

**CITY OF BROOKHAVEN**  
**BROOKHAVEN CITY COUNCIL**

~~~~~  
Linley Jones - District 1  
John Park - District 2  
Bates Mattison - Mayor Pro Tem / District 3  
Joe Gebbia - District 4

**AGENDA**

**January 9, 2018**

**Work Session Meeting**

**3:30 PM**

4362 Peachtree Road, Brookhaven, GA 30319

---

**A) CALL TO ORDER**

1. Roll Call

**B) ROLL CALL**

**C) OPENING REMARKS**

**D) DEPARTMENT REPORTS**

1. Department Reports
2. Report from Internal Auditor - William J. Mulcahy, CIA

**E) UPCOMING AGENDA ITEMS**

1. Street Light Policy Presentation - Public Works Director Hari Karikaran

**F) OTHER AGENDA ITEMS**

**G) OTHER BUSINESS**

**H) PRE REGULAR MEETING AGENDA REVIEW**

**I) ANNOUNCEMENTS**

**J) EXECUTIVE SESSION TO DISCUSS REAL ESTATE**

**K) ADJOURNMENT**



## MEMORANDUM

---

**MEETING OF:** January 09, 2018  
**COMMITTEE:** Brookhaven City Council  
**DEPARTMENT:** City Council

**ISSUE/AGENDA ITEM TITLE:**  
Report from Internal Auditor - William J. Mulcahy, CIA

**BACKGROUND/SUMMARY:**

**FISCAL IMPACT: (Budgeted – over or under)**

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

- Brookhaven Report of Internal Auditor to Mayor City Council 01092018 (DOC)



• Mulcahy Accounting & Risk Consulting •

William J. Mulcahy, CIA

January 9, 2018

Dear Mayor Ernst and City Council  
City of Brookhaven

This report of the City Internal Auditor updates you on my activities since my last report. This report is divided into sections as follows:

1. Internal Audit – Purchasing Cards
2. Internal Audit - Payroll
3. Internal Audit Plan for 2017 by quarter.
4. Internal Audit Plan for 2018 by quarter
5. Consideration for future internal audits - Risks mentioned in connection with Risk Assessment

## 1. Internal Audits

### **Purchasing Card Process and Procedures Report –**

As part of the Internal Audit Plan, I performed the procedures listed below in the scope section on the City of Brookhaven's Purchasing Card program

#### **Scope –**

- a. Reviewed for reasonableness the City of Brookhaven, Purchasing Card Policies noting the policies provide for segregation of duties between purchase and approval.
- b. Reviewed on a test basis and found reasonable the form that card holders are responsible to review and sign that they know, understand and will comply with the policies.
- c. Reviewed the list of card holders, noting recognizable names and positions, and at the same time noting a proper segregation of duties between Program Administration, Accountant, and Purchaser responsibilities.
- d. Selected transactions for detailed review.

**Audit Summary** - In connection with the scope of my work described above, of the City of Brookhaven's purchasing card program, I identified no city expenditures or other financial matters that I as the internal auditor determined to be not in compliance with

- a. the provisions of the charter
- b. the applicable city budget, and
- c. applicable ordinances, resolutions, or other actions duly adopted under the provisions of the charter.

The controls and procedures supporting the Purchasing Card Process and procedures were deemed adequate. In addition the policies which provide internal controls for the segregation of duties were being followed in all cases selected in the detailed test, except as noted below,

Except that and similar to the prior audit, there were delays in documenting the expenditures but note, the documentation was caught up to date by the end of the internal audit. For example, the procedures call for p-card receipts to be approved by the fifth business day after the period end, but in the month I reviewed, August 2017, on the fifth business day, nine of the 21 p-card used that month had receipts still outstanding. All receipts were properly accounted for when I rechecked three weeks after due date. I recommended a way to easily tell the receipts that are missing and a reporting system to escalate to the City Manager and the Assistant City Manager/CFO immediately each month for corrective action. The City agrees with the recommendation.

