

City of Warner Robins
Draft Council Agenda
May 4, 2026
Council Chambers
700 Watson Blvd. Warner Robins, GA 31093
4:30 PM

Opening Prayer Led by – Pastor Jonathan Brothers; Green Acres Baptist Church
Pledge of Allegiance by – Jayden Duncan; Northside High School Valedictorian

Mayor Calls Meeting to Order

Adoption of the Agenda:

Motion –
Second –

Announcements:

Proclamations/Awards/Presentations:

- Proclamation – National Salvation Army Week
- Proclamation – Celiac Awareness Day
- Proclamation – 57th Annual Professional Municipal Clerks Week

1. Work Session Items

- A. May 4, 2026 Agenda Discussion
- B. Chapter 10 Amendment – Short Term Rental Ordinance

2. Formal Public Comments Pertaining to Current Agenda Items

3. Consent Agenda – **Lashley**

- A. April 20, 2026 Meeting Minutes
- B. Resolution – Employee Promotions
- C. Resolution – Aircraft Loan Inventory Certifications
- D. Resolution – Southland Organics
- E. Resolution – Macon Supply
- F. Resolution – Falcon Design Consultants (Task Order Change)
- G. Purchasing Items
 - I. Human Resources – VOYA; \$488,923.72
 - II. Public Works – Houston Janitorial Supply; \$21,430.40
 - III. Police Department – Ballistic Armor Defense and Equipment, LLC; \$53,993.25
 - IV. Utilities – US Department of Transportation (FY26 Pipeline Safety User Fee Assessment)
\$11,450.14
- V. Stormwater Compliance – HOCO Commissioners (FY25 Right of Way Maintenance IGA); \$67,233.42

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, Jessica Bird, at (478) 302-5505 or jbird@wrqa.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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4. Resolution – WRPD Canine Retirement – **Mack**
5. Resolution – Correction of Funds – **Bibb**
6. Resolution – FY2026 Community Development Block Grant (CDBG) Final Statement – **Holmes**
7. Resolution – Road Name Change of Golden Blvd – **Curtis**
8. Resolution – Joint Development Authority Appointments – **Lauritsen**
9. Motion – Authorization of Filing Condemnation Orders – **Lashley**
10. Ordinance – Chapter 24 Amendment (Collection of Delinquent Utility Accounts) – **Mack**
11. Ordinance – City of Warner Robins Classification Plan Update – **Bibb**

Citizen Comments
Council Comments
Mayor's Comments

Executive Session – Personnel

Adjourn

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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. 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.

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 12:00 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.

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STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: MAY 04, 2026

AGENDA ITEM

Ordinance Amending 10 Of City Code: Short-Term Rentals

Consideration of an ordinance amending Chapter 10, Article II of the Code of the City of Warner Robins so as to provide for regulation of short-term rental properties.

STAFF RECOMMENDATION

Adopt, as presented, an ordinance to amend Chapter 10, Article II of the Code of the City of Warner Robins, Georgia providing for the regulation of short-term rentals, to provide for an effective date, and for other purposes; and authorize the Mayor to execute all necessary documents.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: N/A

Included In Current Capital Budget: No

Appropriations: No

There are no costs to be incurred by the City as a result of the requested action. The requested action may result in increased hotel/motel tax revenues due to the proposed requirement for properties being used for short-term rentals being required to obtain and maintain an accommodation excise tax certificate.

ITEM DESCRIPTION

The growth in popularity of the use of residential properties, especially those located in traditional single-family neighborhoods, as short-term rentals, sometimes referred to as vacation rentals, has exposed issues and conflicts that can negatively impact residents, neighborhoods, and the larger community.

Short-term rental owners and vacationers simply do not have the same investment in the neighborhoods that long-term residents do. Rental owners have little incentive to invest in improvements beyond what makes a property rentable. Likewise, renters have no incentive to care for the rentals as a vested property owner would or conduct themselves in a manner that long-term residents must to be a good neighbor. As a result, continually parked cars, loud music, and rampant littering from vacationers can be a constant source of frustration to the neighborhood.

Additionally, short-term rentals can be disruptive to the traditional lodging industry and trigger gentrification processes and housing affordability issues as short-term rental operators, especially institutional investors, buy residential properties at inflated rates in the hopes of capturing higher revenues from short-term rentals over long-term leasing.

At the same time, however, short-term rentals can be a valuable and attractive addition to the hospitality market and the community if targeted regulations are implemented to mitigate the negative impacts. This is why a growing number of communities across the nation and state, including most recently Houston County, have enacted reasonable short-term rental ordinances.

Staff recommends that the City Code be amended in this way. After researching the topic, Staff believes that the attached ordinance, which is based heavily on that adopted by Houston County, is in the best interests of the City and its citizens.

ALTERNATIVES

Should the Mayor and City Council not wish to adopt the ordinance amendment as presented, there are two options available:

1. Do not adopt the ordinance and leave short-term rentals unregulated; or
2. Direct Staff to make specific edits to the ordinance as presented and bring it back to the Mayor and Council for further consideration.

ATTACHMENTS

1. Ordinance

No. _____

CITY OF WARNER ROBINS

STATE OF GEORGIA

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA TO AMEND CHAPTER 10, ARTICLE II OF THE CODE OF THE CITY OF WARNER ROBINS, GEORGIA RELATING TO THE REGULATION OF SHORT-TERM RENTALS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the City of Warner Robins, Georgia (hereinafter sometimes referred to as the "City") is a municipality duly formed and existing pursuant to Georgia Law; and

WHEREAS, the Mayor and City Council of the City of Warner Robins desire to establish procedures for the operation of short-term rentals; and

WHEREAS, the Mayor and City Council find that amendment to Chapter 10 regarding Short-Term Rentals is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of the City of Warner Robins and its residents, businesses, and visitors;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Warner Robins, Georgia, that Chapter 10, Article II of the Code of the City of Warner Robins, Georgia, is hereby amended by the addition of Division 3.

Section 1. Amendment – Chapter 10, Article II, Division III is hereby amended by the addition of the following:

Division III. SHORT-TERM RENTALS

Sec. 10-46 Short title.

This article shall be known and may be cited as the "Short-Term Rental Ordinance of Warner Robins."

Sec. 10-47. Purpose.

It is the purpose of this article to regulate the use of and establish standards for privately owned residential property used as vacation homes and rented to transient occupants within the city limits of Warner Robins, so as to ensure that accommodation excise taxes owed to the City of Warner Robins are properly collected and remitted to the City of Warner Robins, to minimize the adverse effects of short-term rental uses on surrounding residential properties and neighborhoods, and to preserve the character, integrity, and stability of residential neighborhoods in which short-term

rentals are located. This chapter is not intended to regulate hotels, motels, inns, hospitals, or non-vacation type rental arrangements.

Sec. 10-48. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. When not inconsistent with the context, words in the plural number include the singular number, and words in the singular include the plural number.

Accommodation excise tax means the excise tax (also known as the "Lodging Tax") imposed and collected by City of Warner Robins pursuant to O.C.G.A §§ 48-13-50 through 48-13-63 and City of Warner Robins Code of Ordinances sections 10-25 through 10-35 for the furnishing for value to the public of any rooms, lodgings, or accommodations in the City limits of Warner Robins.

Accommodation excise tax certificate or certificate means the document issued by the City Clerk to the property owner or the managing agency or managing agent of a short-term rental under this article containing an official short-term rental accommodation excise tax number for the purpose of verifying and enforcing compliance with the accommodation excise tax requirements of the City of Warner Code of Ordinances, as well the other provisions of this article pertaining to the operation of a short-term rental for transient occupants.

Advertisement or advertising means the listing or marketing of any real property as a short-term rental through any print, outdoor, digital, broadcast, or other advertising medium, such as magazines, brochures, newsletters, banners, signs, social media platforms, apps on a smartphone, electronic or online marketplaces or booking platforms, marketplace facilitators, websites, internet, computer or other electronic devices, television, or radio.

Governing authority means the Mayor and City Council of the City of Warner Robins.

Commercial event means an event or gathering of people, or the marketing or advertising thereof, where a fee is charged in exchange for allowing an event or gathering on the property.

City means the City of Warner Robins.

Dwelling unit or unit means one or more rooms, designed, occupied or intended for occupancy as separate, complete living quarters with permanent cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of one or more persons.

City Clerk means the duly appointed city clerk of the City of Warner Robins or his/her designee.

Local point of contact or point of contact means a person who is at least 18 years of age and who, using reasonably prudent business practices, is responsible for ensuring that all occupants and/or guests of the short-term rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term rental and for responding to questions or concerns from occupants, guests, and the City regarding the operation of the short-term rental.

Managing agency or managing agent means a person, firm, agency, or company with a valid occupation tax certificate that manages one or more short-term rentals under a management agreement on behalf of the owner of the short-term rental.

Maximum occupancy rate means no more than two persons per bedroom, plus two additional persons. A bedroom is a room or space within the short-term rental furnished with one or more beds and that is customarily used and intended primarily for sleeping. Children under 12 years of age shall not be included in determining the maximum occupancy of a short-term rental, but in no event shall occupancy exceed 15 persons total, including children, unless a variance from such total is requested and received from the City allowing a proportional increase for dwelling units with six or more bedrooms.

Owner or owners means a person that holds legal title to private property.

Party means one or more persons who, as a single group, rent a short-term rental pursuant to a single reservation and payment.

Person means an individual, firm, partnership, corporation, association, company, agency, syndicate, estate, trust, business trust, receiver, fiduciary or any combination acting as a unit, body politic, or political subdivision whether public, private or quasi-public.

Property means a legal lot of record on which any dwelling unit(s) is being operated or offered as a short-term rental.

Short-term rental means an accommodation for transient occupants or guests where, in exchange for compensation of any type or amount, a residential dwelling unit, or a portion thereof, is provided for lodging for a period of time not to exceed 30 consecutive days.

Any term used in this article that is also used in the zoning ordinance of the City of Warner Robins shall have the same meaning as defined in the zoning ordinance, unless otherwise specifically defined in this section.

Sec. 10-49. Accommodation excise tax certificate.

(a) No dwelling unit, or any portion thereof, shall be used, operated, rented, offered, or advertised as a short-term rental within the city limits of Warner Robins, unless the owner of the dwelling unit applies for and possesses a valid and current accommodation excise tax certificate issued by the City of Warner Robins in accordance with this section.

(b) It shall be unlawful and a violation of this section for any person or property owner to use, operate, rent, offer, or advertise a short-term rental within the city limits of Warner Robins, without a valid and current accommodation excise tax certificate issued by the City of Warner Robins under this section, or to operate a short-term rental contrary to the procedures and regulations established in this article, other provisions of this Code, or any applicable state law.

(c) An accommodation excise tax certificate shall only be issued to a person with an ownership interest in the short-term rental or to a managing agency or agent that manages the short-term rental. Renters of real property are not eligible to receive an accommodation excise tax certificate, unless the property owner has provided explicit written permission to the tenant.

Sec. 10-50. Short-term rental standards.

Short-term rentals, as defined in section 10-48, shall be subject to the following general requirements in addition to the zoning district regulations for the zoning district in which the short-term rental is located:

(a) Short-term rentals shall meet all applicable building, health, fire, and related safety codes at all times. Each short-term rental shall also have:

(1) Working smoke and carbon monoxide detectors in every bedroom and on all habitable floors;

(2) A properly maintained and charged fire extinguisher in each short-term rental dwelling unit; and

(3) A solid waste collection (trash) service that removes waste at least once a week. All solid waste (trash) must be contained in secured containers when outside of the residence. Trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container. The curbside container shall not be placed on the curb awaiting trash service pick up any sooner than 24 hours prior to the pickup day and must be removed no later than 24 hours after trash service pickup.

(b) No exterior signage shall be permitted except in accordance with the regulations for the district in which the short-term rental is located.

(c) Short-term rentals shall not be operated outdoors or in a non-habitable structure.

(d) Parking shall be provided in accordance with any existing or future parking ordinances of the City or district in which the short-term rental is located.

(e) Only one party of guests shall be permitted per dwelling unit.

Sec. 10-51. Parking.

(a) Each short-term rental shall designate the maximum number of cars allowed on-site and, where applicable, instructions for off-site parking for cars exceeding the maximum allowed on-site.

(b) Parking spaces within the grounds of the short-term rental must be clearly identified for guests use.

(c) The property owner shall provide guests with parking instructions prior to arrival.

(d) Exceeding the maximum number of vehicles allowed on-site of a short-term rental is a violation of this article.

Sec. 10-52. Operation.

(a) Occupancy of a short-term rental between the hours of 11:00 p.m. and 6:00 a.m. shall not exceed the maximum occupancy rate, as defined in section 10-48. No person operating or occupying a short-term rental shall violate or exceed, or allow another to exceed, the maximum occupancy rate.

(b) A short-term rental shall not be used for hosting any commercial events.

(c) The accommodation excise tax certificate holder shall keep on file with the City at all times the name, cell phone number, and email address of a valid local point of contact who shall use reasonably prudent business practices to ensure that all occupants and/or guests of the short-term rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the short-term rental, as well as for responding to questions or concerns from occupants, guests, and the City regarding the operation of the short-term rental. The local point of contact may, but does not necessarily need to be, the property owner or representative of a managing agency or agent.

(d) The local point of contact shall be available 24 hours a day to accept telephone calls and respond to complaints regarding the condition, operation, or conduct of a short-term rental, including the behavior and conduct of the occupants and/or guests thereof. When the short-term rental is rented and occupied, the local point of contact must be available to respond to complaints in person at the short-term rental within a reasonable time period, not to exceed two hours after notification of the complaint.

(e) Failure of the local point of contact to respond to calls or complaints in a timely and appropriate manner shall be a violation of this article. However, it is not intended that any property owner, local point of contact, and/or certificate holder act as a peace officer or place himself or herself in an at-risk situation.

