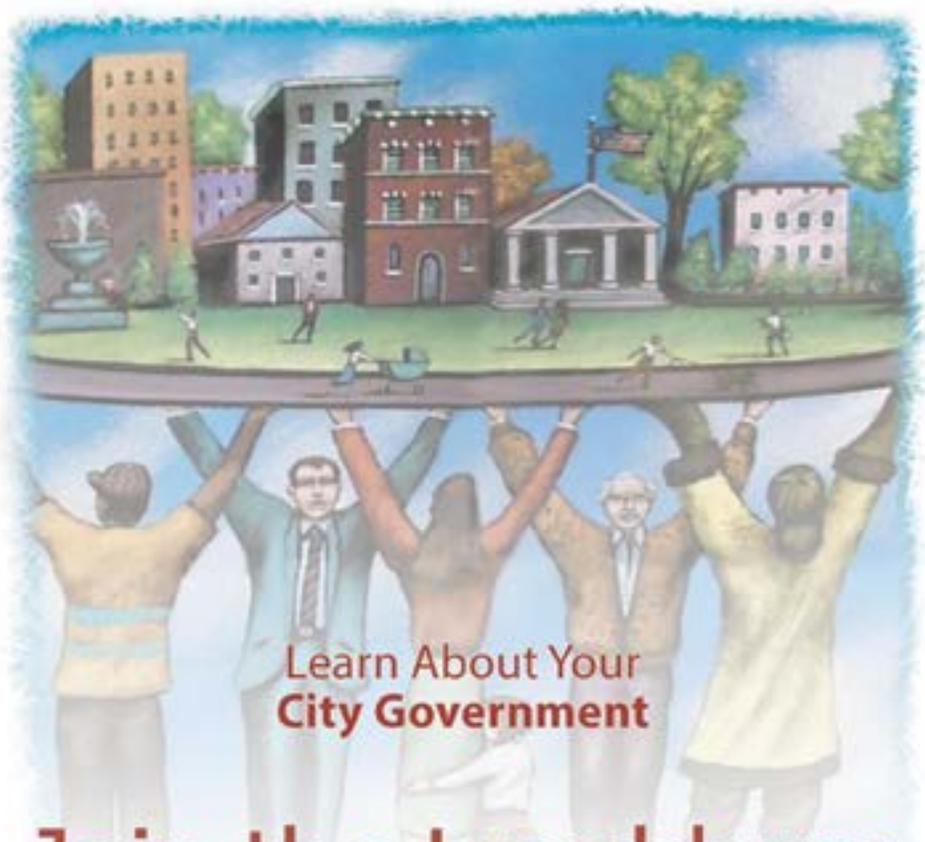
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Learn About Your
City Government

Join the Lynchburg **Citizens Academy**

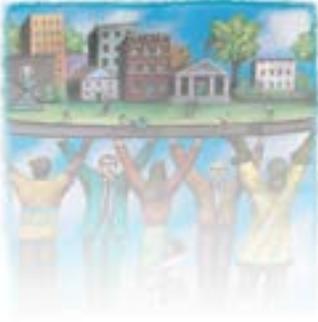
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"An enlightened citizenry is indispensable for the proper functioning of a republic."

—Thomas Jefferson

Call (434) 455-3800 for more
information about this opportunity
or visit www.lynchburgva.gov





The City of Lynchburg Presents:
Lynchburg Citizens Academy
Thursdays, starting each March.

Program Application

The Lynchburg Citizens Academy is a 12-week interactive program geared to learning about the government process in the City of Lynchburg. Each week City government experts will discuss diverse topics.

Enrollment will be limited to 30 participants, 18 years or older. Lynchburg residents will be given first priority. Applicants not scheduled for this session will be placed on an enrollment list for future sessions.

Name: _____

Name for nametag: _____

Home Address: _____

City: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

E-Mail Address: _____ Today's Date: _____

Tell us about yourself...

Occupation: _____

Community Activities: _____

Your Expectations of the Academy: _____

Please email, mail or fax form to:

jan.ramsey@lynchburgva.gov

City of Lynchburg

Communications & Marketing Department

900 Church Street Lynchburg, Virginia 24504

For more information, call 434.455-3800

Fax: 434.847.2083

www.lynchburgva.gov



[Click here for Table of Contents.](#)

Sample Citizens Academy Curriculum
(Sessions and locations subject to change)

