

# **ROANOKE VALLEY- ALLEGHANY REGIONAL COMMISSION**



## **FY 2009 Comprehensive Work Program**

*Adopted May 22, 2008*

# Roanoke Valley-Alleghany Regional Commission

## FY 2009 Comprehensive Work Program

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## STAFF

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## OVERVIEW

The annual Comprehensive Work Program is the basis for achieving the objectives and strategies as outlined in the Roanoke Valley Alleghany Regional Commission's Strategic Plan. The Commission strives to maximize its limited staff and resources by developing a comprehensive work plan based on current needs and priorities of the region.

This Work Program is a compilation of projects presented by elected officials, Commission members, Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) members, regional economic development-related organizations and staff. The Commission and RVAMPO reviews and ranks projects according to importance, funding availability, staff time and other constraints. The intent is to obtain the most benefit from the least direct cost to the local governments. Requests not included in this year's work program are added to a list of potential projects for future work programs. These potential projects may be included in next year's work program if the need still exists and funding is available.

The work program is revised annually and may be amended as deemed necessary by the member governments that we serve.

# SERVICE AREA MAP



## ACRONYM DESCRIPTIONS

APA	American Planning Association
ARC	Appalachian Regional Commission
CDBG	Community Development Block Grant
CEDS	Comprehensive Economic Development Strategy
DEQ	Department of Environmental Quality
EDA	Economic Development Administration
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
GRTC	Greater Roanoke Transit Company
IMPLAN	Impact Planning Software
ITS	Intelligent Transportation System
MSA	Metropolitan Statistical Area
PDC	Planning District Commission
PL	Planning funds ( <i>Virginia Department of Transportation</i> )
PRE-NEPA	Pre-National Environmental Policy Act
RADAR	Roanoke Area Dial a Ride
RVARC	Roanoke Valley-Alleghany Regional Commission (Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and Towns of Clifton Forge, Rocky Mount and Vinton)
RVAMPO	Roanoke Valley Area Metropolitan Planning Organization (Cities of Roanoke and Salem, Counties of Bedford, Botetourt and Roanoke, Town of Vinton)
RVEPC	Roanoke Valley Emergency Planning Committee
SPR	State Planning Research funds ( <i>Virginia Department of Transportation</i> )
TAZ-UP	Update of Transportation Analysis Zones
TE	Transportation Enhancement
TDM	Transportation Demand Management
THA	Transportation Housing Alliance
TIP	Transportation Improvement Program
TMA	Transportation Management Area
VAPDC	Virginia Association of Planning District Commissions
VDOT	Virginia Department of Transportation
VTRANS	Virginia Statewide Long-Range Transportation Plan

## **URBAN TRANSPORTATION PROJECTS**

### **Long-Range Transportation Planning**

The primary activity of the FY2009 long-range planning project is development and completion of the Constrained Long Range Transportation Plan 2035 which will need to be adopted in February 2009. Other activities include Census TAZ-UP process, National Household Transportation Survey Data review, organize the annual open house and coordinate with VDOT's rural long range transportation planning process.

*Localities Served:* Cities of Roanoke and Salem, Counties of Bedford, Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Mark McCaskill

*Funding Source & Estimated Hours:* PL – 1,288 hrs., FTA – 116 hrs.

### **Transportation Improvement Program**

Staff will develop a FY 2009-2012 TIP, approve amendments to current TIP as needed, provide annual listing of projects with federal obligations, TIP GIS development, website development as related to the TIP and /or TIP database/tracking system development.

*Localities Served:* Cities of Roanoke and Salem, Counties of Bedford, Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* PL – 450 hrs., FTA – 155 hrs.

### **Public Participation–Environmental Justice**

Staff will continue to engage neighborhood organizations and civic leagues in focus group settings and deploy the Electronic Kiosk that was developed in FY2006. Staff will conduct a review of input received and summarize in an end of year report. The RVAMPO website will be maintained.

*Localities Served:* Cities of Roanoke and Salem, Counties of Bedford, Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Jeremy Holmes

*Funding Source & Estimated Hours:* PL – 374 hrs., FTA – 50 hrs.

