Affordable Housing & Community Connections Work Plan FY18-20

Administration

PROJECTS	FY 2018				FY 2019				FY 2020			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
TEAM BUILDING												
Develop Onboarding Plan				✓								
Conduct staff performance evaluations	✓			✓	✓			✓	x		x	
Monitor staff progress on annual professional goals												
Establish new staff meeting structure				✓								
Oversee hiring of AHDO & CCC				✓	✓							
Establish Affordable Housing Team structure and regular meeting			✓									
Continue to build on new staff meeting structure	✓			✓								
Coordinate Quarterly Team Building Activity					✓	✓	✓	✓	x	x	x	x
Coordinate annual retreat and year end celebration								✓			x	
Design team supplies								✓				x
Make space improvements based on input from the Team								✓	x			
TRAINING AND PROFESSSIONAL DEVELOPMENT												
Coordinate full team participation in Racial Equity Training							✓				x	
Develop individualized training and development plan for each team member									x			
Coordinate learning opportunities for staff on key Town processes and procedures						✓			x			
Coordinate Quarterly+ Team Training/Learning Opportunity									x			
STRATEGIC PLANNING AND REPORTING												
Establish Department Plans	★				★				☆			
Manage Data												
Prepare Updates												
Provide an Affordable Housing Quarterly Report	★	★	★	★	★	★	★	★	☆	☆	☆	☆
Provide an Annual Report	★				★				☆			
FINANCIAL MANAGEMENT												
Manage Budget				★				★				☆
Manage Contracts												
COMMUNICATIONS & MARKETING												
Manage Council Agenda Item Process												
Reinforce Department Mission & Brand												
Implement Communications Plan												
Create logo			✓									
Revise department mission statement & develop vision statement	✓											
Oversee development of new Affordable Housing Website			✓									
Refresh Town website content				✓	✓				x			
Create Successes Videos				✓				✓	x			x
Pursue award and recognition opportunities for Department								✓				
COLLABORATIONS												
Convene Teams and Committees												
Serve as a Partner on Committees and Boards												
Expand Collaboration with Key Partners												

Affordable Housing

PROJECTS	FY 2018				FY 2019				FY 2020			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
DEVELOPMENT												
Develop Town-Owned Property at 2200 Homestead Road				★		★		★		☆		☆
Pursue Affordable Housing on Prioritized Town Properties		★		★						☆		☆
Identify Properties for Affordable Housing Development		★				★						
PRESERVATION												
Implement Manufactured Home Communities Strategy			★	★					☆			
Create Preservation Strategy										☆		
Develop Short Term Strategies for NOAH Resident Displacement												
Acquire and Rehab Properties for Affordable Housing Preservation					★							
POLICY												
Implement the Employee Housing Program			★			★		★				☆
Participate in the LUMO Re-Write Project									☆	☆		
Create Goals for Affordable Housing in Rental Developments			★					★			☆	
Develop Home Repair Policy												
Explore Affordable Housing Incentive Options							★	★			☆	
FUNDING												
Implement Affordable Housing Investment Plan - Affordable Housing Bond	★	★				★		★		☆		
Manage the Affordable Housing Development Reserve	★	★	★			★	★		☆		☆	
Manage the Affordable Housing Fund												
Jointly Manage the HOME Program				★				★				☆
Manage the Community Development Block Grant Program		★	★	★		★	★	★		☆	☆	☆
MANAGING TOWN-OWNED HOUSING												
Create and Implement a Public Housing Master Plan		★		★	★			★	☆	☆		
Manage Public Housing Inventory					★							
Manage Transitional Housing Inventory												
COLLABORATIONS												
Convene Teams and Committees												
Serve as a Partner on Committees and Boards												
Expand Collaboration with Key Partners												

Community Connections

PROJECTS	FY 2018				FY 2019				FY 2020			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
COMMUNITY CONNECTIONS STRATEGY												
Develop Community Connections Strategy								★				
Strengthen internal capacity to implement Strategy				✓				✓				
Develop effective pathways for residents to engage with Town												☆
Create accessible Town communications to serve our diverse community									☆	☆		
Build community partnerships and programs												
Evaluate Community Connections Strategy												
STUDENT AND YOUTH INITIATIVES												
Co-Coordinate Good Neighbor Initiative	✓			✓	✓			✓	x			x
Carry out education and outreach to off-campus students	✓				✓	✓		✓	x			x
Ongoing collaboration with partners												
Co-Coordinate Summer Youth Employment Program				✓				✓				✓
Coordinate Cross-Departmental Youth Initiative						✓		★			☆	
IMMIGRANT AND REFUGEE INITIATIVES												
Manage Building Integrated Communities Project			★			★	★					
Advance language access across Town services and departments									☆	☆		
Create and support outreach and engagement opportunities for communities												
Manage DACA Renewal Assistance Program		★										
Deepen Collaborations with Immigrant and Refugee Groups												
NEIGHBORHOOD INITIATIVES												
Northside and Pine Knolls Neighborhood engagement												
Manage neighborhood database & resident-level engagement												
Manage Peoples Academy												
FUNDING												
Manage the Human Services Funding Program		✓	✓	★		✓		★				☆
COLLABORATIONS												
Convene Teams and Committees												
Serve as a Partner on Committees and Boards												
Expand Collaboration with Key Partners												

☆ Council Item Scheduled
★ Council Item Heard and/or Action Taken