



City of Warner Robins City Council Meeting Minutes

Monday, January 06, 2020

5:30 PM

Council Chambers

Regular Meeting of Warner Robins City Council

Presiding: Mayor Randy Toms

City Officials Present:

Councilman Daron Lee
Councilman Charlie Bibb
Councilman Keith Lauritsen

Councilman Kevin Lashley
Councilman Clifford Holmes
Councilman Larry Curtis

Opening Prayer: Mayor Randy Toms

Pledge of Allegiance: Councilman Lee

The Honorable Superior Court Judge Edward D. Lukemire administered the Oath of Office and swearing in of Councilman Charlie Bibb, Councilman Kevin Lashley and Councilman Larry Curtis.

Call to Order: 5:42 p.m.

Adoption of the Agenda: Councilman Lee moved to adopt the agenda with the addition of action item #4 "Motion to Approve Sewer Availability Mick Driggers Property". Councilman Holmes seconds the motion. Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for adoption of the agenda.

Presentation of Proclamations/Awards: None.

Action Items:

Action Item 1 Presentation of Minutes	
The minutes of the regular meeting of December 16, 2019 were presented for approval.	
Motion:	Councilman Lauritsen moved for the approval of the minutes for regular meeting of Monday, December 16, 2020
Second:	Councilman Lashley
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 2 Purchasing Coversheet	
Purchasing Bid List items, attached hereto, were presented for approval.	
Motion:	Councilman Holmes presented and moved for the approval of the Purchasing Bid Coversheet. Items one through eight.
Second:	Councilman Curtis.
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 3 Resolution – Agreement City Promotions/Fourth of July Celebration	
A Resolution of Mayor and Council of the City of Warner Robins authorizing the Mayor to execute an agreement with Hubbub Productions, Inc. at a cost of \$8,000 to provide consulting services for the 2020 independence Day Celebration. This expenditure shall be charged to account 18 52322 City Promotion/4th of July Celebration.	
Motion:	Councilman Curtis moved for the approval of this motion.
Second:	Councilman Holmes
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

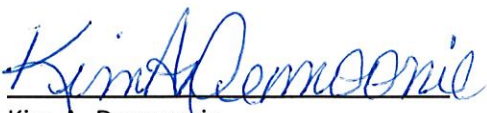
Action Item 4 Motion – Sewer Availability/Mick Driggers Property/Highway 96	
A motion to approve sewer services for Tract 11 A, containing 2.05 acres, East of Old Perry Road and West of Hwy 247 on the North side of Hwy 96, Bonaire, Georgia, owned by Driggers Properties, LLC, as shown on a plat of survey recorded in Plat Book 75, Page 163, Houston Superior Court.	
Motion:	Councilman Lashley moved for the approval of the motion.
Second:	Councilman Bibb.
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Pre-Council Comments regarding agenda items: None

Citizen Comments: Karen Sisk, Ansel Peck, Rita Simons, Keith Sentak, Rutha Jackson, John Jackson and Miranda Britt

Adjournment: 6:17 p.m.

Next Regular Council Meeting: Tuesday, January 21, 2020


 Kim A. Demoone
 Acting City Clerk

CITY OF WARNER ROBINS, GEORGIA

COUNCIL DATE: January 06, 2020

REVISED

WRITTEN REQUESTS HAVE BEEN SUBMITTED BY THE CITY DEPARTMENTS FOR THE FOLLOWING ITEMS. THE PURCHASING DEPARTMENT RECOMMENDS THE FOLLOWING ITEMS BE ACQUIRED. BY APPROVAL, AUTHORITY IS GIVEN FOR SUPPORTING CONTRACTS TO BE EXECUTED IN ACCORDANCE WITH APPLICABLE PROVISIONS OF THE CITY CODE: (Bid tabulations are attached)

