

City of Warner Robins
Draft Council Agenda
March 16, 2026
Council Chambers
700 Watson Blvd. Warner Robins, GA 31093
4:30 PM

Opening Prayer Led by – Tim Sizemore; Lighthouse Baptist Church

Pledge of Allegiance by – Junior Girl Scouts-Troop 60006 w/ Girl Scouts of Historic Georgia/Heart of Georgia Service Unit

Mayor Calls Meeting to Order

Adoption of the Agenda:

Motion –
Second –

Announcements:

Proclamations/Awards/Presentations:

- Proclamation – 50th Annual Dixie Crow Technical Symposium
- Awards – Employee Service Awards

1. Work Session Items

- A. March 16, 2026 Agenda Discussion
- B. 2025 End of Year Report – WRPD – Chief Fisher

2. Formal Public Comments Pertaining to Current Agenda Items

3. Consent Agenda – **Holmes**

- A. March 2, 2026 Meeting Minutes
- B. Resolution – Employee Promotions
- C. Resolution – National Exterminating Co.
- D. Resolution – Credstar Revenue Solutions
- E. Resolution – Hays Service, LLC
- F. Resolution – Diversified Carriers, Inc.
- G. Resolution – Paulk Landscaping & Nursery, Inc.
- H. Resolution – 2026 Watershed Protection Plan Long-Term Water Quality Monitoring
- I. Purchasing Items
 - I. Fire Department – Go Cleanco; \$51,096.62
 - II. Fire Department – Go Cleanco; \$17,913.82
 - III. General Administration – MCCI Laserfiche Managed Cloud Renewal; \$97,691.98

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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IV. Utility Department – United Systems; \$56, 555.27

4. Resolution – Peach County Service Delivery Strategy Update – **Curtis**
5. Resolution – Land Transfer – **Lauritsen**
6. Resolution – Kingsque & More – **Lashley**
7. Resolution – CDBG Proposed Statement of Objectives and Projected Use of Funds for FY2026 – **Holmes**
8. Motion – Appointment to Board of Directors of the International City Tourism Bureau, Inc.– **Curtis**
9. Motion – Small Bill Write Off – **Lauritsen**
10. Ordinance – Annexation – Harikrishna B. Patel and Shital H. Patel/4.0 acres/1302 Feagin Mill Rd – **Lashley**
 - A. Rezoning Petition – RAG [Residential Agricultural District] [County] to R-4 [Multi Family Residential District] [City] – **Lashley**

Citizen Comments
Council Comments
Mayor's Comments
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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City of Warner Robins City Council Meeting Minutes

Monday, March 2, 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: Pastor Matt Walls; Southside Baptist Church

Pledge of Allegiance: Anna Millard; Northside HS (CWR Intern thru PIE Program)

Call to Order: 4:43 p.m.

Adoption of the Agenda: Councilman Lauritsen motioned to adopt the agenda with the adding “National Reading Month” proclamation and moving the Executive Session for Personnel to after item #3. Councilman Bibb seconded the motion. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for adoption of the agenda.

Announcements:

Proclamations/Awards/Presentations:

- Proclamation – Girl Scouts Day
- Proclamation – National Reading Month
- Proclamation – Government Finance Professionals Week
- Proclamation – National Colorectal Cancer Awareness Month
- Proclamation – City of Warner Robins Founders Day

Action Item 1	Work Session Items
Motion:	N/A
Second:	N/A
Outcome:	N/A

Action Item 1 (A)	Discussion of March 2, 2026 Agenda Items
All Items discussed in detail	

Action Item 1 (B)	TAG Grant –Community and Economic Development
Tiffany Bowen, Keep Warner Robins Beautiful Manager updated Mayor and Council on the use of the TAG Grant item (4F_I) and how that beautification project will be a benefit to not on the community it is near, but as a whole for the city.	

Action Item 1 (C)	2026 Lifeguards – Recreation Parks and Cultural Services
Preston Pooser, Recreation Parks and Cultural Services Director updated Mayor and Council on his plans for the FY27 budget in regard to Lifeguards pay. With competing industries and an already national shortage he plans to budget for \$20/hour and an end of season bonus of up to \$1000 if no more than three scheduled shifts are missed.	

Action Item 1 (D)	Concessions at Facilities – Preston Pooser; Recreation Parks and Cultural Services
Preston Pooser; Recreation Parks and Cultural Services Director updated Mayor and Council on the recent RFP that was completed for concession at the recreation facilities. There was discussion about broadening the scope of concessions at other locations than what was in the original RFP and how to address those needs.	

Mayor LaRhonda Patrick requested a motion to suspend the regularly scheduled meeting and to open the public hearing for application for permit. Councilman Lauritsen made a motion to suspend the regularly scheduled meeting and to open the public hearing for application for permit. Councilman Mack seconded the motion. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

The regular council meeting was suspended at 5:52 pm and the governing authority convened into the public hearing at 5:52 pm.

Action Item 2	Public Hearing – Application for Permit; O.C.G.A. § 36-72-7
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Attorneys Robert Tuggle, III and Mary Grace Kimbrough were present following all notice required by O.C.G.A. Section 36-72-6 and O.C.G.A. Section 36-72-7, the governing authority of the City of Warner Robins held a public hearing regarding the request of the Annie C. Ryals Trust and its administrator, John S. Ryals, for a permit to relocate the McCoy-Matthews-Ryals Burial Ground from the northwest quadrant of Houston Lake and Russell Parkway to Magnolia Park Cemetery.

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

Mayor LaRhonda Patrick requested a motion to adjourn the public hearing for application for permit and to reconvene the regularly scheduled meeting. Councilman Lauritsen made a motion to adjourn the public hearing for application for permit and to reconvene the regularly scheduled meeting. Councilman Bibb seconded the motion. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

The public hearing was adjourned at 6:02 pm and the governing authority reconvened the regularly scheduled meeting at 6:02 pm.

Action Item 3 Formal Public Comments Pertaining to Current Agenda Items	
	<ul style="list-style-type: none"> • Mike Hatcher – agenda item #9
Motion:	N/A
Second:	N/A
Outcome:	N/A

Mayor Patrick requested a motion to amend the agenda to move Executive Session – Personnel after Action Item #4. Councilman Lauritsen made a motion to amend the agenda to move Executive Session – Personnel after Action Item #4. Councilman Bibb seconded the motion. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 4 Consent Agenda	
	<ul style="list-style-type: none"> A. February 17, 2026 Meeting Minutes B. Resolution – Carahsoft e-PlanSoft C. Resolution – Employee Promotions D. Resolution – Fifth Asset, Inc. d/b/a DebtBook E. Resolution – Amendment of Solicitation/Modification of Contract; RAFB F. Purchasing Items <ul style="list-style-type: none"> I. Community and Economic Development – Real Turf Solutions; \$58,853.75

II. Police Department – Dana Safety Supply Inc.; \$ 18,255.63	
III. Police Department – JustFOIA; \$12,608.20	
Motion:	Councilman Bibb moved for the approval of the consent agenda.
Second:	Councilman Lauritsen
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 4 (A)	February 17, 2026 Meeting Minutes
The minutes of the Regular Meeting of February 17, 2026 were presented for approval.	

Action Item 4 (B)	Resolution – Carahsoft e-PlanSoft
A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached Sales Order #1 between e-PlanSoft (“Licensor”) and the City of Warner Robins, Georgia (“Licensee”), for a term beginning March 15, 2026, and ending March 14, 2027, for the renewal of plan review software and public facing interface.	

Action Item 4 (C)	Resolution – Employee Promotions
<p>A resolution the following employees are recommended for promotion by their respective Department Directors, and, the Mayor and City Council deem such recommendations beneficial,</p> <ul style="list-style-type: none"> • Matthew Pitts, promoted from UT Maintenance Worker II (Water), Job Class #918, Grade 09, Utility Department to Equipment Operator (Water), Job Class #913, Grade 10, Utility Department, to be effective March 2, 2026. • Anthony Chestnut, promoted from Heavy Equipment Operator (Sewer), Job Class #935, Grade 12, Utility Department to UT Maintenance Crew Leader (Water), Job Class #909, Grade 15, Utility Department, to be effective March 2, 2026. • James Freeman, promoted from Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to Battalion Chief of Operations, Job Class #530, Grade 22, Fire Department, to be effective March 2, 2026. • Robert Rogers, promoted from Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to Battalion Chief of Operations, Job Class #530, Grade 22, Fire Department, to be effective March 2, 2026. • Brian White, promoted from Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to Battalion Chief of Operations, Job Class #530, Grade 22, Fire Department, to be effective March 2, 2026. • Jacob Grube, promoted from Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to be effective March 2, 2026. 	

- John J. Gilbert, promoted from Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to be effective March 2, 2026.
- Cameron Thorn, promoted from Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to be effective March 2, 2026.
- Rochelle Bloyer, promoted from Firefighter, Job Class #520, Grade 14, Fire Department, to Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to be effective March 2, 2026.
- Christian Cook, promoted from Firefighter, Job Class #520, Grade 14, Fire Department, to Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to be effective March 2, 2026.
- Gabrielle Floyd, promoted from Firefighter, Job Class #520, Grade 14, Fire Department, to Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to be effective March 2, 2026.

Action Item 4 (D)	Resolution – Fifth Asset, Inc. d/b/a DebtBook
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A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached Renewal Amendment to the Agreement dated May 1, 2022, between DebtBook (“Provider”) and the City of Warner Robins, Georgia (“Customer”), for the renewal of Debt Management Core, Debt Accounting, and Lease & SBITA Management software-as-a-service application services and that said Renewal Amendment shall extend the term of the Agreement for an additional three (3) years, beginning April 30, 2026, and ending April 29, 2029.

Also, that the annual recurring subscription fee for the Renewal Term shall be Fifteen Thousand Dollars (\$15,000.00) per year, for a total contract value of Forty-Five Thousand Dollars (\$45,000.00) over the three-year term, with no one-time implementation fees and that payment of the annual fees shall be due on April 30, 2026, and on each anniversary thereafter, subject to the payment terms set forth in the Agreement and annual budget appropriations and that the Renewal Amendment shall amend the definition of “Application Services” to include the Products and other application-based services offered through the DebtBook application, as specified in the applicable Order Form, and that all other terms and conditions of the original Agreement shall remain in full force and effect unless expressly modified by the Renewal Amendment..

Action Item 4 (E)	Resolution – Amendment of Solicitation/Modification of Contract; RAFB
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A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached Amendment of Solicitation/Modification of Contract between Robins Air Force Base (“United States of America”) and the City of Warner Robins (“City”) for exercising Annual Option II for the period of performance 1 Mar 2026 through 28 Feb 2027, Interruptible Natural Gas; firm fixed price.

Action Item 4 (F)	Purchasing Items
<p>Purchasing Items</p> <ul style="list-style-type: none"> I. Community and Economic Development – Real Turf Solutions; \$58,853.75 II. Police Department – Dana Safety Supply Inc.; \$ 18,255.63 III. Police Department – JustFOIA; \$12,608.20 	

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 6:14 pm, and the governing body convened into executive session at 6:20 pm; the executive session ended at 7:15 pm. The City Clerk is in possession of the executive session minutes.

Mayor Patrick requested a motion to reconvene the meeting at 7:21 pm and the amend the agenda with the addition of action item #10 – Resolution – Temporary Amendment of the Sick Leave Pool Policy. Councilman Lauritsen motioned for the request. Councilman Bibb seconded. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 5	Motion – Application for Cemetery Relocation Permit
<p>A motion to approve the cemetery relocation permit application of the Annie C. Ryals Trust, administered by John S. Ryals, based on the information presented and following the duly advertised public hearing; to grant the request to relocate the McCoy-Matthews-Ryals Burial Ground; to accept the applicant’s mitigation proposal; and to authorize issuance of the relocation permit in accordance with O.C.G.A. Sections 36-72-6 through 36-72-8.</p>	
Motion:	Councilman Holmes moved for the approval.
Second:	Councilman Curtis
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 6	Motion – Rezoning Petition – The Assembly of Warner Robins Inc./Gunn Road
<p>A motion to approve the rezoning request from The Assembly of Warner Robins Inc. rezoning of a portion of the property, including all right-of-ways, totaling +/-13.41 acres, located along Gunn Road, directly adjacent (to the north) of 6040 Watson Boulevard, also known as tax parcel [0W0970 322000] from R-4 [Multi Family Residential District] to R-1 [Single Family Residential District].</p>	
Motion:	Councilman Curtis moved for the approval.

Second:	Councilman Holmes
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 7	Resolution – Joint Consent Agreement
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A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached Joint Consent Agreement among the Georgia Public Service Commission, the Mid-State Energy Commission, Atlanta Gas Light Company, the City of Perry and the City of Warner Robins, amending its Pipeline and Distribution Certificates of Public Convenience and Necessity for Houston County, Georgia and Petition of the Mid-State Energy Commission to Amend the Houston County Countywide Safety Plan.

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

Action Item 8	Ordinance #08-26 – Classification Plan Update
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Ordinance #08-26 of the governing authority of the City of Warner Robins that the City Classification Plan is amended as follows:

- Deactivate the position of Compliance Training Officer, Job Class # 971, Grade # 17, authorized strength of 1, Utility Department.
- Deactivate the position of Pollution Control Coordinator, Job Class # 927, Grade # 16, authorized strength of 1, Utility Department.
- Deactivate the position of Utility Locate Crewleader, Job Class # 977, Grade # 16, authorized strength of 1, Utility Department.
- Deactivate the position of Pollution Control Technician, Job Class # 946, Grade # 14, authorized strength of 1, Utility Department.
- the position of Asst. Utility Maintenance Supervisor (Water), Job Class # 947, Grade # 16, authorized strength of 1, Utility Department.
- Create the position of Asst. Utility Maintenance Supervisor (Sewer), Job Class # 948, Grade # 16, authorized strength of 1, Utility Department.

- Increase the authorized strength of Utility Maintenance Crewleader (Water), Job Class # 909, Grade # 15, Utility Department, by 1, changing from an authorized strength of 5 to an authorized strength of 6.
- Increase the authorized strength of Heavy Equipment Operator (Water), Job Class # 914, Grade # 12, Utility Department, by 1, changing from an authorized strength of 1 to an authorized strength of 2.

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.

Motion:	Councilman Lashley moved for the approval of Ordinance #08-26 and to waive the second reading.
Second:	Councilman Curtis
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 9	Ordinance #09-26 – Veterans Issues Board Amendment
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Ordinance #09-26 of the governing authority of the City of Warner Robins that City ordinance #05-22 shall be amended to include a change to the number of board members, making the total nine (9), instead of eighteen (18).

Motion:	Councilman Mack moved for the approval of Ordinance #09-26 and to waive the second reading.
Second:	Councilman Bibb
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 10	Resolution – Temporary Amendment to Sick Leave Pool Policy
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A resolution that the City of Warner Robins has recognized a need to temporarily suspend that tenant of the sick leave pool policy in order to meet a need resulting from an unusual and significant line of duty injury to an employee that will cause the employee to suffer a significant medical leave of absence.