**2. Payroll processing policy, practices and reporting**, I performed the procedures listed below in the scope section below,

**Scope –**

- a. Requested, received, and reviewed City of Brookhaven Payroll policy and procedures, noting reasonableness and proper segregation of duties between detail record keeping, such as preparation of time card, accumulation of employee time, input of salary, deductions, etc. and review. Detail testing was performed on the pay period ended 8/16/17 and the related checks / directs deposits dated 8/25/17. I also reviewed the plan for enhanced SOPs for Paid Time Off (PTO) at termination, the Police Housing Program, Reimbursements via Payroll which starts 1/1/2018 and creating a Payroll Schedule of events (what to do on which date leading up to pay day). I agree documenting these processes will enhance the process and the internal controls.
- b. Payroll processing is outsourced to Paycom, with City of Brookhaven preparing the input, and reviewing the output.
- c. Reviewed the w-2 forms prepared for 2016 for reasonableness.

**Audit Summary** - In connection with the scope of my work described above, I identified no city expenditures or other financial matters that I as the internal auditor determined to be not in compliance with

- a. the provisions of the charter
- b. the applicable city budget, and
- c. applicable ordinances, resolutions, or other actions duly adopted under the provisions of the charter.

The controls and procedures supporting the Payroll processing policy, practices and reporting were deemed adequate. In addition the policies which provide internal controls for the segregation of duties were being followed in all cases selected in the detailed test.

### 3. Internal Audit Plan for 2017 by quarter

1st Quarter – Report on completed audits, follow up on open recommendations, and develop 2017 Internal Audit Plan. Operational area – Assistant City Manager/CFO; Risk area – Financial.

2<sup>nd</sup> / 3<sup>rd</sup> Quarter – Follow up on November 2, 2016 Payroll Audit. Operational area – Human Resources and Payroll; Risk area Human Resources and Financial.

3<sup>rd</sup> Quarter – P-cards including related accounts payable and related travel. Operational area – Assistant City Manager/CFO; Risk area – Financial.

4<sup>th</sup> Quarter – a. Municipal Court implementation related to probation services provider and reconciliations. Operational area Municipal Court / City Manager; Risk area - Regulatory and Technology. b. Federal, state and local grants & contract compliance & documentation. Operational area – Compliance; Risk area – Regulatory.

### 4. Internal Audit Plan for 2018 by quarter

1st Quarter – Police evidence inventory and security. Operational area – Assistant City Manager/CFO; Risk area – Financial.

2<sup>nd</sup> Quarter – Information Systems Security process and procedures. Operational area – Information Technology; Risk Area Compliance and Financial

3<sup>rd</sup> Quarter – Permit fees revenue and expense. Operational area – Finance Director; Risk area – Financial

4<sup>th</sup> Quarter – Code Enforcement. Operational area – Compliance; Risk area – Regulatory.

### 5. Consideration for future internal audits - Risks mentioned in connection with Risk Assessment –

- Organizational management, including 1099 independent contractors vs. employees, and answering the following questions, is Brookhaven a workplace of choice? Has turnover resulted in a brain drain? What is the Brookhaven culture? Operational area – City Manager; Risk area – Strategic.
- Purchasing policy and procedures. Operational area – Finance Director; Risk area – Financial.

- Accounts payable policy and procedures. Operational area – Finance; Risk area – Financial.
- Tyler system implementation. Operational area – Assistant City Manager/CFO; Risk area - Technology
- Alcohol to food sales ratio as well as alcohol license revenue and process. Operational area – Finance Director; Risk area - Regulatory
- Training sessions and forms for hotel motel tax collections. Operational area – Finance Director; Risk area - Regulatory
- Parks and recreation. Operational area – Finance Director; Risk area - Operational
- Process for selection of streets to pave and administration of the paving contract including quality control procedures. Operational area – Assistant City Manager/CFO; Risk area – Strategic.
- Brookhaven Finance Corporation. Operational area – Assistant City Manager/CFO; Risk area – Financial

Any questions, let me know.

