NEW RIVER VALLEY JOINT BUDGET PROCESS

M E M O R A N D U M

TO: New River Valley Joint External Agency Heads

FROM: Kim Chiddo, Floyd County Administrator
Chris McKlarney, Giles County Administrator
Angela Hill, Montgomery County Administrator
Johnathan Sweet, Pulaski County Administrator
Todd Meredith, Radford City Manager

DATE: November 3, 2026

SUBJECT: FY 2028 New River Valley Joint Budget Requests

Please accept our sincere thanks for all of your efforts to serve the citizens and businesses of our communities. We recognize that many organizations provide services to our citizens and that many localities fund the same local organizations. Over the years, we have found that the Joint Budget process to receive and review funding requests is efficient for both the local governments involved and the external agencies requesting funding.

Budget instructions have been specifically tailored for each agency, so please carefully review all instructions prior to completing your FY 2028 requests. The instructions offer a *step-by-step* guide for the development of requests and the completion of all required forms. The budget forms are intended to provide information that will assist us in the review process.

Budget submissions should include the following:

- NRVJ Budget Form 1A *(All Agencies)*
- NRVJ Budget Form 1B - Revenue and Expense *(All Agencies)*
- NRVJ Budget Form 2A *(Human Services Agencies only)*
- NRVJ Budget Form 2B *(Human Services Agencies only)*
- Any supporting documentation that you believe justifies the request
- Last year's audit or a statement explaining why the audit is not included

Please note that as part of the review process, it is possible the group or an individual government may request additional information.

Completed budget submissions should be sent by email (no hard copies please) to **EACH** contact person listed in the table that follows by **no later than December 31, 2026**. If you are *not* requesting funds from a particular locality, please confirm that by email as well.

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County/City	Contact Name	Contact Email	Contact Phone
Floyd County	Jenny Tolbert	j.tolbert@floydcova.gov	(540) 745-9300
Giles County	Catherine Ballard	cballard@gilescounty.org	(540) 951-2525
Montgomery County	Robin Meade	mearderc@montgomerycountyva.gov	(540) 382-6954
Pulaski County	Bradley Vaught	bwvaught@pulaskicounty.org	(540) 980-7705
Radford City	Patricia Cox	patricia.cox@radfordva.gov	(540) 731-3614

The NRV Joint Budget Review Meeting will be held on **Tuesday, January 26, 2027** at the **New River Valley Business Center located at 6580 Valley Center Drive, Radford, VA**. If Pulaski County Schools are closed that day due to inclement weather, the *alternate date for the meeting will be Friday, January 29, 2027.* Robin Meade, Budget Manager for Montgomery County, will contact you in January to provide the presentation schedule which will confirm appointment times.

Thanks so much for your assistance and your attention to this important process. We look forward to working with you as we develop our respective FY 2028 Budgets.