

ID	Initiative	Responsible Department	Budgeted Funding Amount	2023 Accomplishments
4.0 Organizational				
4.19	<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 2023 and will be ongoing.</p>	City Manager	Included in all Department Operations	
4.20	<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 2023. 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. Additionally, to further cross-department knowledge, department heads will rotate attendance at the monthly supervisors' meeting within the Police Department.</p>	City Manager	Included in all Department Operations	
4.21	<p>CONTINUE FEMA ICS 300 and ICS 400 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 2023, the City will continue to work to get all department heads and immediate successors trained up to ICS 300 and ICS 400 to ensure that new department heads receive the same training to ensure coverage. Both classes will be hosted by the Police Department as well as a prerequisite class in 2023.</p>	City Manager	Included in all Department Operations	
4.22	<p>INVESTMENT IN LEADERSHIP DEVELOPMENT IN POLICE DEPARTMENT</p> <p>Funding Amount: \$40,000 Responsible Department: City Manager's Office</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	\$40,000	
4.23	<p>CONSOLIDATE MAINTENANCE AND MATERIALS STORAGE FACILITIES</p> <p>Staff is currently working on securing leases on two parcels of GDOT property just across the Brookhaven city limits in Atlanta on Buford Highway. This area would serve as the maintenance area for both Public Works and Parks and Recreation Department.</p>	Parks and Recreation Public Works	TBD	<p>Permitting with GDOT underway. Also consolidated surplus vehicles to the new public safety building eliminating the hotel lot being using.</p> <p>7/23/23 - need to schedule meeting with GDOT for driveway permit.</p>