Sincerely,

***William J. Mulcahy***

William J. Mulcahy, CIA  
City Auditor  
City of Brookhaven

NOTICE: Mulcahy Accounting and Risk Consulting (MARC) is a consulting and internal audit firm composed of an expert specializing in risk and advisory services. MARC is not licensed or registered as a public accounting firm and does not issue opinions on financial statements or offer attestation services.



## MEMORANDUM

---

**MEETING OF:** January 09, 2018  
**COMMITTEE:** Brookhaven City Council  
**DEPARTMENT:** City Council

**ISSUE/AGENDA ITEM TITLE:**  
Street Light Policy Presentation - Public Works Director Hari Karikaran

**BACKGROUND/SUMMARY:**

**FISCAL IMPACT: (Budgeted – over or under)**

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

- Street Light Policy May 2017 Final Draft (PDF)
- Presentation - Street Light Petition JANUARY 9 2018 (PPTX)

**STREET LIGHTS POLICY****CITY OF BROOKHAVEN, GA****Adopted: *January \*\**, 2018****1. INTRODUCTION:**

This Policy is adopted by the City Council to be used in handling Street Lights requests. This policy is applicable to public streets only. Residents and businesses living on private streets shall be responsible for installation, maintenance, and bill payment for their street lights. This policy explains the petition process, City Council approval, and establishment of streetlight districts. The Street Light Policy is administered by the Public Works Department.

**2. STREET LIGHT REQUESTS ARE CATEGORIZED IN FOUR TYPES:**

- A. Existing Public Street – Overhead power (Existing Poles)
- B. Existing Public Street – Underground power (No Poles)
- C. Existing Private Street
- D. New Development (Public Roads)
- E. New Development (Private Roads)

**A. Existing Public Street – Overhead power (Existing Poles)**

Street lights are installed on the existing power poles. The types of lights usually installed on two lane streets are 150-watt equivalent LED street light luminaries with automatic photoelectric controls that turn the lights on at dusk and off at dawn. The lights are installed on existing poles where possible and therefore, the spacing can vary; however, proper street illumination is maintained within limits recommended by the American National Standard for Roadway Lighting. Actual placement of the lights is determined by personnel of the Public Works Department working with representatives of the power company. Larger lights and/or closer spacing are used on streets wider than two lanes. A lighting layout drawing is sent to the local power company indicating the number of lights needed and their placement.

**B. Existing Public Street – Underground power (No Poles)**

Street light poles are not installed as part of the normal electric service. Therefore, the cost of the pole installation must be paid by homeowners or by the developer before the installation of lights can begin. The types of lights usually installed on two lane streets are 150-watt equivalent LED street light luminaries with automatic photoelectric controls that turn the lights on at dusk and off at dawn. The spacing can vary; however, proper street illumination is maintained within limits recommended by the American National Standard for Roadway Lighting. Actual placement of the lights is determined by personnel of the Public Works Department working with representatives of the power company. Larger lights and/or closer spacing are used on streets wider than two lanes. A lighting layout drawing is sent to the local power company indicating the number of lights needed and their placement. A representative of the power company will determine the installation costs and mail an invoice for this amount to a representative of the petitioners. The petitioners collect and mail the funding for the installation costs



directly to the representative of the power company. The power company representative will notify the Public Works Department when the installation costs are paid.

### **C. Existing Private Street**

Requests for street lights on private streets are not handled by the Public Works Department. Citizens will directly work with GA Power in coordinating street lights on their streets.

### **D. New Development (Public Roads)**

Installation of Street lights on new Developments with Public Roads is handled by the Developer. Developer will provide a plat to GA Power and the Public Works Department for design and installation of Street lights, the determination of the annual street light per foot fee to be assessed to the adjacent parcels fronting the public road, and the establishment of the street light district. GA Power will provide the city with an agreement of the monthly power and maintenance costs for the lights for determining the street light assessment fee and for city approval. Street light poles are not installed as part of the normal electric service. Therefore, the cost of the pole installation must be paid by the developer before the installation of lights can begin. Annual operating cost for providing street lighting is included the annual street light assessment on the property tax bill in accordance with Section 3n. below.