### **Air Quality Planning – PM 2.5 Plan & Implementation**

Staff will focus on implementation of transportation and transportation related strategies outlined in the adopted Ozone Early Action Plan, finalize the voluntary PM 2.5 compact and make website improvements for ozone EAP maintenance and the PM 2.5 planning process.

*Localities Served:* Cities of Roanoke and Salem, Counties of Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Mark McCaskill

*Funding Source & Estimated Hours:* PL – 400 hrs., FTA – 40 hrs.

### **Regional Corridor Studies**

Staff will present three corridor studies - Jefferson Street (Roanoke City), Gus Nicks/Virginia/Hardy Roads (Vinton) and Route 419 (City of Roanoke, County of Roanoke and City of Salem). Also, any evaluation of any pre-NEPA checklists/guidelines and their potential application in the MPO planning process.

*Localities Served:* Cities of Roanoke and Salem, County of Roanoke, and Town of Vinton

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* PL – 900 hrs., FTA – 200 hrs.

### **Human Services Public-Transit Coordinated Transportation Plan Implementation**

SAFETEA-LU requires a “Human Services Transportation Plan” to be in place before transit operators can access federal new starts funds. Staff will make additions and modifications to the state-wide plan that encompasses all of the PDCs in the state.

*Localities Served:* Cities of Roanoke and Salem, Counties of Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Mark McCaskill

*Funding Source & Estimated Hours:* PL – 75 hrs., FTA – 85 hrs.

### **RVAMPO Bicycle Plan and Greenway Master Plan Implementation Planning and Assistance**

Staff will research local ordinances, guidelines and regulations that promote bicycle and greenway usage, research pedestrian, bicycle advisory boards in the nation, track yearly progress toward the implementation of the Roanoke River Greenway, assist with GIS mapping, update website, assist with grant writing, develop a greenway usage monitoring system and review, update the RVAMPO Bicycle Plan and assist City of Roanoke with “Pathways to Healthy Neighborhoods Plan Development” planning process.

*Localities Served:* Cities of Roanoke and Salem, Counties of Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Shane Sawyer

*Funding Source & Estimated Hours:* PL – 840 hrs.

### **Safety Planning**

Staff will continue to attend the Blue Ridge Transportation Safety Board meetings for coordination of common transportation safety related issues. In addition, staff will continue to provide assistance to local governments, school systems and VDOT concerning Safe Routes to School Plans and funding. Staff will also acquire new crash and accident data for analysis.

*Localities Served:* Cities of Roanoke and Salem, Counties of Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* PL – 400 hrs.



## **General Technical Assistance & Technical Support Activities**

RVARC staff will research, develop, maintain, and analyze data for use in a variety of technical support and planning support activities. Work activities will be organized around the following:

**General Technical Assistance** to local governments, planners and citizens as requested.

**Technical Support Activities** – a variety of activities to support work program projects and/or the general planning process (i.e. travel time studies, turning movement counts).

**Transportation Enhancement Assistance** – as requested by local governments.

**Minor Support to Statewide Multi-Modal Plan (VTRANS) Update** – as needed.

*Localities Served:* Cities of Roanoke and Salem, Counties of Bedford, Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Staff

*Funding Source & Estimated Hours:* PL – 380 hrs., FTA – 50 hrs.

## **Public Transportation Planning Assistance**

Staff will provide transit route mapping assistance, bus stop mapping, financial capacity analysis and complete a study of the feasibility of expansion of bus service to industrial parks.

*Localities Served:* Cities of Roanoke and Salem, County of Roanoke, and Town of Vinton

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* PL – 100 hrs., FTA – 300 hrs.

## **Seminars and Stakeholder Training**

The American Planning Association (APA) produces a series of teleconferences on planning issues. RVAMPO staff will select relevant MPO related teleconferences and make arrangements to host a teleconference download site for local planners, citizens and other interested parties. A discussion will follow each teleconference concerning how RVAMPO staff may apply concepts from the teleconference in the long-range planning process.

*Localities Served:* Cities of Roanoke and Salem, Counties of Bedford, Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* PL – 100 hrs.

## **Wayfinding Systems Planning**

Staff will complete a pedestrian wayfinding signage study for downtown Roanoke and a vehicle wayfinding and gateway signage study for Vinton.

