

City of Warner Robins  
Draft Pre-Council Agenda July 8, 2019, 2019  
Council's Chamber

4:30 p m

Draft Council Agenda July 8, 2019  
Council's Chamber  
5:30 p m

Mayor Officially Opens Meeting

Opening Prayer Led by Councilman Lee

Pledge of Allegiance by Councilman Curtis

Pre – Council Items:

- Keith & Mary Matthews/101 Oakcrest Ln/Permission to connect to city sewer.
- Travis Bush/114 Hawthorne Rd/ Permission to connect to city sewer.

Mayor Calls Meeting to Order

Adoption of the Agenda: Motion –  
Second –

Proclamations/Awards/Presentations:

- Recognition of New Officers

1. Approval of Minutes from Regular Meeting of June 17, 2019 – Curtis
2. Formal Public Comments Pertaining to Current Agenda Items
3. Purchasing Bids – Lauritsen
4. Ordinance – 2019/2020 Budget - Thomas
5. Ordinance - Cottage Housing Developments (also known as “tiny houses) – Holmes
6. Resolution – City Auditor - Lee
7. Resolution – ESG Contract – Curtis
8. Resolution – Employee Promotions – Lauritsen
9. Ordinance – Amending the Classification and Pay Plan - Thomas

*The City of Warner Robins is endeavoring to be in total compliance with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at the council meeting please contact the ADA Coordinator, Sherri Windham, at (478) 302-5518 or [swindham@wrga.gov](mailto:swindham@wrga.gov) as far in advance of the council meeting as possible. Persons with hearing disabilities can contact the City through the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135.*

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Citizens Comments  
Council Comments  
Mayor's Comments  
Adjourn

DRAFT

**Formal Public Comment – Speaker Protocol**

The City of Warner Robins has identified this portion of the meeting to allow individuals an opportunity to formally address specific item(s) on the agenda for this meeting. The Mayor will recognize the speaker at the appropriate time and ask him/her to come forward to the podium. The City Council members may ask the speaker questions and/or engage in dialogue if they choose, but the speaker should not have an expectation that a question and answer format will occur. During this public comment section, persons shall be permitted to speak for three (3) minutes. When that time period has expired, the mayor shall direct the person speaking to cease. A second request from the mayor to cease speaking shall be cause for the removal of the speaker. Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a council meeting shall be removed from the room at the direction of the mayor, and the person shall be barred from further audience before the council during that meeting. If the mayor fails to act, any member of the council may move to require the mayor to act. If so directed by the mayor or an affirmative vote of the majority of the council, the offending person shall be removed.

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**Informal Public Comment – City Council Agenda Protocol**

The City of Warner Robins believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment may do so during the Informal Public Comment period of the meeting. These rules will govern; if silent, most recent edition of Robert's Rules of Order shall apply. Elected officials shall preserve order and decorum. City officials or employees shall not respond to questions posed during a meeting. Citizens shall conduct themselves with propriety and decorum. Unauthorized remarks from the audience, stamping of the feet, whistles, yells, and similar demonstrations shall not be permitted. Placards, banners, signs, pamphlets, flyers, or political materials shall not be permitted in the council chambers or conference room, general comments will be received. Persons are urged to limit comments to topics relevant to the operations or business of the City. During the public comment sections of a council meeting, persons shall be permitted to speak for three (3) minutes. When that time period has expired, the mayor shall direct the person speaking to cease. A second request from the mayor to cease speaking shall be cause for the removal of the speaker. Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a council meeting shall be removed from the room at the direction of the mayor, and the person shall be barred from further audience before the council during that meeting. If the mayor fails to act, any member of the council may move to require the mayor to act. If so directed by the mayor or an affirmative vote of the majority of the council, the offending person shall be removed.

**Placement on the Agenda**

Warner Robins requires that any person who wishes to place a subject on the agenda shall advise the City Clerk's Office and the specified subject matter which he or she desires to place on the agenda no later than 5:00 p.m. on the Wednesday prior to the council meeting. Every member of the public will be given an opportunity to be placed on the agenda once every six (6) months. The request can be done in person, regular mail, fax or e-mail. The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred at the discretion of the City Clerk, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised the request to be placed on the agenda does not entitle the speaker to be added to the agenda.