### **E. New Development (Private Roads)**

Installation of Street lights on new Developments with Private Roads is handled by the Developer. Developer will provide the site plans to GA Power for design and installation of Street lights. Street light poles are not installed as part of the normal electric service. Therefore, the cost of the pole installation must be paid by the developer before the installation of lights can begin. Annual operating cost for providing street lighting is billed through the property owners association or to the residents directly. City is not involved in billing or paying for street lights for new developments with private roads.

### **3. PETITION PROCESS:**

Residents can initiate the request for street lights to be installed on public streets by calling Public Works Department at (404) 637-0540. The Department staff will explain the entire process and provide the options available based on the existing street condition. Steps for the petition process are outlined below:

- a. Citizen call Public Works at (404) 637-0540
- b. Public Works (PW) Staff explain the process to the Citizen
- c. PW Staff perform research on final plats, City records and other available maps
- d. PW Staff requests Georgia Power for street light initial design/layout and annual cost to have street lights.

- e. Field survey performed by GA Power personnel to determine proper street illumination and actual placement of the lights.
- f. Once the final design is determined, **GA Power will provide the city with a lighting agreement with the monthly cost for power and maintenance of the lights.**
- g. PW Staff will determine the street light assessment rate (cost per frontage foot) for the proposed street(s) and prepare the final petition forms
- h. PW Staff sends the final petition forms to the neighborhood representative. The petition must be signed by property owners of at least 51% of the total street-side footage for each street to be lighted. Only owners may sign, persons renting cannot sign this petition. All property, developed or undeveloped—commercial or residential, is included and will be charged. **No signature can be altered or removed from the petition after it has been submitted.**
- i. The completed original petition is to be mailed or dropped off to:

City of Brookhaven  
 Attention: Department of Public Works  
 4362 Peachtree Road  
 Brookhaven, GA 30319

The petition should include a note indicating the type of lights the petitioners want installed.

- j. In order to insure 51% of the total front frontage is signed for, all signatures will be verified against the tax records for ownership.
- k. If multiple streets are involved in the petition, a separate sheet for signatures is required for each street.
- l. A public hearing in front of City Council is scheduled. Signs are posted in the petition area, notifying the property owners of the date and time. The petition is presented to the Brookhaven City Council with the PW recommendation.
- m. Once approved by City Council, GA Power is notified to install the street lights per City specifications. The lights are normally installed 12 to 16 weeks after approval by the City Council. If the street has underground power and requires the installation of poles, the neighborhood must submit payment to GA Power for the initial installation in accordance with Section 2B above before installation can begin.
- n. Property owners are billed for a street light assessment on the following years' property tax invoice based on street-side footage owned. In the case of a corner lot where both the front and side streets are lighted, the assessment will be based on the total front footage plus any footage on the side street in excess of one hundred fifty feet (150'). This charge will be paid along with property tax. The present annual charge normally ranges from \$0.50 to \$1.00 per assessed foot per year for neighborhoods with overhead utilities and \$0.75 to \$2.00 per assessed foot per year for neighborhoods with underground utilities. This assessment rate could change if electricity costs increase.

#### **4. THE COST FOR STREET LIGHTS FOR OVERHEAD POWER**

In areas with overhead utilities, street lights are installed on the existing power poles. The types of lights usually installed on two lane streets are 150-watt high pressure sodium street light luminaries or 150-Watt equivalent LED street light luminaries with automatic photoelectric controls that turn the lights on at dusk and off at dawn. The lights are installed on existing poles where possible and therefore, the spacing can vary; however, proper street illumination is maintained within limits recommended by the American National Standard for Roadway Lighting. Actual placement of the lights is determined by personnel of this office working with representatives of the power company. Larger lights and/or closer spacing are used on streets wider than two lanes.

