

Sustainable Brookhaven:



The City of Brookhaven's Strategy for Sustainability

SUSTAINABLE BROOKHAVEN

A way of governing and managing in pursuit of lasting economic, social, and environmental development that seeks to avoid and prevent the depletion or permanent damage of Brookhaven's resources, which include the environment, built infrastructure, and civic capital that is the DNA of the City.

CITY OF BROOKHAVEN VISION

Brookhaven will be nationally recognized as a beautiful community where multiple generations can live in safety, flourish in business, and succeed in a historic, **sustainable** environment with exceptional education and transportation options.

CITY OF BROOKHAVEN MISSION

In support of the Brookhaven vision the City government shall: encourage and maintain a beautiful community, meet public safety needs, develop an environment for business success, promote **sustainable** projects and activities, identify and preserve historic and neighborhood resources, facilitate educational opportunities, improve transportation conditions, connectivity, and options while listening to and communicating with the public.

Policies set and actions taken by the City affect Brookhaven's legacy for current and future residents. Adopted within the 2020 Budget, the strategy framework for Sustainable Brookhaven provides guidance so that the City may act consistently and in alignment with the City Charter and various approved master plans as policies are developed and limited resources are prioritized. The Sustainable Brookhaven strategy framework focuses on five elements:

Natural Environment · Built Environment · Financial · Organizational · Civic Governance

Each of these five elements reflects part of Brookhaven's whole that are impacted by actions, decisions, and policies. The elements are defined and explained in further detail on the following pages.

Sustainable Brookhaven Strategy Framework

The Sustainable Brookhaven strategy framework consists of five elements, outlined below. The City should strive to touch each element in all that it does. The common feature of each element is that policies and activities performed by the City contribute to, or at least not hinder, the progress toward a Sustainable Brookhaven. Activities performed within the Sustainable Brookhaven strategy framework of these elements can all be continuously assessed and improved with a methodical approach to demonstrate the City's commitment to benefiting the community now and in the future.



NATURAL ENVIRONMENT

A Sustainable Brookhaven is committed to protecting our natural resources and promoting their efficient use so current and future generations can live in a beautiful and safe community.



BUILT ENVIRONMENT

A Sustainable Brookhaven strives to improve and uphold building standards, enhance transportation effectiveness, ensure reliable public utilities, and increase accessibility to structures and infrastructure in the community.



FINANCIAL

A Sustainable Brookhaven seeks to secure lasting and productive funding sources, make sound investments in capital projects, build and maintain robust cash reserves and prudent debt ratios, and cultivate diverse economic growth.



ORGANIZATIONAL

A Sustainable Brookhaven fosters an organizational culture with transparency that seeks to develop talent, connect with the community, and formulate long-term succession planning to serve residents and businesses in the growing and changing landscape of the City.



CIVIC GOVERNANCE

A Sustainable Brookhaven prioritizes civic engagement, ethical standards, social equity, inclusiveness, and proactive community leadership development.

A Sustainable Brookhaven supports existing state, national, and global sustainability efforts.

INTERNAL

The City of Brookhaven Comprehensive Plan 2034 describes long-term stakeholder goals and a vision that articulates a demand for sustainability. It includes community goals such as Sustainability, Land Use, Transportation Coordination, Diversity, and Economic Prosperity. Its vision statement calls for policy and decision making compatible with walkability, preservation of natural assets, and diversity.

STATE OF GEORGIA

In 2008, Governor Sonny Perdue signed an executive order requiring state government agencies and departments to reduce energy use. This executive order created the Governor’s Energy Challenge 2020 as part of “Conserve Georgia.” State agencies and departments must reduce energy consumption 15 percent by 2020, using 2007 energy use as a baseline. Reductions in energy use must come from energy efficiency measures and can also come from renewable energy development.¹

NATIONAL

Executive Order (EO) 13834: Efficient Federal Operations, signed on May 17, 2018, states “It is the policy of the United States that agencies shall meet such statutory requirements in a manner that increases efficiency, optimizes performance, eliminates unnecessary use of resources, and protects the environment.” Additionally, LEED building and STAR city standards, recycling efforts, and sustainability agencies are being put into place at growing rates.