**DRAFT**

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No.: \_\_\_\_\_  
**CITY OF WARNER ROBINS**  
**STATE OF GEORGIA**

**ORDINANCE**

**WHEREAS**, the Mayor of the City of Warner Robins has prepared and submitted to the City Council a line-item budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and,

**WHEREAS**, the Mayor and Council have studied and revised the proposed budget, and it is in the best interest of the City that the budget be adopted,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Warner Robins that the annual budget for the general government for the fiscal year beginning July 1, 2019 and ending June 30, 2020, attached hereto and made part hereof, in the amount of \$47,372,916 for the General Fund; \$6,984,739 for the Special Revenue Funds; \$18,794,967 for the Capital Project Funds; \$7,999,800 for the Sanitation Fund; \$16,537,898 for the Water and Sewer Fund; \$3,105,511 for the Stormwater Drainage Fund; and \$5,893,217 for the Natural Gas Fund is hereby approved and adopted.

**BE IT FURTHER ORDAINED** that during the year of July 1, 2019 to June 30, 2020, the General Fund shall receive transfers of \$700,000 from the Tourist Allocation Board (TAB); \$2,050,600 from the Water and Sewer Fund; and \$2,510,600 from the Natural Gas Fund.

**BE IT FURTHER ORDAINED** that the Budget shall be amended so as to adapt to changing governmental needs during the fiscal year as follows:

- (1) Any increase in appropriations in any Fund for any Function/Department, whether through a change in Anticipated Revenues in any Fund or through a transfer of appropriations among Functions/Department, in excess of the approved budget shall require an ordinance of Mayor and Council authorizing said funds to be expended, except in the case of insurance reimbursements for vehicle collisions and other equipment losses, and reimbursements of materials purchased from the City of Warner Robins, in which instance the Chief Financial Officer's Office is granted authority to allocate funds to the appropriate Function/Department line item from insurance proceeds, or from reimbursement of materials, for the replacement or repair of damaged equipment items, and for replacement of materials;
- (2) In the event of receipt of un-budgeted grant revenues, the Chief Financial Officer's Office is granted authority to allocate such funds to the appropriate Function/Department line item in order to comply with the purpose of such grant receipts;
- (3) Any transfers of appropriations in any line item can be shifted from one line item to another within each Fund/Function/Department, only by written approval of the Mayor.
- (4) Any transfers from the committed fund balances of the City's Special Revenue Funds to further the support of those Funds' purpose shall require written approval of the Mayor.

**BE IT FURTHER ORDAINED** that the salaries of municipal employees are not established by the budget, and increase in salaries will only be done according to procedures outlined in the Classification, Salary Administration and Performance Management System.

If any ordinance or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions, which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

This ordinance was first read on July 1, 2019 and shall become effective upon adoption this \_\_\_\_ day of \_\_\_\_\_, 2019.

CITY OF WARNER ROBINS, GEORGIA

BY: \_\_\_\_\_  
Randy Toms, Mayor

ATTEST: \_\_\_\_\_  
Acting City Clerk

**ORDINANCE**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA, AMENDING THE CITY'S ZONING ORDINANCE, AND FOR OTHER PURPOSES.

WHEREAS, City staff recommends an amendment to the City's zoning ordinance to allow for "cottage housing developments" (also known as "tiny houses"); and

WHEREAS, in accordance with the requirements of state law, a public hearing was duly advertised and held on June 11, 2019, with the planning and zoning commission making a favorable recommendation on adoption of the amendment; and

WHEREAS, the Mayor and Council deem the amendment to be appropriate and in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED that the Mayor and Council of the City of Warner Robins that the City's zoning ordinance be amended as follows:

-1-

A new provision, to be designated as Sec. 74.6, is adopted:

"74.6. *Standards for Cottage Housing Developments (CHD)*. The following regulations apply to cottage housing developments (CHDs):

- (a) CHDs are allowed in the following zoning districts:  
Planned Development Residential (PDR).
- (b) The following requirements shall apply to all CHDs:
  - (1) *Density and minimum lot area*.
    - a. In CHDs, the permitted density shall be one (1) dwelling unit per two thousand nine hundred four (2,904) square feet of lot area (fifteen (15)/acre).
    - b. The minimum lot area for a CHD shall be seven thousand (7,000) square feet.
    - c. Cottage homes shall be developed in clusters of minimum of two (2) homes to a maximum of twelve (12) homes.
  - (2) *Height limit and roof pitch*.
    - a. The height limit permitted for structures in CHDs shall be eighteen (18) feet from the finished first floor height, subject to the exception described in subsection (b).
    - b. Where the ridge of a roof is pitched with a minimum loped of six (6) to twelve (12), the maximum roof height may extend up to twenty-five (25) feet. All parts of the roof above eighteen (18) feet shall be pitched. These

heights are intended to allow maximum one and one-half (1 ½) story homes.

