

ID	Initiative	Responsible Department	Budgeted Funding Amount	2021 Accomplishments
4.0 Organizational				
4.9	Establish Periodic Inter-Departmental Collaborative Meetings And Shadowing: 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.	City Manager's Office	Included as part of Departmental Operations	
4.10	Implement Steps To Improve Knowledge Management: 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.	City Manager's Office	TBD	*Continued to add resources to the City's intranet such as providing employee training, standard operating procedures, and other key documents accessible to all employees and departments. *Implemented program for the creation of a template for the development of knowledge management documents on various topics important to elected officials, staff, and the public.
4.11	Support County Hazard Mitigation Plan (HMP) Update: 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.	Emergency Management Coordinator	None (Funded by FEMA grant to the County)	Supported DeKalb County in its Hazard Mitigation Plan (HMP) update covering all municipalities located in the county and assessing all man-made and natural hazard threats and risks to the County and included recommended actions to reduce or eliminate these risks.
4.12	Complete A Brookhaven Emergency Operations Plan (EOP): 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.	Emergency Management Coordinator	\$50,000	
4.13	Establish Sustainability Employee Resource Group: 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.	City Manager's Office	TBD	

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				<p>Other Accomplishments:</p> <ul style="list-style-type: none"> *The City of Brookhaven in order to compete for the best talent, must occasionally research and measure its compensation plan. In September of 2021, the City Council approved an updated employee compensation plan that addressed a number of issues the City was currently facing with respect to compensation. These issues included, merit increase payout date, creation of a milestone adjustment based on years of service, complete review of pay grades and ranges, increasing the housing allowance for police officers, and analyzing and adjusting specific position requirements to provide stipends for the higher demands these positions require. *Reorganization of the City Manager's Office with the creation of a Deputy City Manager position to allow for targeted focus on enterprise-wide initiatives including business continuity, knowledge management, performance management, safety and wellness, community engagement, and customer service. *Installed new generator at Briarwood Park.