(f) A valid short-term rental accommodation excise tax certificate shall be posted in a conspicuous location inside the main entrance of the short-term rental on or adjacent to the front door. In addition to the accommodation excise tax certificate, a clearly visible and legible notice containing the following information shall be conspicuously posted within the short-term rental on or adjacent to the front door sign:

(1) The name of the local point of contact and an email address and telephone number at which the local point of contact may be reached on a 24-hour, seven days a week, basis. The notice must be updated within seven days of any change of the local point of contact and/or such person's telephone number;

(2) The name and address of the nearest hospital;

(3) The maximum number of overnight occupants (maximum occupancy rate) permitted in the short-term rental and a statement notifying the occupants that failure to conform to the occupancy requirements of the short-term rental is a violation of this article;

(4) The maximum number of vehicles allowed to be parked on the property and a statement notifying the occupants that exceeding the maximum number of vehicles allowed on-site is a violation of this article;

(5) The City's noise ordinance regulations and a statement notifying the occupant(s) that any failure to comply with the City's noise ordinance is a violation of this article;

(6) State and county emergency management website information; and

(7) Other relevant community restriction(s), if applicable.

(g) All property specific digital, outdoor, or print advertising for any short-term rental, including electronic or digital advertising on short-term rental websites, shall include the accommodation excise tax certificate number, or certificate sub-number if applicable, issued by the City for the short-term rental. It is a violation of this article to advertise a short-term rental using an expired accommodation excise tax certificate number or a certificate number that was not assigned to the short-term rental by the City.

(h) Short-term rentals, and the operation thereof, are subject to accommodation excise taxes and are liable for payment thereof as established by state law and the City of Warner Robins Code of Ordinances. The accommodation excise tax certificate holder shall timely remit all applicable accommodation excise taxes owed in connection with the operation of short-term rental(s) as set forth in City of Warner Robins Code of Ordinances sections 10-25 through 10-35.

(i) The accommodation excise tax certificate holder shall maintain records of all short-term rental booking dates, rental income, and taxes collected and remitted to the City of Warner Robins for three years and shall provide such records to the City upon request.

(j) The accommodation excise tax certificate holder shall abide by any local, state, or federal rules during a declared disaster event, including, but not limited to evacuation and reentry orders and shall provide guests with the state and county emergency management websites and emergency contact phone numbers.

Sec. 10-53. Application for certificate.

(a) Any property owner or managing agency desiring to operate a short-term rental must submit an application for an accommodation excise tax certificate to the financial director on a form to be provided by the City. Upon submission of a properly completed application, an applicant meeting the conditions and requirements of this article for the operation of a short-term rental shall qualify for and be issued an accommodation excise tax certificate for such short-term rental. At the time of filing an application for an initial accommodation excise tax certificate, an applicant must:

- (1) Pay and submit to the City of Warner Robins a certificate fee of \$150.00 for each short-term rental. If the application is filed prior to July 1 of a particular year, the full \$150.00 fee shall be paid. If the application is filed after July 1, the certificate fee shall be \$75.00;
- (2) Provide the name, address, email, and contact information of the property owner;
- (3) Provide the address and parcel identification number of the property where the short-term rental is located;
- (4) Provide the number of short-term rental dwelling units on the property, provide the number of bedrooms in each dwelling unit short-term rental, and affirm understanding that only one party of guests shall be permitted per dwelling unit;
- (5) State whether the applicant is the property owner or a managing agency or agent operating the short-term rental on behalf of the property owner;
- (6) Specify whether the short-term rental is or will be managed by a managing agency or agent and provide the name, address, email, phone number, and occupation tax number of such managing agency or agent;
- (7) Provide the name, address, email address and cell phone number for a local point of contact, as such term is defined in section 10-48;
- (8) Provide the number of parking spaces on the grounds of the short-term rental and affirm whether those spaces are clearly identified for occupant and guest use;
- (9) Affirm the applicant's responsibility to collect and timely remit accommodation excise taxes in accordance with sections 10-25 through 10-35;
- (10) Affirm that the operation of a short-term rental on the property is not in violation of any other land use restrictions, including covenants, deed restrictions, homeowner association rules and regulations, or other such restrictions;
- (11) Affirm understanding that the City of Warner Robins strongly recommends that the property owner carry property and renter's liability insurance that specifically covers short-term rental use;
- (12) Affirm that the short-term rental has an operable fire extinguisher in every dwelling unit being used as a short-term rental and working smoke and carbon monoxide detectors in every bedroom and on all habitable floors thereof;
- (13) Affirm that the short-term rental has solid waste collection (trash) service that removes solid waste at least once a week;
- (14) Affirm that the short-term rental has no past due accommodation excise taxes, certificate fees, ad valorem taxes, or fines for violations of this article; and

(15) Affirm whether the applicant or short-term rental has had an accommodation excise tax certificate suspended or revoked within the previous 12 months.

(b) If the applicant is a managing agency or agent, the managing agency or agent must submit documentation evidencing that it is authorized to submit the application and otherwise manage and act on behalf of the property owner in relation to the operation and use of the short-term rental.

(c) An accommodation excise tax certificate shall be required for each dwelling unit being used or operated as a short-term rental. However, should any property owner or managing agency or agent own or manage two or more short-term rentals, a single accommodation excise tax certificate may be issued for multiple properties under common ownership or professional management that otherwise meet the requirements for a certificate under this article, provided that the requisite payment, information, and confirmations are provided by the applicant for each dwelling units being used as a short-term rental. In the event that a single accommodation excise tax certificate is issued for multiple short-term rentals hereunder, each dwelling unit being used as a short-term rental under the certificate shall be assigned separate certificate sub-numbers.

(d) Any fraudulent or material misrepresentation, omission, or false or untruthful statement or information furnished by or made by the applicant in any application (or supporting materials) submitted to the City for a certificate or renewal thereof shall be grounds for denial, suspension, or revocation of an accommodation excise tax certificate, or any renewal thereof.

(e) All requirements, acknowledgements, affirmations, and attestations necessary to obtain an accommodation excise tax certificate must be continuously maintained at all times throughout the duration of the initial accommodation excise tax certificate and any renewal thereof. All material changes in the information or supporting documents or materials provided to the City in any application (or renewal application), including any change in the local point of contact and/or such person's contact information shall be updated and reported in writing to the City Clerk's Office within three business days of such change.

(f) An accommodation excise certificate is not assignable or transferable. Upon sale of a property or when a managing agency or agent changes, there will be a 30-day grace period to operate as a short-term rental so long as an application for an accommodation excise tax certificate is submitted by the new owner or managing agency or agent within seven days of the sale or management change.

Sec. 10-54. Certificate expiration/renewal.

(a) All accommodation excise tax certificates, and any renewals thereof, shall expire on December 31 of each year. Applications for renewal of a certificate for the following calendar year must be filed on or before the second Monday of December of each year in order to allow sufficient time for the financial department to review and process the application prior to expiration of the certificate on December 31. However, nothing herein shall be construed as precluding the filing of an application for renewal after such date. In such case, the City Clerk shall use reasonable efforts to review the application upon receipt, but neither the City Clerk's Office nor the City shall be under any obligation to process the renewal application or issue any renewal certificate prior to

December 31. If a certificate is not renewed before it expires on December 31, a renewal application shall be treated as an initial application, and the applicant shall be required to comply with all rules and regulations for the granting of an initial certificate to the same extent as if no previous certificate had been held.

(b) To renew an accommodation excise tax certificate for the ensuing calendar year, certificate holders must submit and file a renewal application with the City Clerk's Office on a form to be provided by the City. In order to qualify for and be issued a renewed certificate, the applicant, at the time of filing, must:

(1) Pay and submit to the City of Warner Robins an annual renewal fee of \$100.00 for each short-term rental;

(2) Affirm and update, as needed, all information, documentation, and affirmations, submitted to the City in the application for the initial certificate set forth in section 10-53 above;

(3) Affirm that all accommodation excise taxes for each short-term rental under the certificate being renewed have been collected and timely remitted to the City of Warner Robins; and

(4) Affirm that the renewal application is not for a short-term rental that has had its certificate revoked within the last 12 months, except as permitted under section 10-57(c).

(c) A renewed accommodation excise tax certificate shall be valid for one calendar year immediately following its issuance, beginning on January 1 and ending on December 31 of each year.

(d) Fees paid for an accommodation excise tax certificate, or any renewal thereof, are not refundable once a certificate is issued.

Sec. 10-55. Application review/denials.

The City Clerk or his/her designee may deny an application for an accommodation excise tax certificate, or any renewal thereof, if:

(a) The application is for a property that has had its certificate revoked within the preceding 12 months, except as permitted under section 10-57(c);

(b) The person applying lacks authority to represent the property owner for which the application is made;

(c) The applicant does not qualify for a certificate or the application is filed by a person as a subterfuge for another person;

(d) The application is incomplete, fails to meet the application requirements of this article, or does not contain the requisite documents, information, or affirmations under this article;

(e) A short-term rental is not permitted on the property for which a certificate is sought, or if the dwelling unit or property being used as a short-term rental is in violation of any applicable zoning, subdivision, or building codes;

(f) Information or materials submitted by the applicant to the City in connection with the application contain any fraudulent or material misrepresentation, omission, or false or untruthful statement or information; or

(g) The applicant fails to pay any application fee required by this article.

All decisions denying an application for an accommodation excise tax certificate, or any renewal thereof, shall be in writing and served upon the applicant by email or certified mail, or both, to the email address or physical address provided by the applicant, and shall specify the reasons for the denial. Decisions denying an application hereunder shall be appealable to the Mayor and City Council of Warner Robins in accordance with section 10-58 of this article.

Sec. 10-56. Violations and penalties.

(a) Whenever in this article any act is prohibited (or not allowed) or is made or declared to be unlawful or an offense, or whenever herein the doing of an act is required or the failure to do any act is declared to be unlawful or an offense, the violation of such provision shall be an article violation punishable as follows:

(1) Upon conviction of the first offense under this article within a consecutive 12-month period, the owner(s) of the property and/or the certificate holder shall be punished by a fine of \$250.00;

(2) Upon conviction of the second offense under this article within a consecutive 12-month period, the owner(s) of the property and/or the certificate holder shall be punished by a fine of \$500.00;

(3) Upon conviction of the third and any subsequent offense under this article within a consecutive 12-month period, the owner(s) of the property and/or the certificate holder shall be punished by a fine of \$1,000.00; and

(4) Enforcement actions may also be brought against the occupants and/or guests of a short-term rental for violations of this article and/or such other ordinances of the City of Warner Robins as may be applicable to the conduct of the occupants or guests, notwithstanding that this article may also make the property owner and/or the certificate holder responsible for the conduct constituting the violation. Violations of the provisions of this article by occupants and/or guests of the short-term rental shall be an article violation punishable by a fine not to exceed \$1,000.00.

(b) Each day that a short-term rental is marketed, advertised, or rented for overnight accommodation without the necessary short-term rental certificate required under this article shall constitute a separate violation. Any person marketing, advertising, and/or operating a short-term rental without a valid short-term rental certificate in violation of this article may be prosecuted and, upon conviction, punished by a fine not to exceed \$1,000.00.

(c) Nonpayment of any taxes due from the operation of the short-term rental may subject the property owner and/or the certificate holder to revocation of a certificate and/or any additional penalties, enforcement, or consequences to the extent provided for by state law and City of Warner Robins ordinances, including, but not limited to those set forth in article sections 10-25 through 10-35.

(d) Should the City of Warner Robins Police Department respond to any property being operated as a short-term rental, the police should forward any report to the financial department.

(e) Notwithstanding anything to the contrary herein, the imposition of a fine, punishment, or other penalty under the provisions of this section shall not prevent the suspension or revocation of any accommodation excise tax certificate upon violation of this article.

(f) Violations of this article may also subject the violator to any and all other remedies, legal or equitable, available to the City of Warner Robins to the extent provided for by law, including injunctive relief.

(g) No provision of this chapter is intended, nor shall it be construed, as giving the City or its representatives the right to enter into any dwelling unit for the purpose of searching, inspecting, or examining the premises to determine compliance with the provisions of this article without a court order or search warrant issued by a court of competent jurisdiction authorizing such search; provided, however, this shall not limit the authority of a law enforcement body to secure a search warrant in connection with criminal activity at a dwelling unit unrelated to compliance with this article or the authority of the City to conduct otherwise lawful inspections of a dwelling unit unrelated to compliance with this article.

Sec. 10-57. Certificate suspensions and revocations.

(a) In addition to any other penalty, punishment, or remedy provided for under this article, a certificate may be suspended or revoked by the director of administration (or designee) as provided for herein. The director of administration, or his or her designee, may, upon investigation, suspend or revoke an accommodation excise tax certificate associated with a short-term rental:

(1) If the property or short-term rental corresponding to that certificate has been the subject of three or more violations of this article or the City's noise ordinance which have resulted in convictions of either the property owner, certificate holder, local point of contact, or the occupants/guests (or any combination thereof) in the immediately preceding 12-month period;

(2) If the short-term rental or property upon which it is located is being operated in a disorderly manner so as to constitute a public nuisance after: (i) The certificate holder and property owner (if different) have been advised in writing by the City of the unsatisfactory manner in which the short-term rental is being operated; and (ii) after the certificate holder and property owner (if different) have been given a reasonable opportunity to cure said deficiencies;

(3) Upon learning that an applicant furnished or made any fraudulent or material misrepresentation, omission, or false or untruthful statement or information in the application (or supporting materials) submitted to the City for a certificate or renewal thereof;

(4) If the certificate holder or property owner violates or fails to meet or comply with any provision or requirement of this article, or fails to timely pay or remit any certificate fees imposed under the provisions of this article or any accommodation excise taxes due to the City pursuant to sections 10-25 through 10-35; provided, however, prior to any such suspension or revocation, the certificate holder and property owner shall be advised in writing by the City of such violation or non-compliance and the fees or taxes believed to be past due, and the certificate holder and property owner shall be provided 14 calendar days to correct and cure such violation or non-compliance, or pay any such past due fee or excise tax; or

(5) If a local point of contact fails to respond to calls or complaints regarding the condition, operation, or conduct of a short-term rental, or the behavior or conduct of the occupants and/or guests thereof, in a timely and appropriate manner on three or more separate occasions within the immediately preceding 12 months, provided that the City provides the certificate holder and property owner (if different) with notice of each such failure and a 14-day opportunity to respond to the notice in writing. It is not intended that an owner, managing agency, or local point of contact act as a peace officer or place himself or herself in an at-risk situation.