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
1) Dresser / Roots & American Gas Meters ANNUAL CONTRACT Bid No.: U-4272	Jakoby-Cor, LLC Leeds, AL	\$52,118.00 Estimated See attachment #1	54-54070 / \$46,660.00 Remaining UTILITIES / Gas – Meter Project	Contract period: February 1, 2020 – January 31, 2021 Ordered on an as needed basis throughout the year.
2) Test and/or Repair Gas Meters ANNUAL CONTRACT Bid No.: U-4273	Jakoby-Cor, LLC Leeds, AL	See attachment #2 for cost breakdown	54 52147 / \$58,491.81 Remaining UTILITIES / GAS – Mntce, Meters & Regulators	Contract period: February 1, 2020 – January 31, 2021 Ordered on an as needed basis throughout the year.
3) Russell Parkway Sewer Extension Bid No.: U-4261	TMT Utilities, LLC Fort Valley, GA	\$411,500.00 See attachment #3	4330-54063 / \$15,000.00 Remaining UTILITIES – Sewer New Projects	Money to be transferred within budget
4) Georgia Municipal Association 2020 Membership Dues	Georgia Municipal Association Atlanta, GA	\$19,763.32	1595-52351 / \$68,458.70 Remaining GENERAL ADMIN – Dues & Memberships	
5) Natural Gas Odorant plus Install of 1,000 gallons at Taps 2 & 3	GPM Equipment Sales, Inc. Pelham, AL SOLE SOURCE	\$24,230.50	54-53271 / \$30,000.00 Remaining UTILITIES/GAS – Chemicals, Oxygen & Acetylene	

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
6) Annual Subscription to GMA's Cable & Telecommunications Management Service	Georgia Municipal Assoc. Atlanta, GA PROFESSIONAL SERVICES	\$11,000.00	1530-52021 / \$23,610.46 Remaining CITY ATTORNEY - Professional Services	
7) Baseball & Softball Jerseys Bid No.: R-4275	Pro Sports Powder Springs, GA	\$19,709.25 Estimated See attachment #4	1802-53100 RECREATION / Youth Sports - Supplies	
8) Flail Mower Parts ANNUAL CONTRACT Bid No.: I-4271	Montage Enterprises, Inc. Blairstown, NJ	\$8,907.75 Estimated See attachment #5	10 10861 /MNTCE INVENTORY Shop Purchases	Contract period: February 1, 2020 - January 31, 2021 Ordered on an as needed basis throughout the year.

ORDINANCE

WHEREAS, State law authorizes the Georgia Department of Community Affairs to adopt certain state minimum standard codes for mandatory use by Georgia cities and counties; and

WHEREAS, in addition, local governments may adopt are certain permissive codes; and

WHEREAS, it is appropriate for the city code to reflect the current editions of State-mandated codes; and

WHEREAS, City staff recommends the adoption of some of the “permissive codes.”

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Warner Robins that the city code is amended as follows:

- 1 -

The applicable provisions of chapter 6 of the code are amended to reflect the State-mandated codes as follows:

- International Building Code, 2018 Edition, with Georgia Amendments (2020)
- International Residential Code, 2018 Edition, with Georgia Amendments (2020)
- International Energy Conservation Code, 2015 Edition, with Georgia Amendments (2020)
- International Mechanical Code, 2018 Edition, with Georgia Amendments (2020)
- International Plumbing Code, 2018 Edition, with Georgia Amendments (2020)
- International Fuel Gas Code, 2018 Edition, with Georgia Amendments (2020)
- International Fire Code, 2018 Edition, with no Georgia Amendments
- International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments (2020)

- National Electrical Code, 2017 Edition, with no Georgia Amendments

- 2 -

The following permissive codes are adopted for enforcement in the City:

- International Property Maintenance Code, 2012 Edition, with Georgia Amendments (2015)

- 3 -

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 January 21, 2020 and shall become effective upon adoption on January 21, 2020.

CITY OF WARNER ROBINS, GEORGIA



Attest:

By: Randy Toms
Randy Toms, Mayor

Kim A. Demoenie
Kim A. Demoenie, Interim City Clerk

ORDINANCE

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA, AMENDING CHAPTER 14 OF THE CITY CODE REGARDING MOTOR VEHICLES AND TRAFFIC, AND FOR OTHER PURPOSES.

