

RESOLUTION

APPROVING THE POWHATAN COUNTY REVENUE SHARING PROGRAM POLICY

NOW, THEREFORE, BE IT RESOLVED by the Powhatan County Board of Supervisors that the Powhatan County Revenue Sharing Program Policy is approved as follows:

It shall be the policy of the County of Powhatan Board of Supervisors to allow the use of the Virginia Department of Transportation (VDOT) Revenue Sharing Program Funds to assist with the construction, improvement and acceptance of public streets that comply with the requirements of this policy.

I. INTRODUCTION

- A. Scope – This procedure will govern the application for and the use of the VDOT Revenue Sharing Program funds by the County of Powhatan.
- B. Purpose and Background – The VDOT Revenue Sharing Program is a 50/50 cash match program governed by Section 33.2-357 of the Code of Virginia, and the Commonwealth Transportation Board’s Revenue Sharing Policy, that provides funding to construct, reconstruct, improve or maintain roads within the County. Where local funds are matched, dollar for dollar, with State funds. Eligible uses of the funds include construction of new roads, improvements to existing roads, maintenance projects, paving of unpaved roadways, and improvements to subdivision streets for acceptance into the Statewide System for Maintenance.

II. PROJECT PROCEDURE

- A. All requests for road projects under the Revenue Sharing Program shall be submitted to the County Administrator by the property owner(s) for review and recommendation by County Staff and the County Attorney, and presentation to the Board of Supervisors for approval.
- B. The Revenue Sharing Program application package shall include a completed VDOT Revenue Sharing Program Application (see Appendix A), a plat drawn to scale illustrating length and width of the proposed project, a right-of-way dedication plat, an estimated project cost by phase (preliminary engineering, right-of-way, construction, and warranty/surety), project schedule, and a development agreement, if applicable. The estimated cost of construction shall be a contractor’s cost estimate developed within 30 days of the submission of the request.
- C. Upon approval of a resolution by the Board of Supervisors supporting the Revenue Sharing Program application package and requesting project funding from VDOT, the application package is forwarded to the County Administrator for signature.
- D. Upon approval of the resolution of support, the Board of Supervisors shall budget and appropriate the funding necessary to complete the proposed project.
- E. The County shall submit the executed application package to VDOT for review within 30 days of approval of the request to budget and appropriate the funding for the project.

- F. VDOT will review the application and submit it to the Commonwealth Transportation Board for consideration. Once the County receives approval of the application from VDOT, the County will record the right-of-way dedication plat, and proceed with design and construction of the project.

III. PROJECT INITIATION

A. Private Property Owner Initiated Projects –

1. **Availability of Private Funds –** If the road project benefits a property owner(s) or enhances the opportunity to develop a property, then the fifty percent (50%) matching funds required to finance the completion of the project shall be provided by the citizen(s) requesting the road project. Such funds shall be deposited in an account acceptable to the County prior to the submission of a Revenue Sharing Program application for any project under this policy. The matching funds shall be based on a contractor's cost estimate and shall include a 15% contingency amount.
2. **Development Agreement –** For all projects initiated by and are to the benefit of private property owners, a development agreement shall be entered into by the property owner(s) and the County that provides a project scope of work, the responsibilities of all parties involved, and commits the property owner(s) to contribute the required fifty percent (50%) matching funds necessary to complete the project prior to the Revenue Sharing Program application being submitted.
3. **Right-of-Way Availability –** All right-of-way required for the road project shall be provided by the property owner(s) at no cost to the County or the State unless specifically noted. The property owner(s) shall provide the County with a Right-of-Way Dedication Plat illustrating all of the right-of-way to be dedicated to the County prior to the Revenue Sharing Program application being submitted for County review.

B. County Initiated Projects –

1. **Availability of Funds –** If the road project is initiated by the County to address safety or functional issues with a road corridor, then the fifty percent (50%) matching funds required to finance of the project shall be budgeted and appropriated by the County. Such funds shall be budgeted prior to the submission of an application for any project under this policy.
2. **Right-of-Way Availability –** All right-of-way required for the road project shall be acquired by the County from the effected property owners. The County shall provide the effected property owners with a Right-of-Way Dedication Plat illustrating the right-of-way to be dedicated to the County.

IV. PROJECT IMPLEMENTATION – VDOT REQUIREMENTS

- A. All projects administered by the County shall comply with the requirements of the Locally Administered Projects (LAP) Manual published by VDOT.
- B. VDOT and the County will execute a Programmatic Project Administration Agreement governing the performance of work.

V. DESIGN/BID/CONSTRUCTION

Projects will be designed and bid in accordance with VDOT and County of Powhatan standards and policies.

VI. BONDING

- A. Private Property Owner Initiated Projects – The County will require the private property owner(s) to post a construction bond in compliance with the provision of Chapter 68, Subdivision, of the Code of the County of Powhatan, and the bonding requirements of VDOT.
- B. County Initiated Projects – The County will post a construction bond in compliance with the provisions of Chapter 68, Subdivision, of the Code of the County of Powhatan, and the bonding requirements of the VDOT.

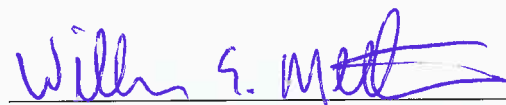
VII. MAINTENANCE/WARRANTY PERIOD

A warranty/surety bond shall be in place for the warranty period per the requirements of the VDOT Revenue Sharing Program and consistent with County policy.

VIII. ACCEPTANCE OF ROAD INTO THE STATE MAINTENANCE SYTEM

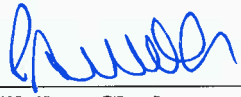
- 1. Once the VDOT maintenance/warranty period has expired and VDOT has determined that the road is ready for acceptance into the Statewide Secondary Road System, VDOT will forward an acceptance package to the County and a request for a *Resolution for Changes to the Secondary System* of State Highways.
 - 2. County staff will place the resolution on the next Board of Supervisors meeting agenda for Board action.
 - 3. Once the Board approves the resolution, a copy of the approved resolution will be forwarded to VDOT.
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 13, 2015.



William E. Melton, Chairman
Powhatan County Board of Supervisors

ATTEST:



Patricia A. Weiler, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

<i>David T. Williams</i>	<u><i>Aye</i></u>
<i>Larry J. Nordvig</i>	<u><i>Aye</i></u>
<i>Barry C. Hodge</i>	<u><i>Aye</i></u>
<i>William E. Melton</i>	<u><i>Aye</i></u>
<i>Carson L. Tucker</i>	<u><i>Aye</i></u>