(b) If, upon investigation, the City Clerk (or designee) determines that sufficient grounds exist to suspend or revoke a certificate in accordance with this section, the City Clerk (or designee) shall issue written notice of the suspension or revocation to the certificate holder and property owner, if different. Suspensions shall specify the length of the suspension, not to exceed 12 months. The written notice of suspension or revocation may be served upon the certificate holder and property owner by email or certified mail, or both, to the email address or physical address provided by the certificate holder in the application, and shall specify the facts which, in the opinion of the director of administration (or designee) constitute grounds for the suspension or revocation of the certificate. The notice shall also specify that the suspension or revocation of the certificate shall become effective 15 calendar days from the date of the notice, unless the certificate holder appeals such decision to the Mayor and City Council of Warner Robins in writing in accordance with section 10-58 of this article no later than 14 calendar days from the date of the receipt of the notice of suspension or revocation.

(c) In the event that a single accommodation excise tax certificate is issued for multiple short-term rentals, the suspension or revocation notice shall specify the certificate sub-number(s) of the property(ies) whose certificate is being suspended or revoked. In such a case, suspension or revocation of a certificate(s) for the identified short-term rental(s) shall not affect the validity of the certificate as it relates to the remaining short-term rentals on that certificate.

(d) Should an accommodation excise tax certificate for any short-term rental be revoked under this article, then no accommodation excise tax certificate shall issue for that property or to that property owner or certificate holder for that particular location for a period of 12 months after the effective date of the revocation. Notwithstanding the foregoing, a new certificate may be applied for and issued under an application that otherwise meets the application requirements of this article: (1) If

the subject property is sold to a new owner as part of an arm's length transaction; or (2) the application is submitted by a managing agency or agent who will serve as the new certificate holder, provided that it has not been the managing agency or agent or certificate holder for that particular property within the immediately preceding 12 months.

Sec. 10-58. Appeals.

(a) Decisions denying, suspending, or revoking an accommodation excise tax certificate, or any renewal thereof, under this article may be appealed by the applicant or certificate holder, as applicable, to the Mayor and City Council of Warner Robins.

(b) Upon receipt of any decision or determination to deny, suspend, or revoke any accommodation excise tax certificate, or any renewal thereof, an applicant whose application was denied, or a certificate holder whose certificate was revoked, may appeal such decision to the Mayor and City Council of Warner Robins. Any such appeal must be in writing and filed with the City Clerk within 14 calendar days of the applicant's or certificate holder's receipt of the decision being appealed. Appeals to Mayor and City Council of Warner Robins must be sent to and received by the director of administration by certified U.S. mail or hand delivery. Appeals not physically received in writing by the City Clerk within 14 calendar days of the applicant's or certificate holder's receipt of the decision being appealed will be deemed untimely and disallowed.

(c) The written appeal must state succinctly the grounds upon which it is asserted that the decision should be reversed and shall be accompanied by a copy of the decision from which the appeal is being made, along with any other documents deemed relevant to the appeal. The filing of a timely appeal to the Mayor and City Council of Warner Robins will delay implementation of the decision being appealed until a decision is made on that appeal by the Mayor and City Council of Warner Robins. If an appeal is not timely received, decisions denying, suspending, or revoking a certificate shall become effective and final on the 15th calendar day following the applicant's or certificate holder's receipt of such decision.

(d) Upon receipt of a timely appeal under this article, the City Clerk shall schedule a hearing before the Mayor and City Council of Warner Robins at a regular or special called meeting within 45 days of the receipt of the appeal. The City Clerk shall provide written notice to the appealing party of the time, place and date of the scheduled hearing by certified U.S. mail.

(e) The Mayor and City Council of Warner Robins shall have the duty of conducting hearings concerning the denial, revocation, or suspension of a certificate. The standard of proof on all issues in the hearing shall be a preponderance of the evidence and a determination will be made on the basis of the evidence presented at the hearing.

(f) At the hearing, after presentation of the case against the applicant or certificate holder, the appealing party will have an opportunity to present his or her case, to present evidence and information relevant to the appeal, to rebut the allegations made against him or her, and to present whatever defenses he or she has. The appealing party shall have the right to be represented by an attorney at his or her own expense.

(g) At the conclusion of the hearing, the Mayor and City Council of Warner Robins shall affirm, modify, or reverse the decision being appealed. Written notice of the governing authority's decision shall be sent to the appealing party by the director of administration via email or certified U.S. mail, or both, and shall set forth the findings and conclusions of the governing authority.

(h) Decisions of the Mayor and City Council of Warner Robins regarding denials, suspensions, and revocations shall be binding, subject to the right of appeal to superior court as provided by O.C.G.A. § 5-3-1, et seq.

Sec. 10-59. Right to audit.

The City of Warner Robins shall have the right to audit and examine the books, papers, records, and financial reports of any certificate holder pursuant to code section 10-34 (i.e. the Accommodation Excise Tax/Lodging Tax Ordinance) in order to verify the accuracy of any accommodation excise tax return made, or if no return is made by the certificate holder, to ascertain and determine the amount required to be paid. The accommodation excise tax certificate holder shall keep and maintain such records, receipts, invoices, and other pertinent papers regarding the operation of a short-term rental as required by code section 10-34 and shall establish and maintain a reasonable accounting system to readily identify and calculate the amount of accommodation excise taxes due for each short-term rental.

Sec. 10-60. Exceptions.

(a) Real property that is occupied for a period of less than 30 consecutive days by a buyer or seller of real property prior to or after the closing of same shall not be considered a short-term rental or require an accommodation excise tax certificate under this article, provided that the property is not otherwise furnished or offered for value to any other person(s) during the same calendar year for 30 days or less at one time.

(b) Real property that is occupied by or offered for occupancy to the same person for a period greater than 30 consecutive days shall not be considered a short-term rental or require an accommodation excise tax certificate under this article, provided that the property is not otherwise furnished or offered for value to any other person(s) during the same calendar year for 30 days or less at one time.

Sec. 10-61. Effective date.

This chapter shall become effective on July 1, 2026. Any accommodation excise tax certificate issued under this article on or before July 1, 2026, shall be valid beginning on July 1, 2026.

Section 2. Severability

It is hereby declared to be the intention of the Mayor and City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section hereof shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the Mayor and Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 3. Effective Date

This Ordinance shall be effective immediately upon adoption.

Section 4. Repealer

All ordinances or parts of ordinances found to be in conflict herewith are hereby repealed.

The provisions of this Ordinance were first read on the _____ day of _____, 2026 and shall become effective immediately upon adoption on the _____ day of _____, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____

LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



City of Warner Robins City Council Meeting Minutes

Monday, April 20, 2026

4:30 PM

Council Chambers

Presiding: Mayor LaRhonda W. Patrick

City Officials Present:

Councilman Clifford Holmes
Councilman Keith Lauritsen
Councilman Larry Curtis

Councilman Kevin Lashley
Councilman Derek Mack
Councilman Charlie Bibb

City Officials Absent:

Regular Meeting of Warner Robins City Council

Opening Prayer: Minister Beth Herron; Sweet Spirit Sisters

Pledge of Allegiance: Lt. Chad Shelton-; WRFD

Call to Order: 4:41 p.m.

Adoption of the Agenda: Councilman Holmes motioned to adopt the agenda with adding #14 – Sewer Availability 406 Nelson Dr. and Executive Session after all comments. Councilman Mack seconded the motion. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for adoption of the agenda.

Announcements:

- See attachment

Proclamations/Awards/Presentations:

- Presentation – Sukey Heart Chapter Daughters of the American Revolution
- Proclamation – Administrative Professionals Week
- Proclamation – StartUP Week 2026
- Proclamation – Safe Digging Month
- Awards – Employee Service Awards
 - Chris Martin; Finance Department – 5 years
 - Michael Peratrovich; Utility Department – 5 years
 - Lt. Chad Shelton; Fire Department – 15 years
 - Chris Rooks; General Administration – 30 years
 - Sgt. Julius Wilcox; Police Department – 35 years

Action Item 1	Work Session Items

Motion:	N/A
Second:	N/A
Outcome:	N/A

Action Item 1 (A)	Discussion of April 20, 2026 Agenda Items
All Items discussed in detail	

Action Item 2	Formal Public Comments Pertaining to Current Agenda Items
• Stephen Rolysen - # 10 • Lori Freemena - #31_I	
Motion:	N/A
Second:	N/A
Outcome:	N/A

Action Item 3	Consent Agenda
A. April 6, 2026 Meeting Minutes B. Resolution – Employee Promotions C. Resolution – Amendment No 2 to USIC Locating Services, LLC D. Resolution – GIRMA Property and Liability Insurance E. Resolution – Reames Concrete Company & Concrete Enterprises LLC F. Resolution – Fortiline Waterworks G. Resolution – Montage Enterprises, Inc H. Resolution – Hays Service, LLC I. Purchasing Items I. Clerk’s Office – Middle Georgia Regional Commission (21st Century Partnership Dues); \$57,628.29 II. Building and Inspections – Atlanta Access Controls, Inc.; \$18,880.54 III. Police Department – Dataworks Plus; \$27,600.00 IV. Police Department – Gulf States Distribution; \$42,524.09 V. General Administration – United Site Services of FL, LLC (Macon); \$14,697.88 VI. General Administration – SHI (Office 365); \$79,474.00	

Motion:	Councilman Lauritsen moved for the approval of the consent agenda.
Second:	Councilman Bibb
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 3 (A)	April 6, 2026 Meeting Minutes
The minutes of the Regular Meeting of April 6, 2026 were presented for approval.	

Action Item 3 (B)	Resolution – Employee Promotions
A resolution the following employee is recommended for promotion by his respective Department Director, the Mayor and City Council deem such recommendation beneficial. Victor T. Savage, promoted from Staff Accountant, Job Class #148, Grade 18, Finance Department to Accountant, Job Class #104, Grade 19, Finance Department, to be effective April 27, 2026.	

Action Item 3 (C)	Resolution – Amendment No 2 to USIC Locating Services, LLC
A resolution to authorize Mayor LaRhonda W. Patrick to execute amendment no 2 to the contract with USIC Locating Services LLC., previously approved on May 20, 2020, by replacing Exhibit A “Pricing” effective May 29, 2026 – May 28, 2027.	

Action Item 3 (D)	Resolution – GIRMA Property and Liability Insurance
A resolution to authorize Mayor LaRhonda W. Patrick and City Clerk, Mandy Stella, to execute all necessary documents pertaining to the renewal of the property and liability policy through Georgia Interlocak Risk Management Agency (GIRMA).	

Action Item 3 (E)	Resolution – Reames Concrete Company & Concrete Enterprises LLC
A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached contracts between Reames Concrete Company and Concrete Enterprises, and the City of Warner Robins, Georgia, whereby Reames	

Concrete Company and Concrete Enterprises have been selected for the 12-month contract for concrete material for the Field Operations Division of Public Works beginning May 1, 2026 – April 30, 2027.

Action Item 3 (F)**Resolution – Fortiline Waterworks**

A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Fortiline Waterworks (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 1, 2026, and ending April 30, 2027, for scope of work and prices identified in BID NO. 26-I-4771 for Curb & Gutter Inlet Frame and Covers.

Action Item 3 (G)**Resolution – Montage Enterprises, Inc**

A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Montage Enterprises, Inc (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 1, 2026, and ending April 30, 2027, for Flail Mower Repair and Maintenance Parts for the Grounds Maintenance Division of Public Works.

Action Item 3 (H)**Resolution – Hays Service, LLC**

A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached contract between Hays Services, and the City of Warner Robins, Georgia, for a term beginning June 1, 2026, and ending May 31, 2027, whereby Hays Services will provide maintenance and on call services for the HVAC at the Warner Robins Police Department buildings.

Action Item 3 (I)**Purchasing Items****Purchasing Items**

- I. Clerk’s Office – Middle Georgia Regional Commission (21st Century Partnership Dues); \$57,628.29
- II. Building and Inspections – Atlanta Access Controls, Inc.; \$18,880.54
- III. Police Department – Dataworks Plus; \$27,600.00
- IV. Police Department – Gulf States Distribution; \$42,524.09
- V. General Administration – United Site Services of FL, LLC (Macon); \$14,697.88
- VI. General Administration – SHI (Office 365); \$79,474.00

Action Item 4	Resolution – Veterans Issues Board Appointments		
A resolution of the Mayor and Council of the City of Warner Robins, acting pursuant to Chapter 2, Article VI, Division 12, Section 2-322 of the Code of the City of Warner Robins, Georgia, re-appoint the following four (4) individuals and appoint the following two (2) to the Warner Robins Veterans Issues Board:			
	Name	Effective Date Of Re-Appointment	Term To Expire
	Bill Carey	April 20, 2026	March 6, 2028
	Ernest Cooley	April 20, 2026	March 6, 2027
	Glenwood Warren	April 20, 2026	May 1, 2028
	David Wilson	April 20, 2026	May 1, 2027
	Name	Effective Date Of Appointment	Term To Expire
	Michael Driggers	April 20, 2026	May 1, 2028
	Bradford Dalton	April 20, 2026	August 20, 2027
Motion:	Councilman Lashley moved for the approval.		
Second:	Councilman Curtis		
Outcome:	Councilmen Mack, Bibb Lauritsen, Lashley, and Curtis voted for approval.		

Action Item 5	Resolution – Engage Warner Robins Appointments	
A motion to approve resolution that the that the Mayor and Council of the City of Warner Robins, acting pursuant to O.C.G.A. § 36-62-4, appoint the following individuals to the Board of Directors of Engage Warner Robins for the City of Warner Robins:		
Name	Effective Date of Appointment	Term to Expire
Kevin Splain	April 20, 2026	April 19, 2030
Motion:	Councilman Mack moved for the approval.	
Second:	Councilman Bibb	
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.	

- Mr. Bradford Dalton and Mr. Michael Driggers took their oath of office for the Veterans Issues Board

Action Item 6	Resolution – Purchase and Sales Agreement Amendment (133 S. Commercial Cr)
Motion to approve resolution that Mayor LaRhonda W. Patrick is authorized to execute an amendment to the purchase and sales agreement executed on December 1, 2025, with Columbians of Warner Robins for the property located at 133 S. Commercial Circle.	
Motion:	Councilman Bibb moved for the approval.
Second:	Councilman Mack
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.
Action Item 7	Resolution – RCS Productions (Annual Events)
A motion to approve resolution to authorize Mayor LaRhonda W. Patrick to execute the attached contract between RCS Productions and Entertainment Inc. (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning April 20, 2026, and ending December 31, 2026 for 2026 Event Production Services.	
Motion:	Councilman Holmes moved for the approval.
Second:	Councilman Lashley
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.
Action Item 8	Resolution – Health Insurance Policy Change
A motion to approve resolution to authorize Mayor LaRhonda W. Patrick to execute internal policy change on termination of health insurance coverage after the death of a covered employee or retiree to provide continuation of coverage for a period of one (1) month or thirty (30) calendar days, whichever is greater.	
Motion:	Councilman Curtis moved for the approval.
Second:	Councilman Holmes
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.
Action Item 9	Ordinance #11-26 – Chapter 12 Amendment (Licensed Massage Therapist)

Ordinance #11-26 of the the Mayor and City Council of the City of Warner Robins, Georgia, that Division 3, Chapter 12, of the Code of the City of Warner Robins, Georgia, is hereby amended by repealing and replacing the term “Massaginst” with “Licensed Massage Therapist.”

