



Roanoke Valley-Alleghany

# REGIONAL commission

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | [rvarc@rvarc.org](mailto:rvarc@rvarc.org)

May 19, 2022

## **MEMORANDUM**

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for May 26, 2022 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Thursday, May 26, 2022 at 11:30 a.m. The meeting will be in person and held at the RVARC office, in the RVARC board room. Lunch will be served. The following items will be discussed by the Executive Committee:

### **AGENDA**

1. Consent Agenda:
  - a. Minutes of the April 21, 2022 meeting, pp. 2 – 5
2. FY23 Commission Budget, pp. 6 – 7
3. Executive Director Review
4. Other Business

Please let Virginia Mullen ([vmullen@rvarc.org](mailto:vmullen@rvarc.org)) know if you will be able to attend. I hope you can attend the meeting.



## **MINUTES**

The April Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, April 21, 2022 at 11:35 a.m. at the Roanoke Valley-Alleghany Regional Commission office located at 313 Luck Ave., SW, Roanoke, VA.

### **1. CALL TO ORDER AND WELCOME**

Chairman Phil North called the meeting to order at 11:35 a.m. and welcomed those in attendance.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Phil North, Roanoke County; Dean Martin, Roanoke County; Billy Martin, Botetourt County.

### **OTHERS/GUESTS IN ATTENDANCE**

Roanoke Valley-Alleghany Regional Commission Staff: Jeremy Holmes and Sherry Dean.

### **2. APPROVAL OF CONSENT AGENDA**

Mr. Billy Martin motioned, Mr. Dean Martin made a second and the consent agenda was approved by voice vote.

### **3. EXECUTIVE DIRECTOR REPORT**

#### **A. Staff Updates:**

Jeremy Holmes reported at the last meeting he had reported there were three open staff positions and with Rachel Ruhlen leaving and taking a position in Fort Collins, CO that left four open staff positions. As of today, all open staff positions have been filled which are two transportation planner positions, one regional planner position



and a public engagement manager position. A nationwide search was conducted to find staff to fill the positions.

With the additional transportation funds received this year an additional transportation planner position has been added to the budget, but we will wait on hiring for that position until we understand the needs and workload.

The public engagement manager position will be able to help with getting the postcard asked for, in the past, about reporting regional priorities to legislative staff. With filling all the positions, we are now back up at full staff.

#### B. Commission Meeting Presentations:

Mr. North asked about the regional presentations to find out about what our other local governments are working on and noted we have had one which was the Alleghany Highlands, Salem will present in May, and Franklin County will present in June. Mr. Holmes reported he presented at the Franklin County Board of Supervisors meeting this week to introduce himself and report on Commission activities and will be in Clifton Forge next week. Mr. Billy Martin would like for him to come to Botetourt County. Mr. Holmes has also visited with Alleghany County as well. Mr. Holmes plans to go out more and visit with localities. Mr. North said he would like to visit other localities with Mr. Holmes if his schedule allowed.

Mr. Billy Martin noted he would like to say he thinks Mr. Holmes is doing a great job with how he has stepped into his position and took control and is keeping everything going and he really appreciates that. Mr. Holmes reported he knows he's had a lot to learn but that Mr. Martin and the board has been very patient and helpful and keeps him updated. Mr. Holmes noted he also inherited a very responsible, trustworthy and self-motivated staff which allows him to do the things he needs to do.

Mr. North noted it would be good to send out an email and introduce the new staff to everyone. Mr. Holmes is planning for that when the new public engagement manager comes on board.

#### C. Building Updates:

Mr. Holmes reported that before Matt Miller left he was handling all of the Commission building maintenance. Once Matt left and with no one else involved with the building, we have contracted with a construction maintenance firm that comes in quarterly and audits the building and provides a priority list of items that need to be addressed. We had some leaky roof issues they addressed a couple of weeks ago and they have identified other issues, with the building, that need to be taken care of that have been lagging and we are working with them to tackle some



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | [rvarc@rvarc.org](mailto:rvarc@rvarc.org)

of the maintenance issues. None of the issues are major but just maintenance items that should be taken care of. We also expect to be doing some renovation construction on the top floor, as over the years the space moved from being a library to office space and staff have increased. Mr. North noted we might consider a capital maintenance plan so we can plan for how many years out certain repairs might need to take place. Mr. Holmes reported now that we have a service provider and are getting information on the building we are working towards a plan but it is not yet formally budgeted. The service provider is Collins Home Repair and they do not do a lot of commercial business but we do fit into the size of business they work with and they have been very responsive and their costs are reasonable.