- (3) *Lot coverage and floor area.* The maximum first floor or main floor area for an individual principal structure in a CHD shall be **400** square feet.
- (4) *Yard Setbacks.*
  - a. *Front Yard Setbacks.* CHDs will only front “minor” streets. The front yard setback shall be at least fifteen (15) feet with an allowable seven (7) foot encroachment for a front porch. On non-public streets, the front yard setback shall be at least ten (10) feet with an allowable encroachment for a front porch of no greater than five (5) feet.
  - b. *Rear Yards.* The minimum rear yard shall be ten (10) feet.
- (5) *Required open space.*
  - a. A minimum of four hundred (400) square feet per unit of common open space is required.
  - b. At least fifty percent (50%) of the cottage units shall abut the common open space.
  - c. All of the cottage units shall be located within one hundred (100) feet walking distance of the common open space.
  - d. The common open space shall have cottages abutting at least two (2) sides.
  - e. At least fifty percent (50%) of the Cottage home units shall be oriented around the common open space with their covered porches or main entry facing the common open space.
- (6) *Parking.* Parking space for each cottage home unit shall be provided as follows:
  - a. Units that are (400) square feet on the main floor: two (2) spaces. Units less than (400) square feet on main floor: one and one half (1 ½) spaces.
  - b. *Location.* Parking shall be located on the CHD property. It may be located in a structure, under a structure, or outside a structure provided that:
    - (i) Parking is screened from direct view from street by one or more building facades, by garage doors, or by a fence and landscaping;
    - (ii) Parking is not located in the front yard;
    - (iii) Parking is only allowed between structures when it is located toward the rear of the principal structure and is served by an alley or private driveway;
    - (iv) Parking may be located between any structure and the rear lot line of the lot or between any structure and a side lot line which is not a street side lot line.
- (7) *Additional requirements.*
  - a. Cottage homes shall have a covered porch at least sixty (60) square feet in size.
  - b. All structures shall maintain ten (10) feet of separation between houses.

- c. The condominium association or home owners' association shall maintain the required open space and all common areas.
- d. Each cottage home shall have access to clothes washers and dryer facilities through installation of connections to clothes washers and dryers in the cottage home.
- e. Developers of cottage homes are encouraged to provide pervious parking areas. IN any event, every cottage home development shall comply with the City of Warner Robins' Code regarding storm water management.
- f. All structures will remove trailer hitches, any and all wheels and be place on a permanent foundation.
- g. Each cottage home shall be connected to the city's water and sewer.

-2-

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

The provisions of this ordinance were first read on \_\_\_\_\_  
and shall become effective upon adoption on \_\_\_\_\_.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
Randy Toms, Mayor

Attest:

\_\_\_\_\_  
Kathy Opitz, Assistant City Clerk

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

WHEREAS, Section 2-204 of the City Charter provides for an independent annual financial audit for all City accounts; and

WHEREAS, said Section provides for the Mayor and Council to appoint a certified public accountant or a firm of certified public accountants to perform the annual audit for a period not to exceed three (3) years; and

WHEREAS, the City desires to distribute a request for proposal within 90 days for the audit of future fiscal years; however, time is of the essence in securing services for an audit of the fiscal year ending 06/30/2019

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby appoint the firm of Nichols, Cauley and Associates, LLC to conduct the annual audit of all City accounts for the fiscal years ending June 30, 2019.

This 1st day of July 2019.

CITY OF WARNER ROBINS

By: \_\_\_\_\_  
Randy Toms, Mayor

Attest:

\_\_\_\_\_

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council authorize execution of Amendment No. 10 to the contract between the City and ESG Operations, Inc. dated July 1, 2008, for a one-year period in the amount of \$3,550,560.00 under the terms and conditions contained in said amendment and the original contract.