*Localities Served:* City of Roanoke and Town of Vinton

*Project Leader:* Matt Miller

*Funding Source & Estimated Hours:* PL – 440 hrs.

### **Prototype Congestion Management Systems Plan - Passenger & Freight**

Staff will develop a prototype Congestion Management Systems Plan as if the RVAMPO were already a Transportation Management Area (TMA). Staff will then seek feedback on the plan from VDOT and FHWA so staff can prepare for the eventuality of preparing an official CMS plan after the 2010 census.

*Localities Served:* Cities of Roanoke and Salem, Counties of Botetourt and Roanoke, and Town of Vinton

*Project Leader:* Mark McCaskill

*Funding Source & Estimated Hours:* PL – 500 hrs., FTA – 100 hrs.

### **Route 419 Intergovernmental Coordination Plan**

Staff will examine ways in which governments can better coordinate to improve the multimodal ability of Route 419.

*Localities Served:* Cities of Roanoke and Salem and County of Roanoke

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* Multimodal grant – 365 hrs.

## **RURAL TRANSPORTATION PROJECTS**

### **Regional Long Range Transportation Plan - Phase III**

Staff will create a regional long-range plan in the rural portion of the Roanoke Valley-Alleghany Regional Commission (RVARC) to complement the long-range transportation plan developed by the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) for the metropolitan area. This program is broken up into four phases across a multi-year effort that will result in a “safety conscious, GIS based long-range multi-modal plan (highways, bicycle/pedestrian, freight, aviation and transit) for the RVARC. The four phases are: Phase I – Goals and Data Collection (FY 2007); Phase 2 – Analysis and Problem Identification (FY 2008); Phase - 3 Public Outreach and Recommendation Development (FY 2009); and Phase 4 - Public Endorsement and Regional Adoption (FY 2010).

*Localities Served:* City of Covington, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, and Town of Clifton Forge

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* SPR – 424 hrs.

### **Covington Comprehensive Plan – Transportation Element**

Staff will assist the City of Covington with the development of its comprehensive plan. Staff will coordinate this project with an effort to examine relationships between transportation, housing and employment.

*Localities Served:* City of Covington

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* SPR – 90 hrs.

### **Expansion of Public Transportation Service in the Alleghany Highlands**

Staff will assist RADAR and the localities in the Alleghany Highlands in evaluating the expansion of public transportation services. RADAR currently operates the Mountain Express in and between Covington, Clifton Forge and Iron Gate Monday through Friday. RADAR is considering increasing the frequency of service on the present route, as well as expanding service to additional locations in Alleghany and Rockbridge Counties.

*Localities Served:* City of Covington, County of Alleghany and Towns of Clifton Forge and Iron Gate and City of Covington

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* SPR – 80 hrs.

## Air Quality Planning

Staff will focus on various transportation and transportation demand related strategies contained in the Roanoke area Early Action Compact. Staff will begin the groundwork for a voluntary regional compact concerning fine particulate matter (PM 2.5). Staff will also include website improvements geared towards Ozone and PM 2.5 information dissemination.

*Localities Served:* City of Covington, Counties of Alleghany, Botetourt, Craig Franklin and Roanoke and Town of Clifton Forge

*Project Leader:* Mark McCaskill

*Funding Source & Estimated Hours:* SPR – 30 hrs.

## Rural Transportation Technical Support Activities

Staff will research, develop, maintain, and analyze data for use in a variety of technical support and planning support activities. Work activities will be organized around the following subtasks. Any combination of subtasks may be completed in FY2009 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of the fiscal year.

- **General Technical Assistance** to local governments, planners and citizens as requested.
- **Technical Support Activities** – a variety of planning support activities to support work program projects and/or the general planning process (i.e., turning movement counts).
- **Regional Greenways Mapping Assistance** – GPS and mapping assistance to the Regional Greenway Commission as needed.
- **Transportation Enhancement Assistance** – Local government assistance on the preparation of Transportation Enhancement (TE) grants as needed.
- **Review of Traffic Impact Analysis** – Assist local governments in their review and consideration of traffic impact analysis reports on land use proposals.
- **Development of a Rail to Trail Project in Clifton Forge.**

*Localities Served:* City of Covington, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Town of Clifton Forge

