

# Issue Analysis Form



**Date:** April 29, 2022  
**Item:** VDOT Acceptance Fees for Koolwood Lane  
**Lead Department(s):** Comm. Dev. & Code Compl.  
**Contact Person(s):** Julie Walton

## Description and Current Status

In 2021, the County enter into an agreement with VDOT to complete the construction items and final paving of Koolwood Lane necessary for acceptance by VDOT into the state-maintained secondary road system. Bond proceeds from the original developer in the amount of \$45,074.14 and \$3,561.62 from General Fund Contingency were appropriated to complete the project.

The construction items have been completed and VDOT is prepared to accept the roadway into the State's system of maintained secondary roads. There are administrative account fees and inspection fees due for the acceptance process that were not part of the construction budget. The fees are \$1,100.00 and \$900.00 as detailed on the attached invoice from VDOT.

Once the project has been closed out by VDOT, any remaining funds from the original construction account will be returned to the County's General Fund. It is anticipated that there will be a return of some funds, but final amounts are not confirmed at this time.

### Board Action Requested:

- Approve resolution transferring \$2,000.00 from General Fund Contingency to the Capital Improvement Fund for Koolwood Lane acceptance process with VDOT

## Government Path

- Does this require IDA action?**  Yes  No
- Does this require BZA action?**  Yes  No
- Does This require Planning Commission Action?**  Yes  No
- Does this require Board of Supervisors action?**  Yes  No
- Does this require a public hearing?**  Yes  No
- If so, before what date?**  Yes  No

## Fiscal Impact Statement

Use of General Fund Contingency, not to exceed \$2,000.00. Any unused amount of General Fund Contingency appropriated for the construction budget will be returned to the General Fund upon payout of the project.

## County Impact

The property owners on Koolwood Lane will begin to see benefits such as road maintenance by VDOT, snow removal and school bus stops.

## Notes

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10<sup>th</sup> day of May, 2022:

Present:

Vote:

Marlene J. Waymack, Chair  
Donald R. Hunter, Vice-Chair  
Floyd M. Brown, Jr  
Alan R. Carmichael,  
T. J. Webb

A-1

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; CAPITAL IMPROVEMENT FUND BUDGET  
AMENDMENT AND TRANSFER FROM GENERAL FUND  
CONTINGENCY (\$2,000.00) KOOLWOOD LANE PROJECT**

WHEREAS, The Prince George County Board of Supervisors determined that it was in the best interest of the County of Prince George and its citizens to complete construction of Koolwood Lane for acceptance by VDOT; and,

WHEREAS, The County received Bond Proceeds in the amount of \$45,000 from the original developer of Koolwood Lane, and the balance with accrued interest was \$45,074.14; and,

WHEREAS, The County appropriated the bond proceeds (\$45,074.14) and a transfer from General Fund Contingency of \$3,561.62 to the Capital Improvement Fund for the associated cost for the Scope of Work as detailed by VDOT at \$48,635.76; and

WHEREAS, The Scope of Work has been completed and the Koolwood Lane Acceptance process into VDOT's Maintained Systems of State Highways requires administration and inspection fees to be paid in the amount of \$2,000.00; therefore,

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of May, 2022, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<b>Capital Improvement Project Fund 0311</b>	
<u>Revenue:</u>	
0311-90-901-8207-391000 CIP – Transfer from General Fund	\$2,000.00

Expenditure:		
0311-08-301-3213-48130	CIP Koolwood Lane Project	\$2,000.00

**General Fund 0100**

Expenditures:

0100-09-401-0917-49199	General Fund Contingency	(\$2,000.00)
0100-09-401-0917-49172	General Fund Transfer to CIP Fund	\$2,000.00

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator



Commonwealth of Virginia  
Virginia Department of Transportation

Memorandum To:

Apr 28, 2022

VDOT Office of Land Use – Lynne Lloyd  
1401 East Broad Street  
Richmond, VA 23219

Koolwood Lane Road Project  
Prince George County

**Subject: Reports of Changes to the VDOT Maintained Systems of State Highways**

The necessary Form(s) reporting changes to highway systems maintained by the Department are attached including, if applicable, a resolution passed by the governing body of the locality for any addition or abandonment of a roadway of the secondary system of state highways.

Type Surety	Surety Amount	Surety Description	Surety Lane Miles	Surety Issued	Surety Expiration Date	Recommended Expiration Date
No Surety Required	\$17,000.00		0.56			6/30/2023

Acr Fee Amount	Acr Fee Description	Inspection Maint Fee Amount	Insp Maintenance Fee Desc
1100		5900	

**Surety Firm:**

If Line G is greater than zero, the enclosed documentation includes proposed rural addition improvements.

Amounts on Line D are funds provided from other sources for this application, as more fully detailed in the attached Form LA-5.

If Line H is less than zero for either the funding or the mileage allowance(s), the proposed addition may not be added in the current fiscal year.

(Note: The term "RA Fund," in any form, means the accumulated allocation balance held to improve qualifying roads not previously added to the secondary system of state highways. RA Funding is limited to 5% of the current fiscal year's secondary construction allocation for the locality plus unobligated RA Funding funds, if any, from amounts budgeted for that purpose in the previous 3 consecutive fiscal years. The annual mileage allowance is limited to 1.25% of the total mileage in the locality's secondary system of state highways at the end of the previous calendar year.)

	Rural Addition	Funding	Mileage
A	Beginning Balance Current FY		
B	Carry Over Allowed From Prior Fiscal Years		
C	Beginning FY RA Fund Balance (A+B)		
D	Other Amounts From Non-RA Fund Sources		
E	Total Amounts Approved This Fiscal Year		
F	Balance Available For This Application (C-D+E)		
G	Cost of Application(s) Enclosed		
H	Balance After This Application (F-G)		

Residency Administrator or Agent:

**Commonwealth of Virginia**  
**Change in the Secondary System of State Highways**  
**Report/Recommendation Regarding**  
**Virginia Department of Transportation**

<b>Change Type:</b> Addition	<b>Secondary System</b>	<b>Prince George County</b>
<b>Change Description</b>		<b>LGB Date:</b> 5/10/2022
New subdivision street §33 2-705		<b>Route Number:</b> 678
		<b>Old Route Number</b>
<b>ICR Name:</b> Koolwood Lane Road Project		<b>Length mi:</b> 0.28
<b>Street Name:</b> Koolwood Road		
<b>From (SW):</b> Rte. 622 Fairwood Rd.		
<b>To (NE):</b> Dead end of Rte. 678 Koolwood Road		
<b>Public Service:</b> Three or more occupied dwelling units		
<b>Pavement Condition:</b> new		
<b>Right of Way:(ft)</b> 50		
<b>Comments:</b>	<hr/>	

**Residency Administrator's Recommendation**

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**Commonwealth of Virginia**  
**Change in the Secondary System of State Highways**  
**Report/Recommendation Regarding**  
**Virginia Department of Transportation**

April 28, 2022

**Area Headquarters:**

**For:** Prince George County

**Project:** Koolwood Lane Road Project

**Type Change to the Secondary System of State Highways:** Addition

**Secondary System**

Rt. 678 - Koolwood Road

<b>Change Description</b>	<b>From Termini</b>	<b>To Termini</b>	<b>Length</b>
New subdivision street §33.2-705	Rte. 622 Fairwood Rd.	Dead end of Rte. 678 Koolwood Road	0.28