BE IT ORDAINED that the Mayor and Council of the City of Warner Robins hereby adopt the following amendment to chapter 14 of the City Code and pursuant to the authority of O.C.G.A. § 40-6-183 as follows:

- 1 -

Section 14-152 shall be amended to provide that the maximum speed limit for *Russell Parkway* from *500 feet west of Elaine Drive* to *U.S. Hwy 41* shall be 45 mph.

- 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 January 21, 2020 and shall become effective upon adoption on January 21, 2020.

CITY OF WARNER ROBINS, GEORGIA



Attest:

By:

Randy Toms

Randy Toms, Mayor

Kim A. Denoonie

Kim A. Denoonie, Interim City Clerk

NO.: 03-20
CITY OF WARNER ROBINS
STATE OF GEORGIA

ORDINANCE

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA, ANNEXING A TRACT OR PARCEL OF LAND CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY, AND FOR OTHER PURPOSES.

WHEREAS, a petition has been received from Richard L. Russell and Gracie I. Russell, to annex the property which is more particularly described as follows, to-wit:

All that tract or parcel of land situate, lying and being in Land Lot 163 of the Tenth (10th) Land District, Houston County, Georgia, comprising 0.91 acres, according to a plat of survey entitled "Plat of a Portion of Tract 2, T.M. Daves Property" prepared by Clements Surveying Co., Inc., and certified by Walter G. Clements, Georgia Registered Land Surveyor No. 1967, dated May 10, 1994, a copy of which is of record in Map Book 45, Page 151, Clerk's Office, Houston Superior Court. Said plat and the recorded coy thereof are hereby made a part of this description by reference thereto for all purposes.

LESS AND EXCEPT all that tract or parcel of land situate, lying and being in Land Lot 163 of the Tenth Land District of Houston County, Georgia, comprising 0.058 acres, more or less, and being more particularly described in that Right of Way Deed from Richard L. Russell and Gracie I. Russell to the Department of Transportation dated May 2, 2001, and recorded in Deed Book 1748, Pages 348-353. Clerk's Office, Houston Superior Court.

The property is located at 1205 S. Houston Lake Road, Warner Robins, Georgia.

WHEREAS, the said land of Richard L. Russell and Gracie I. Russell, may be annexed pursuant to the provisions of the Official Code of Georgia Annotated Section 36-36-20 et seq., said lands being contiguous to the existing corporate limits of the City of Warner Robins and the petitioner being the sole owners of said properties; and

WHEREAS, The City of Warner Robins, relative to its best interest, is desirous of annexing the above-described properties.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Warner Robins, Georgia, and it is hereby ordained by authority of the same, that the petition from Richard L. Russell and Gracie I. Russell, on December 2, 2019, is adopted and approved and said properties are hereby incorporated into the City of Warner Robins, Georgia.

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference.

If any of the 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 January 21, 2020, adopted on January 21, 2020, and shall become effective February 1, 2020.