The requirement that half of sick leave hours donated for the benefit of a specific employee shall, be suspended for 60 days.

Motion:	Councilman Bibb moved for the approval.
Second:	Councilman Mack

Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.
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Citizen Comments – Chief Wayne Fisher

Council Comments

Adjournment: 7:48 pm

Next Regular Council Meeting: Monday, March 16, 2026

Mandy Stella
City Clerk

DRAFT

STAFF REPORT

DEPARTMENT: HUMAN RESOURCES
 SUBMITTED BY: KEN FENNEL & MELANIE BYER
 MEETING DATE: MARCH 16, 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: \$5,071

Included In Current Capital Budget: N/A

Appropriations: N/A

Account Title / Number	Dollar Amount
Felex Jackson Jr. – 53-000-04300	\$2.0930 hourly increase
Michael Moriarty – 53-000-04300	\$3.1350 hourly increase
Evan Norton – 53-000-04300	\$2.6952 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 advertise vacant positions, and these positions are filled through a hiring process. This process requires posting a job, receiving applications/job interest forms from current employees, interviews, and other steps. After completion of the process, if current employees are selected for the position and it is an increase in grade from their current position, the department director requests approval by the Mayor and Council for the employee(s) to be promoted. This typically involves a 10% pay increase. Human Resources reviews the submitted paperwork to ensure the approved steps are followed and submits a resolution for approval of the requested promotions made by the department directors.

ALTERNATIVES

Disapprove the requested promotions 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-

Felex Jackson Jr., promoted from Meter Reader, Job Class #940, Grade 09, Utility Department to Utilities Servicer, Job Class #968, Grade 10, Utility Department, to be effective March 16, 2026.

-2-

Michael Moriarty, promoted from Zoning Assistant, Job Class #851, Grade 15, Building and Inspections Department to Utilities Inspector, Job Class #967, Grade 16, Building and Inspections Department, to be effective March 16, 2026.

-3-

Evan Norton, promoted from UT Maintenance Worker III (Water), Job Class #921, Grade 11, Utility Department to UT Maintenance Crew Leader (Water), Job Class #909, Grade 15, Utility Department, to be effective March 16, 2026.

This _____ day of _____, 2026

By: _____
LaRhonda W. Patrick, Mayor

ATTEST:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: GENERAL ADMINISTRATION

SUBMITTED BY: CHRIS ROOKS

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

Bid for City of Warner Robins Pest Control Services

Annual Pest Control services were competitively bid, and four companies responded to the bid to provide annual pest control services.

STAFF RECOMMENDATION

After evaluating the bids, the recommendation from staff is to award the bid to National Exterminating. This company has been providing pest control services to the City of Warner Robins for many years and provides excellent service. They are also the only local business who submitted a bid.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact:

Total Project Cost: \$12,132.00

Included In Current Capital Budget:

Appropriations:

Account Title / Number	Dollar Amount
On separate lines, enter each account from which funds will be drawn and the corresponding dollar amount	\$12,132.00 Annually

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

Paying for annual pest control for City facilities is essential to protect public health, maintain sanitary work environments, and safeguard critical infrastructure. Regular inspections and treatments help prevent infestations that can damage buildings, contaminate supplies, and disrupt daily operations. Proactive pest management also reduces long-term costs by addressing issues before they escalate, ensuring that City spaces remain safe, compliant, and fully functional for employees and the communities we serve.

ALTERNATIVES

This annual service was bid, and several companies submitted a bid. Staff recommends National Exterminating because of local preference, and they have provided excellent service to the City for many years. Mayor and Council could choose to reject the bid with the following alternatives:

1. Rebid annual pest control services.
2. Award the bid to Prime Pest Solution from Griffin, GA, for \$9,924.00 annually.
3. Award the bid to Terminix Commercial from Kennesaw, GA, for \$11,328.00 annually.
4. Award the bid to Knox Pest Control from Fortson, GA, for \$15,264.00.

ATTACHMENTS

1. Bid Documents

DRAFT

BID TABULATION

BID NO.: 26-GA-4751 PEST CONTROL SERVICES

Line #	Description	QTY	UOM	Prime Pest Solutions (B&G Service Solutions) Griffin, GA		Terminix Commerical (Terminix International LP) Kennesaw, GA		National Exterminating Company Warner Robins, GA		Knox Pest Control (Guardian Pest Services) Fortson, GA	
				Total Price	Extended	Total Price	Extended	Total Price	Extended	Total Price	Extended
				Unit		Unit		Unit		Unit	
1	City Hall - 700 Watson Blvd. (Approximately 38,520 sq. ft.)	12	Month	\$20.00	\$240.00	\$45.00	\$540.00	\$54.00	\$648.00	\$52.00	\$624.00
2	Equipment Room at City Hall - 700 Watson Blvd. (Approximately 1,344 sq. ft.)	12	Month	\$12.00	\$144.00	\$13.00	\$156.00	\$9.00	\$108.00	\$14.00	\$168.00
3	Civic Center - 700 Watson Blvd. (Approximately 45,602 sq. ft.)	12	Month	\$20.00	\$240.00	\$46.00	\$552.00	\$32.00	\$384.00	\$72.00	\$864.00
4	City Hall Annex - 610B Watson Blvd. (Approximately 13,790 sq. ft.)	12	Month	\$20.00	\$240.00	\$21.00	\$252.00	\$12.00	\$144.00	\$22.00	\$264.00
5	Community & Economic Development Dept - 610A Watson Blvd. (Approximately 6,996 sq. ft.)	12	Month	\$20.00	\$240.00	\$17.00	\$204.00	\$12.00	\$144.00	\$18.00	\$216.00
6	Recreation Dept - 800 Watson Blvd. (Approximately 20,169 sq. ft.)	12	Month	\$25.00	\$300.00	\$28.00	\$336.00	\$22.00	\$264.00	\$30.00	\$360.00
7	Senior Activity Center - 152 Maple Street (Approximately 5,390 sq. ft.)	12	Month	\$20.00	\$240.00	\$16.00	\$192.00	\$22.00	\$264.00	\$20.00	\$240.00
8	Wellston Center - 152 Maple Street (Approximately 13,255 sq. ft.)	12	Month	\$20.00	\$240.00	\$21.00	\$252.00	\$15.00	\$180.00	\$30.00	\$360.00
9	Recycling Building - 151 Maple Street (Approximately 2,265 sq. ft.)	12	Month	\$20.00	\$240.00	\$14.00	\$168.00	\$12.00	\$144.00	\$15.00	\$180.00
10	Memorial Park - 800 South Armed Forces Blvd.	12	Month	\$20.00	\$240.00	\$12.00	\$144.00	\$12.00	\$144.00	\$18.00	\$216.00
11	D.L. Fountain Park (all buildings) - 614 Kimberly Road (Approximately 668 sq. ft.)	12	Month	\$15.00	\$180.00	\$12.00	\$144.00	\$12.00	\$144.00	\$14.00	\$168.00
12	Peavy Park (all buildings) - 610 Johnson Road (Approximately 2,488 sq. ft.)	12	Month	\$20.00	\$240.00	\$14.00	\$168.00	\$12.00	\$144.00	\$18.00	\$216.00
13	Sewell Park (all buildings) - 115 Wallace Drive (Approximately 1,000 sq. ft.)	12	Month	\$15.00	\$180.00	\$12.00	\$144.00	\$12.00	\$144.00	\$14.00	\$168.00
14	Simpson Park - 700 Johnson Road (Approximately 3,400 sq. ft.)	12	Month	\$15.00	\$180.00	\$14.00	\$168.00	\$18.00	\$216.00	\$20.00	\$240.00
15	Delores Tolliver Center (all buildings) - 115 Wallace Drive (Approximately 3,542 sq. ft.)	12	Month	\$20.00	\$240.00	\$14.00	\$168.00	\$12.00	\$144.00	\$22.00	\$264.00
16	Ferguson Building - 471 Elberta Road (Approximately 2,119 sq. ft.)	12	Month	\$20.00	\$240.00	\$14.00	\$168.00	\$12.00	\$144.00	\$18.00	\$216.00
17	Tanner Building - 200 Carl Vinson Parkway	12	Month	\$20.00	\$240.00	\$12.00	\$144.00	\$12.00	\$144.00	\$22.00	\$264.00
18	Ted Wright Park (all buildings) - 2841 Moody Road (Approximately 7,100 sq. ft.)	12	Month	\$15.00	\$180.00	\$17.00	\$204.00	\$12.00	\$144.00	\$20.00	\$240.00
19	Tennis Complex - 110 Bear Country Blvd.	12	Month	\$25.00	\$300.00	\$25.00	\$300.00	\$31.00	\$372.00	\$30.00	\$360.00
20	North Houston Sports Complex - 900 North Houston Road (Approximately 82,818 sq. ft.)	12	Month	\$25.00	\$300.00	\$80.00	\$960.00	\$137.00	\$1,644.00	\$135.00	\$1,620.00
21	Convention & Visitors Bureau (all buildings) - 99 Armed Forces Blvd. North (Approximately 3,390 sq. ft.)	12	Month	\$20.00	\$240.00	\$15.00	\$180.00	\$16.00	\$192.00	\$20.00	\$240.00
22	Law Enforcement Center - 100 Watson Blvd (Approximately 40,582 sq. ft.)	12	Month	\$25.00	\$300.00	\$45.00	\$540.00	\$57.00	\$684.00	\$55.00	\$660.00
23	Police Traffic Unit - 1111 Green Street (Approximately 4,594 sq. ft.)	12	Month	\$20.00	\$240.00	\$16.00	\$192.00	\$12.00	\$144.00	\$18.00	\$216.00
24	Municipal Court / IT Dept. / Stormwater Dept. - 308 North Davis Drive (Approximately 10,656 sq. ft.)	12	Month	\$20.00	\$240.00	\$35.00	\$420.00	\$47.00	\$564.00	\$45.00	\$540.00
25	Animal Control Shelter (all buildings) - 208 Stalaker Drive (Approximately 14,091 sq. ft.)	12	Month	\$25.00	\$300.00	\$25.00	\$300.00	\$26.00	\$312.00	\$65.00	\$780.00
26	Police Training Center - 210 Stalaker Drive (Approximately 4,800 sq. ft.)	12	Month	\$20.00	\$240.00	\$14.00	\$168.00	\$15.00	\$180.00	\$22.00	\$264.00
27	Fire Headquarters (all buildings) - 111 North Pleasant Hill Road (Approximately 11,463 sq. ft.)	12	Month	\$25.00	\$300.00	\$19.00	\$228.00	\$12.00	\$144.00	\$30.00	\$360.00
28	Fire Station #2 - 207 Myrtle Street (Approximately 2,964 sq. ft.)	12	Month	\$15.00	\$180.00	\$14.00	\$168.00	\$12.00	\$144.00	\$18.00	\$216.00
29	Fire Station #3 - 117-A Chestnut Road (Approximately 2,319 sq. ft.)	12	Month	\$15.00	\$180.00	\$14.00	\$168.00	\$12.00	\$144.00	\$18.00	\$216.00
30	Fire Station #4 - 901 North Houston Road (Approximately 3,666 sq. ft.)	12	Month	\$15.00	\$180.00	\$14.00	\$168.00	\$12.00	\$144.00	\$18.00	\$216.00
31	Fire Station #5 - 709 Sandy Run Road (Approximately 2,400 sq. ft.)	12	Month	\$15.00	\$180.00	\$14.00	\$168.00	\$12.00	\$144.00	\$18.00	\$216.00
32	Fire Station #6 - 701 Osigian Blvd (Approximately 8,370 sq. ft.)	12	Month	\$15.00	\$180.00	\$17.00	\$204.00	\$12.00	\$144.00	\$22.00	\$264.00
33	Fire Station #7 (both sections of bldg.) - 955 Lake Joy Road (Approximately 6,450 sq. ft.)	12	Month	\$15.00	\$180.00	\$17.00	\$204.00	\$12.00	\$144.00	\$22.00	\$264.00
34	Fire Station #8 - 91 Victory Way (Approximately 8,300 sq. ft.)	12	Month	\$15.00	\$180.00	\$17.00	\$204.00	\$12.00	\$144.00	\$22.00	\$264.00
35	Fire Training Center - 300 Foy Evans Drive (Approximately 4,080 sq. ft.)	12	Month	\$15.00	\$180.00	\$17.00	\$204.00	\$12.00	\$144.00	\$22.00	\$264.00
36	Utility Department (all buildings) - 95 Glenn Drive (Approximately 10,247 sq. ft.)	12	Month	\$15.00	\$180.00	\$25.00	\$300.00	\$32.00	\$384.00	\$30.00	\$360.00
37	Utilities (all buildings) - 97 Glenn Drive (Approximately 1,688 sq. ft.)	12	Month	\$15.00	\$180.00	\$25.00	\$300.00	\$37.00	\$444.00	\$35.00	\$420.00
38	Utilities Maintenance Barn - 100 Bay Street (Approximately 8,124 sq. ft.)	12	Month	\$20.00	\$240.00	\$15.00	\$180.00	\$20.00	\$240.00	\$19.00	\$228.00
39	Utilities Gas Department - 405-A South Pleasant Hill Road (Approximately 1,800 sq. ft.)	12	Month	\$20.00	\$240.00	\$17.00	\$204.00	\$15.00	\$180.00	\$24.00	\$288.00
40	Water Treatment Plant #1 (office space only) - 598 Cornelia Drive (Approximately 1,750 sq. ft.)	12	Month	\$20.00	\$240.00	\$12.00	\$144.00	\$14.00	\$168.00	\$13.00	\$156.00
41	Public Works (all buildings) - 210 Bay Street (Approximately 16,814 sq. ft.)	12	Month	\$20.00	\$240.00	\$25.00	\$300.00	\$28.00	\$336.00	\$26.00	\$312.00
42	International City Golf Course (Clubhouse and Cart Barn) - 72 Play Golf Drive (Approximately 12,023 sq. ft.)	12	Month	\$20.00	\$240.00	\$20.00	\$240.00	\$26.00	\$312.00	\$24.00	\$288.00
43	Houston Mall Police Precinct - 238 North Houston Road	12	Month	\$20.00	\$240.00	\$12.00	\$144.00	\$12.00	\$144.00	\$18.00	\$216.00
44	Homeless Shelter - 79 Green Street (Approximately 7,000 sq. ft.)	12	Month	\$20.00	\$240.00	\$55.00	\$660.00	\$55.00	\$660.00	\$65.00	\$780.00
				Annual Cost:		\$11,328.00		\$12,132.00		\$15,264.00	

**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 National Extermination Co. (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning April 1, 2026, and ending March 31, 2027, for annual pest control for City facilities.

