

Memorandum



CITY OF DALLAS

DATE August 29, 2018

TO The Honorable Members of the Economic Development & Housing Committee:
Tennell Atkins, Chair, Rickey D. Callahan, Vice-Chair, Lee M. Kleinman,
Scott Griggs, Casey Thomas, II, B. Adam McGough, Mark Clayton, Kevin Felder,
Omar Narvaez

SUBJECT **Upcoming Agenda Item: September 12, 2018 Public Hearing for Public Improvement Districts (PIDs) to Set Annual Assessment Rates for 2018 Adopt 2019 Service Plans, and Amend Management Contracts**

Background

At your August 3, 2018, Economic Development and Housing Committee Meeting, a memo was presented to Committee Members regarding the upcoming annual Public Improvement District (PID) public hearings and adoption of the final 2019 Service Plans, the final 2018 Assessment Plans and the 2018 Assessment Rolls. The memo stated that a follow up memo would be sent prior to the September 12th public hearing, once the 2018 assessment rolls were compiled. The assessment rolls have now been finalized. Below is a list of the PIDs and the proposed 2018 Assessments:

PID	2018 Assessment
Dallas Downtown Improvement District	\$8,323,181
Deep Ellum Public Improvement District	\$623,275
Klyde Warren Park/Dallas Arts Public Improvement District	\$1,268,012
Knox Street Public Improvement District	\$362,208
Lake Highlands Public Improvement District	\$689,814
North Lake Highlands Public Improvement District	\$382,588
Oak Lawn Hi-Line Public Improvement District	\$362,146
Prestonwood Public Improvement District	\$423,306
South Side Public Improvement District	\$260,997
Tourism Public Improvement District	\$18,222,755
University Crossing Public Improvement District	\$871,000
Uptown Public Improvement District	\$2,715,433
Vickery Meadow Public Improvement District	\$891,658

The public hearings for all the City's PIDs, with the exception of South Dallas/Fair Park which will not be collecting 2018 assessment, were successfully called on August 22, 2018, and on September 12, 2018, the public hearings and action related to the annual PID process will take place.

On September 12, 2018, in addition to the annual PID assessment public hearing, separate, related City Council items will be agenda. The related items will authorize amended and restated management contracts with each of the PID management entities to reflect changes in the process for disbursement of assessment revenue, authorizing the City to disburse assessments to the PIDs, and to address other amendments to the agreement form.

Through management contracts, cooperative relationships are established between the City and each of the PIDs. The management contract amendments are needed to document changes in the flow of funds to the PIDs, beginning with the 2018 assessments.

Per the contract between the City and Dallas County, the County has collected the annual assessments for the District and included the assessments as part of the property owner tax bills. The County has retained a fee (currently \$2.75 and subject to change) per account that is deducted from the first dollars collected. After this fee has been paid, the net collections had been transferred to a separate established bank account for each of the PID management entities. Beginning with the 2018 assessment year, Dallas County will continue to collect assessments, retain a collection fee, and include the assessments in the property owner tax bill; however, remaining assessments will be transferred to the City (as opposed to the County disbursing directly to the PID as has been the practice in the past). The City will then disburse assessments to the PID entity at a frequency outlined in an amended management contract. No assessment revenue will be disbursed until an amended and restated management contract is executed to reflect these changes.

Fiscal Information

No cost consideration to the City except for the Downtown Improvement District. Last year's assessment for the Downtown Improvement District on City-owned property was \$715,238.85.

Issues

The City must adhere to the City Council annual schedule of calling for public hearing (last August Council date) and holding of public hearing (first September Council date) so that Dallas County can include the PID assessments in the regular tax bills. If this schedule is not met, the City would need to find another way to collect the assessments, costing the City money to send a separate bill, and would likely not have the same success rate with payments or issuing penalties. The management contract amendments are needed to codify the changes in flow of funds.