Session	Time	Class Description	Location
1	6:00 p.m. – 9:00 p.m.	Your City Government: City Council, City Manager, City Attorney	City Hall 900 Church Street Council Chamber
2	6:30 p.m. – 9:00 p.m.	Public Safety – Part I : Lynchburg Fire Dept.	Station 1 – Fire Admin. 800 Madison Street
3	6:30 p.m. – 9:00 p.m.	Budget/Finance Dept. and Economic Development	Main Library Community Meeting Room 2315 Memorial Avenue
4	6:30 p.m. – 9:00 p.m.	Public Safety – Part II: Lynchburg Police Dept.	Central VA Criminal Justice Academy/City Armory 1200 Church Street
5	6:30 p.m. – 9:00 p.m.	Public Works: Buildings & Grounds, Streets, Engineer- ing, Refuse Coll.	Public Works Building 1700 Memorial Avenue
6	6:30 p.m. – 9:00 p.m.	Water Resources: Water and Wastewater	Templeton Senior Center 225 Wiggington Road
7	6:30 p.m. – 9:00 p.m.	Parks & Recreation and Lynchburg Public Library/ Museum	Templeton Senior Center 225 Wiggington Road
8	6:30 p.m. – 9:00 p.m.	Social Services and Juvenile Services	Human Services Building 99 Ninth Street
Optional Tour	6:30 p.m. – 9:00 p.m.	Lynchburg Museum, GLTC, Emergency Services, Regional Jail, City Cemetery	Various Locations (bus transportation provided)
9	6:30 p.m. – 9:00 p.m.	Assessor’s Office and Community Development	City Hall Second Fl. Training Room
10	6:30 p.m. – 9:00 p.m.	Lynchburg City Schools	Linkhorne Middle School Library 2525 Linkhorne Drive
11	6:30 p.m. – 9:00 p.m.	Constitutional Offices: Commissioner of the Revenue, Registrar, Circuit Court Clerk, Commonwealth Attorney	Constitutional Offices: Commissioner of the Revenue, Registrar, Circuit Court Clerk, Commonwealth Attorney
12	6:30 p.m. – 9:00 p.m.	“Jeopardy” - Open Q&A	City Hall 2nd Floor Training Room
Graduation	6:30 p.m. – 7:15 p.m. 7:30 p.m.	Graduation Reception/Class Photo Graduation Ceremony	City Hall 900 Church Street City Council Chamber



Boards and Commissions Application Form

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions and Committees appointed by the City Council. All appointments remain at the discretion of the City Council. Please complete and mail this form to: City of Lynchburg, Attn: Clerk of Council, 900 Church Street, Lynchburg, VA 24504 or fax to (434) 847-1536. This form is available online at www.lynchburgva.gov.

Name: _____ Date: _____

Home Address: _____ Zip: _____

Occupation: _____ Employed by: _____

Home Phone Number: _____ Business Phone Number: _____

E-Mail Address: _____ Fax Number: _____

Do you live in the City of Lynchburg? Yes No Ward Number: _____

List a maximum of three (3) Boards or Commissions on which you are interested in serving.

1. _____

2. _____

3. _____

Are you currently a member of a City Board, Commission, Committee or Authority? Yes No

If yes, list the Board(s):

What talent(s) and/or experience can you bring to the Board(s)?

What do you feel you can contribute to the Board(s) and to the community that may not be evident from information already on this form?

Please use this space for any additional information you would like to provide:

A resume or separate sheet with additional information may be included. **Attendance requirements:** City Council requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused.

In light of the above, will you be able to attend at least 75% of the regular meetings of the boards to which you may be appointed? Yes No

[Click here for Table of Contents.](#)

CITY OF LYNCHBURG BOARDS AND COMMISSIONS

Aging Commission — Provides counseling regarding numerous senior citizen programs; assists in the operation of many programs essential to the health and welfare of senior citizens; works to eliminate social and economic barriers for the elderly.

Airport Commission — Assists the city in planning, organization, direction and administration of the Lynchburg Regional Airport.

Building Code Appeals Board — Considers variances, changes or adjustments in the City Building Code or the Fire Prevention Ordinance; hears appeals from owners of buildings and determines whether such buildings should be repaired, vacated or demolished in compliance with Code requirements.

City Employees Appeal Board — Resolves any Step IV Grievance as provided for by the City's Employee Grievance Procedure.

Community College Board — Functions as an advisory body for the people in the college's service area with the State Board for Community Colleges, the Virginia Community College System administration and the College administration; makes recommendations regarding state and local funds budgets, long-range planning and curriculum; appoints curriculum advisory committee members; establishes regulations on student conduct.

Community Services Board of Central Virginia — Provides services for mental health, mental retardation and substance abuse through the role of advisor, service provider, fund raiser, educator, community organizer, planner, advocator and consultant; reviews existing programs and initiates new programs.

Design Review Board — Reviews/reports to Council regarding all planned unit developments, cluster commercial developments, and state- and federally-assisted housing proposals.

Disability Services Board — Created to stimulate public awareness and enhance local government interest in disability issues.