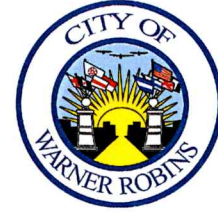
This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT FOR SERVICES

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

CONTRACTOR: National Exterminating Company
107 Westcliff Blvd.
Warner Robins, GA 31093

BID NO./TITLE: 26-GA-4751 Annual Contract for Pest Control Services

This Contract is made and entered into this 16th day of **March 2026**, by and between **NATIONAL EXTERMINATING CO.**, (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;
 - d. Exhibit B: Scope of Services
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of **April 1, 2026 and expire on March 31, 2027**. Upon expiration of the initial term, and on each anniversary of the Effective Date thereafter, this Contract shall automatically renew for up to three (3) 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 four (4) 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 Bid Form (the "Work"), attached hereto as "Exhibit B" and generally described as follows:

Interior pest control services for designated City of Warner Robins facilities, including all labor, materials, certified personnel, routine and as-needed treatments, and full compliance with applicable laws and regulations to maintain a pest-free environment.

4. Contract Price: The City shall pay Contractor in accordance with the rates set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's performance of Work, 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. Payment Procedures
 - 5.1 The City will process payment requests following inspection and approval of services rendered.
 - 5.2 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.
 - 5.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
 - 5.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.
6. Termination
 - 6.1 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.
 - 6.2 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 up to four (4) successive one (1) year renewal terms (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.
7. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits necessary to perform the Work as required by law. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.
8. Insurance
 - 8.1 Contractor shall obtain and continuously maintain during the term of the Contract insurance meeting or exceeding the minimum coverage amounts as follows:
Worker's Compensation at Statutory Requirement
Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate

Commercial Auto Liability: \$1 Million Combined Single Limit

- 8.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.
9. 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.
10. Subcontractors
 - 10.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to perform services under this Contract without the prior written consent of the City.
 - 10.2 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.
 - 10.3 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.
11. Employment Authorization Program
 - 11.1 In accordance with the Georgia Security and Immigration Compliance Act, as amended, any Contractor that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with these E-Verify requirements.
 - 11.2 The Contractor and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.
 - 11.3 The Contractor shall comply with any and all applicable requirements and provisions set forth in O.C.G.A. § 13-10-91.
 - 11.4 Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor contracts with a subcontractor in connection with this Contract, the Contractor shall secure from such subcontractor a notarized subcontractor affidavit, and maintain such record for inspection by the City.
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

**NATIONAL EXTERMINATING
COMPANY**

Signature: _____
LaRHONDA W. PATRICK
MAYOR

Signature: _____
Print Name: _____
Title: _____
Date: _____

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

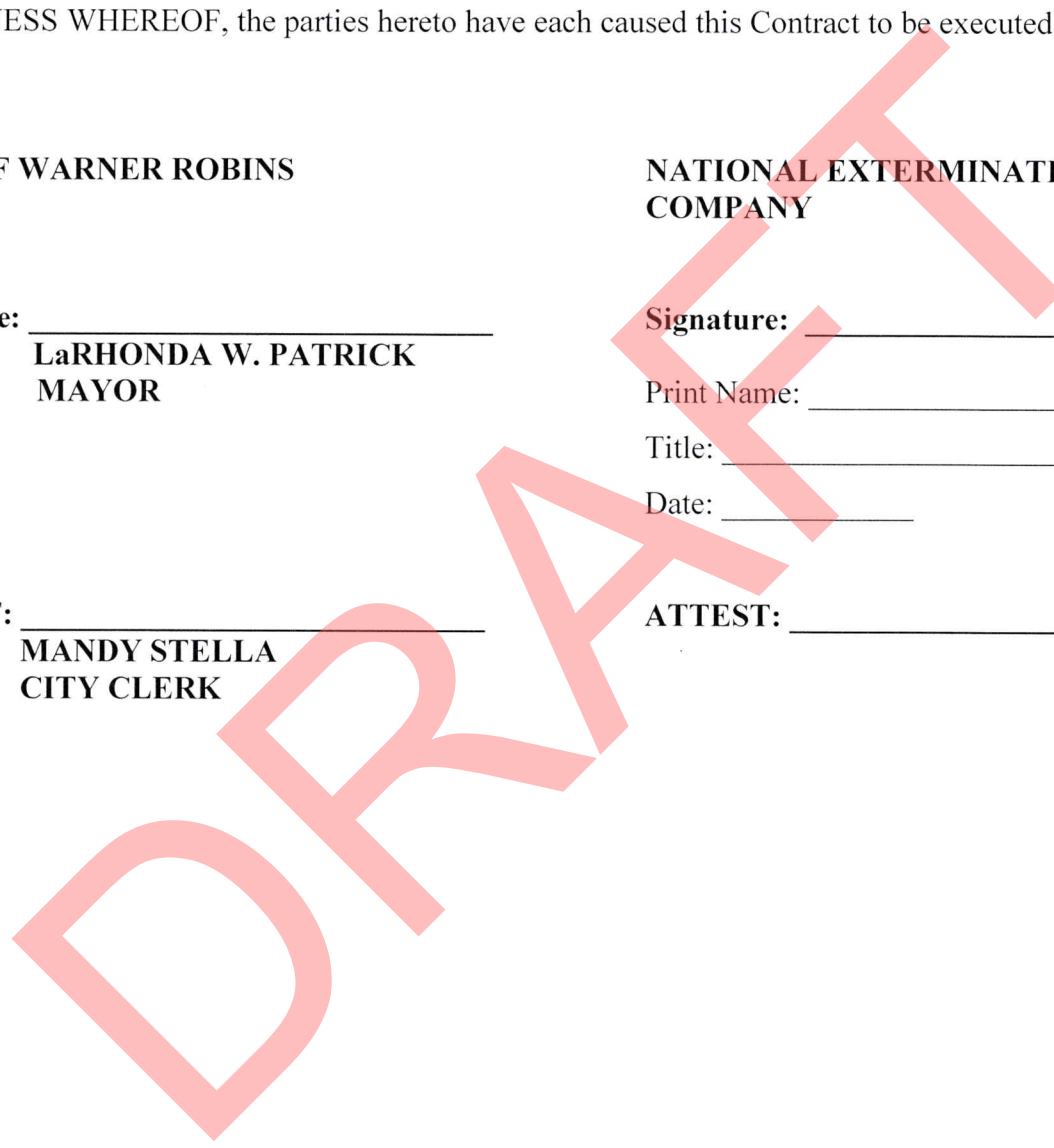


Exhibit A - Bid Price List Bid #: 26-GA-4751 Pest Control Service (April 1, 2026 - March 31, 2027) National Exterminating Company 107 Westcliff Blvd., Warner Robins, GA 31093					
Line #	Description	Quantity	Unit of Measure	Unit Price	Extended (Yearly Cost)
1	City Hall - 700 Watson Blvd. (Approximately 38,520 sq. ft.)	12	Month	\$54.00	\$648.00
2	Equipment Room at City Hall - 700 Watson Blvd. (Approximately 1,344 sq. ft.)	12	Month	\$9.00	\$108.00
3	Civic Center - 700 Watson Blvd. (Approximately 45,602 sq. ft.)	12	Month	\$32.00	\$384.00
4	City Hall Annex - 610B Watson Blvd. (Approximately 13,790 sq. ft.)	12	Month	\$12.00	\$144.00
5	Community & Economic Development Dept.- 610A Watson Blvd. (Approximately 6,996 sq. ft.)	12	Month	\$12.00	\$144.00
6	Recreation Dept. - 800 Watson Blvd. (Approximately 20,169 sq. ft.)	12	Month	\$22.00	\$264.00
7	Senior Activity Center - 152 Maple Street (Approximately 5,390 sq. ft.)	12	Month	\$22.00	\$264.00
8	Wellston Center - 155 Maple Street (Approximately 13,255 sq. ft.)	12	Month	\$22.00	\$264.00
9	Recycling Building - 151 Maple Street (Approximately 2,265 sq. ft.)	12	Month	\$15.00	\$180.00
10	Memorial Park - 800 South Armed Forces Blvd.	12	Month	\$12.00	\$144.00
11	D.L. Fountain Park (all buildings) - 614 Kimberly Road (Approximately 668 sq. ft.)	12	Month	\$12.00	\$144.00
12	Peavy Park (all buildings) - 610 Johnson Road (Approximately 2,488 sq. ft.)	12	Month	\$12.00	\$144.00
13	Sewell Park (all buildings) - 115 Wallace Drive (Approximately 1,000 sq. ft.)	12	Month	\$12.00	\$144.00
14	Simpson Park - 700 Johnson Road (Approximately 3,400 sq. ft.)	12	Month	\$18.00	\$216.00
15	Delores Toliver Center (all buildings) - 115 Wallace Drive (Approximately 3,542 sq. ft.)	12	Month	\$12.00	\$144.00
16	Ferguson Building - 471 Elberta Road (Approximately 2,119 sq. ft.)	12	Month	\$12.00	\$144.00
17	Tanner Building - 200 Carl Vinson Parkway	12	Month	\$12.00	\$144.00
18	Ted Wright Park (all buildings) - 2841 Moody Road (Approximately 7,100 sq. ft.)	12	Month	\$12.00	\$144.00
19	Tennis Complex - 110 Bear Country Blvd.	12	Month	\$31.00	\$372.00
20	North Houston Sports Complex - 900 North Houston Road (Approximately 82,818 sq. ft.)	12	Month	\$137.00	\$1,644.00

21	Convention & Visitors Bureau (all buildings) - 99 Armed Forces Blvd. North (Approximately 3,390 sq. ft.)	12	Month	\$16.00	\$192.00
22	Law Enforcement Center - 100 Watson Blvd (Approximately 40,582 sq. ft.)	12	Month	\$57.00	\$684.00
23	Police Traffic Unit - 1111 Green Street (Approximately 4,594 sq. ft.)	12	Month	\$12.00	\$144.00
24	Municipal Court / IT Dept. / Stormwater Dept. - 308 North Davis Drive (Approximately 10,656 sq. ft.)	12	Month	\$47.00	\$564.00
25	Animal Control Shelter (all buildings) - 208 Stalnaker Drive (Approximately 14,091 sq. ft.)	12	Month	\$26.00	\$312.00
26	Police Training Center - 210 Stalnaker Drive (Approximately 2,470 sq. ft.)	12	Month	\$15.00	\$180.00
27	Fire Headquarters (all buildings) - 111 North Pleasant Hill Road (Approximately 11,463 sq. ft.)	12	Month	\$12.00	\$144.00
28	Fire Station #2 - 207 Myrtle Street (Approximately 2,964 sq. ft.)	12	Month	\$12.00	\$144.00
29	Fire Station #3 - 117-A Chestnut Road (Approximately 2,319 sq. ft.)	12	Month	\$12.00	\$144.00
30	Fire Station #4 - 901 North Houston Road (Approximately 3,666 sq. ft.)	12	Month	\$12.00	\$144.00
31	Fire Station #5 - 709 Sandy Run Road (Approximately 2,400 sq. ft.)	12	Month	\$12.00	\$144.00
32	Fire Station #6 - 701 Osigian Blvd (Approximately 8,370 sq. ft.)	12	Month	\$12.00	\$144.00
33	Fire Station #7 (both sections of bldg.) - 955 Lake Joy Road (Approximately 6,450 sq. ft.)	12	Month	\$12.00	\$144.00
34	Fire Station #8 - 91 Victory Way (Approximately 8,300 sq. ft.)	12	Month	\$12.00	\$144.00
35	Fire Training Center - 300 Foy Evans Drive (Approximately 4,080 sq. ft.)	12	Month	\$32.00	\$384.00
36	Utility Department (all buildings) - 95 Glenn Drive (Approximately 10,247 sq. ft.)	12	Month	\$37.00	\$444.00
37	Utilities (all buildings) - 97 Glenn Drive (Approximately 1,688 sq. ft.)	12	Month	\$20.00	\$240.00
38	Utilities Maintenance Barn - 100 Bay Street (Approximately 8,124 sq. ft.)	12	Month	\$15.00	\$180.00
39	Utilities Gas Department - 405-A South Pleasant Hill Road (Approximately 1,800 sq. ft.)	12	Month	\$21.00	\$252.00
40	Water Treatment Plant #1 (office space only) - 598 Cornelia Drive (Approximately 1,750 sq. ft.)	12	Month	\$14.00	\$168.00
41	Public Works (all buildings) - 210 Bay Street (Approximately 16,814 sq. ft.)	12	Month	\$28.00	\$336.00
42	International City Golf Course (Clubhouse and Cart Barn) - 72 Play Golf Drive (Approximately 12,023 sq. ft.)	12	Month	\$26.00	\$312.00

43	Houston Mall Police Precinct - 238 North Houston Road	12	Month	\$12.00	\$144.00
44	Homeless Shelter - 79 Green Street (Approximately 7,000 sq. ft.) - Start date pending	12	Month	\$55.00	\$660.00
				\$1,011.00	\$12,132.00

DRAFT

Exhibit B
Annual Contract for Pest Control Services
26-GA-4751
SCOPE OF SERVICE

A. WORK INCLUDED: The contractor shall provide all labor, tools, equipment, materials, and all incidentals required and/or implied for the complete and satisfactory performance of pest control treatment for the buildings and locations listed on the bid form. Treatment shall be provided for all spaces within the buildings at the frequencies given, or as specifically directed otherwise by the City of Warner Robins at the time of treatment. Treatment is to be confined to the interior of the building. The contractor shall provide treatment for all ordinary house and building pests and insects, including cockroaches, ants, moths, silverfish, flies, mosquitoes, rats and mice. Insects not included are termites, carpenter ants, or wood borers.

B. QUALITY OF WORKMANSHIP: All work shall be quality work performed according to the standards of the industry, and to the complete satisfaction of the City of Warner Robins to provide a pest free environment for the buildings and areas treated. All work shall be performed in accordance with current state, federal and local laws and regulations which govern pest control services, including applicable EPA and FDA regulations, and chemical manufacturer's directions, whichever is more stringent.

C. PERSONNEL QUALIFICATIONS: All personnel used by the contractor for the performance of this work shall be properly trained and qualified pesticide applicators, and shall have current certification from the Georgia Department of Agriculture and Consumer Services, as well as any other required licenses and certifications. The contractor shall provide evidence of qualifications for any personnel performing work under this contract upon request by the City of Warner Robins.

The City of Warner Robins reserves the right to refuse to accept services from any personnel deemed by the City to be unqualified, disorderly, or otherwise unable to perform assigned work.

D. TREATMENT SPECIFICATIONS: As a minimum, routine standard treatment shall be provided as described below. Additional treatment shall be provided as necessary to provide a pest-free environment, including fogging or other more rigorous treatments.

