

**Memorandum of Understanding  
Between  
Southside Network Authority  
And  
The Hampton Roads Planning District Commission /  
The Hampton Roads Transportation Planning Organization  
(HRPDC/HRTPO)**

This Amendment to the Memorandum of Understanding is executed as of July \_\_, 2020 by and between the Southside Network Authority, hereinafter referred to as the Authority, and the Hampton Roads Planning District Commission/Hampton Roads Transportation Planning Organization, hereinafter referred to as HRPDC/HRTPO.

WHEREAS, the parties reached agreement in the scope of services and costs to be included in the annual budget process for Fiscal Year 2020-2021 beginning July 1, 2020 and ending June 30, 2021; and,

NOW, THEREFORE, it is by mutual agreement the parties enter this Memorandum of Understanding to cover the remainder of fiscal year 2021, with the scope of administrative assistance set forth in Attachment C and the administrative fee set forth therein. The provisions of this Memorandum of Understanding shall remain in force and effect for each subsequent fiscal year, unless amended in writing by the parties hereto.

HRTAC

HRPDC/HRTPO

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Steven H. DeBerry  
Executive Director  
Southside Network Authority

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Robert A. Crum, Jr.  
Executive Director  
Hampton Roads Planning District  
Commission/Hampton Roads  
Transportation Planning Organization

**Attachment C**  
**Between**  
**Southside Network Authority**  
**And**  
**The Hampton Roads Planning District Commission/Hampton Roads Transportation**  
**Planning Organization (HRPDC/HRTPO)**  
**July 1, 2020 – June 30, 2021**

The parties hereby agree as follows: The HRPDC/HRTPO shall provide the following services to the Authority for an annual paid fee of \$25,000, unless otherwise agreed to in writing, to be paid in equal monthly sums of \$1,818.18, beginning August 1, 2020:

1. Receptionist
  - a. Answer incoming calls and direct visitors
2. Administrative Support
  - a. Assistance with administrative support
  - b. Human Resources
3. Financial
  - a. Accountant for Authority reporting
  - b. Payroll for the Authority staff
  - c. Coordinate annual Audit
  - d. Assistance with Procurement
4. Meeting assistance
  - a. Set Up
  - b. Presentation Assistance
  - c. Hospitality
5. Project assistance, analysis, planning

The HRPDC/HRTPO shall provide additional support to the Authority for an additional cost that shall be directly billed on an as-needed basis. This support is dependent on the requests of the Authority.