GLOBAL

The United Nations 2030 Agenda for Sustainable Development includes 17 goals recognized by nations, private entities, and other stakeholders worldwide as a framework for shared action “for people, planet, and prosperity”. The goals are seen as necessary to reverse trends of resource depletion, inequities, and health and social issues that are exacerbated by urbanization.

¹Source: www.Energy.gov

Sustainability has been at the core of Brookhaven's efforts from the beginning.

Since its incorporation in 2012, Brookhaven has completed several initiatives that are sustainable in nature, and ongoing efforts reflect the City's commitment to making Brookhaven sustainable across all aspects of the community.

For the **natural environment**, the City prioritizes growth of native plant species, removing invasive species in parks and greenspaces, and maintains a protectionist tree preservation policy. It experimented with renewable energy early on, placing EV chargers in two locations and solar canopies in Skyland Park. The City transferred thirty Federal Emergency Management Agency (FEMA) lots from DeKalb County to maintain as greenspace to reduce community-wide flood hazards, and purchased 31 acres of undeveloped land to establish the Ashford Forest Preserve as permanent protected greenspace for educational and watershed protection purposes. The City completed watershed studies, and a stormwater facility inventory and assessment. Within the organization, IT equipment was recycled, Styrofoam cups were replaced with ceramic mugs, and staff and departments have been transitioning to paperless plan review and record-keeping.

For the **built environment**, Brookhaven rewrote the zoning code, reducing parking requirements, increasing parking lot landscape requirements, creating short- and long-term bicycle parking, facilitating pedestrian circulation, and allowing design flexibility to protect natural resources. The City of Brookhaven leverages partnerships with other municipalities and the Atlanta Regional Commission (ARC) to promote pedestrian connectivity via sidewalk, bike-friendly roads, and multi-use trails. Brookhaven has increased walkability and connectivity in master plans, budgeted for bike lane striping, and explored ways to become a walk-friendly and bike-friendly community. Stormwater management is a priority, so inspection and maintenance requirements were established.

Within the **financial** element of sustainability, Brookhaven developed policies and procedures for fund balance, debt, and investing, resulting in a healthy General Fund reserve over 25 percent. It established Capital Investment Agreements (CIAs) with Children's Healthcare of Atlanta (CHOA) and Emory University to engage non-taxpaying entities in infrastructure improvements in the community, and to ensure successful progress on various projects, the City developed a 5-year Capital Improvement Plan. The City of Brookhaven created an Economic Development Department to facilitate creation of investment from diverse businesses and quality jobs, and to encourage success of small businesses. Among other efforts for financial sustainability, the City evaluated the Real Property Tax Digest, partnered with state and local agencies to identify funding sources to support leveraging of financial assets, and, in the interest of public transparency, created a financial portal:

<http://openbooks.tylertech.com/brookhaven/TransWebPages/Home.aspx>.

Within the **organizational** element, the City established Wellness and Safety committees of staff, encourages and provides training and cross-training, and recognizes employees on milestone

anniversaries. Administration reviewed the compensation policy and benefit structure, revised the tuition reimbursement policy, and works to communicate with staff and foster internal engagement.

Lastly, for **civic governance**, Brookhaven reviewed the City Charter, became an official Welcoming City, was City of Ethics certified by the Georgia Municipal Association (GMA), and created new boards and commissions, as well as expanded existing ones. Ongoing efforts exist to increase involvement with the Spanish-speaking community, as well as to promote tools available to residents for emergencies, concerns, and suggestions.

Sustainable Brookhaven: Implementation

The goal of a strategy framework for a Sustainable Brookhaven is that a focus on these elements is seamlessly implemented into City activities and planning. By taking a closer look at what the City does through a sustainability lens, management and staff can find opportunities for more impactful investments, perform activities with greater efficiency, and demonstrate to the public a commitment to a Sustainable Brookhaven.