Historic Preservation Commission — Protects and preserves the historic areas of the City; reviews requests for erection, reconstruction, alteration or demolition affecting any structure on the Historic Buildings Map or in a Historic District.

Industrial Development Authority Board — Assists in promoting industry and developing trade in the area through financial assistance to new and existing industries.

Lynchburg Business Development Centre Board — Administrative body that governs the existing Lynchburg Business Development Center or "business incubator" as well as the Small Business Development Center.

Martin Luther King, Jr./Lynchburg Community Council — Develops and maintains the Center for Human Rights and recommends appropriate community observances around the national holiday honoring Dr. King.

Museum Advisory Board — Sets museum policy; prepares development and program plans; coordinates financial support and participation in many specific activities; reviews policy and planning of the Museum System member organizations.

Parking Authority — To develop plans for and to coordinate the development and use of sufficient off-street public owned parking facilities in the City and as necessary to acquire, construct, reconstruct, equip, improve, extend, enlarge, maintain, repair and operate off-street parking facilities.

Planning Commission — Acts in an advisory capacity to City Council in planning the development of the City (subdivisions, rezonings, parks, etc.).

Redevelopment & Housing Authority Board — Administers housing assistance programs as a political subdivision of the Commonwealth; conducts programs of urban renewal and housing rehabilitation in designated neighborhoods.

School Board — Employs teachers and other personnel; provides buildings and equipment; operates a transportation system; determines educational policies; disburses all school funds—all subject to state laws, the general supervision of the Board of Education and upon recommendation of the division superintendent.

Social Services Advisory Board — Interests itself in all matters pertaining to the citizens' social welfare; monitors the formulation and implementation of social welfare programs; makes recommendations on policy matters concerning the Human Services Department.

Transit Company Board — Formulates policies and operating procedures for and offers general supervision of a professional transit management company providing bus service.

Tourism Task Force — To develop a sustainable and effective tourism program for the community.

VASAP Board — Provides probation, education and rehabilitation of those persons charged with a violation of Section 18.2--266 of the Code of Virginia.

Youth Services Citizens Board — Advises City Council in all youth delinquency prevention and treatment matters; furnishes policy guidance and operates Lynchburg Youth Services; advises City Administration in the operation of several youth treatment facilities.



Volunteer Program Application

Lynchburg’s volunteer program gives citizens the opportunity to become actively involved with various activities in City government. The program is designed to increase citizen involvement in the day-to-day operations of your city’s government. You can use your talents, learn new skills, organize, facilitate, teach and share. Who can volunteer? Just about anyone—professionals, retirees, craftspeople, secretaries or skilled laborers, college students, families, singles, and youth. You can volunteer as an individual or in a group. You can give a day, a week, a month, or longer.

Name: _____

Home Address: _____

City: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

E-Mail Address: _____ Today’s Date: _____

Tell us about yourself:

Education: _____

Work Experience: _____

Previous Volunteer Experience:

Age: Over 18 yrs. Under 18 yrs., if checked, please list age: _____

Day	Morning	Afternoon	Eveing
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

I am interested in volunteering for the following:

- Adopt-a-Trail Program
- After School Program
- Coaching Youth Sports
- Cooking (Preparing meals at Juvenile Homes)
- Fire Department Tours/Education
- General Office Work
- Litter Control Program
- Mechanics (Fire Dept.)
- Neighborhood Watch (Police Dept.)
- Parks and Recreation Nature Center
- Project Double Team Mentoring
- Recreation Programs
- Recycling Program
- Scanning Documents for Image Conversion
- Special Projects/Mailings
- Telephone/Office Reception
- Tutoring Youth
- Youth Day of Caring
- City Council Appointed Board or Commission
(Please see Board/Commission Application)

Window of Work

Didn't see anything of interest on the list? Completing this simple form will help us to quickly identify your particular skills, knowledge, and capabilities and to match you with a volunteer opportunity to consider.

My Talents	My Quests	No-Nos
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: Typing Talking to people Working with youth Administrative duties	Examples: Computers Bookkeeping Chairing a committee History of organization	Examples: Public speaking Working with youth Work with computers
Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.	List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.	List those things that you really don't want to do.

What do you hope to gain from your volunteer experience?

Signature of Applicant: _____

Date: _____

For Office Use Only

Date received: _____

Placed: _____

Date Placed: _____

Please return this form to:
 Communications and Marketing
 City of Lynchburg
 900 Church Street
 Lynchburg, VA 24504
 Fax: 434-847-2083
 For more information
 Call: 434-455-3800



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IMPORTANT DUE DATES

Personal Property Taxes

Two Installments - June 5/December 5

Real Estate Taxes

Four Installments - November 15/January 15/March 15/May 15

Dog Licenses

Must be purchased by January 31









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are 139 steps on?*

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Lynchburg, VA 24504

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