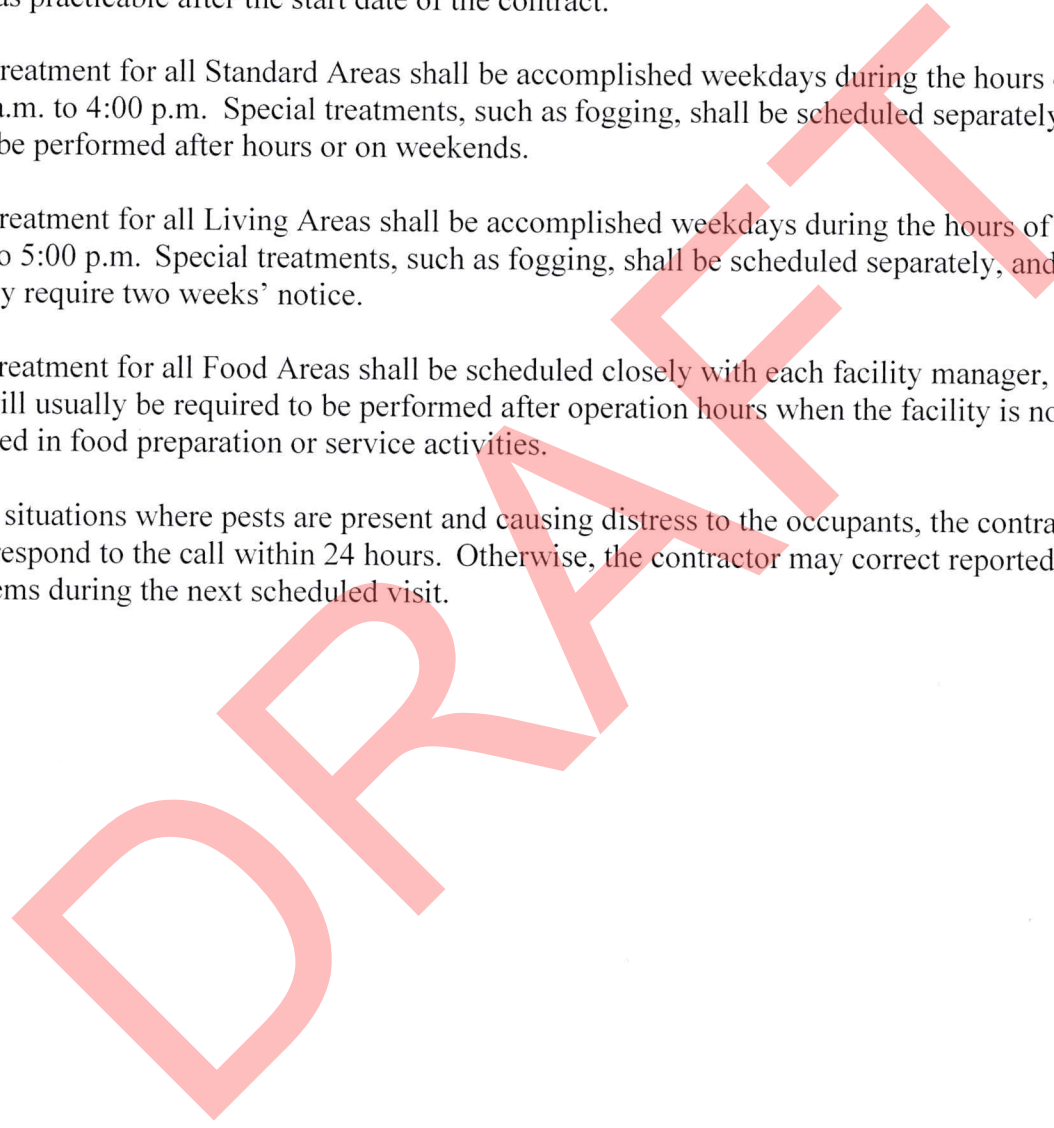
1. Standard Areas, including offices, hallways, and all other areas not identified as Restricted Areas shall receive treatment at least once per month with an EPA approved chemical, applied in accordance with manufacturer's directions for standard areas.
2. Living Areas, such as Fires Station quarters shall receive treatment at least once per month with an EPA approved chemical, applied in accordance with manufacturer's directions for living areas.
3. Food Areas, including food storage, serving and preparation areas shall receive treatment at least twice per month with an EPA and FDA approved chemical, applied in accordance with manufacturer's directions for food areas.
4. Restricted Areas, including some research areas and laboratories at the Law Enforcement Center, which may change according to research or work being performed, and will be identified to the contractor after award of contract and prior to treatment. Areas identified as Restricted Areas are subject to change at any time upon notification by the City.

E. MATERIAL SPECIFICATIONS: All materials and chemicals used for the performance of

this work shall conform to current Federal, State, and OSHA requirements and shall be approved and in compliance with existing EPA labeling and the use requirements under the Federal Insecticide, Fungicide, and Rodenticide Act (as amended). Pest control sprays shall be defined as low odor.

F. SCHEDULING AND COORDINATION:

1. All treatments shall be scheduled ahead of time as agreed upon by the contractor and the City of Warner Robins. A set schedule for routine standard treatment shall be established as soon as practicable after the start date of the contract.
2. Treatment for all Standard Areas shall be accomplished weekdays during the hours of 7:00 a.m. to 4:00 p.m. Special treatments, such as fogging, shall be scheduled separately, and must be performed after hours or on weekends.
3. Treatment for all Living Areas shall be accomplished weekdays during the hours of 8:00 a.m. to 5:00 p.m. Special treatments, such as fogging, shall be scheduled separately, and will usually require two weeks' notice.
4. Treatment for all Food Areas shall be scheduled closely with each facility manager, and will usually be required to be performed after operation hours when the facility is not engaged in food preparation or service activities.
5. In situations where pests are present and causing distress to the occupants, the contractor shall respond to the call within 24 hours. Otherwise, the contractor may correct reported problems during the next scheduled visit.



STAFF REPORT

DEPARTMENT: GENERAL ADMINISTRATION

SUBMITTED BY: CHRIS ROOKS

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

CredStar Revenue Solutions (Midwest Municipal Services Debt Collection)

This agenda item is a contract renewal. This company is responsible for dept collection for the City of Warner Robins. There is no rate change (18%) from the previous year, and CredStar was awarded the contract a few years ago through a formal bid process.

STAFF RECOMMENDATION

Staff recommend renewing the contract with CredStar Revenue Solutions. The city benefits greatly from partnering with a dedicated debt collection company because it helps ensure that public funds are recovered efficiently, professionally, and in full compliance with legal standards. By outsourcing collection efforts, cities can focus their internal resources on essential public services while specialists handle the complex and time-consuming process of recovering overdue accounts. This partnership not only improves revenue stability but also promotes fairness and accountability by ensuring all residents meet their financial responsibilities to the community.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact:

Total Project Cost: 18% Collection Fee

Included In Current Capital Budget:

Appropriations:

Account Title / Number	Dollar Amount
	18% Collection Fee

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

CredStar Revenue Solutions provides professional debt collection services designed to help the city recover outstanding balances quickly and respectfully. Using compliant strategies, advanced

account-tracking tools, and trained recovery specialists, CredStar works to increase collection rates while maintaining positive relationships with consumers. Their approach emphasizes transparency, ethical practices, and efficient communication, enabling businesses to reduce bad debt and improve overall financial stability.

ALTERNATIVES

Mayor and Council could choose to reject this contract renewal, and staff can formally bid collection services for the city.

ATTACHMENTS

1. Contract Agreement

DRAFT

**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 Debt Collection Services Agreement (the “Agreement”) between Midwest Municipal Services LLC dba CredStar Revenue Solutions (“CRS”) and the City of Warner Robins, Georgia (“Client”), for a term beginning March 16, 2026, and ending March 15, 2027, for annual pest control for City facilities.

This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



CREDSTAR REVENUE SOLUTIONS

CredStar Revenue Solutions

PO Box 493 Camby, IN 46113

Phone 866-372-1024

DEBT COLLECTION SERVICES AGREEMENT

THIS DEBT COLLECTION SERVICES AGREEMENT (the "Agreement ") is entered into effective as of April 1, 2026, by and between Midwest Municipal Services LLC, an Indiana LLC dba CredStar Revenue Solutions ("CRS") and the City of Warner Robins, GA., ("Client") hereinafter sometimes collectively referred to as the "Parties" and is made concerning the following facts:

NOW, THEREFORE, in consideration of the recitals, covenants, conditions, and promises contained herein, the Parties agree as follows:

1. **Fees for Services Rendered:** Client agrees to pay CRS a contingency fee equal to eighteen percent (18%) of all amounts collected during the contract term.
 - a. **Payment of Collected Debt:** For all funds collected by CRS in satisfaction of the debt, CRS will pay out all funds received less the fees as defined herein on the tenth day of every month for all collections received one (1) month prior. A monthly itemized statement will be provided.
 - b. **Uncollectable Debt:** CRS will not continue its collection efforts under this Agreement if CRS considers a debt uncollectable. At that point, CRS will notify the Client in writing that the debt is uncollectable and cease all collection efforts. The Client or CRS can determine if a debt is uncollectable. A debt may be uncollectible when the debtor is a) bankrupt; b) deceased with no ability to collect from the debtor's estate of an individual; c) unable to be located after numerous attempts at skip tracing or asset searches have failed; or d) the debtor is a company or other entity other than an individual and is dissolved, revoked, or inactive.
2. **Debt Validation:** CRS will receive fees for services rendered for any debt that the client cannot validate. CRS shall be entitled to fees only on amounts actually collected. If Client determines that an account was billed in error, is no longer owed, or must be withdrawn due to updated or corrected information (including but not limited to laboratory results, ordinance review, or administrative correction), Client may recall the account upon written notice to CRS. If such recall occurs prior to CRS recovering any funds, CRS shall not be entitled to any contingency fee. If funds have already been recovered prior to notice of recall, the Parties shall review the circumstances in good faith to determine the appropriate disposition of the collected funds and associated fees. Client agrees to promptly notify CRS upon discovery of any account that is invalid, adjusted, or no longer collectible.
3. **Term of Agreement:** This Agreement shall commence on the effective date and remain in effect for twelve (12) months, unless earlier terminated as provided herein. The Agreement may be renewed upon mutual written agreement of the Parties for up to four (4) additional one-year terms. Either Party may terminate this Agreement without cause upon sixty (60) days' written notice to the other Party. Either Party may terminate this Agreement for cause upon fifteen (15) days' written notice if the breaching Party fails to cure a material breach within such notice period. Termination shall not affect CRS's right to receive contingency fees on amounts collected prior to the effective date of termination.
4. **Ethics and Compliance:** CRS shall comply with the federal Fair Debt Collection Practices Act, guidelines issued by the Federal Trade Commission, and any legal written instructions provided by the Client. CRS shall possess all licenses, qualifications, and other approvals necessary in any jurisdiction where the Client performs activities.

5. **No Guarantees:** CRS makes no representations or warranties about the likelihood of success in collecting the debt. CRS shall not be liable for the ability or inability to collect any debt placed by Client for collection by CRS. It is expressly understood and agreed that CRS is not the guarantor of any specific result concerning collecting the debt.

6. **Client Warranties:** Client expressly represents and warrants: Client warrants the validity, amount, and authenticity of each debt owed directly to Client. Client agrees to satisfactorily provide documentary validation of the authenticity of the debt to CRS upon request; that the debt is presently and validly owed by the debtor to Client; and the amount stated in supporting documentation provided by Client to CRS is the current amount that is owed (inclusive of any interest) to Client or will have provided such written verification within twenty-four (24) hours of Client's execution of this Agreement. Client understands that until such verification is provided, CRS will not process or commence any work under this Agreement.
 - a. Client has not committed any breach of any agreements between debtor and Client
 - b. Client represents and warrants that it has the right and authority to enter and fully perform its obligations under this Agreement and all collateral agreements to be entered into by it in furtherance of the provisions hereof, without the need for any additional authorizations, consents or approvals.
 - c. Client expressly represents and warrants that it has complied with and shall continue to comply with any federal, state, and local laws, codes, statutes, ordinances, rules, regulations, and directives which directly or indirectly regulate or affect this Agreement or any activities in connection with this Agreement (collectively "Laws").

7. **Indemnification:** To the extent permitted by law, each Party shall defend, indemnify, and hold harmless the other Party and its officers, directors, employees, and agents from and against any claims, damages, liabilities, and expenses (including reasonable attorney's fees) arising out of or resulting from the indemnifying Party's negligence, breach of this Agreement, or violation of applicable law. Client's indemnification applies to claims relating to the validity, accuracy, or enforceability of debts placed with CRS. CRS's indemnification applies to claims arising from CRS's collection activities conducted in violation of law or this Agreement. Each Party shall promptly notify the other of any claim for which indemnification is sought.

8. **Notice:** All writings under this Agreement must be mailed to CRS at P.O. Box 493, Camby, IN 46113.

9. **Disputes:** In case of any dispute between CRS and Client arising out of this Agreement or subsequent agreement entered in connection with the debt, Client agrees to waive its rights to file a lawsuit and will seek to informally resolve this suit through mediation before submitting to binding arbitration with a mutually agreeable arbitrator. Mediation and arbitration must occur within Houston County, Georgia.

10. **Execution of Instruments:** The Parties agree that each will execute and deliver to the other, upon request, any document or legal instrument necessary to carry out the provisions of this Agreement.

11. **Attorney Fees:** If any party to this Agreement institutes a legal or equitable action, including but

not limited to arbitration, against any other party hereto arising out of this Agreement, then, as between such parties, each party shall be responsible for their own attorney's fees and other expenses in connection with such action or proceeding.

12. **Amendments/Modifications:** No amendment, modification, or waiver of any provision of this Agreement shall be effective unless in writing and signed by authorized representatives of both Client and CRS.
13. **Setoff:** Without limiting any of CRS' other rights and remedies under this Agreement, or in law or equity, Client agrees that CRS shall have the right to set-off any amounts which otherwise may be payable by CRS to Client against any amounts which Client may owe to CRS arising under this Agreement or otherwise.
14. **Exclusivity of Agreement:** CRS is the sole entity who may undertake collection efforts during the Term of this Agreement. The Parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or any representations inducing the execution and delivery of this agreement, except such representations as are specifically set forth in this Agreement, and each of the Parties acknowledges that they have relied on their judgment in entering into the Agreement. This Agreement shall bind the parties, their personal representatives, successors and assigns.
15. **Assignment:** Neither this Agreement nor any duties, obligations, benefits, or services under it may be assigned by Client without the prior written consent of CRS. CRS has the express right to assign its rights and obligations under this Agreement as it deems necessary in the ordinary course of business.
16. **Law and Venue:** This Agreement and all matters or issues collateral to it shall be governed by the laws of the State of Georgia applicable to contracts made and performed within the State of Georgia without regard to its conflicts of law rules. Each party consents to the exclusive jurisdiction of the state and federal courts in Houston County, State of Georgia.
17. **Electronic Signatures:** Signatures transmitted electronically shall be as valid as an original signature and binding upon the individual whose signature is contained thereon.
18. **Counterparts:** This Agreement may be executed in counterparts, and all counterparts so executed shall constitute one Agreement binding on all the Parties. Faxed or scanned and emailed signatures on this Agreement shall be deemed original manually signed executions of this Agreement.

IN WITNESS of which, CRS and CLIENT have executed this Agreement and agree to the terms and conditions contained herein.

City of Warner Robins, GA
By: _____
Name: _____
Title: _____
Date: _____

Midwest Municipal Services dba
CredStar Revenue Solutions
By: _____
Name: Christy Thomas
Title: Managing Partner
Date: _____

DRAFT

STAFF REPORT

DEPARTMENT: GENERAL ADMINISTRATION

SUBMITTED BY: CHRIS ROOKS

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

GA-4480 Chiller & HVAC Maintenance for City Hall Complex

This item is a contract renewal/addition for yearly HVAC maintenance for Hays Service. This contract and pricing will include the City Hall complex and add the Municipal Court building, which also includes the Information Technology Department and the Stormwater Department. The contract period will be from April 2026 through March 2027.