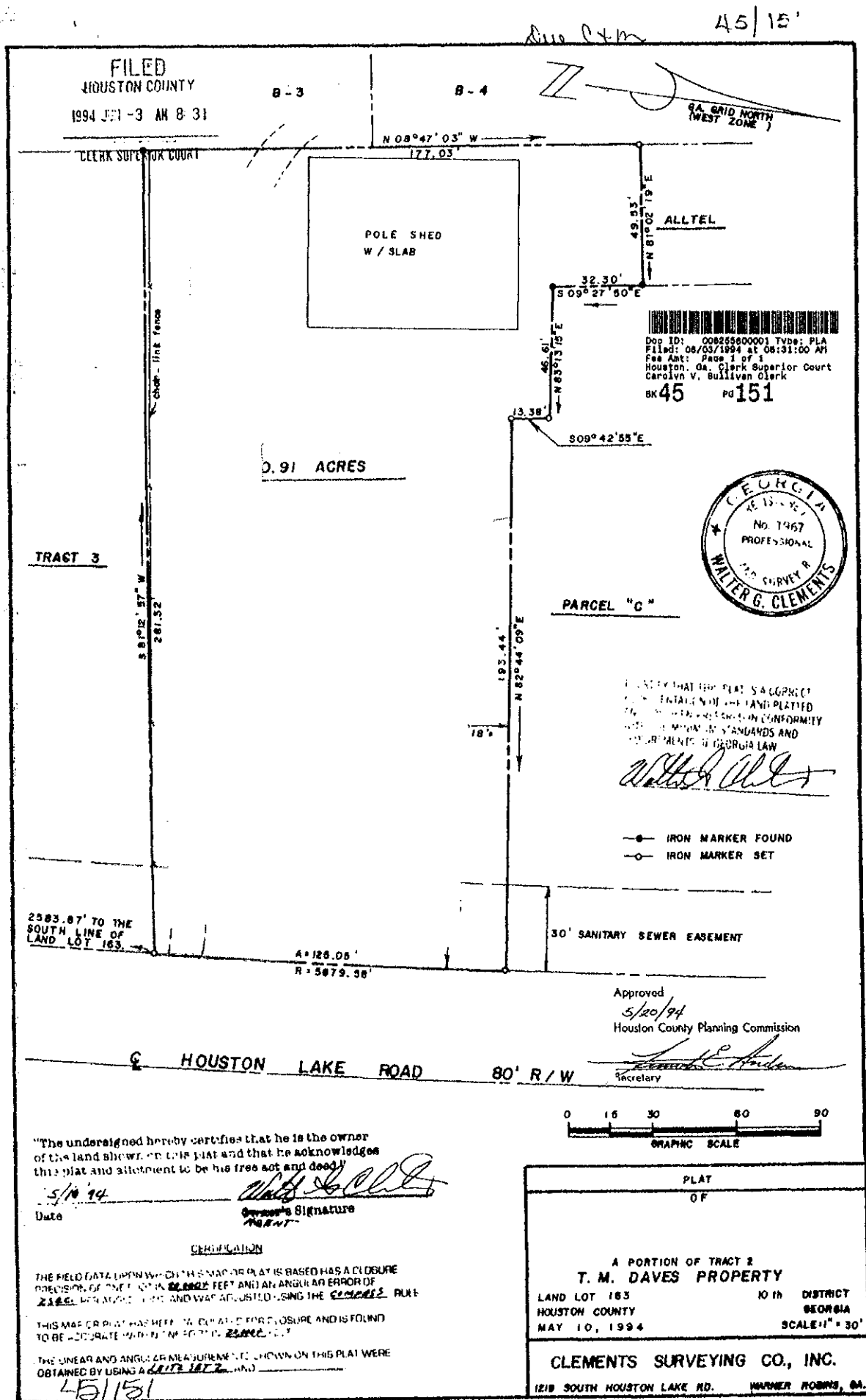
This 21st day of January, 2020.

CITY OF WARNER ROBINS, GEORGIA

BY: Randy Toms
RANDY TOMS, MAYOR

ATTEST:

Kim A. Demoonie
KIM A. DEMOONIE, INTERIM CITY CLERK



CITY OF WARNER ROBINS
GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

M E M O R A N D U M

MAYOR
Randy Toms

**MEMBERS OF
COUNCIL**

Post 1
Daron Lee
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

**INTERIM
CITY CLERK**
Kim Demoonie

CITY ATTORNEY
Fred Graham

OF COUNSEL
James E. Elliott, Jr.

TO: KIM DEMOONIE

FROM: SHERRI WINDHAM – DIRECTOR, COMMUNITY DEVELOPMENT

DATE: JANUARY 15, 2019

SUBJECT: AGENDA FOR MAYOR AND COUNCIL MEETING

Please place the following items on the agenda for the next Mayor and Council Meeting:

The Planning & Zoning Board recommends approval the following applications as submitted.