#### D. Work Program Process:

Mr. Holmes reported we continue to make updates to the work program process and have met with the work program committee and everyone seems to be happy with the process not having the submission of projects but have the process be more discussion based and flexible process. Next, we will look at monitoring and reporting out on the projects we have taken on and we will test that out on a Fincastle project to completely overhaul and update their zoning ordinance. We will look at who is involved (Fincastle staff and Commission staff) and that both sides understand what needs to be done, an agreed upon timeline and then to have a more formal evaluating process for reporting out what is completed. Mr. North noted he thinks Mr. Holmes is doing a superior job.

Mr. Billy Martin reported the work program committee will only meet if necessary in the future. Mr. Holmes noted the work program committee has changed from being a project approving committee to a project consideration committee or committee to determine if the Commission's projects are going in the right direction regionally.

#### E. Housing Grant:

Mr. Dean Martin inquired as to how the housing grant was coming along. Mr. Holmes reported applications, for the competitive portion, are currently being evaluated and an announcement should be expected in the next couple of weeks. There are four applications for the funds and a second component is some of that money is segregated, for funding for Collective Response recovery housing. The housing grant funds are a three-year program with Virginia Housing and they seem happy working with commissions on establishing housing and we hope this is an ongoing program with Virginia Housing.



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

[rvarc.org](http://rvarc.org)

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | [rvarc@rvarc.org](mailto:rvarc@rvarc.org)

#### 4. **Other Business**

##### A. Roanoke County ARP Act Funding:

Mr. North noted Roanoke County just approved \$200,000 of ARP Act funding for Collective Response.

##### B. General Assembly funds:

Mr. North inquired if there was a bill in the General Assembly for additional funding for PDCs. Mr. Holmes has not seen a resolution on it but there was a bill for a one-time funding of \$30,000 from the state's ARP Act funds and knows the VAPDC is monitoring that.

### **MEETING ADJORNED**

The meeting was adjourned at 12:35 p.m.

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission

**Executive Committee Report**  
**SUBJ: Proposed FY 2023 Budget**

Members of the Roanoke Valley-Alleghany Regional Commission's Executive Committee met on May 26, 2022 to discuss the proposed FY 2023 Budget.

Revenues

- The per capita dues rate remains at \$1.00 per capita for FY 2023 and the TPO dues remain at 15 cents per capita.
- Funding from the General Assembly, which authorizes funding to Regional Commissions in the Commonwealth, is included. These funds are distributed by the Virginia Department of Housing and Community Development. The funding amount was increased by \$14,000 in FY22 and will remain unchanged for FY23.
- Federal Highway Administration funding increased by \$56,768 for FY23 and Federal Transit funding increased by \$32,621 which results in an increase in state match and local match as well. These funding increases are due to the federal Build Back Better infrastructure funding bill that was approved last year.
- A Community Conservation Grant from the Virginia Environmental Endowment was awarded to the Commission and partner Roanoke County. The \$68,600 grant starts in FY23 and provides funding, for three years, to educate the public and provide septic tank pump outs, to eligible citizens, in Roanoke County.
- Virginia Department of Emergency Management awarded funds to update the regional hazard mitigation plan. The funding, to be received over 2 years, is \$60,000 with the Commission providing a \$20,000 match.
- The Appalachian Regional increased funding in FY23 by \$16,606.
- In FY22, the City of Roanoke provided the Roanoke Valley Collective Response with American Rescue Plan funding of \$390,000, to be used over a three-year period to facilitate combating the opioid addiction crisis. The 2<sup>nd</sup> year of this funding usage will occur in FY23.
- Virginia Housing awarded the Commission \$2 million of funding in FY22, which covers a three-year period to produce 20 new housing units in the region. FY23 will include the start of housing construction and thus a higher level of spending with corresponding revenue to be received.

Expenses

- Salary and fringe costs increased due to the hiring of three new staff members and a slight increase in healthcare insurance costs.
- Computer services costs increased due to the transportation programs and Ride Solutions projected need for additional/updated software.
- Legal fees increased due to the legal services that will be needed in the VA Housing grant for the housing contracts.
- Meetings, travel and training expenses have increased due to new staff coming on board and more in person meetings and conferences post-covid.
- Operating Contingency Reserve for FY23 consists of a carryforward of Blueway, Federal Highway Transportation, Federal Transit, EDA and Commission funds to continue operations in future years.

COMMITTEE RECOMMENDATION:

The Executive Committee recommends that the Roanoke Valley-Alleghany Regional Commission adopt the proposed FY 2023 Budget at its meeting on June 23, 2022.

