

## **SAMPLE RESOLUTION**

At a regularly scheduled meeting of the [name of locality (City/Town Council or County Board of Supervisors)] held on [month & day], 20\_\_\_\_, on a motion by [name of Council or Board member], seconded by [name of Council or Board member], the following resolution was adopted by a vote of [#] to [#]:

WHEREAS, the [name of locality (City/Town Council or County Board of Supervisors)] desires to submit an application for an allocation of funds of up to [enter amount locality intends to provide as its match] through the Virginia Department of Transportation Fiscal Year 20xx-xx, Revenue Sharing Program; and,

WHEREAS, [enter amount locality intends to provide as its match] of these funds are requested to fund [description of work], [termini]; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The [name of locality (City/Town Council or County Board of Supervisors)] hereby supports this application for an allocation of [enter amount locality intends to provide as its match] through the Virginia Department of Transportation Revenue Sharing Program.

*(Note that the paragraph below is optional but ensures on locally administered projects a separate "Authority to Sign" is not required to execute the agreement.)*

BE IT FURTHER RESOLVED THAT the [name of locality (City/Town Council or Board of Supervisors)] hereby grants authority for the [title of position, i.e. City Manager/County Administrator] to execute project administration agreements for any approved revenue sharing projects.

ADOPTED this [day] day of [month year].

**A COPY ATTEST**

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[name] [title]