1. Mekisha Watts – 111 Marcelline Court – request permission to operate a household goods online business as a home occupation.
2. Henry Edmondson – 100 Georgia Dean Street – request permission to operate a consulting business as a home occupation.
3. Amiress Versil-Asemota – 115 Tom Chapman Blvd., Apt., 708 – request permission to operate an event planning business as a home occupation.
4. Roderick D. Gouch – 108 Onyx Court – request permission to operate a painting and pressure washing business as a home occupation.
5. ANNEXATION – Richard L. and Gracie I. Russell request the annexation of 1205 S Houston Lake Road totaling 0.91 acres from the zoning of C-2[General Commercial District][County] to the zoning of C-2[General Commercial District][City].

**CITY OF WARNER ROBINS
STATE OF GEORGIA**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Randy Toms, Mayor, to execute a memorandum of agreement with local governmental entities to authorize Houston County to administer the 2020 Georgia Local Maintenance and Improvement Grant (LMIG).

This 21st day of January, 2020.

CITY OF WARNER ROBINS, GEORGIA



By: *Randy Toms*
Randy Toms, Mayor

Kim A. Demoone
Kim A. Demoone, Interim City Clerk

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT, dated as of _____, 2020, made and entered into by and between the Houston County Board of Commissioners on behalf of Houston County, Georgia ("Houston County"), a political subdivision of the State of Georgia; City of Warner Robins, Georgia, a municipal Corporation of the State of Georgia (Warner Robins); City of Centerville, Georgia, a municipal corporation of the State of Georgia (Centerville); City of Perry, Georgia a municipal corporation of the State of Georgia (Perry); City of Hawkinsville, Georgia, a municipal corporation of the State of Georgia (Hawkinsville); Pulaski County Board of Commissioners on behalf of Pulaski County, Georgia (Pulaski County) a political subdivision of the State of Georgia; Dooly County Board of Commissioners on behalf of Dooly County, Georgia (Dooly County) a political subdivision of the State of Georgia and City of Byron, Georgia, a municipal corporation of the State of Georgia (Byron).

WITNESSETH:

WHEREAS, the parties herein recognize the importance of road improvements in their various jurisdictions; and

WHEREAS, the State of Georgia through the Georgia Department of Transportation makes available to local jurisdictions Local Maintenance and Improvement Grants (LMIG) to pave and repair roads in local jurisdictions; and

WHEREAS, in order to secure the best price for the work to be done with LMIG funds Houston County, Warner Robins, Centerville, Perry, Hawkinsville, Pulaski County, Dooly County and Byron would agree that all projects for the aforesaid jurisdictions would be bid together and awarded to the lowest bidder;

NOW, THEREFORE, in consideration of the foregoing and the respective representations, covenants and agreements hereinafter set forth, the Parties hereto agree as follows:

1. Houston County agrees to bid all of the projects for Houston County, Warner Robins, Centerville, Perry, Hawkinsville, Pulaski County, Dooly County and Byron.

2. Within sixty (60) days of the selection of a low bidder each of the Parties herein will execute a contract with the low bidder based on the unit costs received in the bid process.

3. Failure by any of the Parties to execute a contract with the low bidder within the aforesaid sixty (60) days will result in a breach of this Agreement.

4. Each Party to this Agreement maintains the jurisdiction and control of each of their respective roads and right-of-way.

IN WITNESS WHEREOF, Houston County, Warner Robins, Centerville, Perry, Hawkinsville, Pulaski County, Dooly County and Byron have caused this Agreement to be executed in their respective seals to be hereunto affixed and attested by their duly authorized officers.