**Roanoke Valley Alleghany Regional Commission  
Budget Comparison FY2022 to FY2023**

	Budget 2022 Revenues	DRAFT Budget 2023 Revenues
<b>Revenues:</b>		
Localities Per Capita Regional Commission	\$ 333,546	\$ 336,211
Localities Per Capita TPO	\$ 34,507	\$ 35,882
Blueway Funding From Localities	\$ 11,491	\$ 11,491
Department of Housing & Community Development	\$ 89,971	\$ 89,971
Federal Highway Administration - PL	\$ 320,597	\$ 377,365
Virginia Department of Transportation - PL	\$ 40,075	\$ 47,171
Federal Highway Administration - PL C/O	\$ 95,480	\$ 150,147
Virginia Department of Transportation - PL C/O	\$ 11,935	\$ 18,768
Federal Highway Administration - SPR	\$ 58,000	\$ 58,000
Virginia Department Rail & Public Transit, FTA Federal	\$ 135,734	\$ 168,355
Virginia Department Rail & Public Transit, FTA State	\$ 16,967	\$ 21,045
VA Dept. Rail & Public Transit, RideSolutions (Roanoke)	\$ 153,121	\$ 154,728
Federal Economic Development Administration	\$ 70,000	\$ 70,000
Virginia Department of Forestry	\$ 8,922	\$ 5,000
Virginia Department of Environmental Quality	\$ 58,000	\$ 58,000
Roanoke Valley Broadband Authority	\$ 14,820	\$ -
Virginia Environmental Endowment	\$ -	\$ 21,551
Virginia Department of Emergency Management	\$ -	\$ 49,923
Appalachian Regional Commission	\$ 59,900	\$ 76,506
City of Roanoke Bike Coordination	\$ 12,000	\$ 12,000
Collective Response	\$ 141,155	\$ 175,003
Western Virginia Regional Industrial Facility Authority	\$ 25,000	\$ 25,000
Virginia Housing	\$ 37,642	\$ 881,380
National Center for Mobility Management	\$ 20,000	\$ -
SERDI Website Administration Contract	\$ 1,538	\$ 1,538
Roanoke Partnership Implan Use	\$ 1,000	\$ -
Roanoke Partnership Jobs EQ share	\$ 2,333	\$ -
Work Force Jobs EQ share	\$ 2,333	\$ -
RVARC Interest Income	\$ 900	\$ 900
Miscellaneous Income	\$ 3,500	\$ 3,500
Deferred Revenue Blueway C/O	\$ 38,881	\$ 29,334
Deferred Revenue Regional Bike Coordination	\$ 1,748	\$ -
	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,801,096</b>	<b>\$ 2,878,769</b>

**Roanoke Valley Alleghany Regional Commission  
Budget Comparison FY2022 to FY2023**

	Budget 2022 Expenditures	DRAFT Budget 2023 Expenditures
<b>Expenses</b>		
Salaries	\$ 817,482	\$ 944,157
Fringe Benefits	\$ 281,209	\$ 304,346
Advertising	\$ 12,500	\$ 7,500
Advertising-RIDE Solutions	\$ 21,175	\$ 36,000
Auditing Fees	\$ 11,300	\$ 12,100
Bank Fees	\$ 1,100	\$ 1,100
Building Maintenance	\$ 25,000	\$ 30,000
Building Depreciation	\$ 13,000	\$ 13,000
Computer Services & Software	\$ 35,799	\$ 46,191
Conferences	\$ 11,643	\$ 11,475
Contracts	\$ 197,300	\$ 1,037,522
Dues and Subscriptions	\$ 16,084	\$ 18,625
Furniture and Equipment	\$ 8,000	\$ 4,000
Furniture and Equipment Depreciation	\$ 500	\$ 550
Insurance	\$ 5,000	\$ 5,200
Lease on copier	\$ 5,000	\$ 5,000
Legal Fees	\$ 7,000	\$ 15,500
Maintenance Contract (Varney)	\$ 4,963	\$ 5,200
Maintenance Contract (Elevator)	\$ 3,700	\$ 4,300
Miscellaneous	\$ 2,000	\$ 2,000
Meetings	\$ 6,000	\$ 9,800
Postage	\$ 2,100	\$ 2,000
Printing	\$ 8,150	\$ 2,150
Recruitment	\$ 500	\$ 1,000
Supplies	\$ 28,782	\$ 19,000
Telephone & Internet	\$ 9,000	\$ 9,000
Staff Training	\$ 5,696	\$ 10,133
Travel	\$ 30,376	\$ 47,441
Utilities	\$ 13,500	\$ 13,500
Operating Contingency Reserve-grant carryforwards	\$ 217,237	\$ 260,979
	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 1,801,096</b>	<b>\$ 2,878,769</b>
<b>Budget Difference</b>	<b>\$ -</b>	<b>\$ -</b>