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* SPR – 200 hrs

# RIDESHARING/ALTERNATIVE TRANSPORTATION PROJECTS

## Transportation Demand Management Projects

Staff will continue to operate RIDE Solutions, the regional TDM program, to create a greater public awareness of commuting options to address air quality and other environmental issues as well as stimulate economic vitality by offering a cost-saving alternative to driving alone. The program's work will include, but not be limited to, the following areas:

- Creation of regional Long-Range TDM Plan to be integrated into the State Long-Range TDM Plan. Update the regional LRTDMP as needed. Participate in the MPO planning process, identifying and encouraging the implementation of TDM incentives and infrastructure (such as park-and-ride-lots) when appropriate.
- Promote transportation demand management strategies through traditional marketing and outreach efforts. Emphasize employer outreach and partnerships as the primary deployment of TDM strategies in the region, with particular emphasis on the creation of commuter choice incentives such as the tax-deferred transit and vanpool benefits.
- Act as the regional coordinator for the Telework!VA program to promote telework as a commute option. Find creative applications for Telework!VA incentives, including marketing the region as a destination for Northern Virginia teleworkers wanting to relocate but retain their current jobs.
- Manage the RIDE Solutions database carpool-match database, Guaranteed Ride Home benefit, web pages, general on-line presence, member's needs, grant writing, bookkeeping, advertising, public outreach, and information requests. Provide other survey and statistical analysis for the region's public transportation and park-and-ride systems.

*Localities Served:* Cities of Covington, Radford, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Floyd, Franklin, Giles, Montgomery and Roanoke, Towns of Blacksburg, Christiansburg, Clifton Forge, Dublin, Pearisburg, Rocky Mount and Vinton

*Project Leader:* Jeremy Holmes

*Funding Source & Estimated Hours:* Rideshare – 1,310 hrs.

## **ECONOMIC DEVELOPMENT PROJECTS**

### **Greater Allegheny Highlands Region Tourism Trail**

Commission staff will continue to assist the tourism trail region with the development of a brand/identity, and marketing plan, and a marketing web site for the regional tourism project.

*Localities Served:* City of Covington, Counties of Allegheny, Bath, Craig and Highland, and Towns of Clifton Forge, Iron Gate, Monterey and New Castle

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* ARC ADBI GRANT – 150 hrs.

### **Allegheny Highlands Telecommunications/Broadband Plan Phase II**

Staff will assist the County of Allegheny and the City of Covington in creating a Community Telecommunications Plan. Staff will attend meetings, work with consultants, and create broadband infrastructure maps as part of a broader regional effort to improve broadband access.

*Localities Served:* City of Covington, County of Allegheny, Towns of Clifton Forge and Iron Gate

*Project Leader:* Matt Miller

*Funding Source & Estimated Hours:* ARC – 50 hrs.

### **Pursue Designation as an Economic Development District (Strategic Plan Year I)**

Staff will work with the Roanoke Valley Allegheny Regional Comprehensive Economic Development Strategy formed in FY 2008 to complete development of the strategy. Completion of this document is the region's first step towards achieving designation as an Economic Development District.

*Localities Served:* Cities of Covington, Roanoke and Salem, Counties of Allegheny, Botetourt, Craig, and Roanoke and Towns of Clifton Forge, and Vinton

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* EDA – 580 hrs.

### **Master Plan for Clifton Forge**

Staff will assist Clifton Forge with a master plan that ties together planned downtown improvements.

*Localities Served:* Town of Clifton Forge

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* ARC – 40 hrs.

**Covington Economic Development Assistance**

Staff will continue to work toward implementation of a regional business resource center and strive to develop and implement “WoodLinks USA” technical training program.

*Localities Served:* City of Covington, County of Alleghany, and towns of Clifton Forge and Iron Gate.

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* ARC – 50 hrs.

**Craig County Tourism Website**

Staff will assist both Craig County Administration and the Craig County Tourism Commission with the development of websites.

*Localities Served:* County of Craig

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* ARC – 30 hrs.

**IMPLAN**

Staff will assist localities and regional partners with estimating economic impact of a variety of projects and events upon request.

*Localities Served:* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and Towns of Clifton Forge, Rocky Mount and Vinton

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* As needed.