Recommendation

Staff recommends City Council's approval to hold a public hearing for each district to set the annual assessment rate for property in each district and authorize the Service Plan for each district.

Should you have any questions, please contact me at (214) 671-5257.



Raquel Pavela

Chief of Economic Development & Neighborhood Services

c: Larry Casto, City Attorney
Craig Kinton, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Nadia Chandler Hardy, Assistant City Manager and Chief of Resilience Officer
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE August 27, 2018

TO The Honorable Members of the Economic Development and Housing Committee:
Tennell Atkins (Chair), Rickey D. Callahan (Vice-Chair), Lee M. Kleinman, Scott Griggs, Casey Thomas, II, B. Adam McGough, Kevin Felder, and Omar Narvaez

SUBJECT **UTA Internship Program Interlocal Agreement**

DEPARTMENT Planning & Urban Design

Summary:

This concerns an upcoming Council agenda item on September 12, 2018. Staff will seek approval of an interlocal agreement (ILA) with The University of Texas at Arlington (UTA) to facilitate graduate-level urban planning internships with the City of Dallas, through the Planning and Urban Design Department. The budget for this program is \$125,804.00 funded through the FY 18-19 General Fund budget.

Background Information:

The University of Texas at Arlington (UTA), through its College of Architecture, Planning, and Public Affairs (CAPPA) currently has an Interlocal Agreement (ILA) with the City of Dallas Department of Planning & Urban Design (PUD) for FY 2017-18 to provide internship services. This action is intended to continue this successful partnership between PUD and UTA CAPPA and expand the scope to provide similar internship services for the Office of Economic Development and the Department of Housing and Neighborhood Revitalization. CAPPA is the only college in the North Texas region with an urban planning graduate program. This ILA is designed to provide graduate students the opportunity to learn and practice a variety of urban planning-related skills in an applied setting, and to provide a meaningful contribution to the respective City of Dallas departments' projects and programs.

Issues:

Working with a university partner is beneficial for the facilitation of internships for two reasons. Firstly, the university has a shorter turnaround time and greater flexibility in the hiring process. Secondly, a university like UTA is able to promote these internships directly to graduate students in the fields that are relevant to the programs and initiatives of the Department of Planning and Urban Design, Office of Economic Development, and Department of Housing and Neighborhood Revitalization. This partnership enables the City to fill internship opportunities in these three departments with qualified candidates that are affiliated with a local university.

Alternatives:

If the UTA Internship Program ILA is not authorized, these departments will be required to hire and onboard interns through the City's traditional hiring process, which has been impractical for short-term internships.

Coordination:

The development of this program and ILA has involved coordination with UTA to ensure that the program will be beneficial and fair to its graduate students, as well as internal departments, to ensure that the agreement meets City standards. Internal departments participating in the development of this program include Economic Development, Housing and Neighborhood Revitalization, Risk Assessment, Human Resources, the Budget Office, and the City Attorney's Office.

Fiscal Impact:

The budget for this program is \$125,804.00, which is subject to annual appropriations as part of the FY 18-19 General Fund budget.

Staff Recommendation:

Staff recommends approval of the UTA Internship Program ILA.

Attachments:

Exhibit A: UTA Internship Program Scope of Services

Exhibit B: City Council Agenda Information Sheet (AIS)

Should you have any questions, please contact me at (214) 671-5257.



Raquel Favela

Chief of Economic Development & Neighborhood Services

c: Larry Casto, City Attorney
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Raquel Favela, Chief of Economic Development & Neighborhood Services
Directors and Assistant Directors

Exhibit A: UTA Internship Program Scope of Services

Scope

The University of Texas at Arlington (UTA), operating its College of Architecture, Planning, and Public Affairs (CAPPA), will provide urban planning internship services to the City of Dallas (COD) through the Department of Planning & Urban Design (PUD), including advertising the positions, working with the City to select candidates, and hiring candidates as Graduate Research Assistants, to be assigned to the City of Dallas. Internship placements will be made in the Department of Planning and Urban Design, the Office of Economic Development, and the Department of Housing and Neighborhood Revitalization. The internship program is designed to provide graduate students the opportunity to learn and practice a variety of urban planning-related skills in an applied setting, and to provide a meaningful contribution to the City of Dallas' ongoing projects and programs.

