



Regional Vision • Collaborative Leadership • Professional Service

MEMORANDUM OF UNDERSTANDING ON THE CHARLOTTESVILLE-ALBEMARLE REGIONAL TRANSIT AUTHORITY

This Memorandum of Understanding (MOU) establishes a framework for collaboration and cooperation between the Thomas Jefferson Planning District Commission (TJPDC), County of Albemarle, and City of Charlottesville regarding the administration, coordination, and support for the Charlottesville-Albemarle Regional Transit Authority (CARTA). The intent of this MOU is to identify payment terms, roles, and responsibilities of each party.

PARTIES TO AGREEMENT:

Thomas Jefferson Planning District Commission
Christine Jacobs, Executive Director
401 E. Water Street/PO Box 1505
Charlottesville, VA 22902-1505

County of Albemarle
Jeffrey Richardson, County Executive
401 McIntire Road
Charlottesville, VA 22902

City of Charlottesville
Samuel Sanders, Jr., City Manager
605 E. Main Street/P.O. Box 911
Charlottesville, VA 22902

PERIOD OF AGREEMENT:

This agreement will remain in place until amended in writing by all parties. Either party to this agreement may terminate this MOU with at least one hundred eighty (180) days notice prior to the start of the next fiscal year. If this MOU is terminated in compliance with this provision and other terms of the MOU, all parties agree to cooperate on staff support service termination in a civil and appropriately timely manner. TJPDC shall provide all records, property, or other materials necessary for the effective transition no later than ninety (90) days following the conclusion of the fiscal year.

FUNDING:

Based on a per-capita rate established by the TJPDC Commission, the County of Albemarle and City of Charlottesville agree to fund TJPDC administration services outlined in this MOU at 50% each. Formal budget requests will be made each year through the City and County's annual agency budget request process.

ROLES AND RESPONSIBILITIES

The TJPDC shall serve as the lead administrative agency for CARTA, providing staffing, coordination, and technical support as identified below:

- I. Provide staff support as the lead for administration and programming for CARTA, with funding from the County of Albemarle and City of Charlottesville.
- II. Perform administrative support services, including but not limited to:
 - a. Meeting planning and preparation, technical logistics, dissemination of meeting materials, issuance of public notices, and recordkeeping for all regular and special meetings of CARTA and its Committees as established by Bylaws or other governing documents. Meeting materials will be provided by TJPDC staff and posted for the public on the TJPDC website in accordance with § 2.2-3707 of the *Code of Virginia*.
 - b. Webpage management and maintenance.
 - c. Annual reporting, as required or requested by the Bylaws, General Assembly of Virginia, Auditor of Public Accounts, Virginia Department of Transportation, or member jurisdictions.

City of Charlottesville Albemarle County Fluvanna County Greene County Louisa County Nelson County

401 East Water Street • Post Office Box 1505 • Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 • Fax (434) 979 1597 • Virginia Relay Users: 711 (TDD) • email: info@tjpdcc.org • web: www.tjpdcc.org

- III. Serve as a liaison to the Commonwealth of Virginia, including the Virginia Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT).
- IV. Support grant writing and grant administration activities on behalf of CARTA.
- V. Planning and technical support
 - a. Provide research, data collection, and analysis to support decision-making.
- VI. Contract with professional contractors and consultants on behalf of CARTA to fulfill the necessary duties and responsibilities for CARTA as identified by the Bylaws and other governing documents.

Albemarle County will:

- I. Provide local funds annually committed as cash match for the administration.
- II. Provide staff support to assist with project tasks, including but not limited to:
 - a. Participate in regular and special meetings of the CARTA.
 - b. Provide transit operational data, performance metrics, and financial information for County-supported transit services.
 - c. Collaborate with TJPDC staff in developing meeting materials, grant applications, and transit planning.
 - d. Support coordination of CARTA initiatives with County departments, staff, and elected officials.

City of Charlottesville will:

- I. Provide local funds annually committed as cash match for the administration.
- II. Provide staff support to assist with project tasks, including but not limited to:
 - a. Participate in regular and special meetings of the CARTA.
 - b. Provide transit operational data, performance metrics, and financial information for City-supported transit services.
 - c. Collaborate with TJPDC staff in developing meeting materials, grant applications, and transit planning.
 - d. Support coordination of CARTA initiatives with City departments, staff, and elected officials.

Accepted by:

County of Albemarle

Jeffrey Richardson, County Executive

Date

City of Charlottesville

Samuel Sanders, Jr., City Manager

Date

Thomas Jefferson Planning District Commission

Christine Jacobs, Executive Director

Date