## ENVIRONMENTAL PROJECTS

### Regional Green Initiative

Staff will assist participating localities in pursuing a comprehensive energy plan on a regional level and aligning regional goals with the state-wide energy plan. Staff will coordinate existing environmental services across local governments, research regional recycling issues, promote green build within the region, sponsor a Regional Green Summit, create an information clearinghouse, and provide assistance with Smart Growth Implementation Assistance grant applications.

*Localities Served:* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Towns of Clifton Forge, Rocky Mount and Vinton

*Project Leader:* Jeremy Holmes

*Funding Source & Estimated Hours:* RVARC – 140 hrs.

### Greater Roanoke Regional Water Supply Planning Coordination Phase II (Strategic Plan Year 2)

Staff will continue coordination efforts with participating localities, the project consultant, Draper Aden Associates, and the Virginia Department of Environmental Quality in development of the Greater Roanoke Water Supply Plan Phase II that meets the criteria and conditions established in the Commonwealth's Local and Regional Water Supply Planning Regulation (9 VAC 25-780).

*Localities Served:* Cities of Bedford, Roanoke and Salem, Counties of Bedford, Botetourt, Craig, Franklin and Roanoke, Towns of Boones Mill, Buchanan, Fincastle, Rocky Mount, Troutville and Vinton

*Project Leader:* Shane Sawyer

*Funding Source & Estimated Hours:* RVARC – 50 hrs.

### Alleghany Regional Water Supply Planning Coordination Phase II (Strategic Plan Year 2)

Staff will continue coordination efforts with participating local governments and the Virginia Department of Environmental Quality in development of the Alleghany Highlands Regional Water Supply Plan that meets the criteria and conditions established in the Commonwealth's Local and Regional Water Supply Planning Regulation (9 VAC 25-780).

*Localities Served:* City of Covington, County of Alleghany, Towns of Clifton Forge and Iron Gate

*Project Leader:* Shane Sawyer

*Funding Source & Estimated Hours:* ARC – 150 hrs.



### **Roanoke Regional Storm Water Management Committee (Strategic Plan Year I)**

Staff will continue with the committee of stakeholders to gauge government commitment to implementing the 1997 Roanoke Valley Regional Storm Water Management Plan.

*Localities Served:* Cities of Roanoke and Salem, Counties of Franklin and Roanoke and the Town of Vinton

*Project Leader:* Wayne G. Strickland

*Funding Source & Estimated Hours:* RVARC – 24 hrs.

### **Pre-Disaster Mitigation Technical Assistance**

Staff will monitor the implementation of the Regional Pre-Disaster Mitigation Plan as required by the Virginia Department of Emergency Management and complete the Annual Report and Mitigation Strategies Spreadsheet.

*Localities Served:* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig and Roanoke and the Towns of Clifton Forge and Vinton

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* RVARC – 40 hrs.

## **COMMUNITY DEVELOPMENT PROJECTS**

### **Regional Housing Study**

Staff will conduct a regional housing study that provides and analyzes housing data and makes suggestions and recommendations on how the region can effectively address the housing needs of the residents.

*Localities Served:* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and Towns of Clifton Forge, Rocky Mount and Vinton

*Project Leader:* Shane Sawyer

*Funding Source & Estimated Hours:* RVARC – 150 hrs., ARC -180 hrs.

### **Assistance to the Roanoke Valley – Alleghany Regional Advisory Council on Homelessness**

Staff will continue coordination of the Advisory Council and complete other tasks as needed to encourage and facilitate cooperation between local governments, services providers and community based organizations to address homelessness in the Blue Ridge Continuum of Care region.

*Localities Served:* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig and Roanoke and Towns of Clifton Forge and Vinton

*Project Leader:* Shane Sawyer

*Funding Source & Estimated Hours:* RVARC – 100 hrs.

### **Alleghany County Emergency Operations Plan Update**

Staff will assist the County of Alleghany with updating its emergency operations plan.

*Localities Served:* County of Alleghany

*Project Leader:* John Hull

*Funding Source & Estimated Hours:* ARC – 50 hrs.

### **Botetourt Comprehensive Plan Update**

Staff will assist the County of Botetourt in updating its 2004 comprehensive plan.