Responsibilities of UTA CAPPA

- 1) CAPPA will advertise and post the available CAPPA intern positions pursuant to the City of Dallas' outline of needed skillsets provided by PUD.
- 2) CAPPA will provide applications received from this process to PUD with the following specifications:
 - a) each applicant's application packet will be submitted in a separate folder, labeled with the applicant's name: last, first.
 - b) application packets will be complete and final, including all required supporting documentation, each document clearly labeled without duplicate documents or older document versions
- 3) CAPPA and PUD will jointly review submitted graduate student applications with PUD making the final determination of which students will be interviewed either in person or over the phone.
- 4) CAPPA will hire as Graduate Research Assistants (GRAs) those students selected by PUD from the available pool of candidates.
- 5) CAPPA will conduct background checks on the GRAs selected by PUD to be assigned as interns.
- 6) CAPPA will provide the selected GRAs with a weekly timesheet to be filled out by the GRA and approved by the City of Dallas.
- 7) CAPPA will submit monthly invoices to the City of Dallas. Separate invoices will be submitted to each partnering City department, based on each department's intern hours worked, or as otherwise specified by PUD.

Exhibit A: UTA Internship Program Scope of Services

- 8) CAPPa will re-advertise and re-post any position that becomes vacant in the event a GRA leaves the internship program or is dismissed by the City of Dallas.

Responsibilities of City of Dallas

- 1) PUD will coordinate with partnering City departments to assist CAPPa with the hiring of GRA students by:
 - a) Providing the number of interns and the type of skillsets needed so that CAPPa can advertise the positions.
 - b) Selecting from the pool of applicants the candidates to be interviewed (in person or by phone).
 - c) Making a final selection of graduate students to be hired for the internship program.
- 2) The City of Dallas will provide office space, office supplies, computer and internet access, and assignments for the GRA students for the assigned school term.
- 3) The City of Dallas will direct GRAs through the necessary internal process to receive an ID badge and computer access.
- 4) The City of Dallas will approve and submit to CAPPa each GRAs time sheet on a weekly basis.
- 5) PUD will immediately notify CAPPa if a GRA has abdicated their duties or is not up to performance standards so that CAPPa can advertise and re-post the position and hire a replacement intern as soon as is feasible.

Contract Term

The contract will commence on the date the ***Notice to Proceed*** is issued and will continue through December 31, 2019.

Exhibit A: UTA Internship Program Scope of Services

Program Budget

The total not to exceed budget for the UTA Internship Program is \$136,967.85, to be allocated as follows:

City of Dallas contribution:	\$125,804.00 (not to exceed)
UTA CAPPa contribution:	<u>\$ 11,163.85</u>
Total (not to exceed)	\$136,967.85

Payment and Billing

- 1) The agreed upon billing rate for Graduate Research Assistants (GRAs) is as follows:

GRA Level	Stipend	Fringe Benefits 10%	UTA IDC 26%	Billing Rate
Masters	\$ 15.63	\$ 1.56	\$ 4.47	\$ 21.66
PhD	\$ 18.75	\$ 1.88	\$ 5.36	\$ 25.99

- 2) Interns are authorized to work a maximum of 20 hours per week.
- 3) The total cost under this agreement cannot exceed the program budget of **136,967.85**.
- 4) The City of Dallas will make the final determination as to the GRA level (Masters or PhD) to be assigned.