Section 1. Amendment – Division 3, Chapter 12, is hereby amended by the following:

In all places in which it currently occurs, the term “Massaganist” shall be replaced with the term “Licensed Massage Therapist.”

Motion:	Councilman Lauritsen moved for the approval of Ordinance #11-26 and to waive the second reading.
Second:	Councilman Bibb
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 10	Ordinance #12-26 – Chapter 14 Amendment (Speed Zones)
Ordinance #12-26 of the Mayor and City Council of the City of Warner Robins, hereby amend chapter 14 of the city code as follows:	
Sec. 14-152 - Speed Zones, shall be deleted in its entirety and the attached schedule inserted in lieu thereof.	
Motion:	Councilman Lashley moved for the approval of Ordinance #12-26 and to waive the second reading.
Second:	Councilman Curtis
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 11	Motion – Issuance of LIHTC GICH Point
Motion to approve the award of the two (2) Georgia Initiative for Community Housing points to support Low-Income Housing Tax Credit go to the application proposed by Zimmerman Properties “Chadwick Flats”.	
Motion:	Councilman Mack moved for the approval.
Second:	Councilman Curtis
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 12	Motion – NextHome 180
Motion to approve that Engage Warner Robins is authorized to enter into a listing agreement with NextHome 180 for the sale of the eight (8) townhomes constructed through the City's CHIP Grant.	
Motion:	Councilman Bibb moved for the approval.
Second:	Councilman Mack
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 13	Motion – Transfer of Contributed Funds (Haven Hope House; The Assembly)
Motion to approve the transfer of funds totaling \$60,862.18 previously donated to the City of Warner Robins for the purpose of supporting the operation of Haven Hope House to the Assembly At Warner Robins, as the contracted operator of the facility, and authorize the Mayor to execute a letter of agreement detailing the transfer and use of said funds.	
Motion:	Councilman Holmes moved for the approval.
Second:	Councilman Mack
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 14	Motion – Sewer Availability; 406 Nelson Dr.
Motion to approve the sewer availability request for property at 406 Nelson Dr.	
Motion:	Councilman Curtis moved for the approval.
Second:	Councilman Holmes
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Citizen Comments – Eric Shoemaker**Council Comments**

Executive Session — Mayor Patrick requested a motion to enter an executive session for Personnel. Councilman Lauritsen motioned for Executive Session for Personnel. Councilman Bibb seconded the motion for Personnel. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval of the executive session. The regular council meeting was suspended at 6:00 pm, and the governing body convened into executive session at

6:19 pm; the executive session ended at 6:49 pm. The City Clerk is in possession of the executive session minutes.

Mayor Patrick requested a motion to reconvene the meeting at 6:52 pm. Councilman Lauritsen motioned for the request. Councilman Mack seconded. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Adjournment: 6:52 pm

Next Regular Council Meeting: Monday, May 4, 2026

Mandy Stella
City Clerk

DRAFT

STAFF REPORT

DEPARTMENT: HUMAN RESOURCES
 SUBMITTED BY: KEN FENNELL AND MELANIE BYER
 MEETING DATE: MAY 04, 2026

AGENDA ITEM

Employee Promotions

Three employees are recommended for promotion by their respective department directors.

STAFF RECOMMENDATION

Approve employee promotions submitted by department directors.

BUDGET AND PROCUREMENT

Budgeted Item: Yes/No

Included In Current Operating Budget: Yes/No

Fiscal Impact: Yes/No

Total Project Cost: \$2,170

Included In Current Capital Budget: N/A

Appropriations: N/A

Account Title / Number	Dollar Amount
Jake Cooper – 10-008-07400	\$2.7928 hourly increase
Tacario Dawson - 53-000-04300	\$1.9934 hourly increase
Yakira Williams - 53-000-04300	\$1.9934 hourly increase

External Funding Sources:

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	N/A

ITEM DESCRIPTION

Vacancies are generated when employees retire, resign, or are separated in other ways. Department Directors request that the vacant position be advertised externally or internally only. This process requires posting the job, receiving applications from outside persons, job interest forms from current employees, interviews, and other steps. After completion of the process, if a current employee is

selected to fill the position rather than an outside applicant and the new job is a higher pay grade than the employee's current pay grade, then it is considered a promotion. The department director then requests a resolution for promotion be presented to the Mayor and Council for the employee to be promoted. This typically involves a 10% pay increase. Human Resources reviews the submitted hiring process paperwork to ensure the approved steps were followed and submits a resolution for approval of the requested promotion made by the department director.

ALTERNATIVES

Disapprove the requested promotion and operate below staff. This impacts task efficiency.

ATTACHMENTS

1. Promotion Resolution

CITY OF WARNER ROBINS
STATE OF GEORGIA

RESOLUTION

WHEREAS, the following employees are recommended for promotion by their respective Department Directors,

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

NOW, THEREFORE, BE IT RESOLVED that these promotions be approved as follows:

-1-

Jake Cooper, promoted from Utilities Locator, Job Class #962, Grade 14, Utility Department to Zoning Assistant, Job Class #851, Grade 15, Building and Inspections Department, to be effective May 11, 2026.

-2-

Tacario Dawson, promoted from UT Maintenance Worker I (Water), Job Class #917, Grade 08, Utility Department to UT Maintenance Worker II (Water), Job Class #918, Grade 09, Utility Department, to be effective May 11, 2026.

-3-

Yakira Williams, promoted from UT Maintenance Worker I (Water), Job Class #917, Grade 08, Utility Department to Meter Reader, Job Class #940, Grade 09, Utility Department, to be effective May 11, 2026.

This _____ day of _____, 2026

By: _____
LaRhonda W. Patrick, Mayor

ATTEST:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: HUMAN RESOURCES

SUBMITTED BY: NIKKI PEACHEY

MEETING DATE: MAY 04, 2026

AGENDA ITEM

Enter Title of Item As It Should Appear On Meeting Agenda

Renewal of Aircraft Loan Certifications

STAFF RECOMMENDATION

Staff recommends approval of this item to authorize the Mayor to execute all necessary documents pertaining to loan inventory certifications with the National Museum of the United States Air Force (NMUAF).

BUDGET AND PROCUREMENT

Budgeted Item: Yes/NoIncluded In Current Operating Budget: Yes/NoFiscal Impact: Yes/NoTotal Project Cost: \$0

Included In Current Capital Budget: N/A

Appropriations: N/A

Account Title / Number	Dollar Amount
N/A	\$0

External Funding Sources:

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	N/A

ITEM DESCRIPTION

The certifications pertain to the continued use and public display of Department of the Air Force (DAF) historical property under Loan Account # SDA0072.

The agreement includes two aircraft currently displayed within the City of Warner Robins: F-15A(GF), tail number 74-0121, located at 700 Watson Boulevard, and T-33A, tail number 52-9225, located along Interstate 75 near Exit 146.

Approval of this item will authorize continuation of the loan agreement for the period of April 1, 2024 through March 31, 2029, ensuring compliance with DAF requirements while allowing the City to retain, preserve, and publicly display these historic aviation assets throughout the approved term.

ALTERNATIVES

If this item is not approved, the City will be unable to complete the required loan inventory certifications with the National Museum of the United States Air Force (NMUAF), which may result in the aircraft being returned to the Department of the Air Force (DAF) and removed from public display

ATTACHMENTS

1. Certification Package
2. Resolution

CITY OF WARNER ROBINS
STATE OF GEORGIA

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute all documents pertaining to the loan inventory certifications with the National Museum of the United States Air Force (NMUAF) for continued use of Department of the Air Force (DAF) historical property under Loan Account # SDA0072 for two aircraft for display; F-15A(GF), 74-0121 and T-33A,52-9225 for the period commencing April 1, 2024 – March 31, 2029.

This ____ day of May of 2026.

CITY OF WARNER ROBINS

BY: _____
LaRhonda W. Patrick, Mayor

ATTEST

Mandy Stella, City Clerk



DEPARTMENT OF THE AIR FORCE
NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE™
1 100 SPAATZ STREET
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433-7102

26 February 2026

CITY OF WARNER ROBINS (SDA0072)
SDA0072
MS NIKKI GALERA
PO BOX 8629
WARNER ROBINS GA 31095-8629

I am writing to you today to offer my sincerest apologies for an administrative error in our recent communication. I mistakenly sent you an incorrect document concerning the items your organization has on loan from the National Museum of the United States Air Force (NMUSAF).

Please disregard the previous package and instead complete and return the correct enclosed 2026 loan inventory certification package by **01 June 2026**.

As you know, organizations are required to perform a 100% inventory of all loaned Department of the Air Force historical property every year. This inventory fulfills a Department of Defense requirement to ensure each item is properly used, maintained, and protected according to the loan agreement.

To complete your annual inventory package, please review the attached documents and provide the following:

1. Inventory Certification: Conduct a physical inspection of each loaned item; note any discrepancies (e.g., additions, shortages, damage) directly on the attached certification statement; sign and date the completed statement.
2. Point of Contact (POC) Sheet: Review the attached POC sheet and handwrite any necessary updates to each section in the respective "change" block. For the Primary POC Email Address, please consider changing this to organizational email address or adding an additional organizational email address.

The completed inventory certification package should be scanned and emailed to NMUSAF.MUC.StaticDisplay@us.af.mil or sent by postal mail to:

NATIONAL MUSEUM OF THE USAF/MUC
ATTN: STATIC DISPLAY PROGRAM
1100 SPAATZ ST
WRIGHT-PATTERSON AFB OH 45433-7102

I deeply regret this mistake and any confusion or inconvenience it may have caused. I am personally reviewing my procedures to ensure this does not happen again. We appreciate your cooperation in our shared effort to preserve Air Force and Space Force history and heritage. Please contact us at the email above with any questions.

Sincerely,

Mark J. Wertheimer

MARK J. WERTHEIMER
Curator
Community Static Display Program Administrator

Attachments:

1. Inventory Report
2. Point of Contact Information Sheet

DRAFT

National Museum of the United States Air Force™
Loan Account Point of Contact
2026

Loan Account Number SDA0072

City/Organization Name **CITY OF WARNER ROBINS**
PO BOX 8629

Mailing Address

City WARNER ROBINS

State GA

Zip Code 31095-8629

Change:

N/A

Historical Property Custodian HONORABLE LARHONDA PATRICK

Title MAYOR OF WARNER ROBINS

Change:

N/A

Primary Point of Contact (POC) MS NIKKI GALERA

Title RISK MANAGER

Change:

NIKKI PEACHEY

Primary POC Phone Numbers 478-293-1010

478-960-3286

Change:

N/A

Primary POC Email Address mbyer@wrga.gov

Change:

npeachey@wrga.gov and Human_Resources_Office@wrga.gov



Check here if changes have been made to POC sheet



Changes have been updated in database *(National Museum use only)*

**NATIONAL MUSEUM OF THE U.S. AIR FORCE
INVENTORY REPORT
RCS: HAF-HO(A) 8801**

Loan Account Number: SDA0072

10-Dec-25

Catalog Number	Nomenclature	Field Site Location	Value
1993-021	AIRCRAFT, F-15A(GF), 74-0121	700 WATSON BLVD	\$21,000.00
*Catalog #1993-021 shows deterioration, including cracking and chipping of paint on the nose of the plane. The provided photos also indicate that other areas of the aircraft, including the wings and body, require thorough cleaning and paint touch-up due to moisture and UV exposure.			
SD-2000-0301	AIRCRAFT, T-33A, 52-9225	I-74 before exit #146	\$10,000.00

*Catalog #SD-2000-0301 shows paint deterioration and requires cleaning and paint touch-up. Please be advised that this aircraft is located off I-75 before Exit #146. It can also be accessed via Vietnam Veterans Memorial Pkwy.

*We have gotten quotes to get the planes cleaned/retouched and are currently in the process of securing funding.

I certify the property listed is being used for approved purposes, is being maintained and protected according to the loan agreement, and that the borrowing organization still desires to retain the property.

I certify that the above listed items shown on pages 1 through 1 have been accounted for with any discrepancies so noted.

Signature:

(Historical Property Custodian)

(Date)

LaRhonda Patrick

Typed or Printed Name

Mayor

Typed or Printed Title

STAFF REPORT

DEPARTMENT: PUBLIC WORKS

SUBMITTED BY: CRAIG CLIFTON

MEETING DATE: MAY 4, 2026

AGENDA ITEM

Annual Contract: 26-PW-4776 Mosquito Abatement Spray, from Southland Organics

Consideration of contract approval for purchase of Mosquito Abatement Spray, for fogger application by the Street Operations Division of the Public Works Department.

STAFF RECOMMENDATION

Approve the contract of supplies listed above with Southland Organics and authorize the Director of Public Works to execute the necessary purchase and monitor the process and locations of application.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Estimated Cost: \$7,026.70

Included In Current Capital Budget: No

Appropriations: Yes

External Funding Sources:

Account Title / Number	Dollar Amount
Contract for Mosquito Abatement Spray / 26-PW-4776	Estimated: \$7,026.70

ITEM DESCRIPTION

BACKGROUND:

A beneficial function to reduce the spread of mosquito-borne diseases and mitigate the nuisance of large mosquito populations. Helps control the number of mosquitoes, which can carry viruses and / or diseases. Any questions were answered by e-mail communications with the purchasing department if necessary.

PROCUREMENT PROCESS AND PROPOSAL REVIEW:

Seeking to modernize operations, improve efficiency, and maintain city departmental services while taking the environment and community concerns into consideration.

Both the department Director and Street Operations Superintendent reviewed bid proposals and determined the best selection to accomplish the goal.