*Localities Served:* County of Botetourt

*Project Leader:* Jake Gilmer

*Funding Source & Estimated Hours:* ARC – 100 hrs.

### **Buchanan Zoning Ordinance Update**

Staff will assist the Town of Buchanan in updating the zoning ordinance.

*Localities Served:* Town of Buchanan

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* Buchanan – 42 hrs.

**Covington Comprehensive Plan Update**

Staff will assist Covington with the required 5-year review and update of the comprehensive plan.

*Localities Served:* City of Covington

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* THA – 170 hrs., ARC – 100 hrs.

**Covington Downtown Revitalization**

Staff will assist Covington with downtown revitalization activities.

*Localities Served:* City of Covington

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* ARC – 100 hrs.

**Assistance with the Craig County Rural Health Care Facility**

Staff will assist in the administration of a CDBG grant, which will help fund the new facility.

*Localities Served:* County of Craig

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* CDBG – 190 hrs.

**Franklin County Technical Assistance**

Staff will assist the County of Franklin with zoning ordinance update, open space planning, viticulture research and parks and recreation section of its comprehensive plan.

*Localities Served:* County of Franklin

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* RVARC – 210 hrs.

**General Technical Assistance**

Staff will apply for “Your Town: The Citizen’s Institute on Rural Design” grant application.

RVARC staff will develop, maintain, and analyze data for use in a variety of technical support and planning support activities.

*Project Leader:* Staff

*Funding Source & Estimated Hours:* ARC – 340 hrs.

## **REGIONAL SUPPORT ACTIVITIES**

### **Regional Leadership Collaboration**

Staff will coordinate and facilitate regular meetings of area Mayors and Chairs, as well as chief administrative officials in the region. Staff will establish an education program.

*Project Leader:* Wayne Strickland

*Funding Source & Estimated Hours:* RVARC – 62 hrs.

### **Liaison Proposal (From the Strategic Plan)**

Each staff member will be assigned to serve as a “liaison” to a specific local government within the region. The designated staff member will attend council or board meetings, or other meetings deemed important by the member government on a schedule established by the local government and the staff.

*Project Leader:* Wayne Strickland

*Funding Source & Estimated Hours:* RVARC – 108 hrs.

### **Regional Planners Training**

Staff will coordinate and facilitate training sessions to assist planners in remaining abreast of current planning issues and best practices and to maintain AICP certification.

*Project Leader:* Eddie Wells

*Funding Source & Estimated Hours:* RVARC – 40 hrs.

### **Update to the Emergency Services Directory**

Staff will update the Roanoke Valley Emergency Resources Directory that was originally published in 2002.

*Project Leader:* Matthew Rehnborg

*Funding Source & Estimated Hours:* RVARC – 75 hrs.

### **State-Wide GIS Conference**

Staff will provide support and planning to the VAPDC GIS Conference to be held in Roanoke, September 2008.

*Project Leader:* Matt Miller

*Funding Source & Estimated Hours:* VAPDC – 190 hrs.

### **State Data Center**

Staff will continue role as regional clearinghouse for demographic and economic development information and related data, includes census 2010 coordination and comment.

- GRANT System - Staff will compile an email distribution list of local government staff and other interested parties from the region and electronically distribute notices of relevant grant opportunities from federal and state agencies as well as private foundations.
- Regional Intern Program - Staff will manage the Commission's internship program and formulate formal procedures and policies regarding application to the program, attendance, and supervision.
- Regional Planning Library – Staff will continue to maintain and improve library organization and operation to increase its usefulness to Commission members, businesses, and citizens in the region.
- Regional Planning Academy – Staff will continue support of the Regional Citizens Planning Academy. The Academy offers specialized courses to citizens on all aspects of planning and development with a special emphasis on regionalism and specific activities and projects in which the Regional Commission is involved.
- Participation in the Census Bureau's 2010 Participant Statistical Areas Program.

### **Public Relations and Outreach**

The staff will continue with publication of brochures, newsletters, website update, and continue outreach activities.

### **Grant Writing**

The staff will continue to provide assistance to localities in writing grant applications and researching funding opportunities for regional and local development projects. Project includes attendance at grant workshops.

### **General Technical Assistance**

The staff will research, develop, maintain, and analyze data for use in a variety of technical support and planning support activities.