Billing

- 1) CAPPa will invoice the City of Dallas monthly for hours completed in the previous month. CAPPa will receive timesheets from, and submit invoices to, each participating City department separately, or as otherwise specified by PUD.
- 2) Invoices shall be emailed to:

Brian Price	brian.price1@dallascityhall.com
Teresa Bateman	teresa.bateman@dallascityhall.com
Lisa Parker	lisa.parker@dallascityhall.com

Exhibit A: UTA Internship Program Scope of Services

- 3) The monthly invoice shall be itemized and, at a minimum, include the following:
 - Invoice number
 - Service period being invoiced (e.g., 1/1/18 – 1/31/18)
 - Name of each intern for whom hours are being invoiced
 - Indication of each intern's GRA level (Masters or PhD)
 - Monthly rate for each intern being invoiced (unit cost)
 - Number of hours being billed (backed up with the GRA's timesheet for the service period)
 - Extended cost for each intern being invoiced (hourly rate multiplied by number of hours)
 - Total monthly cost being invoiced for the service period
- 4) Each month's invoice shall have attached each GRA's approved monthly timesheet (signed by both the intern and their assigned City of Dallas supervisor).
- 5) No more than 20 hours per week per intern may be billed in any month.
- 6) Within thirty (30) days of receipt and acceptance of invoice, the City of Dallas will affect payment in the amount shown on UTA's approved invoice. The payments shall be remitted to:

VENDOR ID#: 0000035106
The University of Texas at Arlington
ATTN: Grant and Contract Accounting
219 West Main Street
Box 19136
Arlington, TX 76019-0136

The total amount billed to the City of Dallas for the intern program will not exceed the City of Dallas' not to exceed contribution amount of **\$125,804.00**. The UTA CAPPa contribution will be applied to each billing period, covering 8% of each invoice's cost. The invoices that the City of Dallas receives will reflect 92% of the total invoice cost. A separate report will be submitted by UTA to the City of Dallas, detailing the amount covered by UTA for each billing period.

EXHIBIT B: City Council Agenda Information Sheet (AIS)

STRATEGIC PRIORITY: Economic and Neighborhood Vitality

AGENDA DATE: September 12, 2018

COUNCIL DISTRICT(S): All

DEPARTMENT: Department of Planning and Urban Design

EXECUTIVE: Raquel Favela

SUBJECT

Authorize an Interlocal Agreement with the University of Texas at Arlington for the University of Texas at Arlington Internship Program to facilitate graduate-level urban planning internships with the City of Dallas through the Department of Planning and Urban Design – Total not to exceed \$125,804.00 - Financing: General Fund (subject to annual appropriations)

BACKGROUND

The University of Texas at Arlington (UTA), through its College of Architecture, Planning, and Public Affairs (CAPPA) currently has an Interlocal Agreement (ILA) with the City of Dallas Department of Planning & Urban Design (PUD) for FY 2017-18 to provide internship services including advertising positions, working with the City through PUD to select candidates, hiring Graduate Research Assistants to be assigned to the City of Dallas, and contributing to the cost. This Council item is intended to continue this successful partnership between PUD and UTA CAPPA and expand the scope to provide similar internship services for the Office of Economic Development and the Department of Housing and Neighborhood Revitalization.

CAPPA is the only college in the North Texas region with an urban planning graduate program. The UTA Internship Program is designed to provide graduate students the opportunity to learn and practice a variety of urban planning-related skills in an applied setting and to provide a meaningful contribution to the respective City of Dallas departments' projects and programs. The UTA Internship Program Scope of Services is attached as "Exhibit A."

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On February 14, 2018, City Council authorized the Interlocal Agreement with the University of Texas at Arlington to facilitate graduate level internships with the City of Dallas Department of Planning and Urban Design by Resolution No. 18-0270.

The Economic Development and Housing Committee will be briefed by memorandum regarding this matter on September 4, 2018.