Bid Proposals were evaluated based on three (3) criteria:

- Availability
- Cost
- Product Reliability

ALTERNATIVES

The City has one primary option should the Mayor and City Council choose to follow a path other than that being recommended by Staff:

- *Reject the purchase/ application request, and rebid the engagement.*

Pursuing this option could mean needing to delay possible timely repairs or replacement so that an alternative contract core- bid out through city processes.

ATTACHMENTS

1. *26-PW-4776 Purchase Contract for Mosquito Abatement Spray with Southland Organics.*

BID TABULATION
BID NO.: 26-PW-4776 MOSQUITO ABATEMENT SPRAY

Line #		Description	QTY	UOM	Southland Organics		ADAPCO, LLC		Target Specialty Products	
					Bogart, GA		Sanford, FL		Reading, PA	
					Total Price	Extended	Total Price	Extended	Total Price	Extended
1		Mosquito Abatement Spray, 55-gallon drums	10	Drum	\$702.67	\$7,026.70	\$1,027.40	\$10,274.00	\$1,238.11	\$12,381.10

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Southland Organics (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 5, 2026, and ending May 4, 2027, for scope of work and prices identified in BID NO. 26-PW-4776 for Mosquito Spraying.

This 4th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT FOR GOODS

OWNER: City of Warner Robins
P.O. Box 8629
Warner Robins, GA 31095

CONTRACTOR: Southland Organics
189 Luke Road
Bogart, GA 30622

BID NO./TITLE: 26-PW-4776 Annual Contract for Mosquito Abatement Spray

This Contract is made and entered into this 4th day of **May 2026**, by and between **SOUTHLAND ORGANICS** (hereinafter "Contractor"), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter "City").

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
 - a. Bid Form and Invitation to Bid;
 - b. General Instructions to Bidders, Terms and Conditions;
 - c. Exhibit A: Bid Price List
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of **May 5, 2026 and expire on May 4, 2027**. Upon expiration of the initial term, and on each anniversary of the Effective Date thereafter, this Contract shall automatically renew for up to four (4) successive one (1) year renewal terms, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the current term. In no event shall the total duration of the Contract, including the initial term and all renewal terms, exceed five (5) years. All terms and conditions of this Contract shall remain in full force and effect during any renewal term unless amended in writing and signed by both parties.
3. Scope of Services: The Contractor is responsible for performing the scope of services set forth in the Invitation to Bid, generally described as follows:

Contractor shall furnish, transport, and deliver all goods specified in Exhibit A: Bid Price List (the "Goods"), attached hereto as Exhibit A. The Goods shall be new, unused, and of current production and must conform to the specifications, quantities, and requirements set forth in this Contract.

4. Contract Price: The City shall pay Contractor in accordance with the prices set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's supply and delivery of Goods, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract; however, upon mutual written agreement of the parties, prices may increase by up to three percent (3%) on an annual basis.
5. Commencement of Services; Indefinite Quantity
 - 5.1 During the term of this Contract, the City will request the Contractor to supply Goods as specified on an as-needed basis upon issuing a Purchase Order.
 - 5.2 The City shall have no obligation to any expenditure commitment or minimum purchase quantity under this Contract.
6. Delivery: Goods shall be shipped F.O.B. Destination. The Contractor shall retain title for the risk of transportation, including the filing for losses or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed the F.O.B. clause states otherwise, the Contractor assumes transportation and related charges either by payment or allowance.
7. Payment Procedures
 - 7.1 The City will process payment requests following inspection and acceptance of the goods delivered.
 - 7.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.
 - 7.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
 - 7.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.
8. Termination
 - 8.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.
 - 8.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later ("initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13, this Contract shall be automatically renewed for successive one-year terms as specified

(each one-year term occurring after the initial term shall be referred to as a “renewal term”) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term.

9. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits required by law to manufacture, supply, deliver, or sell the goods provided under this Contract. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.
10. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.
11. Subcontractors
 - 11.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to supply or deliver goods under this Contract without the prior written consent of the City.
 - 11.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.
 - 11.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.
12. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
13. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.
14. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

CITY OF WARNER ROBINS

SOUTHLAND ORGANICS

Signature: _____
LaRHONDA W. PATRICK
MAYOR

Signature: _____

Print Name: _____

Title: _____

Date: _____

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

DRAFT

EXHIBIT A BID PRICE LIST
26-PW-4776 ANNUAL CONTRACT FOR MOSQUITO ABATEMENT SPRAY
SOUTHLAND ORGANICS

Contract Period: May 5, 2026 – May 4, 2027

1	Mosquito Abatement Spray; 55-gallon Drum					
	Supplier	QTY	UOM	Price	Extended	Manufacturer #
	Southland Organics	10	Drum	\$702.67	\$7,026.70	DEFENDER-2.5G

DRAFT

STAFF REPORT

DEPARTMENT: UTILITIES
SUBMITTED BY: MONTIE WALTERS
MEETING DATE: MAY 4, 2026

AGENDA ITEM

Enter Title Of Item As It Should Appear On Meeting Agenda

Purchase of Valve and Meter Boxes

STAFF RECOMMENDATION

Staff recommends awarding Bid 26-I-4770 to Macon Supply for the purchase of water valve and meter boxes.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$102,626.20

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
Bid No. 26-1-4770 Waterworks Equipment & Supplies	\$102,626.20

ITEM DESCRIPTION

This purchase includes various supplies needed to maintain and repair the City's Utility infrastructure and equipment. These items are purchased in bulk to ensure cost efficiency and to maintain an adequate stock of frequently used items. A formal bid process resulted in four responses with Macon Supply providing materials.

ALTERNATIVES

The bid could be re-issued to encourage greater competition.

ATTACHMENTS

1. 26-I-4770 Bid Tabulation
2. Macon Supply Response

BID TABULATION
BID NO.: 26-I-4770 VALVE & METER BOXES

Line #	Description	QTY	UOM	MACON SUPPLY		FERGUSON US HOLDINGS, INC		Fortline Waterworks (Fortline Inc)		Consolidated Pipe & Supply, Co. Inc.	
				Macon, GA		Norcross, GA		Macon, GA		Byron, GA	
				Total Price	Extended	Total Price	Extended	Total Price	Extended	Total Price	Extended
1	VALVE BOX: Complete w/ cover, Cast Iron 18" - 24". Clearly Marked "Water"	30	Each	\$70.75	\$2,122.50	\$70.20	\$2,106.00	\$83.00	\$2,490.00	\$75.00	\$2,250.00
2	VALVE BOX: Complete w/ cover, Cast Iron 24" - 36". Clearly Marked "Water"	75	Each	\$95.95	\$7,196.25	\$93.60	\$7,020.00	\$102.50	\$7,687.50	\$85.00	\$6,375.00
3	METER BOX: Standard Plastic w/ Plastic Reader Lid. DFW Only #: DFW1200	1250	Each	\$21.28	\$26,600.00	\$21.27	\$26,587.50	\$22.90	\$28,625.00	\$31.81	\$39,762.50
4	Lid Only for Item #3	1300	Each	\$9.42	\$12,246.00	\$9.65	\$12,545.00	\$10.60	\$13,780.00	\$9.76	\$12,688.00
5	METER BOX: Jumbo Plastic w/ Cast Iron Reader Lid. DFW Only #: DFW1600	650	Each	\$42.60	\$27,690.00	\$42.27	\$27,475.50	\$48.85	\$31,752.50	\$63.03	\$40,969.50
6	Lid Only for Item #5	700	Each	\$18.22	\$12,754.00	\$18.66	\$13,062.00	\$19.65	\$13,755.00	\$18.88	\$13,216.00
7	METER BOX: Super Jumbo Plastic w/ Cast Iron Reader Lid. DFW Only #: DFW1730	40	Each	\$242.29	\$9,691.60	\$242.55	\$9,702.00	\$245.97	\$9,838.80	\$350.72	\$14,028.80
8	Lid Only for Item #7	45	Each	\$96.13	\$4,325.85	\$98.51	\$4,432.95	\$102.70	\$4,621.50	\$99.63	\$4,483.35

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Macon Supply (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 1, 2026, and ending April 30, 2027, for scope of work and prices identified in BID NO. 26-I-4770 for Valve and Meter Boxes.

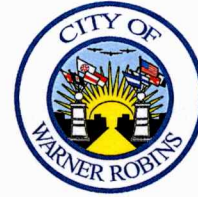
This 4th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT FOR GOODS

OWNER: City of Warner Robins
P.O. Box 8629
Warner Robins, GA 31095

CONTRACTOR: Macon Supply
2140 Seventh Street
Macon, GA 31206

BID NO./TITLE: 26-I-4770 Annual Contract for Valve & Meter Boxes

This Contract is made and entered into this 4th day of **May 2026**, by and between **MACON SUPPLY**, (hereinafter "Contractor"), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter "City").

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
 - a. Bid Form and Invitation to Bid;
 - b. General Instructions to Bidders, Terms and Conditions;
 - c. Exhibit A: Bid Price List
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of **May 1, 2026 and expire on April 30, 2027**. Upon expiration of the initial term, and on each anniversary of the Effective Date thereafter, this Contract shall automatically renew for up to four (4) successive one (1) year renewal terms, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the current term. In no event shall the total duration of the Contract, including the initial term and all renewal terms, exceed five (5) years. All terms and conditions of this Contract shall remain in full force and effect during any renewal term unless amended in writing and signed by both parties.
3. Scope of Services: The Contractor is responsible for performing the scope of services set forth in the Invitation to Bid, generally described as follows:

Contractor shall furnish, ship, and deliver all goods specified in Exhibit A: Bid Price List (the "Goods"), attached hereto as Exhibit A. The Goods shall be new, unused, and of current production and must conform to the specifications, quantities, and requirements set forth in this Contract.

4. Contract Price: The City shall pay Contractor in accordance with the prices set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's supply and delivery of Goods, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract and may only be modified through a written amendment approved by both parties.
5. Commencement of Services; Indefinite Quantity
 - 5.1 During the term of this Contract, the City will request the Contractor to supply Goods as specified on an as-needed basis upon issuing a Purchase Order.
 - 5.2 The City shall have no obligation to any expenditure commitment or minimum purchase quantity under this Contract.
6. Delivery: Goods shall be shipped F.O.B. Destination. The Contractor shall retain title for the risk of transportation, including the filing for losses or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed the F.O.B. clause states otherwise, the Contractor assumes transportation and related charges either by payment or allowance.
7. Payment Procedures
 - 7.1 The City will process payment requests following inspection and acceptance of the goods delivered.
 - 7.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.
 - 7.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
 - 7.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.
8. Termination
 - 8.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.
 - 8.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later ("initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13, this Contract shall be automatically renewed for successive one-year terms as specified

(each one-year term occurring after the initial term shall be referred to as a “renewal term”) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term.

9. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits required by law to manufacture, supply, deliver, or sell the goods provided under this Contract. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.
10. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.
11. Subcontractors
 - 11.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to supply or deliver goods under this Contract without the prior written consent of the City.
 - 11.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.
 - 11.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.
12. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
13. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.
14. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

CITY OF WARNER ROBINS

MACON SUPPLY

Signature: _____
LaRHONDA W. PATRICK
MAYOR

Signature: _____

Print Name: _____

Title: _____

Date: _____

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

REVIEWED AS TO FORM

CITY ATTORNEY
SUBJECT TO MAYOR AND COUNCIL APPROVAL

Exhibit A - Bid Price
I-4560 Annual Contract for Valve & Meter Boxes
Contract Term: May 1, 2026 - April 30, 2027
Macon Supply

Line #	Description	QTY	UOM	Unit	Extended
1	VALVE BOX: Complete w/ cover, Cast Iron 18" - 24". Clearly Marked "Water"	30	Each	\$70.75	\$2,122.50
2	VALVE BOX: Complete w/ cover, Cast Iron 24" - 36". Clearly Marked "Water"	75	Each	\$95.95	\$7,196.25
3	METER BOX: Standard Plastic w/ Plastic Reader Lid. DFW Only #: DFW1200	1,250	Each	\$21.28	\$26,600.00
4	Lid Only for Item #3	1,300	Each	\$9.42	\$12,246.00
5	METER BOX: Jumbo Plastic w/ Cast Iron Reader Lid. DFW Only #: DFW1600	650	Each	\$42.60	\$27,690.00
6	Lid Only for Item #5	700	Each	\$18.22	\$12,754.00
7	METER BOX: Super Jumbo Plastic w/ Cast Iron Reader Lid. DFW Only #: DFW1730	40	Each	\$242.29	\$9,691.60
8	Lid Only for Item #7	45	Each	\$96.13	\$4,325.85

STAFF REPORT

DEPARTMENT: RECREATION, PARKS AND CULTURAL SERVICES

SUBMITTED BY: PRESTON POOSER

MEETING DATE: MAY 4, 2026

AGENDA ITEM

Approve Task Order for Falcon Design Consultants, LLC for Engineering and Design Services for the Irrigation System Plan at the Intranational City Golf Club

STAFF RECOMMENDATION

Staff recommends approving the Task Order with Falcon Design Consultants LLC. For the Irrigation System Plan at the International City Golf Club in the amount of \$12,000

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: \$12,000

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
RR Park Improvements / 3534-54010	\$12,000

External Funding Sources:

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	

ITEM DESCRIPTION

This work will include an analysis of the existing Irrigation System and a preliminary design of the proposed new Irrigation System and t

ALTERNATIVES

Not to Proceed with the Irrigation System Redesign

ATTACHMENTS

1. Falcon Design Task Order FDC 2026.01

DRAFT

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

R E S O L U T I O N

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize City Administrator James Drinkard to execute the attached Task Order between Falcon Design Consultants, LLC, (“Consultant”) and The City of Warner Robins, (“City”) whereas the Consultant will assist the City with irrigation plan services for the International City Golf Course.

This 4th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



Task Order FDC 2026.01

To: City of Warner Robins
700 Watson Blvd.
Warner Robins, GA 31093

Date: March 30, 2026
From: Falcon Design Consultants, LLC

Attn: Mr. James T. Drinkard

Project: International City Golf Course, City of Warner Robins, GA

TO No.: FDC 2026.01

Background Information

Falcon Design Consultants, LLC has prepared this Task Order (TO) to assist the City of Warner Robins with irrigation plan services for the International City Golf Course.