**BOARD OF COMMISSIONERS OF
HOUSTON COUNTY, GEORGIA**

By: _____
Tommy Stalnaker, Chairman

[COUNTY SEAL]

Attest: _____
Barry Holland, Director of
Administration



[SEAL]

CITY OF WARNER ROBINS, GEORGIA

By: Randy Toms
Mayor

Attest: Kim A. Demoorie
City Clerk

**BOARD OF COMMISSIONERS OF
PULASKI COUNTY, GEORGIA**

By: _____
Sole Commissioner

[COUNTY SEAL]

Attest: _____
Clerk

CITY OF CENTERVILLE, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

CITY OF PERRY, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

CITY OF HAWKINSVILLE, GEORGIA

[SEAL]

By: _____
Mayor

Attest: _____
City Clerk

**BOARD OF COMMISSIONERS OF
DOOLY COUNTY, GEORGIA**

[COUNTY SEAL]

By: _____
Chairman

Attest: _____
County Administrator

CITY OF BYRON, GEORGIA

[SEAL]

By: _____
Mayor

Attest: _____
City Clerk

**CITY OF WARNER ROBINS
STATE OF GEORGIA**

RESOLUTION

WHEREAS, Houston County Family Connection, Inc., Houston County's designated "Georgia Family Connection" partnership, has requested that the City of Warner Robins continue to serve as their fiscal agent for the fiscal year 2021 (July 01, 2020 – June 30, 2021); and

WHEREAS, the Mayor and Council wish to continue to support the organization's goals and efforts by accommodating this request; and

WHEREAS, the duties of the fiscal agent and the terms necessary for the proper fiscal management of this program for fiscal year 2021 are set forth in a contract agreement between the State of Georgia Department of Human Services and the City of Warner Robins;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor Randy Toms to execute said contract with the Georgia Department of Human Services designating the City of Warner Robins as fiscal agent for Houston County Family Connection, Inc.

This 21st day of January, 2020.

CITY OF WARNER ROBINS, GEORGIA



Attest:

By: Randy Toms
Randy Toms, Mayor

Kim A. Demoonie
Kim A. Demoonie, Interim City Clerk



Fiscal Agent Roles and Responsibilities

Introduction

There are two fiscal agents responsible for the management of the appropriation the Georgia legislature has made annually for Georgia Family Connection counties:

- The Department of Human Services (DHS), which is the fiscal agent for all of the legislative appropriation for county collaboratives, and
- The entity chosen by the local Family Connection county collaborative to serve on its behalf as the fiscal agent for the Family Connection state allocation.

This document covers the roles and responsibilities of the local entity chosen to serve as the fiscal agent on behalf of the county's Family Connection collaborative.

County collaboratives have many partners. The county collaborative's fiscal agent is one of those partners in collaboration. Collaborative partners bring much to the table. Some collaborative partners have expertise in providing direct services; others advocate for children and families; some bring to the table experiences of families receiving direct services; and others reflect the skills of business and industry.

The fiscal agent may have expertise in one or more of these areas, but in addition, they contribute to the collaborative by providing ongoing financial oversight and advice and by helping the local Family Connection collaborative manage its Family Connection state allocation.

Requirements Of A County Family Connection Collaborative Fiscal Agent

The entity the county collaborative chooses as its fiscal agent enters into a contract with DHS to receive the state Family Connection state allocation. As part of this contract the fiscal agent certifies they:

- "understand this is a 12 month commitment"
 - The collaborative may not change fiscal agents during the course of the contract (unless there are extraordinary circumstances).
- "understand expenses are reimbursable on a quarterly basis"
- This means the fiscal agent agrees to pay all expenses for the collaborative in advance each quarter. This usually amounts to approximately one-fourth of the Family Connection state allocation. At the end of each quarter (a 3 month period) the collaborative fiscal agent submits its reimbursement request report.