EXHIBIT B: City Council Agenda Information Sheet (AIS)

FISCAL INFORMATION

General Fund - \$125,804.00

FY 2018-19 \$125,804.00 (subject to annual appropriations)

Fund	Dept	Unit	Object	FY 18-19
0001	PNV	1598	3994	\$35,804.00
0001	ECO	1166	3072	\$45,000.00
0001	HOU	5510	3070	\$45,000.00
			Total	\$125,804.00

Memorandum



DATE August 31, 2018

TO Members of the Economic Development Committee:
Tennell Atkins (Chair), Rickey D. Callahan (Vice Chair), Lee M. Kleinman,
Scott Griggs, Casey Thomas, II, B. Adam McGough, Mark Clayton, Kevin Felder,
Omar Narvaez

SUBJECT **Consideration of the third of four twelve-month renewal options to the grant agreement with the World Affairs Council of Dallas/Fort Worth for economic development and protocol services for the period October 1, 2018 through September 30, 2019**

Summary

At your September 12, 2018 Council meeting you will consider authorizing the third of four twelve-month renewal options to the grant agreement with the World Affairs Council of Dallas/Fort Worth for economic development and protocol services for the period October 1, 2018 through September 30, 2019.

Background Information

Since February 2003, the City has entered into a series of grant agreements with the World Affairs Council of Dallas/Fort Worth to provide professional support related to the operations of the City's International Protocol Services, with an emphasis on assistance with marketing and promotion (including event planning) of Dallas and DFW as an international destination for business and tourism, and fundraising to support these efforts. The World Affairs Council of Dallas/Fort Worth's responsibilities include:

- Work with the Office of the Mayor, City officials, the diplomatic corps and other international stakeholders to continue expanding trade and consular representation in Dallas.
- Assist in promoting the global identity for Dallas. This includes scheduling opportunities for the Mayor to deliver an international message, convening a biannual Consular Corps Summit, and crafting a consistent message for major speaking events.
- Support the Office of Economic Development and assist in the promotion and attraction of foreign companies and trade delegations to Dallas. This includes maintaining office space on the fifth floor of City Hall, co-sponsoring programs with the City, providing logistical support to visiting international trade and business delegations, engaging the Consular Corps to promote the region, and leveraging outside resources to offset operating expenses, including foreign travel.

- Leverage relationships with Dallas businesses, regional and foreign partners to heighten awareness of Dallas as a global destination. Specific items may include hosting emerging and established global leaders to experience Dallas, partnering with the State Department and foreign governments to bring cultural and business events to the region, and providing international learning opportunities for students and teachers.
- Manage the Sister Cities International (SCI) (see sister-cities.org for more information) program and support the Office of Economic Development and other City departments in the development of global city partnership programs.
- Provide protocol and logistical support for international delegations visiting Dallas, including serving as the point of contact for diplomatic matters with the Consular Corps, the Office of the Texas Assistant Secretary of State and the U.S. Department of State.
- Develop fundraising initiatives to support international activities as described in previous tasks above.

For the past fifteen years, the World Affairs Council of Dallas/Fort Worth has received annual grants from the City to fund the City of Dallas Protocol office. The grant agreement provides funding to pay for salaries of two full time persons to work exclusively for the City of Dallas, plus a portion of the salaries and overhead of the executive staff of the World Affairs Council of Dallas/Fort Worth.

Issue

The current term of the contract will expire on September 30, 2018. This agenda item would authorize the third renewal term of the contract (October 1, 2018-September 30, 2019). The option for one renewal term remain. The renewal amount for FY 2018-19 is \$250,000 and is to be funded from Public/Private Partnership funds (\$200,000) and Current Funds (\$50,000).

Alternatives

If funding is not approved, protocol services would not be provided to the City of Dallas.

Coordination

N/A

Fiscal Impact

\$250,000; Public/Private Partnership funds (\$200,000) and Current Funds (\$50,000).

Recommendation

Staff recommends approval of the renewal.

Should you have any questions, please contact me at (214) 671-5257.



Raquel Favela

Chief of Economic Development and Neighborhood Services

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