Sustainability is central to all the activities performed at the City of Brookhaven, though it remained unrecognized as a critical interdisciplinary objective of department management. The City as a whole and each of its departments undertook initiatives and regular operations that could be considered sustainable, despite not having been intended as such. Prior to the 2020 implementation of Sustainable Brookhaven and the development of this strategy framework, it was important that the City identified what activities it had done and was doing at the time that were in alignment with the Brookhaven Vision and Mission in terms of sustainability. The examination of those items created a benchmark to measure against for determining how well the City is performing.

Sustainable Brookhaven 2021 Initiatives

2020 was the first year of the Sustainable Brookhaven program, and new initiatives were introduced. Due to the COVID-19 pandemic, some planned commitments were delayed as the City's priorities shifted out of necessity. Nonetheless, several initiatives were accomplished, and sustainability became ubiquitous across department activities.

The focus of Sustainable Brookhaven in 2021 is to amplify those sustainability efforts already undertaken by departments and which exist Citywide, to increase awareness of current efforts among City staff and the public, to identify opportunities for cross-functional collaboration / more efficient use of Brookhaven's resources, and to continue establishing benchmarks to measure how the City currently allocates its resources and determine attainable goals for the future.

The following pages comprise an outline of sustainability accomplishments made in 2019 and 2020 activities, as well as adopted sustainability commitments in 2021. The commitments, which

are not department-specific and include interdisciplinary efforts, are segmented according to each of the Sustainable Brookhaven strategy framework elements.



NATURAL ENVIRONMENT

A Sustainable Brookhaven is committed to protecting our natural resources and promoting their efficient use so current and future generations can live in a beautiful and safe community.

2019 RECAP

- Installed additional EV chargers in several parks and City Hall for a total of 13 ports
- Tested EV for Police fleet and assessed conversion to more electric fleet vehicles
- Included geothermal heating and cooling system in new Public Safety Building design
- Finalized project planning to dredge Murphey Candler Lake
- Began restoration of the streambank at Murphey Candler Lake (with US EPA Grant)
- Created an environmentally-focused Purchasing Policy
- Partnered with Trees Atlanta to establish Front Yard Tree Program in Brookhaven

2020 INITIATIVES

- Implemented a special item recycling program, co-hosting three collection events in partnership with the City of Chamblee, Keep Chamblee Beautiful, and the Center for Hard to Recycle Materials
- Updated the tree canopy assessment
- Performed a utility audit, establishing baseline for energy and water usage in City facilities
- Rescued trees from the redevelopment process and replanted in public greenspace
- Recycled City IT equipment
- Underwent LED lighting conversion at City Hall and the Blackburn Park tennis center
- Performed analysis of Tesla pilot and created electric vehicle comparison report
- Added 17 hybrid SUVs to the Police patrol and administrative fleets
- Participated in River Keepers Sweep the Hooch annual event, removing 113 bags of trash and other large items from Murphey Candler Lake, the Nancy Creek spillway, and North Fork Nancy Creek

- Stabilized, restored and built new nature trails and crossing along Briarwood Park streambank via Georgia DNR Recreational Trails Program grant
- Began FEMA Hazard Mitigation Project, partnering with FEMA and GEMA to acquire 11 properties deemed repetitive loss and turning into permanent greenspace to reduce risk of loss of life and property, while significantly reducing flood risk downstream
- Participated in Cowart Family YMCA “Days of Service” program, removing over 2,100 gallons of debris from the North Fork of Peachtree Creek along the Peachtree Creek Greenway
- Resolved to support the Trees Atlanta One Million Trees initiative as a partner to plant and protect one million trees in the metro Atlanta by 2030
- Expanded Front Yard Tree Program with Trees Atlanta in Brookhaven (52 trees)

2021 COMMITMENTS

CONTINUE ENERGY-EFFICIENT FLEET CONVERSION

Funding Amount: \$967,554

Responsible Department: City Manager’s Office and Various Departments

In 2019, the City of Brookhaven purchased a pre-owned 2015 Tesla Model S for a pilot electric vehicle (EV) for patrol purposes. A comparison report was completed in 2020, and subsequent investments in 17 hybrid SUVs for police and administrative use. The City continues to monitor metrics such as fuel usage, maintenance costs, and vehicle lifespan to assess electric and hybrid models to replace gasoline-powered vehicles. As new EV models become available, and fleet vehicles near retirement, consideration of energy-efficiency will be a top priority in new vehicle selection. Funding in 2021 will purchase 15 hybrid SUVs within the Police Department.