Task – A. Analysis of existing Irrigation System and Preliminary Design of Proposed Irrigation System:

Analysis of Existing Irrigation System:

- Evaluate the existing irrigation system to include:
- Evaluation of all irrigation components as to age, reliability, deterioration, and operation to include:
- Main line and lateral piping
- Sprinkler head performance and coverage (Nozzle wear)
- Ductile Iron Tees and plastic piping
- Swing joint wear and longevity
- Coverage of the existing system in regards to the following areas.
- Hydraulic system performance
- Electrical operation of the system in regards to communication of the central controller to the field satellites. Evaluation of possible field satellite upgrades or use of two wire systems or Central computer upgrades.
- Review of current pump station operation, age of system and possible upgrades or replacement.
- Provide written report with long term and short term recommendations as well as site findings.

Preliminary Design of Proposed Irrigation System:

- Meet to define coverage requirements, sprinkler size, control, and related materials to be incorporated into the system. Review the existing irrigation system, and what portions of the system could be re-used if any. Establish coverage and infrastructure routing for the entire property.
- Prepare a CAD generated, sprinkler location/coverage plan from a golf course routing plan.
- Calculate and provide the irrigation water volume requirements based on historical and advised ET (evapotranspiration) rates.
- Provide a preliminary irrigation piping and control plan based on the coverage plan.
- Review city water supply regarding pressure and available water to the course. Establish pump requirements if needed.
- Provide preliminary installed cost estimates for construction of the irrigation system for both materials and labor.
- Work to be performed in conjunction with A.S. Altum & Associates.
- Work to include coordination with Falcon Design, A.S. Altum & Associates, and the City.



Task Order FDC 2026.01

Fee Estimate

The budget below includes staff time and expenses necessary to perform the scope of work outlined above. This budget is for the scope of work referenced above.

ESTIMATED FIXED FEES

Task - A. Analysis of existing irrigation system and Prelim Design

\$12,000.00

Additional services, which are not included in this task order as defined by the scope of work, will be treated as extra work. The Owner will be given notice of any additional services requested by the Owner's Staff to complete the project.

Authorized:

As our authorization to proceed with the scope of work, schedule and fee structure outlined herein, please sign in the space provided below and return one copy to this office for our records.

This agreement shall be null and void if not executed within 60 days from the date of preparation unless otherwise indicated by the Consultant.

Authorized by: _____

Title: City Manager

Print Name: Mr. James T. Drinkard

Date: _____

Authorized by:  _____

Title: Managing Partner

Print Name: Adam L. Price, P.E.

Date: 03/30/2026

PURCHASE REQUISITION REQUEST FORM

To: Purchasing
From: Melanie Byer, Human Resources
Date: 4/24/2026

The department is requesting approval of the attached purchase requisition. Details are as follows:

DESCRIPTION:

Invoice from Voya for overpayment of funds to the City of Warner Robins made in error.

EXPLANATION OF THE PURPOSE/USE OF THE GOOD OR SERVICE AND WHY IT IS NEEDED:

The City of Warner Robins has excess medical insurance coverage with Voya, and receives reimbursements for medical expenses of employees and their dependents that go over the set limit that is then covered by Voya as our excess insurance carrier. Voya notified the City recently that they had sent reimbursement payments to the City over what they should have received in error. The City researched the reimbursements and verified that they did not relate to any of the City employees or dependents and that the funds should be returned to Voya. Voya has agreed to accept the returned funds in three installments.

BUDGETED EXPENDITURE: ☐ Yes ☒ No – Explain The City of Warner Robins was overpaid by Voya in error and needs to reimburse the overpayment. Voya has agreed to receive reimbursement in three installments.

ACCOUNT NUMBER: 02 55203 **PROJECT:** Click or tap here to enter text.

GRANT FUNDED: ☐ Yes ☒ No **GRANT FUND AMOUNT:** N/A

TOTAL PURCHASE PRICE: \$488,923.72

METHOD OF PROPOSAL:

AMOUNT: \$500 - \$2,499.99

Enclose all of the following:

☐ One Quote

AMOUNT: \$10,000 OR GREATER
Requires ITB, RFP, or RFQ and City Council approval. To Begin process, please contact the Purchasing Office.

AMOUNT: \$2,500 - \$9,999.99

Enclose one of the following and E-Verify Form:

☐ Three Quotes

☒ City Contract & Quote (Contract #Click or tap here to enter text.)

☐ State Contract & Quote (Contract #Click or tap here to enter text.)

☐ Purchasing Cooperative (#Click or tap here to enter text.)

☐ IGA, Development Agreement, Etc. & Quote

☐ Sole Source Vendor & Quote (Requires Pre-Approval By Purchasing)

☐ Other Non-Competitive Procurement & Quote
 (Requires Pre-Approval By City Administrator)

VENDOR: Voya **EXPLANATION IF VENDOR IS NOT THE LOWEST COST:**



ReliaStar Life Insurance Company
 Home Office: Minneapolis, MN
 Administration Office: Minneapolis, MN
 A member of the Voya® family of companies

April 16, 2026

City of Warner Robins

Re: City of Warner Robins
 Group Number: 727458

To whom it may concern,

Please accept this overpayment invoice for your records.

Product	Policy Year	Claimant(s)	Erroneous Reimbursement Total	Repayment Plan
Individual Excess Risk (IER)	01/01/2025	Various claimants	\$488,923.72	Due 05/01/2026: \$162,974.57 Due 06/01/2026: \$162,974.57 Due 07/01/2026: \$162,974.58

Make all checks payable to:

ReliaStar Life Insurance Company
 Tax ID: 41-0451140

Mail payment to:

Stop Loss Claims
 Attn: Michele Olsen, Stop Loss Claims Support
 250 Marquette Ave.
 Suite 900
 Minneapolis, MN 55401

Please include a copy of this invoice and indicate the group name and group number on the check.

If you have any questions concerning this invoice, please contact Jake Bicanich, AVP, Stop Loss Claims at Jacob.bicanich@voya.com.

Sincerely,

Jake Bicanich
 AVP, Stop Loss Claims
 Voya Employee Benefits
 a division of ReliaStar Life Insurance Company

STAFF REPORT

DEPARTMENT: PUBLIC WORKS
 SUBMITTED BY: CRAIG CLIFTON
 MEETING DATE: MAY 4, 2026

AGENDA ITEM

Contract Award: 26-I-4777 Paper Products, with Houston Janitorial Supplies

Consideration for purchase of paper products for use by personnel in all departments.

STAFF RECOMMENDATION

Approve the purchase of Paper Products to Houston Janitorial Supplies, and authorize the Director of Public Works to execute all necessary purchases.

BUDGET AND PROCUREMENT

Budgeted Item: **Yes**

Included In Current Operating Budget: **Yes**

Fiscal Impact: **Yes**

Total Estimated Yearly Cost: \$21,430.40

Included In Current Capital Budget: **No**

Appropriations: **Yes**

External Funding Sources:

Account Title / Number	Dollar Amount
Purchase of Paper Products / 26-I-4777	Estimated: \$21,430.40

ITEM DESCRIPTION

BACKGROUND:

A necessary resource for Paper Products. With this, we will have the capability to paper products available for all departments and their personnel. These are everyday use items used by multiple departments throughout the city. This is also a local dealer which makes delivery faster and supports our surrounding communities.

PROCUREMENT PROCESS AND PROPOSAL REVIEW:

Seeking to modernize operations, improve efficiency, and maintain the safety of city departmental services. City personnel safety is priority and should be treated as such.

The Department Director and Central Receiving supervisor reviewed previous bid proposals.

Previous proposals were evaluated based on four (4) criteria:

- Availability
- Cost
- Reliability
- Variety of Stock

ALTERNATIVES

The City has one primary option should the Mayor and City Council choose to follow a path other than that being recommended by Staff:

- *Reject the purchase request, and rebid the engagement.*

Pursuing this option could mean needing to delay possible timely repairs or servicing so that an alternative contract could be completed and bid out through city processes.

ATTACHMENTS

1. *26-I-4777 Purchase of Paper Products with Houston Janitorial Supplies.*

BID TABULATION
BID NO.: 26-I-4777 JANITORIAL SUPPLIES

Agenda Item #3G_II

Line #	Description	QTY	UOM	Central Poly-Bag Corp.		Atlantic Tape & Packaging (Atlantic Tape Co)		Aramco Inc		Houston Janitorial Supply		Agni Enterprises, LLC (dba) Head to Heels Safety Supplies	
				Linden, NJ		Peachtree City, GA		Paisboro, NJ		Bonaire, GA		Miami, FL	
				Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit
1	Tork Universal Hand Towel, Brown #TRK8031500 (No ALTS)	60	Case	No Bid		~~\$54.95~~	\$3,297.00	\$90.71	\$5,442.60	\$58.99	\$3,539.40	\$57.93	\$3,475.80
2	GEN Bath Tissue #GEN800 (No ALTS)	100	Case	~~\$36.69~~	\$3,669.00	\$49.25	\$4,925.00	\$63.97	\$6,397.00	\$49.00	\$4,900.00	\$70.71	\$7,071.00
3	Kitchen Rolls #GEN1797, 2PLY, White, 30/CARTON	150	Case	\$32.12	\$4,818.00	~~\$22.25~~	\$3,337.50	No Bid		\$29.95	\$4,492.50	\$58.21	\$8,731.50
4	Dubsoft Tork Toilet Paper #TRK161990 (No ALTS)	100	Case	No Bid		~~\$56.40~~	\$5,640.00	\$82.38	\$8,238.00	\$76.00	\$7,600.00	\$69.20	\$6,920.00
5	GEN Folded Paper Towels #GEN1509 - White (No ALTS)	30	Case	\$26.99	\$809.70	\$27.05	\$811.50	\$33.00	\$990.00	\$29.95	\$898.50	\$42.47	\$1,274.10

STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT

SUBMITTED BY: CHIEF WAYNE FISHER

MEETING DATE: MAY 4, 2026

AGENDA ITEM

Rifle Rated Ballistic Armor Plates

STAFF RECOMMENDATION

Approve the staff report request. Doing so allows the agency to provide additional ballistic protection to the officers. Preferred vendor is Ballistic Armor Defense and Equipment, LLC.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: \$53,993.25

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
3220.53022	\$53,993.25

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	N/A

ITEM DESCRIPTION

RFP was conducted. The vendor selected was awarded an earlier RFP's for ballistic armor and rifle rated plates that provide protection for the front of the vest carrier. This RFP was for armor protective plates to place in the back of the issued ballistic armor vest carriers of the officers. This will provide equal coverage front to back. In total, there were 13 responses from across the nation. Their bid, while not the lowest, was the only submission from the state. Furthermore, the vendor provides robust customer support. In the past when there was a concern, the vendor was able to provide prompt resolution. The vendor's business model allows them to come to the agency for sizing and delivery of materials. Cost difference between this vendor and the lowest bid for the same ballistic armor plates was roughly a 4% difference. That vendor of the lower bid is from the Westcoast and would not be able to provide the same level of in-person customer service as the recommended vendor.

ALTERNATIVES

Alternative would be to go with the second-best vendor of the RFP. There would be differences in the level of quality of customer service. The second-best vendor is U.S. Armor Corporation.

ATTACHMENTS

1. RFP responses from both Ballistic Armor Defense and Equipment, LLC and U.S. Armor Corporation.

DRAFT

BID TABULATION
BID NO.: 26-P-4764 TACTICAL EQUIPMENT - BALLISTIC PLATES

Line #	Description	QTY	UOM	Galls, LLC Lexington, KY		Southern Police Equipment Richmond, VA		U.S. Armor Corporation Santa Fe Springs, CA		Dana Safety Supply, Inc. Tampa, FL		Prime Armor Tomball, TX		Ares Integrated Resources Ruther Glen, VA		BALLISTIC ARMOR DEFENSE AND EQUIPMENT, LLC Roswell, GA	
				Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit
1	Hesco Model 3800LV Ballistic Inserts, Shooter Cut, Multi Curve, Torso Plates, 10"x12", 2.1lb in size or an equivalent Level III ICW Armor Plate	135	Each	\$341.45	\$46,095.75	\$377.70	\$50,989.50	\$384.00	\$51,840.00	\$387.32	\$52,288.20	\$397.40	\$53,649.00	\$398.00	\$53,730.00	\$399.95	\$53,993.25

(continued)																	
Line #	Description	QTY	UOM	FSOC LLC El Segundo, CA		Paladin Defense Services Nicholasville, KY		botach inc Las Vegas, NV		ALAMEX INC Manteca, CA		T&T Uniforms Inc Smyrna, GA		NAFECO (North America Fire Equipment Co., Inc. Decatur, AL			
				Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit
1	Hesco Model 3800LV Ballistic Inserts, Shooter Cut, Multi Curve, Torso Plates, 10"x12", 2.1lb in size or an equivalent Level III ICW Armor Plate	135	Each	\$495.00	\$66,825.00	\$498.68	\$67,321.80	\$500.00	\$67,500.00	\$524.00	\$70,740.00	\$526.67	\$71,100.45	\$592.00	\$79,920.00		

STAFF REPORT

DEPARTMENT: UTILITIES
SUBMITTED BY: MONTIE WALTERS
MEETING DATE: MAY 4, 2026

AGENDA ITEM

FY26 PIPELINE SAFETY

STAFF RECOMMENDATION

YEARLY NATURAL GAS TRANSMISSION LINE ASSESSMENTS

BUDGET AND PROCUREMENT

Budgeted Item: Yes
Included In Current Operating Budget: Yes
Fiscal Impact: No
Total Project Cost: \$11,450.14
Included In Current Capital Budget: Yes
Appropriations: No

Account Title / Number	Dollar Amount
NATURAL GAS NEW PROJECTS 054..04700.52021.000.000	\$11,450.14

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

THIS ASSESSMENT ON OUR NATURAL GAS TRANSMISSION IS DONE YEARLY BY DOT/PIPELINE SAFETY AND IS REQUIRED BY PHMSA.

ALTERNATIVES

ATTACHMENTS

- 1. INVOICE



FY2026 PIPELINE SAFETY USER FEE ASSESSMENT

To:

WARNER ROBINS GAS SYSTEM-22154
 PO BOX 1488
 ATTENTION
 ACCOUNTS PAYABLE
 WARNER ROBINS, GA 31099-1488
 UNITED STATES OF AMERICA

Please include the invoice number on all remittances.

