

NEW RIVER VALLEY JOINT BUDGET PROCESS

MEMORANDUM

TO: New River Valley Joint External Agency Heads

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

DATE: November 3, 2025

SUBJECT: FY 2027 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 2027 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, 2025**. 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
Pulaski County	Bradley Vaught	bwvaught@pulaskicounty.org	(540) 980-7705
Floyd County	Jenny Tolbert	j.tolbert@floydcova.gov	(540) 745-9300
Giles County	Catherine Ballard	cballard@gilescounty.org	(540) 951-2525
Radford City	Chelista Linkous	chelista.linkous@radfordva.gov	(540) 731-3614
Montgomery County	Robin Meade	meaderc@montgomerycountyva.gov	(540) 382-6954

The NRV Joint Budget Review Meeting will be held on **Friday, January 23, 2026** 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 Thursday, January 29, 2026*. 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 2027 Budgets.