CONTINUE SPECIAL ITEM RECYCLING PROGRAM

Funding Amount: \$15,000

Responsible Department: City Manager’s Office

In 2020, the City of Brookhaven partnered with the City of Chamblee, Keep Chamblee Beautiful, and the Center for Hard to Recycle Materials to produce pop-up recycling events for the local community. Due to the COVID-19 pandemic, the scheduled April – June events were cancelled and out of an abundance of caution, plans for such events were halted. Widely popular and well-attended, the effort collected tons of electronics, glass, plastics, and donations. This funding amount is expected to cover the cost of three events, and partnerships will be leveraged in anticipation of continuing the program through shared funding.

IMPLEMENT A HOUSEHOLD HAZARDOUS WASTE EVENT

Funding Amount: \$15,000

Responsible Department: City Manager’s Office

The special item recycling events held in 2020 did not include household hazardous waste due to the associated costs. In conjunction with the special item recycling program, in 2021 the City will

sponsor one household hazardous waste collection event via leveraging partnerships with other cities for scalable cost-sharing opportunities to provide safe disposal of household chemicals, diverting the waste from landfills and stormwater runoff.

DEVELOP PLAN TO REDUCE UTILITY USAGE IN GOVERNMENT FACILITIES

Funding Amount: TBD

Responsible Department: City Manager's Office

As one of the 2020 commitments, the City did an analysis of utility usage to establish a baseline for water, natural gas, and electricity expenditures for government facilities, parks, and streetlights. Now that benchmarks have been identified, next steps for 2021 include exploring ways to optimize usage and setting reduction goals.

COMPLETE ACQUISITION OF HIGH-RISK FLOOD PROPERTIES

Funding Amount: \$3,700,000 (85% funded by grant)

Responsible Department: Public Works, Stormwater Division

As part of the city's long-term flood risk reduction strategy, FEMA and GEMA awarded funds for the acquisition and clearing of 11 repetitive loss properties. The City will also acquire three additional FEMA properties from DeKalb county. All properties will be converted to permanent greenspace, serving as a natural barrier to downstream flooding.

EXPLORE BIKE SHARING PROGRAM FOR EMPLOYEES

Funding Amount: \$3,000

Responsible Department: City Manager's Office

In an effort to promote sustainable practices and to lead by example, the City will provide bicycles, helmets, and training for staff. This will allow members of the organization to commute by bicycle on lunch breaks, to and from MARTA, and around Brookhaven on the City's bike lanes and multiuse trails. This will aid in reducing the City's carbon footprint, while boosting the multimodal transportation vibrancy of the community.

EXPAND FRONT YARD TREE PLANTING PROGRAM

Funding Amount: \$15,000

Responsible Department: Parks and Recreation

In 2019, the City of Brookhaven partnered with Trees Atlanta to allow residents to apply for a tree to add to their front yard. The program was widely popular and continued in 2020. This amount represents triple the investment made in 2019, in alignment with Brookhaven's commitment to maintain or expand its tree canopy.

ADDING IRRIGATION TO MUNICIPAL NURSERY

Funding Amount: \$15,000 (Included in Department Operations and Tree Fund)

Responsible Department: Community Development with Parks and Recreation

In 2020, Brookhaven established a tree farm at the Lynwood Park greenspace so that the City will not need to buy fully grown trees when there are transplant opportunities. To water this nursery, the City will install a well on the property.

NORTH FORK PEACHTREE CREEK STREAMBANK PROJECT

Funding Amount: \$700,000 (50% funded by grant)

Responsible Department: Public Works, Stormwater Division

Brookhaven received an EPA grant towards the restoration of streambank and improvement of habitat conditions on the North Fork of Peachtree Creek starting at Briarwood Road and extending downstream approximately 2,500 linear feet. Final scope approval and design will begin in 2021.



