REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 14, 2018

CAO File No. 0220-00540-1283
Council File No. 17-0730
Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Housing and Community Investment Department transmittal dated July 31, 2018; Received by the City Administrative Officer on August 1, 2018; Additional Information Received through August 10, 2018

Subject: **REQUEST FOR AUTHORITY TO UTILIZE $150,000 OF PROGRAM INCOME TO ENTER INTO AN EXECUTIVE ADVISOR TASK AND PLACEMENT AGREEMENT UNDER THE CITY'S MASTER PLACEMENT AGREEMENT WITH FUSE CORPS, FOR PLACEMENT OF AN EXECUTIVE ADVISOR IN THE HCID ASSET MANAGEMENT DIVISION**

RECOMMENDATION

That the Council, subject to the approval of the Mayor, adopt Recommendations I and II of the Housing and Community Investment Department (HCID) transmittal, Council File 17-0730, dated July 31, 2018 relative to the placement of a FUSE Corps Fellow within the HCID Housing Asset Management Division to implement and integrate a new software platform.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to utilize program income from the Low and Moderate Income Housing Fund (LMIHF) in an amount not to exceed $150,000 to finance an Executive Advisor Task and Placement Agreement with FUSE Corps to place a Fuse Fellow in HCID's Asset Management Division for a term of one year from October 1, 2018 through September 30, 2019. The HCID states that the FUSE Fellow would implement and integrate a new software platform in the Housing Development Bureau to improve workflow, project and asset management, and analysis and reporting on HCID's affordable housing loan portfolio. Additionally, the HCID states that the technology has the potential to be used as a database for all of HCID's housing development, preservation and asset management activities. Additional background information about the proposed fellowship is included in the HCID transmittal (Transmittal) dated July 31, 2018. This Office recommends approval of Recommendations I and II of the Transmittal relative to the approval of funding necessary to finance the proposed Executive Advisor Task and Placement Agreement with FUSE Corps.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendation of this report complies with the City's Financial Policies in that the requested funding would be provided by the Low and Moderate Income Housing Fund.

RHL:ICS:02190015C