- “agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit”
 - The fiscal agent must not only receive and respond to correspondence, but it must also be able to document they conduct an annual audit. In addition, it must allow the state and federal government and DHS full and complete access to all consumer/customer/client records of all kinds (including such documents as email correspondence, papers, books, memoranda, and management reports). It must retain all records for seven years—or longer if there is an audit, litigation, or other issue.
- “have appropriate accounting and financial systems to document costs incurred and claims made”
 - The fiscal agent must be able to verify it uses commonly accepted accounting practices, keeps appropriate records, and has an acceptable annual audit.
- “agree the local Family Connection collaborative board is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the fiscal agent’s own policies and procedures”
 - The Family Connection collaborative board makes decisions about how local Family Connection collaborative funds are expended in compliance with the policies and procedures of the fiscal agency. These decisions are reflected in the budget proposal the collaborative submits with its annual plan. This budget proposal becomes “Annex A Part 4, Budget Proposal” of the contract between the fiscal agent and DHS.
 - In return, the fiscal agent is responsible for advising the local collaborative about its own policies and procedures for allowable expenditure of funds, and for managing the money in accord with the Budget Proposal (and any revisions).

Other Responsibilities of a Fiscal Agent

The local Family Connection fiscal agent fulfills many responsibilities that are key to the success of the collaborative. Fiscal agents are expected to:

- Participate in the development of the proposed annual budget and any necessary budget revisions for a local Family Connection collaborative, including but not limited to, the Family Connection state allocation.
- Maintain written procedures for compensation and benefits, purchasing, contracting and reimbursement of travel and other expenses and share fiscal procedures with collaborative.
- Pay invoices approved by the local Family Connection collaborative for payment and in accord with collaborative’s Budget Proposal (Annex A, Part 4 of the DHS Contract) and all subsequent revisions – following the fiscal agent’s own rules and regulations.

- Prepare and submit completed reports required to receive the Family Connection state allocation:
 - *Quarterly Expenditure Report FYXX*(Annex B Part 1)
 - *Quarterly Subcontractor Report FYXX* (Annex B Part 2)
 - *Detailed Inventory for Equipment—DHS Form 5111*
 - *Quarterly Narrative Report FYXX* (Annex C Part 1), which is prepared in coordination with the collaborative
 - Budget revisions, if required during the year
- Prepare and maintain accurate financial records of local Family Connection collaborative funding activity for the funds the fiscal agent is managing on behalf of the collaborative.
- Assist collaborative through ongoing financial oversight of the Family Connection state allocation on behalf of the collaborative.
- Present written monthly financial reports on the Family Connection state allocation to the collaborative board.
- Maintain an official file of the collaborative contracts managed by fiscal agent.
- Maintain a file of interagency financial agreements/memoranda of understanding (MOUs and MOAs) pertaining to the Family Connection state allocation on behalf of the local Family Connection collaborative.
- Attend fiscal agent training offered by Georgia Family Connection Partnership when possible.
- Ensure audit reports meet state standards.

Considerations In Choosing A Fiscal Agent

A strong fiscal agent will already have systems in place covering everything from finance to administration. The following is a list of key considerations for choosing the entity to manage the Family Connection state allocation:

- Sufficient operating funds to pay for the costs of the local Family Connection collaborative for four months or more.

The fiscal agent must have a sufficiently large operating fund to cover the costs of such items as coordinator salary or contract, office supplies, travel, computers, copier contracts and other budgeted expenditures for three months or more—until the reimbursement request is approved and paid by DHS. In addition, it must be able to financially maintain this commitment for 12 months.
- Cost of an audit.

Government agencies, whether they are local, state, or federal, are audited annually, and the cost of this is already included in their budgets. Many local Family Connection collaboratives that are incorporated and serve as their own fiscal agent pay between \$2,000 to \$5,000 for the annual audit required to enter into the contract with DHS. Those counties with few cash resources outside the Family Connection state allocation pay these costs from their state Family Connection state allocation, diminishing the amount of money they can allocate for their chief functions of planning, coordination and collaboration.