BUILT ENVIRONMENT

A Sustainable Brookhaven strives to improve and uphold building standards, enhance transportation effectiveness, ensure reliable public utilities, and increase accessibility to structures and infrastructure in the community.

2019 RECAP

- Allowed regulated use of dockless mobile devices (scooters)
- Progressed in project planning for two roundabouts to ease traffic conditions
- Installed a road condition sensor station at a high traffic point to determine weather report on road conditions
- Completed the “Model Mile”, the first section of the Peachtree Creek Greenway
- Increased multi-use paths throughout the City; began design of Phase II of the Peachtree Creek Greenway (PCG) with the support of grant funding
- Performed a sidewalk assessment to establish a sustainable maintenance program
- Began installation of a trash trap to protect Murphey Candler Lake
- Installed a stream gauge for rainfall and stream level monitoring on the North Fork of Peachtree Creek
- Amended the zoning code to accommodate and encourage EV charging stations and infrastructure
- Improved 1,870 linear feet of sidewalks identified within the Bicycle, Pedestrian, and Trails Plan
- Committed to bike-friendly efforts by providing funding for multiuse paths

2020 INITIATIVES

- Continued to provide EV charging at no cost to residents, which was utilized more than 3,000 hours and equaling more than 7,000 kg of greenhouse gas savings (as of 8/31/2020)
- Completed dredging of Murphey Candler Lake, removing an estimated 13,768 cubic yards of sediment material
- Completed shoreline restoration of Murphey Candler Lake
- Installed a Bandalong trash trap system at Murphey Candler
- Adopted the revised International Energy Conservation Code, upgrading requirements on minimum efficiency and helping to improve compliance by allowing third-party inspections
- Improved connectivity and accessibility for multimodal transportation through sidewalk maintenance, ramp additions for ADA compliance, and bike lane striping
- Began restoration of the streambank south of Murphey Candler Lake (with US EPA Grant)

2021 COMMITMENTS

INCENTIVIZE ECO-FRIENDLY CONSTRUCTION

Funding Amount: TBD

Responsible Department: Community Development, Economic Development

Brookhaven seeks to create opportunities for private entities to construct more energy efficient projects that can have less damaging impacts on the environment. In an effort to encourage energy efficiency among residents and developers, the City will offer incentives for green building certifications such as LEED, EarthCraft, and ENERGY STAR. It will assess the potential of reducing/waiving development fees and expediting the planning development review process.

CONTINUE ANNUAL BUDGET FOR SIDEWALK ADA COMPLIANCE AND CAPITAL MAINTENANCE

Funding Amount: \$50,000

Responsible Department: Public Works

Physical accessibility around the City should be ensured for all persons to participate in civic life. The City has performed a sidewalk assessment to identify deficiencies in accessibility and is dedicating an annual budget focused on ADA compliance and capital maintenance. This annual capital project is in addition to the sidewalk emergency repair funding in the operating budget.

CONTINUE ANNUAL BUDGET FOR BIKE LANE STRIPING, FACILITIES, AND IMPROVEMENTS

Funding Amount: \$50,000

Responsible Department: Public Works

Safety and accessibility are paramount to the City of Brookhaven Comprehensive Transportation Plan. Brookhaven is committed to planning, developing, and managing a multimodal

transportation system that is safe for all users. In an effort to provide better opportunities for bicycling as a means of transportation around the City, \$100,000 will be dedicated annually to bicycle facility improvements.

IDENTIFY CONNECTIVITY POINTS (INFILL PROJECTS) FOR BICYCLE, PEDESTRIAN, & TRAIL PLAN

Funding Amount: \$50,000

Responsible Department: Public Works

The vision of the Bicycle, Pedestrian, and Trail Plan is to establish a thorough network of sidewalks, paths, and trails for transportation and recreation. Adopted 2021 funding would continue the process of filling in the gaps in multi-use paths and sidewalks with a focus on Briarwood Road that connects North Druid Hills Road and Buford Highway.