There typically is no cost for the installation of street lights on existing overhead power poles as outlined above. There is an annual service charge assessed for those street lights. This assessment is usually between \$0.50 and 1.00 per assessed foot **PER YEAR**. In the case of a corner lot where both the front and side streets are lighted, the assessment will be based on the total front footage plus any footage on the side street in excess of one hundred fifty feet (150'). On corner lots where only the front street is lighted, there will be no charge for side footage in excess of one hundred fifty feet (150'). This annual assessment will be included on the owners' property tax statement, and will be due at the time all other taxes are paid on the property.

#### **5. THE COST FOR STREET LIGHTS FOR UNDERGROUND POWER**

In areas with underground utilities, street light poles are not installed as part of the normal electric service. Therefore, the cost of the pole installation must be paid by homeowners or by the developer. At the time the petition form is submitted to this office, a check made payable to the local power company for the cost of the poles must be attached to the petition form. The actual location and quantity of poles required will be determined by the City of Brookhaven Director of Public Works and the local power company. The installation cost is determined by the power company serving your area.

In addition to the cost for the installation of street light poles listed above, there is an annual power charge assessed for those street lights. This assessment is usually between \$0.75 and \$2.00 per front footage per year. In the case of a corner lot where both the front and side streets are lighted, the assessment will be based on the total front footage plus any footage on the side street in excess of one hundred fifty feet (150'). On corner lots where only the side street is lighted, the assessment will be based on the side footage in excess of one hundred fifty feet (150'). This annual assessment will be included on the property owners' tax statement, and will be due at the time all other taxes are paid on the property.

**END**

---

# STREET LIGHTS POLICY

City Council Work Session  
January 9, 2018



Public Works Department

# Street Lights Policy

- Originally Adopted from DeKalb County Policy
- All Street Light Districts were transferred to COB
- Current Process is in place since City inception
- Request to the Council to formally adopt the Policy

# TYPES OF PROCESS

- Existing Public Street (Overhead Power)
- Existing Public Street (Underground Power)
- Existing Private Street
- New Development (Public Street)
- New Development (Private Street)

# Existing Public Street – Overhead Power

- Installed on existing poles, spacing can vary
- Proper Illumination is maintained (American National Standards for Roadway Lighting)
- 150W equivalent LED light luminaries
- Automatic photoelectric control
- Larger lights and/or closer spacing are streets wider than two lanes

## Existing Public Street – Underground Power

- Poles are not installed as part of normal electrical service
- Cost for Pole installation must be paid by Home Owners
- 150W equivalent LED light luminaries
- Automatic photoelectric control
- Larger lights and/or closer spacing in streets wider than two lanes
- Petitioners collect and mail the installation cost to the GA Power



## Existing Private Street

- Not handled by COB – Public Works Department
- Property Owners directly coordinate with GA Power
- Not included in the street light district billing

## New Development – Public Streets

- Installation handled by the Developer
- Developer provide plans to PW and GA Power
- Cost of pole installation is paid by the Developer
- GA Power provides cost estimate of monthly maintenance and power to establish Street Light District
- Annual operating cost is included in the annual street light assessment in the Tax bill for each property

# New Development – Private Streets

- Installation handled by the Developer
- Developer provide plans to GA Power
- Cost of pole installation is paid by the Developer
- Annual operating cost is billed to HOA or individual Home Owners by GA Power

# Petition Process

- Citizens call Public Works at (404) 637-0540
- Process explained to the Citizens
- PW Staff perform research and request GA power for layout & cost
- GA Power performs field survey
- GA Power provides Lighting Agreement with monthly cost to PW
- PW Staff calculates Street Light assessment rates & prepare petition
- PW sends petition and Citizens obtain 51% of signatures
- PW verify signatures and prepare Council Agenda for approval
- Council approved, installation in 12 to 16 weeks
- PW update the tax digest and send to DeKalb County every May

# Questions?

## Contact:

- Hari Karikaran, P.E., Public Works Director
  - (404) 637-0520
  - [Streets@BrookhavenGa.gov](mailto:Streets@BrookhavenGa.gov)