This 1<sup>st</sup> day of July, 2019.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
Randy Toms, Mayor

Attest:

\_\_\_\_\_

Draft

**AMENDMENT NO. 10**  
to the  
**AGREEMENT Between**  
**ESG Operations, Inc.**  
**And**  
**Warner Robins, Georgia**  
**For**  
**Operations, Maintenance and Management Services**

This Amendment is made and entered into this \_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Warner Robins, Georgia (hereinafter Owner) and ESG Operations, Inc. (hereinafter ESG). This is Amendment No. 10 to the agreement dated the 1<sup>st</sup> day of July 2008, as amended, between Owner and ESG (the "Agreement").

NOW THEREFORE, Owner and ESG agree to amend the Agreement as follows:

REPLACE Article 4.1 with the following new Article 4.1:

4.1 The City shall pay to ESG a base fee for the Scope of Services defined by Section 2 of this Agreement (the "Base Fee"). The Base Fee shall not include services which are not specifically defined by Section 2 of this Agreement. The Base Fee for this Contract Year of the Agreement shall be Three Million and Five Hundred Fifty Thousand and Five Hundred Sixty Dollars (\$3,550,560.00). The Base Fee shall be payable in advance in equal monthly installments of Two Hundred Ninety-Five Thousand and Eight Hundred Eighty Dollars (\$295,880.00). Said Base Fee shall be in effect for the period beginning on July 1, 2019 and ending on June 30, 2020. Thereafter, the Base Fee will be negotiated as described in Article 4.5.

REPLACE Article 4.3 with the following new Article 4.3:

4.3 Owner and ESG agree to establish annually an Annual Chemical Budget. For this Contract Year of the Agreement, said budget shall be Six Hundred Thirty-One Thousand and Eight Hundred Dollars (\$631,800.00). This amount is included in the Base Fee as provided by Article 4.1 of this Agreement. This amount includes the costs associated with all water, wastewater and sludge treatment, disinfection and processing chemicals, as well as agricultural lime for the City's land application program. ESG will purchase then "resell" any item included within this account to the City. An itemized summary of these expenses will be provided to the City annually. Should actual chemical costs exceed the Annual Chemical Budget, ESG shall invoice the City on a monthly basis for one hundred percent (100%) of amount expended over the Annual Chemicals Budget, and the City shall pay ESG in accordance with Article 5.2. Any amount not expended during any Contract Year will be reimbursed to the Owner. However, any costs which exceed the budget established by this Article shall be approved by the Owner prior to ESG incurring the costs.

All other terms and conditions remain in effect in accordance with the Agreement referenced in this Amendment.

Both parties indicate their approval of this Amendment by signature below.

Authorized Signatures:

Authorized Signature:

\_\_\_\_\_  
John Clay Sykes, PE  
Title: Principal

\_\_\_\_\_  
Title: Mayor Randy Toms  
City of Warner Robins, Georgia

\_\_\_\_\_  
Daniel E. Groselle, PE  
Title: Principal  
ESG Operations, Inc.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Draft

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

WHEREAS, the following employee is recommended for promotion by their respective department,

WHEREAS, the Mayor and City Council deem such recommendation beneficial,

NOW, THEREFORE, BE IT RESOLVED that this promotion be approved as follows:

-1-

Thomas Stokes, promoted from Sign Markings Worker, Job Class #469, Grade 9, Public Works Department, to Painter, Job Class #464, Grade 10, Public Works Department, to be effective July 1, 2019.

This \_\_\_\_\_ day of \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Randy Toms, Mayor

ATTEST:

\_\_\_\_\_  
Kathy L. Opitz, Assistant City Clerk

\_\_\_\_\_  
CITY OF WARNER ROBINS  
STATE OF GEORGIA

**ORDINANCE**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA,  
AMENDING THE CLASSIFICATION AND PAY PLAN FOR THE CITY, AND FOR OTHER PURPOSES.

BE IT ORDAINED that the classification and pay plan for the City of Warner Robins shall be amended by adoption and implementation of the 12 grade/25 step program for sworn police personnel.

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

BE IT FURTHER ORDAINED that this ordinance was first read \_\_\_\_\_, 2019, and shall become effective upon adoption this \_\_\_\_\_, 2019 and shall be implemented beginning with the pay period beginning on July 1, 2019.

CITY OF WARNER ROBINS, GEORGIA

By: \_\_\_\_\_  
Randy Toms, Mayor

Attest:  
\_\_\_\_\_  
  
\_\_\_\_\_