Invoice 20268-040209
 Billing Date 13-APR-26
 Customer Number 5907
 Terms 60 NET
 Due Date 12-JUN-26

FED TAX ID: 80-0216967

Line #	Description	Quantity Invoiced	Unit Price	Extended Amount
1	FY26 TRANSMISSION ASSESSMENTS AS REPORTED ON FORM 7100.2-1 -TOTAL MILE 26 -RATE OF 440.39	26	440.39	11,450.14
Credits/Refunds				0.00
Adjustments				0.00
Payments				0.00
Subtotal				11,450.14
Interest Charges				
Original				0.00
Credits/Refunds				0.00
Adjustments				0.00
Payments				0.00
Subtotal				0.00
Penalty Charges				
Original				0.00
Credits/Refunds				0.00
Adjustments				0.00
Payments				0.00
Subtotal				0.00
Administrative Charges				
Original				0.00
Credits/Refunds				0.00
Adjustments				0.00
Payments				0.00
Subtotal				0.00
Outstanding Balance as of 14-APR-2026 in USD				11,450.14

Nonpayment of this bill will result in the debt information being referred to the Department of Treasury for offset, referred to a private collection agency, reported to a credit bureau, garnish the debtor's wages through administrative wage garnishment (no court order required), and/or referred to the Department of Justice for litigation (Executive Order 12988).

Assessment Information: As reported on PHMSA's annual report form, your company's billing assessment amount is based on per mile rates for gas transmission and hazardous liquid systems, and the table of rates for LNG or UNGS systems found here: <https://www.phmsa.dot.gov/operator-resources/operator-user-fee-assessment-information>

Payment Options:

OPTION 1 (PREFERRED): Payment by Card or Automatic Clearing House Payment (ACH Direct Debit)
Go to Treasury's website: <https://pay.gov> and follow the form instructions to make your payment.
Search "OPS Pipeline User Fee Payment"
Select "OPS Pipeline User Fee Payment"

NOTE: If making payment from your bank account, please select "ACH Direct Debit" as the payment type.

OPTION 2: Payment by Check
Make check payable to: US Department of Transportation-PHMSA
Include remittance copy within postal
Mail check payment to the following address for Paper Check Conversion (PCC) processing:

MAILING ADDRESS:

DOT/PIPELINE & HAZARDOUS MAT SAFETY ADMIN
PO BOX 25770
C/O ESC/AMK-326
OKLAHOMA CITY, OK 73125

Notice to Customers Making Payment by Check

When you provide a check as payment, you authorize us either to use information from your check to make a one- time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Billing Inquiries and Notices

To ensure proper crediting, please include the bill number as listed above on your check or return a copy of the bill with your payment. For late payments, you will be charged 4% annual interest, 6% annual penalty charge, and a \$12.00 per month administrative fee. (See §3717, Title 31, U.S. Code).

Any questions regarding receiving, applying, and processing payment, please contact the payment center by email at 9-AMC-AR-PHMSA-User-Fees@faa.gov.

All other questions, please contact by email at Userfeemngr@dot.gov or call 1.866.262.4430

Privacy Act – A Privacy Act Statement require by 5 U. S. C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at (PCCOTC.GOV), or call toll free at (1-800-624-1373) to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

STAFF REPORT

DEPARTMENT: STORMWATER COMPLIANCE DEPARTMENT

SUBMITTED BY: KRAG WOODYARD

MEETING DATE: MAY 4, 2026

AGENDA ITEM

Fiscal Year 2025 Intergovernmental Agreement Invoice Roadway Maintenance

Invoice for maintenance performed of Right of Ways as specified in the Maintenance Contract.

STAFF RECOMMENDATION

Please approve Invoice Payment for maintenance performed for Fiscal Year 2025.

BUDGET AND PROCUREMENT

Budgeted Item: Yes/No

Included In Current Operating Budget: Yes/No

Fiscal Impact: Yes/No

Total Project Cost: Enter Cost

Included In Current Capital Budget: Yes or No

Appropriations: Yes/No

Account Title / Number	Dollar Amount
Prison Detail-Houston Co./4320-57010	\$65,000.00
Account Title / Number	Dollar Amount
Professional Services/4320-4320-52021	\$2,233.42
Total Dollar Amount	
\$67,233.42	

External Funding

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	N/A

***Fiscal Year 2025 invoice includes a 2% added increase as per the Intergovernmental Contract.**

ITEM DESCRIPTION

This Intergovernmental Agreement between Houston County and the City of Warner Robins is for Roadway Maintenance of the following roadways: Houston Lake Road (Russell Parkway to Sandy Run

Creek), Moody Road (Russell Parkway to Willingham Drive), Cohen Walker (Houston Lake to Bear Country Blvd), and Lake Joy Road (Cohen Walker to Highway 96).

Houston County will manage the contract.

The City of Warner Robins will have input about the scope of services, the quality of work, and the ability to request additional Roadway Maintenance areas be added to annual agreement.

Currently the Roadway Maintenance services include Cutting Grass in the Road Right of Ways, Edging Curbs and Sidewalks, Blowing Curbs and Sidewalks, Spraying Round-Up on Hard Surfaces, and Large Trash and Debris Removal.

The frequency of these services is 19 Visits (Bi-Weekly March-October) with crew sizes 4-person crews performing this maintenance.

The current maintenance contract signed by Houston County is with Dixie Lawn & Landscaping Incorporated.

The contract is valid for one year with a second-year renewal option and a 2% increase annually.

- Houston Lake Road (Russell Parkway to Cohen Walker) Approximately 3.4 miles
- Moody Road (Russell Parkway to Willingham Drive) Approximately 3.68 Miles
- Lake Joy Road (Cohen Walker to Highway 96) Approximately 0.01 miles
- Cohen Walker (Houston Lake to Bear Country Blvd) Approximately 1.02 miles

Total **8.11 miles**

ALTERNATIVES

Going forward, the City could negotiate its own Right of Way Mowing Contract.

ATTACHMENTS

1. Invoice from Houston County.



Houston County Public Works

March 30, 2026

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Brian Jones, PE
Director of Operations

Terry Dietsch
Director of Utilities

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

James Drinkard
City Administrator
City of Warner Robins
700 Watson Blvd.
P.O. Box 8629
Warner Robins, GA 31095

Re: Intergovernmental Agreement between the City of Warner Robins and
Houston County – FY 2025 Roadway Maintenance

Dear Mr. Woodyard:

In accordance with an Intergovernmental Agreement executed between the
City of Warner Robins and Houston County on September 05, 2006, please
allow this letter to serve as an invoice for payment of the outlined maintenance
fee of \$67,233.42.

Please make check payable to **Houston County Board of Commissioners** for
the FY 2025 contract period.

Please remit check to:

**Brian Jones
Director of Operations
Houston County Public Works
2018 Kings Chapel Road
Perry, GA 31069**

Your cooperative effort to maintain our public thoroughfares is appreciated.

Respectfully submitted,

A handwritten signature in blue ink that reads "Brian Jones".

Brian Jones
Director of Operations
Houston County Board of Commissioners

KW 4/13/26

STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT
 SUBMITTED BY: CHIEF WAYNE FISHER
 MEETING DATE: MAY 4, 2026

AGENDA ITEM

Retirement of Police Service Dog-Dixo

STAFF RECOMMENDATION

It is requested that the retirement of PSD Dixo to be approved, with his current assigned handler to take personal possession of him at time of retirement.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: No

Total Project Cost: N/A

Included In Current Capital Budget: Yes or No

Appropriations: No

Account Title / Number	Dollar Amount
Not Applicable	N/A

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

PSD Dixo is 10 years of age, and at the normal retirement point of our Police Service Dogs. The historical practice of the Warner Robins Police Department, and the City of Warner Robins is to retire the PSD to their assigned Handler. In this case, Sgt. Shane Mann desires to have PDS Dixo upon approval of retirement and will assume all responsibility for retired PSD Dixo.

ALTERNATIVES

The alternative to the proposed retirement as given in the Item Description would not in the best public interest. The recommended action is in the best interest of all stakeholders. The financial value of PSD Argo is less than \$500.00 to the City.

ATTACHMENTS

- No attachments.

**CITY OF WARNER ROBINS
STATE OF GEORGIA**

RESOLUTION

WHEREAS, “Dixo” is a canine service animal that has dutifully served the Warner Robins Police Department and is ripe to begin his well-deserved retirement.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins find that “Dixo” is no longer needed by the City for public use and that the value of animal is less than \$500.

BE IT FURTHER RESOLVED that the Mayor and Council authorize the Police Department to deliver ownership of the animals to his respective handler.

This 4th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: MAY 4TH, 2026

AGENDA ITEM

Resolution for Correction: StartUp WR Donations

STAFF RECOMMENDATION

Approval of the resolution authorizing the Finance Department to record a correcting entry to reclassify \$8,000 in StartUp WR donations that were previously misclassified in the Engage Warner Robins Fund during fiscal years 2024 and 2025. This correction will be processed through appropriate journal entries in the current fiscal year to ensure proper fund accounting and accurate financial reporting, with no impact to overall City funds.

BUDGET AND PROCUREMENT

Budgeted Item: YES

Included In Current Operating Budget: YES

Fiscal Impact: NO

Total Project Cost: n/a

Included In Current Capital Budget: n/a

Appropriations: n/a

Account Title / Number	Dollar Amount
Engage WR – Contributions/Donations : 7520 – 47009	\$8,000

ITEM DESCRIPTION

This resolution authorizes the City's Finance Department to correct a prior accounting error involving \$8,000 in donations collected for the StartUp WR program, which supports small business development through the Economic Development Department. During fiscal years 2024 and 2025, these funds were mistakenly recorded in the Engage Warner Robins Contribution and Donations Fund instead of the appropriate Economic Development account. This action allows the Finance Department to make the necessary journal entries in the appropriate fiscal year to properly reclassify the funds. The correction ensures that the City's financial records accurately reflect where the donations were intended to be used and maintains transparency and accountability in financial reporting. This is an administrative correction only and does not involve any new spending or impact the overall City budget.

ALTERNATIVES

Do not approve the resolution.

ATTACHMENTS

1. Resolution document
2. PDF detailing the total amount sponsorship for StartUp Warner Robins 2024-2026.

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize the Finance Department to record a correcting entry in the current fiscal year to reclassify \$8,000 in StartUp WR donations for the Economic Development Department that were previously misclassified in the Engage Warner Robins Fund during fiscal years 2024 and 2025.

BE IT FURTHER RESOLVED that such correction shall be recorded through appropriate journal entries to ensure proper fund accounting and accurate financial reporting.

This 20th day of April, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

Year	Type	Partner	Amount
2024	Cash	Flint Energies	\$ 1,000.00
2024	Cash	Nichols Cauley	\$ 1,000.00
2024	Cash	Houston County Development Authority	\$ 1,000.00
2024	Cash	Robins Financial Credit Union	\$ 1,000.00
2024	Cash	21st Century Partnership	\$ 1,000.00
2025	Cash	Flint Energies	\$ 1,000.00
2025	Cash	21st Century Partnership	\$ 1,000.00
2025	Cash	Houston County Development Authority	\$ 1,000.00
2026	Cash	Flint Energies	\$ 1,000.00
2026	Cash	21st Century Partnership	\$ 1,000.00
2026	Cash	Houston County Development Authority	\$ 1,000.00

Total Sponsorships	
Year	Amount
2024	\$ 5,000.00
2025	\$ 3,000.00
2026	\$ 3,000.00

STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

SUBMITTED BY: AYANA GOODRUM

MEETING DATE: May 4, 2026

AGENDA ITEM

CDBG Final Statement of Objectives and Projected use of funds for the FY2026 Annual Action Plan

The CDBG Final Statement of Objectives and Projected Use of Funds for the FY2026 Annual Action Plan outlines strategic goals, priorities, and funding allocations for community development and housing projects aimed at improving the quality of life for low- and moderate-income residents.

STAFF RECOMMENDATION

Staff recommends adopting the Final Statement for the FY2026 Annual Action Plan along with the Resolution to authorize the adoption of this document. This action is required to ensure compliance with the HUD submission deadline of August 16, 2026.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: \$583,532

Included In Current Capital Budget: No

Appropriations: Yes-CDBG

Account Title / Number	Dollar Amount
FY2026 CDBG Entitlement Grant Allocation	\$583,532

ITEM DESCRIPTION

The City of Warner Robins, as an entitlement city for HUD funding, receives direct Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to support projects aimed at improving the lives of low- and moderate-income residents.

The FY2026 Annual Action Plan details specific projects and funding allocations for the second year of the five-year period, explaining how the funds will be used to meet the goals and priorities set forth in the Consolidated Plan.

ALTERNATIVES

Choose not to adopt the Final Statement. However, this could result in missing the HUD submission deadline, which could result in a loss of federal funding for the coming year.

ATTACHMENTS

1. Resolution
2. CDBG Final Statement

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

**RESOLUTION
AUTHORIZING THE ADOPTION OF THE FY2026 ACTION PLAN**

WHEREAS, the City of Warner Robins has been designated as an “Entitlement City” and, as such, receives direct annual funding from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG); and

WHEREAS, HUD requires Entitlement Cities to prepare and a one-year Action Plan to establish priorities for the use of CDBG funding; and

WHEREAS, the City of Warner Robins, through its Community & Economic Development Department, has developed the FY2026 Annual Action Plan in accordance with HUD requirements and in alignment with identified community needs; and

WHEREAS, the FY2026 Annual Action Plan has been made available for public review during the required 30-day citizen participation, review, and comment period as mandated by HUD;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Warner Robins, as follows:

1. The FY2026 Annual Action Plan are hereby adopted and shall be submitted to the U.S. Department of Housing and Urban Development (HUD) for use in the application for and guidance of the federal formula grant program funds, specifically for CDBG funds, as outlined in 24 CFR 91.2.
2. The Mayor and City Council hereby grant the Community & Economic Development Director the authority to correct any errors found in the adopted Five-Year Consolidated Plan and One-Year Action Plan, and to make minor modifications as requested by HUD. The final document shall be provided to the Mayor and City Council for review.

BE IT FURTHER RESOLVED that LaRhonda W. Patrick, as Mayor of the City of Warner Robins, is duly authorized to execute this Resolution on behalf of the Mayor and City Council.