- Cost of daily bookkeeping/CPA.
Entities such as government agencies and the larger not-for-profits have already included the costs of accounting within their own budgets. The Family Connection state allocation is a small portion of their overall workload. Those local Family Connection collaboratives that are incorporated and serve as their own fiscal agent must pay for the services of a bookkeeper and a CPA to ensure they meet reporting and other financial requirements. As with the audit, this funding is often taken from their state Family Connection state allocation. NOTE: for local Family Connection collaboratives who have incorporated and have no other revenue, the cost of bookkeeping and the audit can consume nearly one-fourth of the Family Connection state allocation.
- Appropriate accounting and financial systems to document costs incurred and claims made.
Established agencies, such as state and local governments, already have accounting and financial systems in place.
- Policies and procedures to meet the requirements of DHS and those of Family Connection.
Established agencies, such as state and local governments, are familiar with meeting state and federal laws, rules and regulations governing such areas as non-discrimination in employment and service practices; in complying with the applicable provisions of the Americans with Disabilities Act; complying with the Drug-Free Workplace Act of 1988; in meeting the publicity requirements of the DHS contract, as well as those provisions governing inventions, patents, copyrights and publications and the certifications relating to lobbying. Incorporated collaboratives that choose to serve as their own fiscal agent will need to develop their own policies and procedures to ensure they meet these requirements.
- Management and retention of all required records.
The fiscal agent must have sufficient staff and space to retain all records for the required seven years or more.
- Policies and procedures related to the management of employees and to the management of contractors engaged to provide planning, facilitation, and coordination services to the collaborative.
Entities such as government agencies and established corporate entities are already familiar with the tax and workplace requirements for employees and contractors. Local Family Connection collaboratives that are incorporated and serve as their own fiscal agents must ensure they have sufficient cash flow to pay the required federal tax payments associated with employees, and ensure they meet all work place requirements including the posting of required appropriate workplace notices. In addition, they must develop written policies and procedures for staff. If, however, planning, facilitation, and coordination services are provided by a contractor, the fiscal agent must ensure they adhere to all the necessary requirements related to managing an independent contractor as opposed to an employee.

Fiscal Agent Designation and Acceptance AgreementCOUNTY: HoustonThe City of Warner Robins agrees to serve
legal name of agency or boardas the Fiscal Agent for the Houston County Family Connection, Inc.
name of Georgia Family Connection collaborative

for the period of July 1, 2020 through June 30, 2021.

The Fiscal Agent certifies they 1) understand this is a 12 month commitment, 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made and 5) agree the local Family Connection collaborative governing body is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the Fiscal Agent's own policies and procedures.

Mail signed agreement with signed IRS W-9 form to:

FY 2021 Fiscal Agent Information
Georgia Family Connection Partnership
235 Peachtree Street
Suite 1600
Atlanta, GA 30303-1422

Deadline: February 17, 2020

Family Connection Collaborative Chairperson:

Jacob Cox
(Signature in ink)

Jacob Cox
(Print Name in Block Letters)

Date: 1-3-2020

Family Connection Coordinator:

Tian Foss
(Signature in ink)

Tian Foss
(Print Name in Block Letters)

Date: January 21, 2020

Fiscal Agent:

Fiscal Agent's fiscal year end date
(month and day): June 30, 2020

Randy Toms
(Signature of agency representative legally
responsible to enter into contract.
Signature in ink)

Randy Toms
(Print Name in Block Letters)

Title: Mayor
(Print Title in Block Letters)

Date: January 21, 2020

No.: 04-20

**CITY OF WARNER ROBINS
STATE OF GEORGIA**

ORDINANCE

BE IT HEREBY ORDAINED by the Mayor and Council of the City of Warner Robins that \$975,000.00 be taken from the Unrestricted Net Assets of the Natural Gas Utility Fund and transferred to line item accounts to cover the cost of projects not previously included in the current fiscal year budget.

WHEREAS, \$510,000 will be placed in account number 54.00.04700.57510, Loss on Asset Impairment for repairs to City's Gas Lines caused by the Norfolk Southern train derailment; and

WHEREAS, \$465,000 will be placed in account number 54.00.04700.54063, New Projects for Thompson Mill Road Expansion project.

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 January 21, 2020 and shall become effective upon adoption on January 21, 2020.

CITY OF WARNER ROBINS

BY: 
RANDY TOMS, MAYOR

ATTEST:


KIM DEMOONIE, INTERIM CITY CLERK