FINANCIAL

A Sustainable Brookhaven seeks to secure lasting and productive funding sources, make sound investments in capital projects, build and maintain robust cash reserves and prudent debt ratios, and cultivate diverse economic growth.

2019 RECAP

- Reviewed and updated Purchasing Policy
- Established monthly investment report
- Undertook cost-allocation study
- Received a clean and unqualified audit for the 2019 fiscal year
- Partnered with neighboring municipalities and business leaders to identify mutually beneficial operational coordinating investments and economies of scale (ChatComm, Fire Service delivery, ARC joint coordination of projects)

2020 INITIATIVES

- Amplified promotion of financial transparency portal to the public
- Reviewed new systems for financial functions and licensing processes to improve efficiency
- Restructured the Finance Department, adding positions to further efforts in creating more efficient licensing processes and fund management
- Reviewed electric and natural gas utility accounts for cost savings opportunities by optimizing rates

2021 COMMITMENTS

AUDIT REVENUE SOURCES

Funding Amount: Included as part of Finance Department Operations

Responsible Department: Finance

An essential part of building a Sustainable Brookhaven is ensuring a diversified range of funding sources for the long-term operations and capital projects the City intends to provide. Auditing is the first step in financial sustainability, and once complete key targets can be made for strategic income generation and access to capital to achieve future financial continuity. The City of Brookhaven has planned a schedule for revenue source audits to identify where the City may have limited future resources and to create a strategy for building reserves to cover core costs.

REVIEW FINANCIAL TRANSPARENCY PORTAL

Funding Amount: Included as part of Finance Department Operations

Responsible Department: Finance

The City of Brookhaven has policies in place with rules and guidelines for responsible use of public funds. Financial transparency allows for greater public understanding of revenues and expenses, contributing to accurate reporting and compliance. In 2018 the City established an online financial transparency portal, and in 2020 amplified its promotion to the public. In 2021, the City will review it as a reporting tool, with a goal of adding more detail in a commitment to a culture of transparency.

PLAN FOR FINANCIAL MANAGEMENT SYSTEM REPLACEMENT

Funding Amount: TBD

Responsible Department: Finance in conjunction with IT

Information systems and processes are essential to financial sustainability, and improving the tools used to identify current resources and assess potential risks easily will contribute to maintenance of healthy reserves and sustained financial growth. In 2020, the City of Brookhaven evaluated benefits to different systems. In 2021, it will continue to do so to with the goal of automating certain functions and ultimately implementing improved accounting management tools.



ORGANIZATIONAL

A Sustainable Brookhaven fosters an organizational culture with transparency that seeks to develop talent, connect with the community, and formulate long-term succession planning to serve residents and businesses in the growing and changing landscape of the City.

2019 RECAP

- Started continuity of operations planning for essential City Hall services, financial transactions, and economic activities in case of a catastrophic event
- Created an Intranet platform as an employee resource

- Offered staff time to participate in community volunteer work
- Undertook market rate and comparison study for police officers to remain competitive in retention and recruiting

2020 INITIATIVES

- Created consolidated list of recurring issues and associated documentation for knowledge management
- Incorporated intranet usage among staff
- Completed continuity of operations plan and performed a debriefing “hot wash” for the City’s COVID-19 response
- Established backup operations facility for City staff at Lynwood Recreation Center

2021 COMMITMENTS

ESTABLISH PERIODIC INTER-DEPARTMENTAL COLLABORATIVE MEETINGS AND SHADOWING

Funding Amount: Included as part of Departmental Operations

Responsible Department: City Manager’s Office

Part of building strength within an organization is creating synergies. Currently, department leaders meet on a biweekly basis and provide updates on what is going on within their respective units. In 2021, the City of Brookhaven will establish quarterly inter-departmental meetings that will focus on sharing in more detail current and pipeline projects, as well as ideas of potential initiatives that each has an interest in pursuing. The goals of these deep-dive meetings is to identify areas where departments could partner or provide support to activities or programs that may fall under a more interdisciplinary purview of responsibilities, and to provide a sounding board for opportunities that may not seem feasible within the segmented structure of departmental scope. In conjunction with inter-departmental collaborative meetings and training for continuity of business operations for emergencies, department heads will be assigned to shadow counterparts to develop a deeper, experiential understanding of what daily performance entails.