- ✓ 700 Watson Blvd. (City Hall)
- ✓ 610 A Watson Blvd. (Building Inspection)
- ✓ 610 B Watson Blvd. (City Attorney and Community and Economic Development)
- ✓ 308 N. Davis Dr. (Municipal Court)

STAFF RECOMMENDATION

The request is that the annual contract renewal be approved for Hays Service to continue HVAC maintenance from April 2026 through March 2027 and add Municipal Court. The annual cost of the HVAC service is \$34,922.72.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact:

Total Project Cost: \$34,922.72

Included In Current Capital Budget:

Appropriations:

Account Title / Number	Dollar Amount
1565 52140 Repairs and Maintenance by Vendor/Buildings	700 Watson Blvd. \$17,533.68 610 A Watson Blvd. \$3,940.36 610 B Watson Blvd. \$4,442.60 Municipal Court \$9,006.08
	\$34,922.72

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

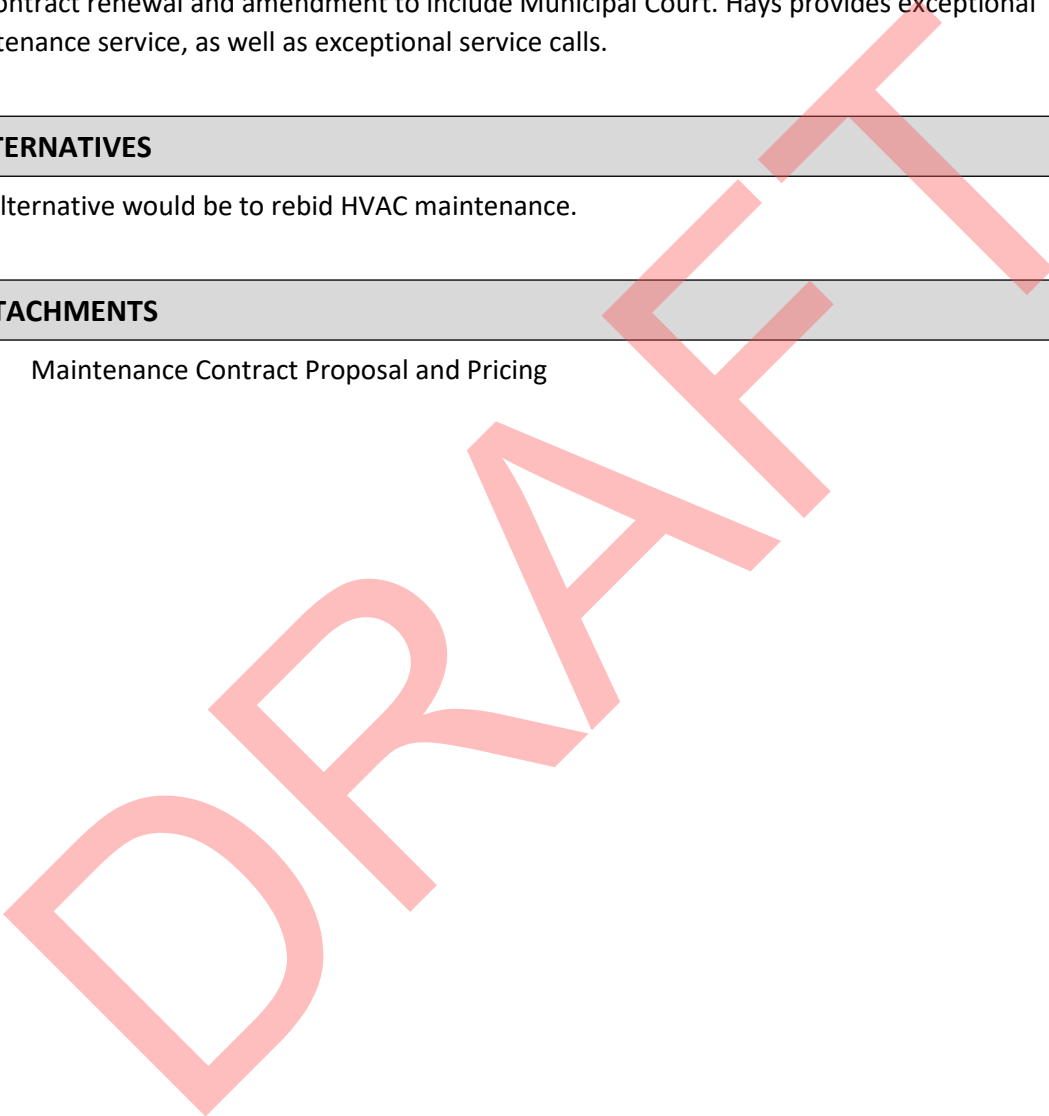
Hays Service was previously awarded the bid for HVAC maintenance for City Hall. This particular request is a contract renewal and amendment to include Municipal Court. Hays provides exceptional maintenance service, as well as exceptional service calls.

ALTERNATIVES

The alternative would be to rebid HVAC maintenance.

ATTACHMENTS

1. Maintenance Contract Proposal and Pricing



**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute the attached contract between Hays Services, and the City of Warner Robins, Georgia, for a term beginning April 1, 2026, and ending March 31, 2027, whereby Hays Services will provide maintenance of the HVAC and Boiler systems at City Hall, 610 A&B Watson Blvd and the Municipal Court building.

This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



**CUSTOMIZED
MAINTENANCE
PROPOSAL FOR:**

*City of Warner Robins
700 Watson Blvd*

DATE:

February 26, 2026

PROPOSAL NUMBER:

**City Hall, 610 A&B Watson
Blvd - Amended to include
Municipal Court**

INNOVATIVE HVAC SERVICE SOLUTIONS

4312 Interstate Drive | Macon, Georgia 31210 | Phone: (478) 475-4118 | Fax: (478) 475-5350

Dear Sarah,

We want to thank you for the opportunity to present this proposal. As each client is unique, we have created a maintenance program specifically tailored to the needs of City of Warner Robins. This program was designed by taking a financial approach that gives the most return on investment while meeting your business needs and objectives.

Based on the complexity of your systems and the environment in which they operate, a dedicated team has been assigned to your account. Hays Service field delivery personnel have been chosen to handle your account based on special skill sets and level of OEM training. Office support staff have been briefed on City of Warner Robins site contacts, hours of operation, and PPE safety requirements.

Hays Service has a proven track record of providing these services with little interruption to daily activities or client involvement. We understand you have a job to do and are sensitive to implementation in regard to your time and operating procedures.

We're confident that our qualifications and experience will meet your needs, and we look forward to minimizing equipment downtime and providing a comfortable environment for your business to thrive.

Sincerely,

The Hays Service Team

DRAFT

Trusted Partner Since 1945

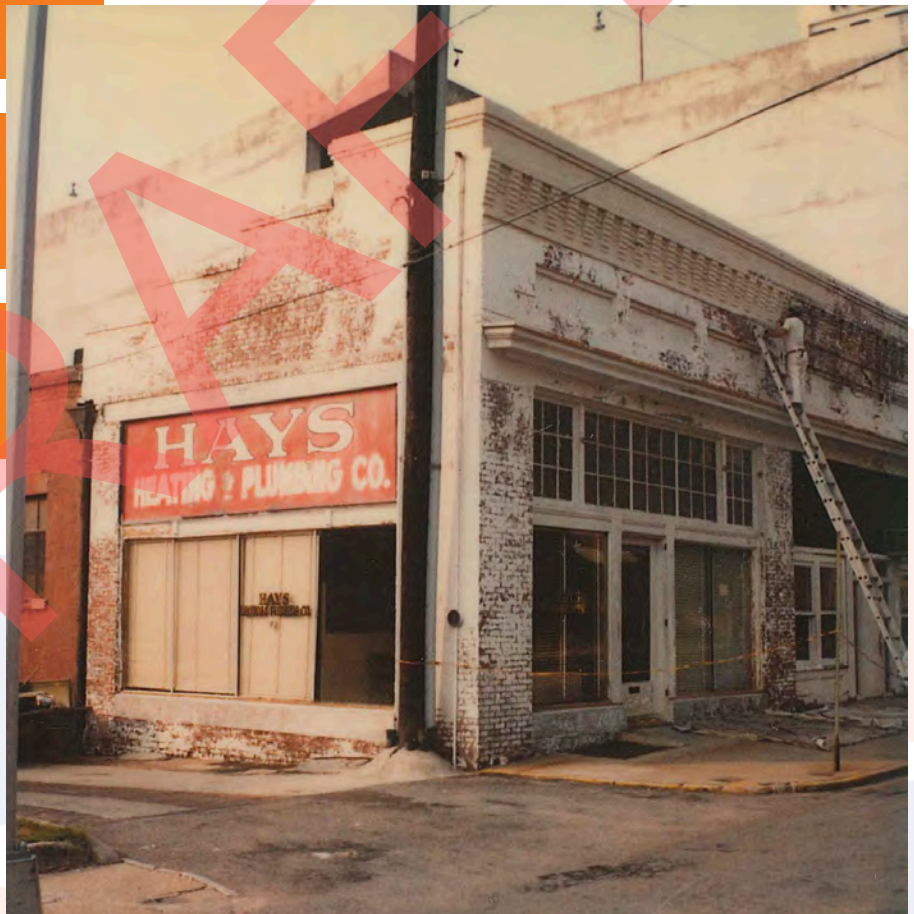
Hays Service has operated with the values of integrity, professionalism, commitment, and caring through four generations of ownership. With over 70 years of experience in the HVAC industry, Hays Service has found its niche as a specialty service provider focusing on preventative and predictive maintenance. Tailored service solutions are custom built for our clients providing the highest return on investment.

INTEGRITY

PROFESSIONAL

COMMITTED

CARING



Benefits of a Hays Partnership

1. Product Independence

Hays Service is not an equipment manufacturer, and our team dedicates 100% of their time to providing value through service. Research and development is dedicated to improve our processes for service delivery and procuring the cutting-edge tools necessary to perform these services.



2. Single Source

Because Hays Service is product independent, our field service personnel are factory trained by various manufacturers. Whether your facility assets are manufactured by one brand or various brands, we are trained to service it.



3. Linc Service

Hays Service has partnered with Linc Service for over 30 years. Linc Service is an international network with over 160 franchise locations globally. This allows for sharing of “Best Practices” throughout the network and results in highly trained employees within our organization. By leveraging the size of our network, Hays Service participates in national buying programs that provide discounts on parts and equipment that are passed on to our clients.

4. Family First

Our purpose is to “Build Lasting Relationships” and our clients are treated as part of those family dynamics. Hays Service is a private, family-owned business and all levels of leadership are available anytime day or night.



Safety

Innovative Safety Culture

From the office to the field, the Hays Service family is dedicated to serving our customers the right way and will never sacrifice the quality of work or safety on any job. Our team completes regular safety training with in-house and OSHA designed courses, as well as training by our insurance loss control experts.

We Think Safety 24-Hours A Day, 365-Days A Year!

Our team enters every project with accident prevention and general safety in mind.

PEOPLE

Keeping people safe is our top priority. We are always aware of those we work around and make conscious decisions to prevent injuries.

MATERIALS

We work with dangerous tools and equipment on a daily basis, making safety even more crucial. Our team is trained to use and store equipment in the safest possible way to prevent workplace accidents.

ENVIRONMENT

Our work environment is filled with potential hazards that can lead to worksite accidents. We train our team to stay aware of their environment, paying attention to potential issues such as weather, stairs, and lighting to prevent accidents and injuries.



The Value of Maintenance

The Benefits of Preventive Maintenance

Regular commercial maintenance is important for a variety of systems in your building, especially your HVAC System. The last thing you want to worry about is your building's heating or air conditioning breaking down unexpectedly! Regular commercial HVAC maintenance is filled with a variety of benefits to ensure your HVAC system continues to work properly and efficiently. Don't wait till it's too late - contact us today to start benefiting from our preventative maintenance services today!

Saves Money

Your HVAC system is one of the most expensive and important parts of your building's infrastructure, and maintenance can help prevent costly repairs and can save millions of dollars over time through energy efficiency alone.

Saves Energy, Improves Performance

When your system is clean and working properly, it doesn't have to work as hard to heat and cool your commercial property. Maintenance makes your HVAC system more efficient, and saving energy means lower utility costs.

More Maintenance, Less Replacements

A commercial HVAC system is highly complex. It's nearly impossible to keep parts running forever, but you can add years to the lifespan of most parts with proper maintenance. That may mean replacing an expensive component once a decade, instead of once a year!

Keeps Employees Happy, Comfortable

Your HVAC system is responsible for air circulation and quality. When it has issues, irritants can get into the air causing allergic reactions, colds, and much more. Some employees cannot concentrate or work in an environment that is too hot or cold. In this case, skimping on maintenance of the HVAC unit could mean lost productivity.

ADAM

Meet ADAM!

ADAM isn't a person, but a process we created to ensure your preventive maintenance program provides the value you expect and deserve. It's our mission to make sure we exceed your expectations at every level.

THE ADAM PROCESS:

A

Assign

One technician is assigned to your agreement and is held responsible for its performance. While other technicians will perform occasional work on your site, one person will ultimately be held accountable to ensure your satisfaction and the performance of our work.

D

Deliver

We deliver the superior service you were promised. Our team of highly-trained technicians and mechanics work hard to prevent mechanical failures, reduce energy costs, and extend equipment life. Following detailed equipment tasking on mobile devices, our team delivers the right maintenance at the right time.

A

Audit

Throughout the year, your site will be inspected by Hays Service owners, managers, and supervisors. We check not only housekeeping items, but also technical tasks. To be best-in-class, our personnel must perform service and maintenance at the highest level.

M

Measure

We track and record our performance data, including component failure rates, equipment lifespans, emergency service calls, equipment downtime, and more. This data is measured against the performance of hundreds of other Hays Service contracts. Your lead technician is responsible for these measurements and ensuring your equipment is maintained and performing above industry standards.