This 4th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

BY: _____
LaRhonda W. Patrick, Mayor

ATTEST:

Mandy Stella, City Clerk

PUBLIC NOTICE

**CITY OF WARNER ROBINS
COMMUNITY DEVELOPMENT BLOCK GRANT
STATEMENT OF OBJECTIVES AND PROJECTED
USE OF FUNDS FOR PY2026 ACTION PLAN**

The governing body of the City of Warner Robins has approved its Proposed Statement of Objectives and Projected Use of Funds for its PY2026 Entitlement Grant, which has now become the PY2026 Annual Action Plan. This Annual Plan will be sent to the Department of Housing and Urban Development by August 16, 2026 for approval.

The Annual Action Plan is an annual description of the Grantee's expected funding and the activities that the Grantee will undertake in the coming year. Unless otherwise designated concentrated use of funds will be in the Neighborhood Strategy Area (NSA) bordered on the east by Highway 247, south by Richard B. Russell Parkway, west by Pleasant Hill Road, Johns Road, Suzanne Drive, and north by Keith Drive, Bargain Road. All activities are expected to meet or exceed the 70% overall program benefit to low and moderate income citizens. Each activity must meet one of three National Objectives of the CDBG program. These National Objectives are:

- 1) Benefit to low and moderate income persons
- 2) Addressing of slum or blight
- 3) Meeting a particular urgent need

The sources of funding are as follows:

CDBG	\$573,532
Program Income	\$ 10,000
Total funds:	\$583,532

PY2024 Action Plan consists of the following projects:

- HOUSING*****\$316,826

Single Unit Residential	\$116,826
Rebuilding Together	\$50,000
Habitat for Humanity	\$150,000
 - CLEARANCE/ DEMOLITION*****\$150,000
 - PROGRAM ADMINISTRATION*****\$114,206

Fair Housing	\$2,500
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- TOTAL EXPENDITURES***** \$583,532**

Please contact the Office of Community and Economic Development at 478-302-5513 for any questions.

STAFF REPORT

DEPARTMENT: CITY ATTORNEY'S OFFICE

SUBMITTED BY: BRANDY HOLLE

MEETING DATE: APRIL 22, 2026

AGENDA ITEM

Road name change: Golden Boulevard to Lou Kenny Parkway

Seeking approval for the name change of Golden Boulevard to Lou Kenny Parkway

STAFF RECOMMENDATION

Approve the road name change of Golden Boulevard to Lou Kenny Parkway

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: No

Total Project Cost: N/A

Included In Current Capital Budget: No

Appropriations: N/A

Account Title / Number	Dollar Amount
	0.00

External Funding Sources:

Account Title / Number	Dollar Amount
	0.00

ITEM DESCRIPTION

Change the name of Golden Boulevard to Lou Kenny Parkway.

ALTERNATIVES

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ATTACHMENTS – N/A



CITY OF WARNER ROBINS

THE INTERNATIONAL CITY

MAYOR

LaRhonda W. Patrick

MEMBERS OF THE COUNCIL

Post 1

Derek Mack

Post 2

Charlie Bibb

Post 3

Keith Lauritsen

Post 4

Kevin Lashley

Post 5

Clifford Holmes, Jr.

Post 6

Larry Curtis, Jr.

CITY ADMINISTRATOR

James T. Drinkard

CITY CLERK

Mandy Stella

CITY ATTORNEY

Julia Bowen Mize

April 28, 2026

LKR Plaza, LLC
Lalu Patel, Organizer
866 Highway 96, Ste 102
Warner Robins, Georgia, 31088

In RE: 401 Golden Boulevard

Dear Mr. Patel,

The Mayor and Council of the City of Warner Robins are considering a name change for GOLDEN BOULEVARD to LOU KENNY PARKWAY, and we want to afford you, the affected property owner, the opportunity for input. Should you wish to provide input, this item will be on the council agenda for Monday, May 4, 2026.

We will also coordinate the change with the U.S. Postal Service, Peach County 911 and any other agencies that would be affected.

Sincerely,

LaRhonda W. Patrick
Mayor

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

WHEREAS, Mayor and Council recommend the renaming of Golden Boulevard to Lou Kenny Parkway;

NOW, THEREFORE, BE IT RESOLVED the municipal roadway system for the City of Warner Robins be amended to change the name of “Golden Boulevard” to “Lou Kenny Parkway.”

This 4th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: MAY 4, 2026

AGENDA ITEM

Appointment of Mayor Patrick and Mark Yarbrough to JDA

Mayor Patrick and Mark Yarbrough are recommended by Engage Warner Robins to serve as delegates on the Joint Development Authority of Peach County and the City of Warner Robins.

STAFF RECOMMENDATION

It is the recommendation of staff to appoint Mayor Patrick and Mark Yarbrough to the JDA.

Mayor Patrick is a reappointment as she has served since she took office in January 2022. Mark Yarbrough is a newly appointed Engage Warner Robins Board Member and newly elected Secretary of the Board meeting the requirements to be a delegate for the JDA.

BUDGET AND PROCUREMENT

N/a

ITEM DESCRIPTION

This appointment is for Mayor and Mark Yarbrough to serve 2 years (until May 3, 2028) on the JDA.

ALTERNATIVES

Do not appoint follow the recommendation of Engage Warner Robins.

ATTACHMENTS

1. Resolution

**CITY OF WARNER ROBINS
STATE OF GEORGIA**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins, acting pursuant to O.C.G.A. § 36-62-5.1, appoint the following one (1) individual who is currently appointed to The Warner Robins Development Authority d/b/a Engage Warner Robins by the Mayor and Council of the City of Warner Robins and elected as Officers of The Warner Robins Development Authority d/b/a Engage Warner Robins, to the Joint Development Authority of Peach County and the City of Warner Robins to act on behalf of the City of Warner Robins:

Name	Effective Date of Appointment	Term to Expire
LaRhonda W. Patrick	May 4, 2026	May 3, 2028
Mark Yarbrough	May 4, 2026	May 3, 2028

This ___th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: CLERKS OFFICE

SUBMITTED BY: MANDY STELLA

MEETING DATE: MAY 4, 2026

AGENDA ITEM

Authorization of Filing Condemnation Orders

Temporary easement acquisitions are necessary for sewer upgrade project

STAFF RECOMMENDATION

Staff recommends approval of the motion to authorize the filing of temporary condemnation orders for necessary easement acquisitions. Despite multiple attempts, including formal offers submitted by Attorney Jim Elliott on behalf of the City of Warner Robins, there has been no response or return communication from the affected property owners. This action is necessary to avoid project delays and to ensure the continued progress of the public improvement project.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost:

Included In Current Capital Budget: Yes

Appropriations: Yes

Account Title / Number	Dollar Amount
53.4330.54063.020	\$2,300

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

The easement acquisitions referenced are part of a larger sewer infrastructure upgrade project intended to support current capacity needs and future growth within the City of Warner Robins. These improvements are critical to maintaining reliable service as the city continues to expand.

ALTERNATIVES

Not approve motion for approval and the City may face uncertainty in acquiring the needed easements in a timely and cost-effective manner.

ATTACHMENTS

1. N/A

STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: MAY 04, 2026

AGENDA ITEM

Ordinance Amending Chapter 24 Of City Code: Regulation Of Utility Accounts

Consideration of an ordinance amending Chapter 24, Article I of the Code of the City of Warner Robins so as to provide that all fees and fines associated with delinquent utility accounts that have been turned over for collections shall be borne by the account holder.

STAFF RECOMMENDATION

Adopt, as presented, an ordinance to amend Chapter 24, Article I of the Code of the City of Warner Robins, Georgia relating to the regulation of utility accounts, to provide for an effective date, and for other purposes; and authorize the Mayor to execute all necessary documents.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: N/A

Included In Current Capital Budget: No

Appropriations: No

There are no costs to be incurred by the City as a result of the requested action. The requested action will reduce costs currently being incurred by the City.

ITEM DESCRIPTION

When it becomes necessary for a delinquent utility account to be turned over to a collection agency in order to secure monies owed to the City of Warner Robins the agency charges a fee for the service. Currently, our contracted vendor charges an amount equal to 18% of the total amount to be collected. Historically, the City of Warner Robins has borne that cost.

The current practice places an unnecessary cost burden on the City and consequently, upon all utility account holders.

The City Administrator recommends that a change to Chapter 24, Article I of the City Code be adopted so that all applicable fees and fines associated with the collection of monies owed to the City for delinquent accounts be the responsibility of the account holder. This is consistent with best management practices.

ALTERNATIVES

Should the Mayor and City Council not wish to adopt the ordinance amendment as presented, there are two options available:

1. Make no change to the ordinance and continue the practice of the City absorbing the cost of collection fees on delinquent utility accounts; or
2. Direct Staff to amend the current ordinance in a manner to make less than 100% of the collection cost associated with delinquent accounts the responsibility of the account holder with the City continuing to absorb the balance of the fees.

ATTACHMENTS

1. Ordinance

No. _____

CITY OF WARNER ROBINS

STATE OF GEORGIA

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA TO AMEND CHAPTER 24, ARTICLE I OF THE CODE OF THE CITY OF WARNER ROBINS, GEORGIA RELATING TO THE REGULATION OF UTILITY ACCOUNTS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the City of Warner Robins, Georgia (hereinafter sometimes referred to as the "City") is a municipality duly formed and existing pursuant to Georgia Law; and

WHEREAS, the Mayor and City Council of the City of Warner Robins desire to establish procedures for the application for utility services and the collection of delinquent bills; and

WHEREAS, the Mayor and City Council finds that amendment to Chapter 24 regarding Utilities is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of the City of Warner Robins and its residents, businesses, and visitors;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Warner Robins, Georgia, that Chapter 24, Article I of the Code of the City of Warner Robins, Georgia, is hereby amended by the addition and amendment of the following section.

Section 1. Amendment – Chapter 24, Article I, Section 24-9 is hereby amended and an additional section is hereby added with the following:

Sec. 24-9(c). - Collection of delinquent utility bills.

(c) Any account referred by the City to a third-party collection agency for recovery of unpaid fees, fines, taxes, citations, utilities, or other receivables may be assessed a collection fee. The collection fee shall not exceed the amount contracted by the City with its collection agency and shall be added to the outstanding balance owed by the customer, provided the agency contract is approved by the governing authority.

Section 2. Severability

It is hereby declared to be the intention of the Mayor and City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section hereof shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance

to other circumstances not so held to be invalid. It is hereby declared as the intent of the Mayor and Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 3. Effective Date

This Ordinance shall be effective immediately upon adoption.

Section 4. Repealer

All ordinances or parts of ordinances found to be in conflict herewith are hereby repealed.

The provisions of this Ordinance were first read on the _____ day of _____, 2026 and shall become effective immediately upon adoption on the _____ day of _____, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: HUMAN RESOURCES

SUBMITTED BY: MELANIE K. BYER

MEETING DATE: 05-04-2026

AGENDA ITEM

Ordinance – City of Warner Robins Classification Plan Update

The City Administrator has requested changes in the City's Classification plan to enhance organizational effectiveness.

STAFF RECOMMENDATION

Approve the ordinance of changes to the City Classification Plan to enhance organizational effectiveness as requested by the City Administrator.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: Yes

Fiscal Impact: No

Total Project Cost: \$15,513

Included In Current Capital Budget: N/A

Appropriations: N/A

Account Title / Number	Dollar Amount
1320 51001 Office of the City Administrator	\$3.5515/hour
3220 51001 Police Department	\$17.0888/hour
1535 51001 Management Information Systems	\$27.8358/hour

ITEM DESCRIPTION

The City Administrator has identified a need to reorganize several positions across the City Administrator's Office, the Police Department, and the General Administration Department. Reallocating funding from current vacancies for the positions as described herein will enhance the organizational effectiveness of the departments and provide the best service to the citizens of Warner Robins. The recommended changes do not result in an increase or decrease in the total FTE count for the departments; only a restructuring to improve operational efficiencies and better reflect how work is accomplished.

The City's Classification Plan is the official or approved grouping of positions or "jobs" into appropriate classes, and the Human Resources Director maintains it. The Human Resources Director has created an

ordinance requesting changes be made to the respective department's portion of the City's Classification Plan by:

- 1) Reclassifying and changing the title of the position of Marketing & Communication Specialist, Job Class # 14, Grade 18, Office of the City Administrator, to Communications and Engagement Manager, Job Class # 24, Grade 21. Incumbent to receive a 10% increase.
- 2) Deactivating the position of Criminalist, Job Class # 622, Grade # 16, Police Department, authorized strength of 2.
- 3) Creating the position of Victim Advocate, Job Class # 654, Grade # 9, authorized strength of 1, Police Department.
- 4) Increasing the authorized strength of Network Administrator, Job Class #210, Grade # 19, General Administration Department, by 1, changing from an authorized strength of 4 to an authorized strength of 5.

ALTERNATIVES

- 1) An alternative is to adopt part of the ordinance, but not all of it.
- 2) An alternative is not to adopt the ordinance and continue with how the departments are currently organized.

ATTACHMENTS

1. Ordinance – Requesting Classification Plan Changes

No. _____
CITY OF WARNER ROBINS
STATE OF GEORGIA

ORDINANCE

WHEREAS, the City Administrator makes the following recommendations to the City Council for changes in the City of Warner Robins Classification Plan,

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

NOW, THEREFORE, IT IS HEREBY ORDAINED by the governing authority of the City of Warner Robins that the City Classification Plan is amended as follows, with the changes to go into effect at the beginning of the next pay period, May 11, 2026:

-1-

Reclassify and change the title of the position of Marketing & Communication Specialist, Job Class # 14, Grade 18, Office of the City Administrator, to Communications and Engagement Manager, Job Class # 24, Grade 21. Incumbent to receive a 10% increase.

-2-

Deactivate the position of Criminalist, Job Class # 622, Grade 16, Police Department, authorized strength of 2.

-3-

Create the position of Victim Advocate, Job Class # 654, Grade # 9, Police Department, authorized strength of 1.

-4-

Increase the authorized strength of the Network Administrator position, Job Class # 210, Grade 19, General Administration, by 1 to 5.

BE IT FURTHER ORDAINED that the City's Finance department is hereby authorized to transfer funds between departments and between line items within a department in the Fiscal Year 2026 budget, as necessary to facilitate the changes to the City's classification plan enumerated in this ordinance.

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 _____, 2026 and shall become

effective upon adoption on _____, 2026

CITY OF WARNER ROBINS, GEORGIA

BY: _____
LaRhonda W. Patrick, Mayor

ATTEST: _____
Mandy Stella, City Clerk

DRAFT