

RECEIVED

181243

Memorandum

2019 AUG 22 PM 3: 00

CITY SECRETARY  
DALLAS, TEXAS



CITY OF  
DALLAS

DATE August 2, 2019  
TO City Secretary  
SUBJECT Correction to CR 18-1243

This is the first correction to the subject Council Resolution.

The subject Council Resolution was approved on 09/12/18 authorizing 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 - Not to exceed \$125,804.00 - Financing: General Fund (subject to annual appropriations).

Change(s) is/are needed to correct (select all applicable):

- Typo
- Financial/funding information
- Obvious error from CR context

Council Resolution Section 2 should read as follows:

That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$125,804.00 to the University of Texas at Arlington, as follows:

General Fund

Fund 0001, Department PNV, Unit 1598, Object 3994	
Activity ECNR, Encumbrance/Contract No. PNV-2018-00007230	
Commodity 96269, Vendor 0000035106	<u>\$ 80,804.00</u>

General Fund

Fund 0001, Department ECO, Unit 1166, Object 3072	
Activity EC04, Encumbrance/Contract No. PNV-2018-00007230	
Commodity 96269, Vendor 0000035106	\$ 45,000.00

~~General Fund~~

<del>Fund 0001, Department HOU, Unit 5510, Object 3070,</del>	
<del>Activity H001, Encumbrance/Contract No. PNV-2018-00007230</del>	
<del>Commodity 96269, Vendor 0000035106</del>	<del>\$ 45,000.00</del>

Total amount not to exceed	\$125,804.00
----------------------------	--------------

249181

181243

181243

Department: Planning & Urban Design (PNV)

Director (or designee.): Peer F. Chacko 8/2/2019  
Signature Date

Peer F. Chacko  
Print Name

Attachment for reference: Council Resolution [181243], and if applicable, previous correction memo(s)

OFS:  Approved  Denied Is ATT Approval Needed?  Y  N

OFS: [Signature] 8/8/19  
Signature Date

Andrew Kramer  
Print Name

ATT:  Approved  Denied  
Assistant City Attorney: [Signature] 8.22.19  
Signature Date

Barbara Monticelli  
Print Name

September 12, 2018

**WHEREAS**, pursuant to the terms of this Interlocal Agreement, the University of Texas at Arlington’s College of Architecture, Planning, and Public Affairs (CAPPA) will hire and compensate interns through their Graduate Research Assistant program, and the City will provide projects, workspace, and oversight to facilitate the University of Texas at Arlington CAPPA’s internship program; and

**WHEREAS**, the University of Texas at Arlington's CAPPA has authority to perform the internship services under authority granted in Section 65.31, of the Texas Education Code and Chapter 791, of the Texas Government Code; and

**WHEREAS**, the City of Dallas finds that the urban planning services to be provided by the University of Texas at Arlington through its Graduate Research Assistant program is a governmental function and service that it is granted authority to contract for in Chapter 791 of the Texas Government Code; and

**WHEREAS**, this Interlocal Agreement with the University of Texas at Arlington will facilitate a streamlined and effective mechanism for graduate level urban planning internships to support the existing programs and projects of City of Dallas’ Department of Planning and Urban Design, Office of Economic Development, and Department of Housing and Neighborhood Revitalization.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City Manager is hereby authorized to sign an Interlocal Agreement with the University of Texas at Arlington, approved as to form by the City Attorney, 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.

**SECTION 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$125,804.00 to the University of Texas at Arlington, as follows:

General Fund	
Fund 0001, Department PNV, Unit 1598, Object 3994	
Activity ECNR, Encumbrance/Contract No. PNV-2018-00007230	
Commodity 96269, Vendor 0000035106	\$ 35,804.00

General Fund	
Fund 0001, Department ECO, Unit 1166, Object 3072	
Activity EC04, Encumbrance/Contract No. PNV-2018-00007230	
Commodity 96269, Vendor 0000035106	\$ 45,000.00

181243

September 12, 2018

**SECTION 2.** (continued)

General Fund

Fund 0001, Department HOU, Unit 5510, Object 3070,

Activity HO01, Encumbrance/Contract No. PNV-2018-00007230

Commodity 96269, Vendor 0000035106

\$ 45,000.00

Total amount not to exceed \$125,804.00

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



## 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 CAPPAs contribution:	<u>\$ 11,163.85</u>
<b>Total (not to exceed)</b>	<b>\$136,967.85</b>

### 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	<b>\$ 21.66</b>
PhD	\$ 18.75	\$ 1.88	\$ 5.36	<b>\$ 25.99</b>

- 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) CAPPAs will invoice the City of Dallas monthly for hours completed in the previous month. CAPPAs 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	<a href="mailto:brian.price1@dallascityhall.com">brian.price1@dallascityhall.com</a>
Teresa Bateman	<a href="mailto:teresa.bateman@dallascityhall.com">teresa.bateman@dallascityhall.com</a>
Lisa Parker	<a href="mailto:lisa.parker@dallascityhall.com">lisa.parker@dallascityhall.com</a>

**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 CAPPAs 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.