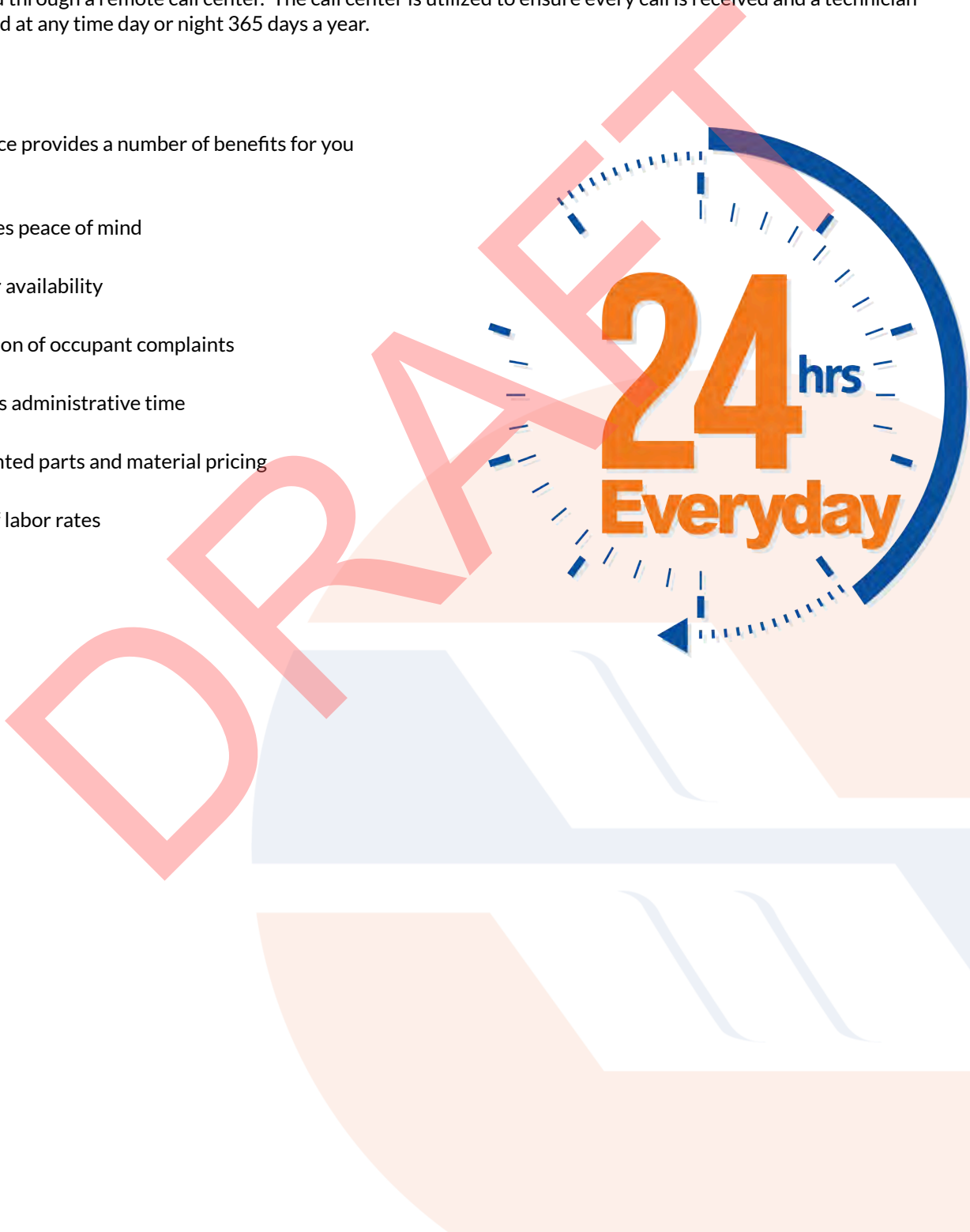
Priority Response & Preferred Rates

24/7 Service

As a contract customer, your company will receive high-priority from our dispatch team on all service calls. Our emergency service program includes 24-hours response to address your equipment issues. All after hours calls are processed through a remote call center. The call center is utilized to ensure every call is received and a technician dispatched at any time day or night 365 days a year.

This service provides a number of benefits for you including:

- Provides peace of mind
- 24 hour availability
- Reduction of occupant complaints
- Reduces administrative time
- Discounted parts and material pricing
- 10% off labor rates



TOP (Training Our Partners)

Technology is great and advancing at a rapid pace in today's world. It can make life easier by providing control, information, and data to us from any computer or mobile device at any time we need. But technology can also cause problems for our clients with increased complexity of systems/equipment and the lack of local technical training opportunities.

To allow our customers to be better first responders in the event of an emergency, Hays Service provides technical training classes to our customers in-house personnel. Training is provided by Hays Service senior technicians and third-party instructors. Hays Service also provides safety training opportunities to our partners as well. We also created a mobile app that allows our clients to receive notifications about upcoming training opportunities and reserve seats for their personnel. See examples below of future training classes.

Safety Topics



Arc Flash



CPR Certification



Fall Protection



Ladder Safety



Lock out Tag Out

Technical Training

- Centrifugal Chiller Logs
- Compressor Troubleshooting
- Proper Belt Tension and using the Browning Belt Tension Tool
- Thermostat Operation and Setting Adjustment
- Trane Adaptiview Panel Navigation
- Wye Delta and Solid State Starters



Contingency Planning & Critical Parts Procurement

Emergency Preparation

CONTINGENCY PLANNING

Developing a contingency plan can help you adapt to high-risk situations where your systems are offline. System failure can lead to a number of negative consequences for your business including lost customers, depleted productivity, and spoilage of inventory.

Hays Service develops a customized contingency plan for your company that includes:

- Proper equipment for temporary heating/cooling and portable power
- Recommendations for building adjustments to prepare for temporary equipment
- Budget proposal for financial planning

A contingency plan can shorten the length of downtime and provides you with immediate, emergency access to temporary equipment.

CRITICAL PARTS PROCUREMENT

If a critical part of your system fails, you won't have to wait weeks for the replacement to be delivered and installed. We specialize in critical parts procurement and can restore critical parts on demand in emergency situations. We keep parts on-site or at our facility in anticipation of emergency situations. You can trust Hays Service to keep your system running.



Thermal Imaging & Vibration Analysis

Using the Latest Technology

THERMAL IMAGING

Thermal imaging applications in the HVAC industry are limitless. By scanning the thermal patterns of an object, we can discover potential issues before they progress into costly problems. Hays Services uses infrared thermography to diagnose mechanical problems, including:

- Airflow issues
- Bearing wear
- Deteriorating electrical components

VIBRATION ANALYSIS

In the world of mechanical maintenance, vibration provides an early indicator of a machine's health. With over half of unplanned downtime attributed to mechanical failures, vibration analysis has proven to be a necessity in the industrial market. Hays Service provides vibration analysis services to address mechanical issues before they have a chance to impact your operations.



Refrigerant Management & Oil Analysis

Providing Refrigerant Tracking and Oversight

Hays Service offers refrigerant management to our customers, including refrigerant tracking and oversight. This service includes providing proper documentation that meets the latest guidelines from the Environmental Protection Agency (EPA), as well as local and state regulations. As part of our refrigerant management service, our technicians will:

Collect refrigerant information from equipment during site visits

Enter refrigerant data into our system

Generate refrigerant usage reports according to your needs

Expert Oil Analysis

Our service technicians test your equipment's oil for contaminants or other characteristics that could lead to costly equipment damage. Oil analysis can indicate system issues before breakdowns occur and can reduce unplanned downtime. Oil is consistently evaluated according to Hays Service best practice protocols.



eService & CARE

Account Services at Your Fingertips

As a Hays Service customer, you'll enjoy access to account information through our eService portal. eService is easy to use and provides timesaving benefits to manage your account.

REQUEST SERVICE ONLINE

You can initiate work orders online, as well as by phone and fax. Just use your ID and password to notify us of a problem, anytime, day or night.

VIEW WORK ORDER STATUS IN REAL TIME

With eService, you can view the status of all your work orders on one screen. We use cutting-edge technology to update a work order status in real time.

RECEIVE AUTOMATIC EMAIL UPDATES

eService sends updates straight to your email when your work order status changes, keeping you in the know.

Striving to Exceed Your Expectations

Our **Customer Assurance Review Evaluation (CARE)** program ensures the services being provided are at or above the level of service purchased. Hays Service strives to exceed your expectations by providing quality services and an unmatched customer experience.

- Improves communication with our team
- Provides peace of mind
- Ensures customer satisfaction
- Ongoing evaluations



Pricing and Acceptance

City of Warner Robins

700 Watson Blvd , City Hall - Renewal

610 A & B Watson Blvd - Renewal

Amended to include the Municipal Court at 308 N Davis Rd

Summary of Services and Scope

Coverage	Amount	Frequency	Annual Investment
Customized Maintenance-City Hall	\$4,383.42	4	\$17,533.68
Customized Maintenance - 610 A Watson Blvd	\$985.09	4	\$3,940.36
Customized Maintenance - 610 B Watson Blvd	\$1,110.65	4	\$4,442.60
Description			
Customized Maintenance - Municipal Court	\$2,251.52	4	\$9,006.08
Total			\$34,922.72

The Agreement takes effect on **04/01/2026** and will *continue* until **03/31/2027** ("Original Term"). The Agreement will automatically renew on a year-to-year basis after the Original Term ends unless the Customer or Hays Service gives the other written notice it does *not* want to renew. The notice must be delivered at least (30) days prior to the end of the Original Term or of any renewal period. The Original Term and any renewal periods are sometimes collectively referred to in this Agreement as the "Term". Renewal price adjustments are discussed in the Terms and Conditions.

CITY HALL

This maintenance agreement includes (4ea) Quarterly scheduled services

Annual service consists of Punching tubes and full inspection on the Chiller. Cleaning, lubricating, belt change and inspecting Cooling Tower Cleaning, belt change, filter change, lubrication and full inspection of all nine (9) chilled water Air handler units. Boiler annual will consist of verifying all safety's work properly, clean and inspect burner.

610 A & B WATSON BLVD & Municipal Court

This Scheduled Maintenance includes quarterly visits, an annual condenser coil cleaning, a belt change, and a full system inspection, quarterly filter changes, filters included.

Please see a full equipment inventory at end of document of what is included in this agreement.

Submitted By: Anthony Camera

Title: Maintenance Sales Representative

Phone: 4789519709

Proposal Date: Not yet submitted

Customer Acceptance

Printed Name: LaRhonda W. Patrick

Title: Mayor

Acceptance Date: Not yet accepted



SIGNATURE

LaRhonda W. Patrick

Hays Service Acceptance

Hays Service, LLC

Printed Name: Anthony Camera

Title: Maintenance Sales Representative

Signature Date: Not yet accepted

Anthony Camera

2026-02-23 13:32:47 (EST)
2025-01-28 15:49:18 (EST)

Terms and Conditions

Customized Professional Maintenance Program II Terms and Conditions

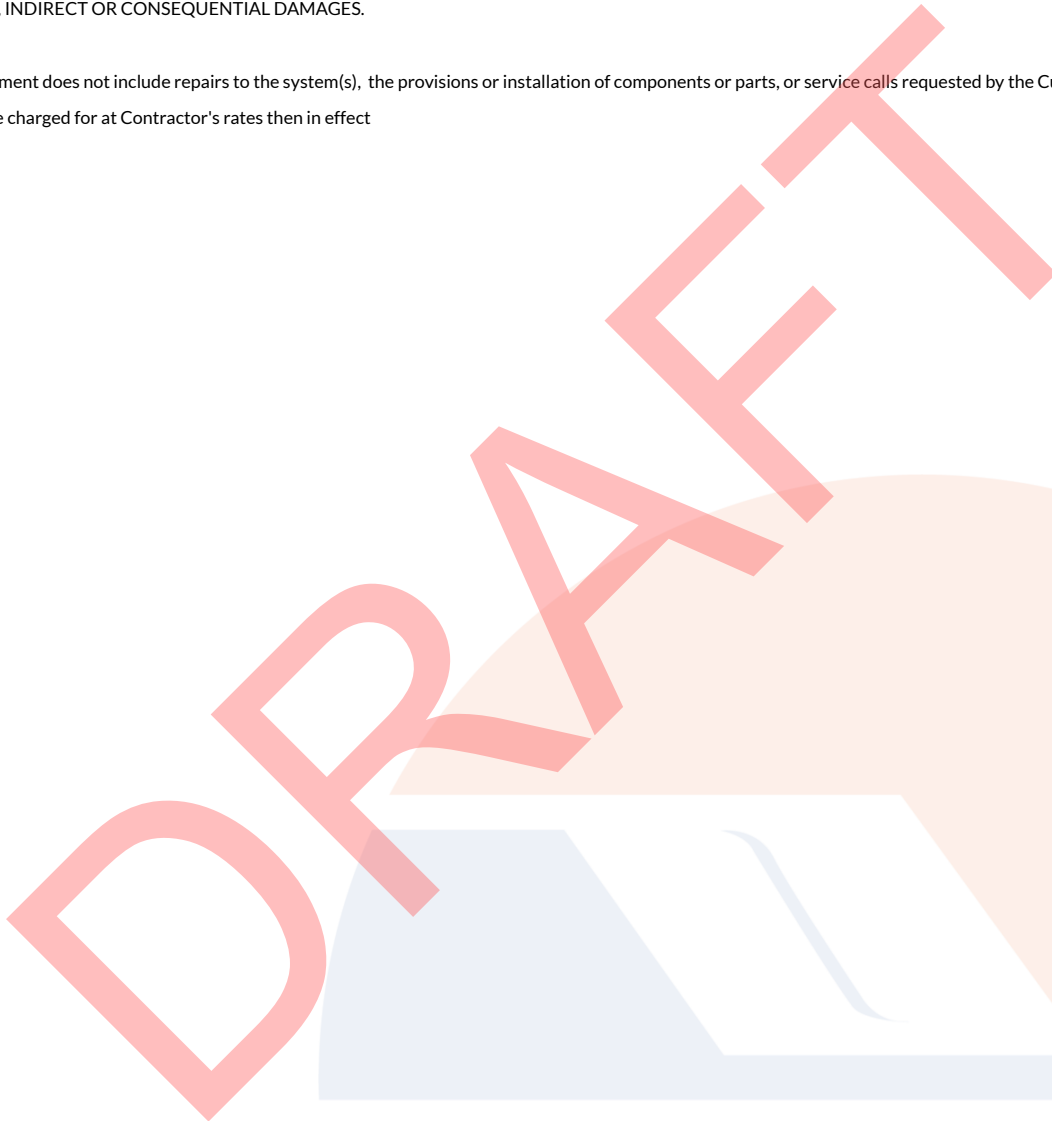
1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
8. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
10. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
11. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
12. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
14. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
15. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.

Confidential and Proprietary. No Unauthorized Reproduction or Use.

16. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

17. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

18. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect



Schedule 1

Equipment Inventory

Generated 1/31/2023 City of Warner Robins
Job Site #1

Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
1 Ductless Split Condensing Unit	Fujitsu	AOU24RLKFW KTN035948	Ground Outside 2.00 Tons
2 Ductless Split Condensing Unit	Trane	38MHRBQ12AA301-- 1821V19168	Ground Outside 1.00 Tons
1 Ductless Split Air Handling Unit	Fujitsu	N/A N/A	Wall Mounted 800.00 CFM
2 Ductless Split Air Handling Unit	Trane	N/A N/A	Wall Mounted 400.00 CFM
Unit	Mfr	Model	Location
Chillers	Mfr Date	Serial	Rating
1 Cooling Tower	Other	MD5008PAF1LCAFMD V2PBX158	Ground Outside 230.00 Tons
1 Tower Fan			10.00 Hp
1 Air Handling Unit	Carrier	39BA0902UD3500 71070801	Mech Room 3000.00 CFM
1 AHU Supply Fan			2.50 Hp
1 Heat			
1 Chilled Water Cooling Coil			
2 Air Handling Unit	Carrier	39BA0902UD3500 71070802	Mech Room 3000.00 CFM
1 AHU Supply Fan			2.50 Hp
1 Heat			
1 Chilled Water Cooling Coil			
3 Air Handling Unit	Carrier	N/A N/A	Mech Room 3000.00 CFM
1 AHU Supply Fan			2.50 Hp
1 Heat			
1 Chilled Water Cooling Coil			

Schedule 1

Equipment Inventory

Generated 1/31/2023 City of Warner Robins
Job Site #1

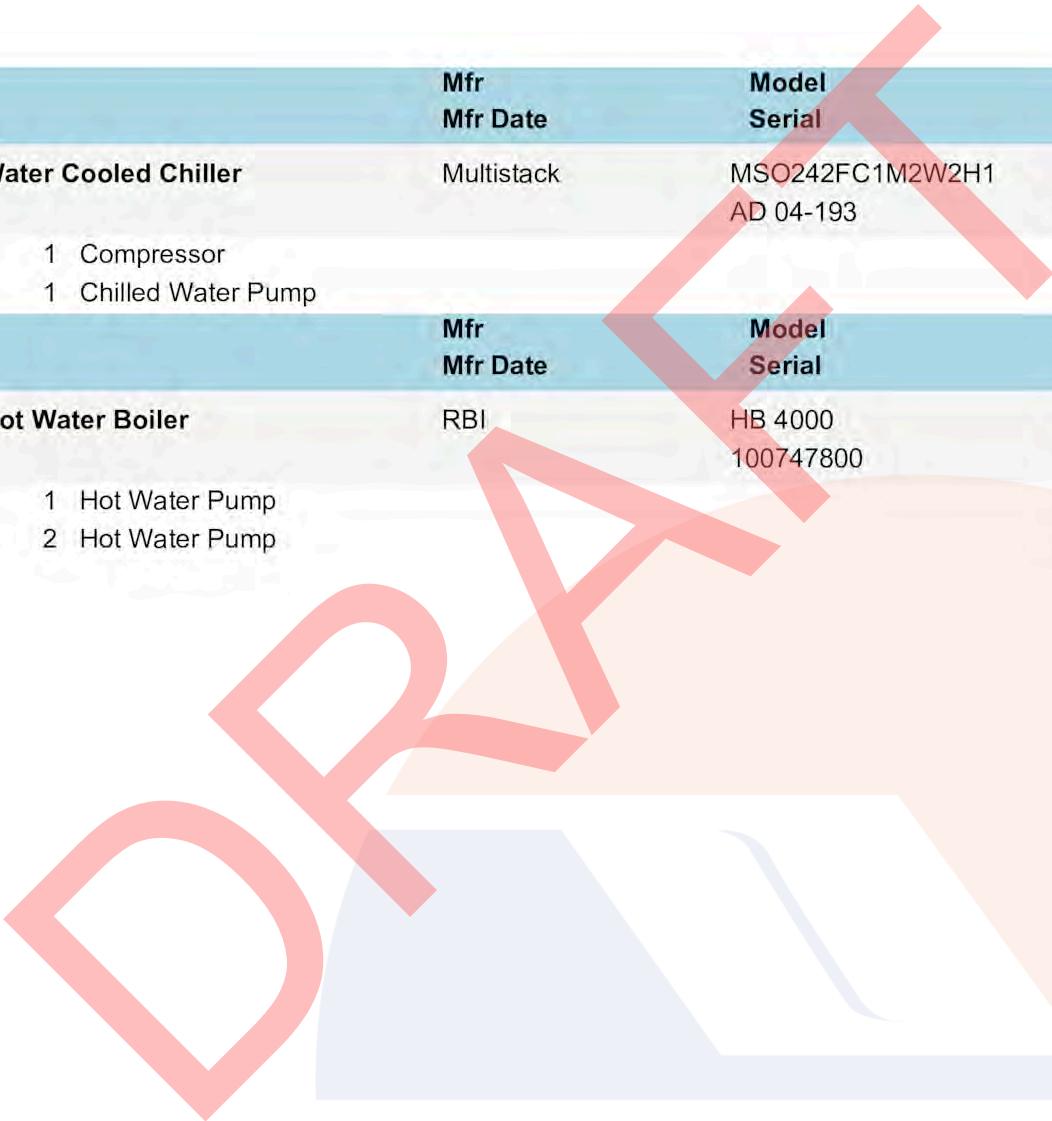
Unit	Mfr	Model	Location
Chillers	Mfr Date	Serial	Rating
4 Air Handling Unit	Carrier	N/A	Mech Room
1 AHU Supply Fan		N/A	3000.00 CFM
1 Heat			2.50 Hp
1 Chilled Water Cooling Coil			
5 Air Handling Unit	Carrier	N/A	Mech Room
1 AHU Supply Fan		N/A	8000.00 CFM
1 Heat			5.00 Hp
1 Chilled Water Cooling Coil			
6 Air Handling Unit	Carrier	N/A	Mech Room
1 AHU Supply Fan		N/A	12000.00 CFM
1 Heat			7.50 Hp
1 Chilled Water Cooling Coil			
7 Air Handling Unit	Carrier	N/A	Mech Room
1 AHU Supply Fan		N/A	12000.00 CFM
1 Heat			7.50 Hp
1 Chilled Water Cooling Coil			
8 Air Handling Unit	Carrier	N/A	Mech Room
1 AHU Supply Fan		N/A	10000.00 CFM
1 Heat			7.50 Hp
1 Chilled Water Cooling Coil			
9 Air Handling Unit	Carrier	N/A	Mech Room
1 AHU Supply Fan		N/A	10000.00 CFM
1 Heat			7.50 Hp
1 Chilled Water Cooling Coil			

Schedule 1

Equipment Inventory

Generated 1/31/2023 City of Warner Robins
Job Site #1

Unit	Mfr	Model	Location
Chillers	Mfr Date	Serial	Rating
1 Water Cooled Chiller	Multistack	MSO242FC1M2W2H1 AD 04-193	Mech Room 230.00
1 Compressor			230.00 Tons
1 Chilled Water Pump			30.00 Hp
Unit	Mfr	Model	Location
Boilers	Mfr Date	Serial	Rating
1 Hot Water Boiler	RBI	HB 4000 100747800	Mech Room 50.00 Hp
1 Hot Water Pump			20.00 Hp
2 Hot Water Pump			20.00 Hp



Schedule 1

Equipment Inventory

Generated 1/22/2025 City of Warner Robins
610 A Watson Blvd

Unit	Mfr	Model	Location		
Split Systems	Mfr Date	Serial	Rating		
HP-1	1	Air Cooled Condensing Unit	Carrier 12/2018	25HCB660A320 5018E08056	Ground Outside 5.00
	1	Compressor - Scroll (Hermetic)			5.00 Tons
	1	Condenser Fan - Direct Drive			0.25 Hp
HP-2	3	Air Cooled Condensing Unit	Carrier 12/2018	25HCB660A320 5018E08056	Ground Outside 5.00
	1	Compressor - Scroll (Hermetic)			5.00 Tons
	1	Condenser Fan - Direct Drive			0.25 Hp
HP-3	4	Air Cooled Condensing Unit	Carrier 5/2018	25HCB648A310 2118E27907	Ground Outside 4.00
	1	Compressor - Scroll (Hermetic)			4.00 Tons
	1	Condenser Fan - Direct Drive			0.25 Hp
FCU-1	2	Split System Air Handling Unit	Carrier 10/2018	FV4CNB006L00ECAA 4418F70186	Mech Room 2000.00 CFM
	1	Supply Fan - Belt Driven			0.75 Hp
	1	Heat - Electric			
FCU-2	16	Split System Air Handling Unit	Carrier 9/2018	FV4CNF005 3718F55173	Mech Room 1600.00 CFM
	1	Supply Fan - Belt Driven			0.50 Hp
	1	Heat - Electric			
FCU-3	17	Split System Air Handling Unit	Carrier 8/2018	FV4CNF003 3218F26198	Mech Room 1200.00 CFM
	1	Supply Fan - Belt Driven			0.50 Hp
	1	Heat - Electric			
DCU-1	5	Ductless Split Condensing Unit	Carrier 9/2018	38MAQB24R--3 3818V13378	Ground Outside 2.00 Tons
DHP-4	6	Ductless Split Condensing Unit	Carrier 1/2018	38MAQB18R--3 0318V13427	Ground Outside 1.50 Tons



Schedule 1

Equipment Inventory

Generated 1/22/2025 City of Warner Robins
610 A Watson Blvd

Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
DHP-3	7 Ductless Split Condensing Unit	Carrier 7/2018	38MAQB12R--3 3118V12023 Ground Outside 1.50 Tons
DHP-1	8 Ductless Split Condensing Unit	Carrier 10/2018	38MAQB12R--3 4318V16015 Ground Outside 1.50 Tons
DHP-2	9 Ductless Split Condensing Unit	Carrier 9/2018	38MAQB24R--3 3818V13390 Ground Outside 2.00 Tons
DFC-2	10 Ductless Split Air Handling Unit	Carrier 2018	Wall Mounted 600.00 CFM
DFC-1	11 Ductless Split Air Handling Unit	Carrier 2018	Wall Mounted 800.00 CFM
DFC-4	12 Ductless Split Air Handling Unit	Carrier 2018	Wall Mounted 400.00 CFM
DFC-3	13 Ductless Split Air Handling Unit	Carrier 2018	Wall Mounted 400.00 CFM
DFC-5	14 Ductless Split Air Handling Unit	Carrier 2018	Wall Mounted 800.00 CFM
Unit	Mfr	Model	Location
Air Side Systems	Mfr Date	Serial	Rating
1	Special Fan	ACME ENGINEERING 2018	XD100 18M1194- Mech Room 0.10 Hp

Schedule 1

Equipment Inventory

Generated 1/22/2025 City of Warner Robins
610 B Watson Blvd

Unit	Mfr	Model	Location	
Split Systems	Mfr Date	Serial	Rating	
HP-1	1 Air Cooled Condensing Unit	Trane 11/2004	TWA090A400FA 4472RUCAD	Ground Outside 7.50 7.50 Tons 0.50 Hp
	1 Compressor - Scroll (Hermetic)			7.50 Tons
	1 Condenser Fan - Direct Drive			0.50 Hp
HP-2	2 Air Cooled Condensing Unit	Trane 10/2018	TWA09044AAB00AR00 18421173YA	Ground Outside 7.50 7.50 Tons 0.50 Hp
	1 Compressor - Scroll (Hermetic)			7.50 Tons
	1 Condenser Fan - Direct Drive			0.50 Hp
HP-3	3 Air Cooled Condensing Unit	Trane 4/2004	TWA240B400FA 4182PA5AD	Ground Outside 20.00 10.00 Tons 10.00 Tons 0.50 Hp 0.50 Hp
	1 Compressor - Scroll (Hermetic)			10.00 Tons
	2 Compressor - Scroll (Hermetic)			10.00 Tons
	1 Condenser Fan - Direct Drive			0.50 Hp
	2 Condenser Fan - Direct Drive			0.50 Hp
HP-4	4 Air Cooled Condensing Unit	Trane 1/2019	TWA18044DAB00AR00 19041734TA	Ground Outside 15.00 7.50 Tons 7.50 Tons 1.00 Hp 1.00 Hp
	1 Compressor - Scroll (Hermetic)			7.50 Tons
	2 Compressor - Scroll (Hermetic)			7.50 Tons
	1 Condenser Fan - Direct Drive			1.00 Hp
	2 Condenser Fan - Direct Drive			1.00 Hp
HP-5	5 Air Cooled Condensing Unit	Trane 1/2019	4A6C4036A4000AA 1902234P4F	Ground Outside 3.00 3.00 Tons 0.12 Hp
	1 Compressor - Scroll (Hermetic)			3.00 Tons
	1 Condenser Fan - Direct Drive			0.12 Hp
HP-6	6 Air Cooled Condensing Unit	Trane 9/2004	2TWA0030A4000AB 43841XF4F	Ground Outside 2.50 2.50 Tons 0.25 Hp
	1 Compressor - Scroll (Hermetic)			2.50 Tons
	1 Condenser Fan - Direct Drive			0.25 Hp
AHU-1	7 Split System Air Handling Unit	Trane 8/2002	TWE240B400CA 2354J076H	Mech Room 8000.00 CFM



Schedule 1

Equipment Inventory

Generated 1/22/2025 City of Warner Robins
610 B Watson Blvd

Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
	1 Supply Fan - Belt Driven		5.00 Hp
	1 Heat - Electric		
AHU-2	8 Split System Air Handling Unit	Trane 12/2018	TWE18043BAA00A000 18492674WA
	1 Supply Fan - Belt Driven		Mech Room 6000.00 CFM
	1 Heat - Electric		3.00 Hp
AHU-1A	9 Split System Air Handling Unit	Trane 1/2019	TWE09043AAA00A000 19051316BA
	1 Supply Fan - Belt Driven		Mech Room 3000.00 CFM
	1 Heat - Electric		1.50 Hp
AHU-1A	10 Split System Air Handling Unit	Trane 1/2004	TWE090A300EL 4041MF8BD
	1 Supply Fan - Belt Driven		Mech Room 3000.00 CFM
	1 Heat - Electric		1.50 Hp
AHU-3	11 Split System Air Handling Unit	Trane 1/2004	TEM4A0C37S31SBA 191526EA3V
	1 Supply Fan - Belt Driven		Mech Room 1200.00 CFM
	1 Heat - Electric		0.33 Hp
AHU-4	12 Split System Air Handling Unit	Trane 7/2004	TWE031E13FB1 43112NH2V
	1 Supply Fan - Belt Driven		Mech Room 1000.00 CFM
	1 Heat - Electric		0.50 Hp





Schedule 1

Equipment Inventory

Generated 2/14/2026 City of Warner Robins

MUNICIPAL COURT - 308 N DAVIS RD

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
DOAS 1 Air Cooled Package Unit	ÄAON 2020	RN-013-8-0-EA09-14A 202008-ANEK21005	Ground Outside 13.00
1 Compressor - Scroll (Hermetic)			6.50 Tons
2 Compressor - Scroll (Hermetic)			6.50 Tons
1 Supply Fan - Belt Driven			2.00 Hp
1 Condenser Fan - Direct Drive			0.75 Hp
2 Condenser Fan - Direct Drive			0.75 Hp
1 Heat - Gas			
Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
CU-LA 2,4,6,7 Air Cooled Condensing Unit	Carrier 2021	25HCE448AP050011 3121E20290	Ground Outside 4.00
1 Compressor - Scroll (Hermetic)			4.00 Tons
1 Condenser Fan - Direct Drive			0.25 Hp
CU-LA 8,10,12 Air Cooled Condensing Unit	Carrier 2021	25HCE448AP050011 3121E20289	Ground Outside 4.00
1 Compressor - Scroll (Hermetic)			4.00 Tons
1 Condenser Fan - Direct Drive			0.25 Hp
AHU-1 23 Split System Air Handling Unit	Carrier 2021	FB4CN048 2121F09131	Above Ceiling 1600.00 CFM
1 Supply Fan - Direct Drive			0.75 Hp
1 Heat - Electric			
AHU-2 24 Split System Air Handling Unit	Carrier 2021	FB4CN048	Above Ceiling 1600.00 CFM
1 Supply Fan - Direct Drive			0.75 Hp
1 Heat - Electric			
DH1 2 Ductless Split Condensing Unit	Carrier 2020	38MAQB24R--301-- 1720V10727	Ground Outside 2.00 Tons