IMPLEMENT STEPS TO IMPROVE KNOWLEDGE MANAGEMENT

Funding Amount: TBD

Responsible Department: City Manager’s Office

Information is a precious resource that organizations should endeavor to preserve. Since Brookhaven was incorporated in 2012, founding leaders within the organization have changed, leaving historical knowledge gaps where employee turnover has taken place. In an effort to reduce time and resources spent on onboarding employees and researching legacy issues, the City consolidated essential information in 2020, making it accessible to employees through the intranet platform. In 2021, the City will take steps to improve knowledge management, such as

providing employee training for different tools and practices and adding SOPs and other key documents to the consolidated knowledge base.

SUPPORT COUNTY HAZARD MITIGATION PLAN (HMP) UPDATE

Funding Amount: None (Funded by FEMA grant to the County)

Responsible Department: Emergency Management Coordinator

Preparation for an emergency event requires a focused look at infrastructure within City limits to assess vulnerability. Brookhaven’s boundaries and infrastructure have changed since the previous DeKalb County Hazard Mitigation Plan was completed in 2015, and in 2021, the County will be required to prepare a 5-year update to the current plan. The HMP covers all municipalities including a Brookhaven annex. This effort will assess all man-made and natural hazard threats and risks to the County and include recommended actions to reduce or eliminate these risks. The HMP effort will entail robust data collection and analysis, periodic local meetings and report preparation.

COMPLETE A BROOKHAVEN EMERGENCY OPERATIONS PLAN (EOP)

Funding Amount: \$50,000

Responsible Department: Emergency Management Coordinator

The City of Brookhaven strives to withstand disruptions in service delivery and seeks to enhance its resilience to natural disasters, accidents, attacks, or any catastrophic event. The EOP addresses the process for developing and maintaining Brookhaven’s response capability in a pre- and post-emergency incident or disaster scenario. This document will be the foundation for the coordination of all resources including staff, equipment and supplies for the City’s emergency incident response and recovery actions. The EOP will provide a “playbook” for EOC activation, response and recovery activities by staff roles based on the Federal Incident Management model.

ESTABLISH SUSTAINABILITY EMPLOYEE RESOURCE GROUP

Funding Amount: TBD

Responsible Department: City Manager’s Office

In an effort to expand awareness and create a culture of sustainability within the organization, and employee resource group will be created of staff volunteers. The objectives of Sustainable Brookhaven will be promoted throughout the organization by its own members, focusing on internal communications and educational campaigns, leveraging cross-departmental relationships for sustainable activities, and leading efforts to make a difference at the City and among its people.



CIVIC GOVERNANCE

A Sustainable Brookhaven prioritizes civic engagement, ethical standards, social equity, inclusiveness, and proactive community leadership development.

2019 RECAP

- Initiated trademarks and copyright efforts
- Developed transactional and annual customer service surveys to ensure compliance with adopted performance measures
- Updated the Comprehensive Plan
- Hosted a “One Region” Civic Dinner with other regional leaders with Welcoming America to provide a platform for community members to come together and have conversations
- Created annual reports in English and Spanish as go-to resources
- Established an online boards and commissions portal to track City Council appointments and facilitate volunteer applications

2020 INITIATIVES

- Established the Brookhaven Complete Count Committee to engage citizens in 2020 Census
- Increased engagement efforts in the Latino community through social media and partnerships, raising the numbers of followers by roughly 200% (as of July 31, 2020)
- Hosted a civic dinner to engage in dialogue among diverse groups of stakeholders
- Establishing curriculum for a general leadership academy
- Engaged multiple outreach groups to enhance communication with traditionally “hard to count” households burdened with language difficulties and lack of internet
- Strengthened partnerships with the Atlanta Regional Commission, and ATL Link attending and presenting at regional affordable housing, arts and culture planning, transportation and trails workshops
- Participated in and presented for students at the Georgia Tech Urban Design studio joining the Atlanta City Planning Department, GDOT, ARC and multiple trails groups in development scenarios for the Lindbergh planning area and connection of Brookhaven’s Peachtree Creek Greenway to the Beltline
- Established the Social Justice, Race, and Equity Commission

