

ID	Initiative	Responsible Department	Budgeted Funding Amount	2022 Accomplishments
4.0 Organizational				
4.14	<p>CONTINUE STEPS TO IMPROVE KNOWLEDGE MANAGEMENT</p> <p>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 took 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. This effort will continue in 2022 and will be ongoing.</p>	City Manager's Office	Included in all Department Operations	
4.15	<p>ESTABLISH PERIODIC INTER-DEPARTMENTAL COLLABORATIVE MEETINGS AND SHADOWING</p> <p>Due to the COVID-19 pandemic, the development of this effort was put on hold; however, it is anticipated that the initiative will be established fully in 2022. 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. 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 are 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. This initiative will be ongoing.</p>	City Manager's Office	Included in all Department Operations	
4.16	<p>CITY 10-YEAR HISTORY PROJECT</p> <p>In 2022, the City of Brookhaven will turn 10-years old. To recognize this milestone, the City will hire a historian to develop a document highlighting its accomplishments and challenges since 2012. This effort will build upon the historic resources survey completed by the Community Development Department and Geographic Information Systems Manager in 2021.</p>	Community Development	\$40,000	Underway
4.17	<p>FEMA ICS 300 TRAINING UPDATES FOR DEPARTMENT HEADS</p> <p>In 2019, the City required that that department heads receive NIMS (National Incident Management System) Training through FEMA in furtherance of its emergency management planning efforts. In 2022, the City will ensure that new department heads receive the same training to ensure coverage.</p>	City Manager's Office	Included in Responsible Department Operations	<p>In 2023, we will continue to work to get all department heads and immediate successors trained up to ICS 300 and ICS 400. We are looking to host both classes as well as a prerequisite class in 2023.</p> <p>We are working with DEMA to get two EMA Team members trained as Community Emergency Response Team (CERT) Instructors. Once certified, the City of Brookhaven will explore hosting CRET Training through the Federal Emergency Management Agency. These teams are a citizen-staffed important tool for disaster response.</p> <p>We will be starting operations with the Brookhaven Emergency Operations Center (EOC) located at the Public Safety Building. In 2023, we will be purchasing the supplies to self-sustain emergency operations in the EOC in the event of a disaster.</p>
4.18	<p>INVESTMENT IN LEADERSHIP DEVELOPMENT IN POLICE DEPARTMENT</p> <p>Over the last 9 years, the Brookhaven Police Department has risen to a high level of professionalism and service quality. To ensure the continued growth of the Police Department as an organization within the City, ongoing investment in its leadership team is paramount. The training will include developing personnel with a focus on leadership, cooperation, and trust. This message will resonate across all Police divisions and include the larger City of Brookhaven organization and community.</p>	City Manager's Office	TBD	