- Launched Transparency website to better relay information about what government operations, spending, and decisions:

<https://www.brookhavenga.gov/transparency>

2021 COMMITMENTS

COMMENCE GENERAL LEADERSHIP ACADEMY COURSE

Funding Amount: TBD

Responsible Department: City Manager's Office in conjunction with the City Council

In an effort to foster connections among citizens and future leaders of Brookhaven, the City will establish a leadership development program for select individuals interested in participating. Candidates, who will be chosen through an application process, will attend weekly sessions designed to enhance their understanding of the various economic, social, and political factors affecting the community and prepare them for the issues that future leaders will face. With an emphasis on strength in diversity, the course is designed to build the ties between members of all sectors and deepen the relationships and insights across the community.

PARTNER WITH LOCAL BUSINESSES TO PROMOTE SUSTAINABLE PRACTICES AND INITIATIVES

Funding Amount: TBD

Responsible Department: City Manager's Office in conjunction with Explore Brookhaven

There are a variety of ways businesses within Brookhaven exercise sustainable practices. These businesses minimize negative impact, or potentially create positive effects on the local community or environment through waste and energy reduction, labor policies, responsible sourcing, and other initiatives. The City will highlight and strive to incentivize enterprises which consider the impacts of their operations or products and make extra effort to contribute to a Sustainable Brookhaven.

CONTINUE EFFORTS TO INCREASE ENGAGEMENT IN THE LATINO COMMUNITY

Funding Amount: Included as part of Communications Department Operations

Responsible Department: Communications Department

Sustainable civic governance seeks to engage all members of society in education, awareness, and participation. The Spanish-speaking community in Brookhaven accounts for approximately 25 percent of the population, and the City has increased efforts to provide information to this demographic. The City leverages its strong relationship with the Latin American Association to connect with the community, and in 2017, the Communications Department created a position for a bilingual public engagement specialist. The department continues to reach out to the Hispanic community via social media and by providing translations of annual and quarterly publications. In 2019, the City of Brookhaven added Spanish-language Facebook and Instagram accounts, and published an annual report, activity guides, and newsletters in Spanish.

APPOINT AND TRAIN MEMBERS OF THE BROOKHAVEN ARTS COMMISSION

Funding Amount: \$20,000

Responsible Department: Strategic Partnerships

Brookhaven seeks to engage more residents into the governance of the City, and an Arts Commission will serve to influence the aesthetic improvements made at integral locations, such as the Public Safety Building. Members will contribute to making public art accessible to the people of Brookhaven that supports the values and interests of the community. Initial activities will include opportunities to leverage available funds to build financial and strategic partnerships to advance the Plan.

HOST CIVIC DINNERS

Funding Amount: TBD

Responsible Department: City Manager's Office in conjunction with the City Council

Civic participation starts when there is an opportunity to engage in dialogue. Civic dinners provide a platform for elected officials, community leaders, business owners, residents, and other stakeholders to come together in a focused setting and discuss their perspectives. In 2019, the City of Brookhaven hosted its first Civic Dinner with the theme of "Belonging". This initiative was intended to be developed in 2020, and due to the COVID-19 pandemic, was converted to virtual dinners on an online platform. In 2021, the City will establish dinners with a theme designed to encourage civic discourse and build bridges among community members.

DEVELOP A NEW RESIDENT GUIDE FOR TRANSPLANTS AND RESIDENTS OF ANNEXED AREAS

Funding Amount: TBD

Responsible Department: City Manager's Office

In line with the City's knowledge management efforts, this initiative is intended to quickly give new Brookhaven residents accurate and comprehensive information that will provide them with situational awareness. Information about pertinent ordinances, whom to connect with regarding different topics, opportunities for engagement with boards, commissions, and local groups, as well as direction on how to sign up for notifications from a variety of City-sponsored platforms or participate in public meetings are examples of key resources that would provide newcomers to the City with everything they need to know when settling in.

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