Schedule 1

Equipment Inventory

Generated 2/14/2026 City of Warner Robins

MUNICIPAL COURT - 308 N DAVIS RD

Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
DAH-1	3	Ductless Split Air Handling Unit	Carrier 2020 Wall Mounted 800.00 CFM
THP-1	4	VRF Condensing Unit	Carrier 2019 3BVMA096HDS5-1 4119V00288 Ground Outside 8.00 8.00 Tons 0.36 Hp 0.36 Hp
		1 Compressor - Scroll (Hermetic)	8.00 Tons
		1 Condenser Fan - Direct Drive	0.36 Hp
		2 Condenser Fan - Direct Drive	0.36 Hp
CHP-1	5	VRF Condensing Unit	Carrier 2020 38VMA312RDS5-1 1420V02719 Ground Outside 26.00 8.70 Tons 8.70 Tons 8.60 Tons 0.42 Hp 0.42 Hp 0.42 Hp 0.42 Hp
		1 Compressor - Scroll (Hermetic)	8.70 Tons
		2 Compressor - Scroll (Hermetic)	8.70 Tons
		3 Compressor - Scroll (Hermetic)	8.60 Tons
		1 Condenser Fan - Direct Drive	0.42 Hp
		2 Condenser Fan - Direct Drive	0.42 Hp
		3 Condenser Fan - Direct Drive	0.42 Hp
		4 Condenser Fan - Direct Drive	0.42 Hp
CHP-2	6	VRF Condensing Unit	Carrier 2020 3BVMA120RDS5-1 1420V02668 Ground Outside 10.00 10.00 Tons 0.34 Hp 0.34 Hp
		1 Compressor - Scroll (Hermetic)	10.00 Tons
		1 Condenser Fan - Direct Drive	0.34 Hp
		2 Condenser Fan - Direct Drive	0.34 Hp
CAUH-01	9	VRF Air Handling Unit	Carrier 2020 40VMM007A--3 Above Ceiling 280.00 CFM
CAUH-02	10	VRF Air Handling Unit	Carrier 2020 40VMM007A--3 Above Ceiling 280.00 CFM
CAUH-03	11	VRF Air Handling Unit	Carrier 2020 40VMM007A--3 Above Ceiling 280.00 CFM
CAUH-04	12	VRF Air Handling Unit	Carrier 2020 40VMM007A--3 Above Ceiling 280.00 CFM





Schedule 1

Equipment Inventory

Generated 2/14/2026 City of Warner Robins

MUNICIPAL COURT - 308 N DAVIS RD

Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
CAUH-05 13 VRF Air Handling Unit	Carrier 2020	40VMM007A--3	Above Ceiling 280.00 CFM
CAUH-06 14 VRF Air Handling Unit	Carrier 2020	40VMM024A-3 1420V01101	Above Ceiling 800.00 CFM
CAUH-07 15 VRF Air Handling Unit	Carrier 2020	440VMM048A--3 1420V01207	Above Ceiling 1600.00 CFM
CAUH-08 16 VRF Air Handling Unit	Carrier 2020	40VMM007A--3 1420V00817	Above Ceiling 280.00 CFM
CAUH-9A 17 VRF Air Handling Unit	Carrier 2020		Flush with Ceiling 100.00 CFM
CAUH-9B 18 VRF Air Handling Unit	Carrier 2020		Flush with Ceiling 100.00 CFM
CAUH-9C 19 VRF Air Handling Unit	Carrier 2020		Flush with Ceiling 100.00 CFM
CAUH-9D 20 VRF Air Handling Unit	Carrier 2020		Flush with Ceiling 100.00 CFM
CAUH-10A 21 VRF Air Handling Unit	Carrier 2020	40VMF024A--3 1420V00599	Flush with Ceiling 800.00 CFM
CAUH-10B 22 VRF Air Handling Unit	Carrier 2020	40VMF024A--3 1420V00597	Flush with Ceiling 800.00 CFM



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 contract approval 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.

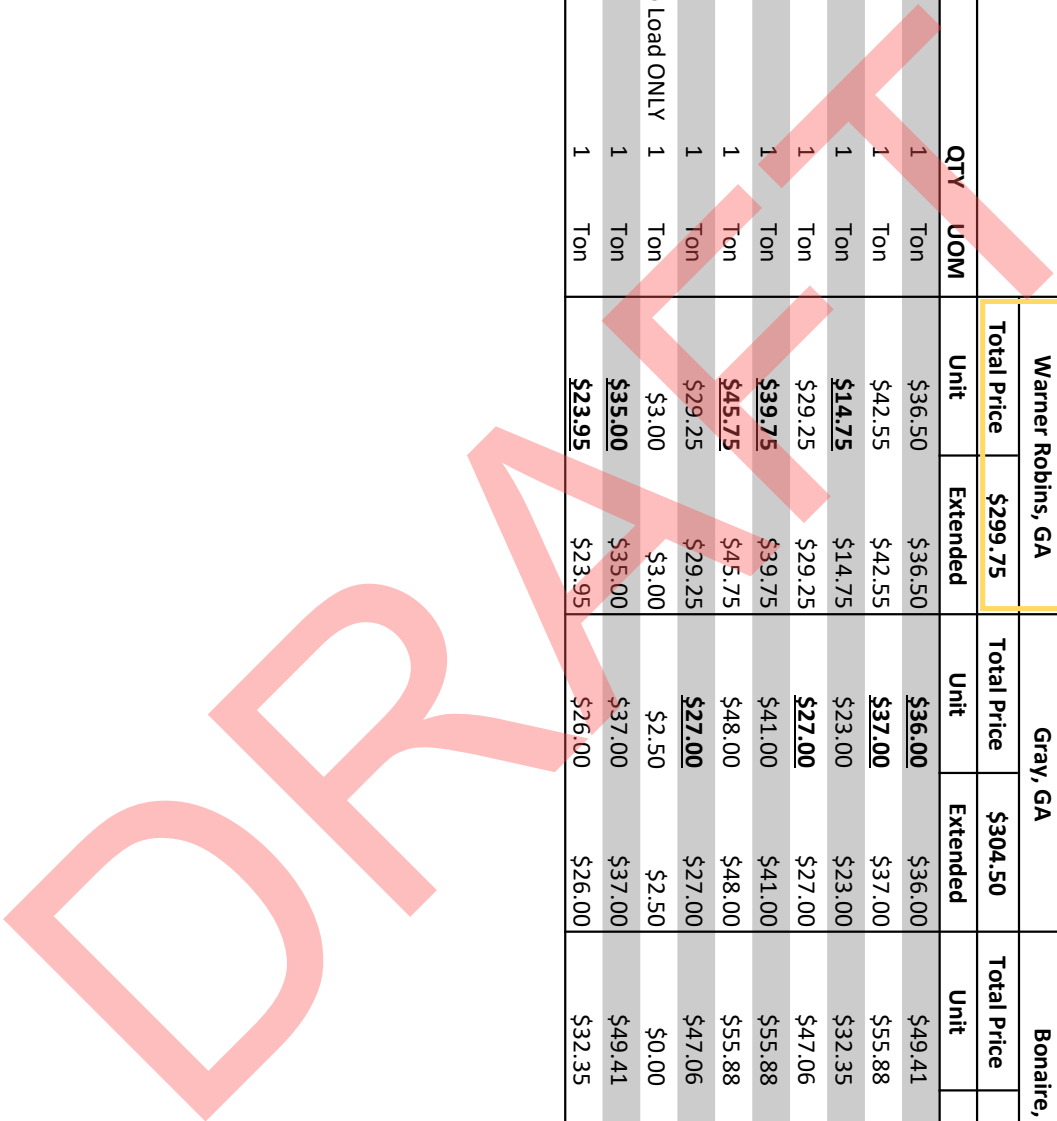
ATTACHMENTS

1. *GA-26-4749 Contract for Rock, Stone, and Sand with Diversified Carriers, Inc.*

DRAFT

Bid Tabulation
Bid No.:26-GA-4749 Annual Contract for Rock, Stone & Sand

Line #	Description	QTY	UOM	Diversified Carriers, Inc.		Hazel Trucking Company LLC		Garrette Martin Excavating & Hauling, Inc.		AEM Services, LLC	
				Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	#57 Stone	1	Ton	\$36.50	\$36.50	<u>\$36.00</u>	\$36.00	\$49.41	\$49.41	\$64.00	\$64.00
2	#67 Stone	1	Ton	\$42.55	\$42.55	\$37.00	\$37.00	\$55.88	\$55.88	\$70.00	\$70.00
3	M-10 Screening	1	Ton	\$14.75	\$14.75	\$23.00	\$23.00	\$32.35	\$32.35	\$16.00	\$16.00
4	2" Crusher Run Stone	1	Ton	\$29.25	\$29.25	<u>\$27.00</u>	\$27.00	\$47.06	\$47.06	\$44.00	\$44.00
5	Surge Stone	1	Ton	\$39.75	\$39.75	\$41.00	\$41.00	\$55.88	\$55.88	\$73.00	\$73.00
6	Rip Rap Type 3 Stone	1	Ton	\$45.75	\$45.75	\$48.00	\$48.00	\$55.88	\$55.88	\$76.00	\$76.00
7	Graded Aggregate Base Course	1	Ton	\$29.25	\$29.25	<u>\$27.00</u>	\$27.00	\$47.06	\$47.06	\$43.00	\$43.00
8	Extra Charge for Tandem Dump Load ONLY	1	Ton	\$3.00	\$3.00	\$2.50	\$2.50	\$0.00	\$0.00	\$22.00	\$22.00
9	#4 Stone	1	Ton	\$35.00	\$35.00	\$37.00	\$37.00	\$49.41	\$49.41	\$58.50	\$58.50
10	Sand - Masonry	1	Ton	<u>\$23.95</u>	\$23.95	\$26.00	\$26.00	\$32.35	\$32.35	\$37.00	\$37.00



**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 Diversified Carriers, Inc. (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning April 1, 2026, and ending March 31, 2027, for scope of work identified in BID NO. 26-GA-4749.

This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT FOR SERVICES

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

CONTRACTOR: Diversified Carriers, Inc.
200 Fairgrounds Blvd.
Warner Robins, GA 31093

BID NO./TITLE: 26-GA-4749 Annual Contract Rock, Stone, and Sand

This Contract is made and entered into this **16th** day of **March 2026**, by and between **DIVERSIFIED CARRIERS, INC.**, (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 Form.
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of **April 1, 2026 and expire on March 31, 2027**. Upon expiration of the initial term, and on each anniversary of the Effective Date thereafter, this Contract shall automatically renew for up to three (3) 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 four (4) 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:
 - 3.1 The Contractor is responsible for performing the scope of services outlined herein (the “Work”) and generally described as follows:

Delivery of Rock, Stone, and Sand to job sites within the City limits of Warner Robins, Georgia. Deliveries must be made within forty-eight (48) hours from receipt of order.

- 3.2 All orders are to be shipped complete. Contractor must notify the City of partial shipments to confirm acceptance.
4. Contract Price: The City shall pay Contractor in accordance with the rates set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's performance of Work, 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. 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.
6. Commencement of Services; Indefinite Quantity:
- 6.1 During the term of this Contract, the City will request the Contractor to supply equipment as specified on an as-needed basis upon issuing a Purchase Order.
- 6.2 The City shall have no obligation to any expenditure commitment or minimum purchase quantity under this Contract. Purchase Orders shall be issued for the completion of Work on an as-needed basis, at the discretion of the City.
7. Payment Procedures
- 7.1 The City will process payment requests following inspection and approval of services rendered.
- 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 up to four (3) successive one (1) year renewal terms (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 necessary to perform the Work as required by law. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.

10. Insurance

10.1 Contractor shall obtain and continuously maintain during the term of the Contract insurance meeting or exceeding the minimum coverage amounts as follows:
 Worker’s Compensation at Statutory Requirement
 Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate
 Commercial Auto Liability: \$1 Million Combined Single Limit
 10.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.

11. 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.

12. Subcontractors

12.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to perform services under this Contract without the prior written consent of the City.
 12.2 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.
 12.3 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.

13. Employment Authorization Program

13.1 In accordance with the Georgia Security and Immigration Compliance Act, as amended, any Contractor that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with these E-Verify requirements.
 13.2 The Contractor and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.

13.3 The Contractor shall comply with any and all applicable requirements and provisions set forth in O.C.G.A. § 13-10-91.

13.4 Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor contracts with a subcontractor in connection with this Contract, the Contractor shall secure from such subcontractor a notarized subcontractor affidavit, and maintain such record for inspection by the City.

14. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.

15. 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.

16. 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

DIVERSIFIED CARRIERS, INC.

Signature: _____
LaRHONDA W. PATRICK
MAYOR

Signature: _____

Print Name: _____

Title: _____

Date: _____

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

EXHIBIT A - Bid Price Form**BID NO.: 26-GA-4749 Annual Contract for Rock, Stone, and Sand****Initial Contract Term: April 1, 2026 through March 31, 2027**

Diversified Carriers, Inc.
200 Fairgrounds Blvd
Warner Robins, GA 31093

Line #	Description	Quantity	Unit of Measure	Unit Price per Ton (Renewal Contract Period)
1	#57 Stone	1	Ton	\$36.50
2	#67 Stone	1	Ton	\$42.55
3	M-10 Screening	1	Ton	\$14.75
4	2" Crusher Run Stone	1	Ton	\$29.25
5	Surge Stone	1	Ton	\$39.75
6	Rip Rap Type 3 Stone (tandems only)	1	Ton	\$45.75
7	Graded Aggregate Base Course	1	Ton	\$29.25
8	Extra Charge for Tandem Dump Load ONLY (excludes TYPE 3 it has to be in tandem)	1	Ton	\$3.00
9	#4 Stone	1	Ton	\$35.00
10	Sand - Masonry	1	Ton	\$23.95

STAFF REPORT

DEPARTMENT: CED-KWRB

SUBMITTED BY: TIFFANY BOWEN

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

Consideration for approval of The Keep Warner Robins Beautiful landscape maintenance contract Renewal.

STAFF RECOMMENDATION

Staff recommends approval of the contract renewal for KWRB landscape maintenance. Paulk Landscaping has consistently delivered high-quality service, enhancing City beautification sites, responding promptly and professionally to service requests. Renewal of this contract will ensure continued high-quality landscape maintenance services that support the City’s aesthetic standards, operational responsiveness, and long-term community enhancement goals.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: No

Total Project Cost: \$126,518.00

Included In Current Capital Budget: N/A

Appropriations: N/A

Account Title / Number	Dollar Amount

External Funding Sources:

Account Title / Number	Dollar Amount
Maintenance and Repairs 7500-52139	\$126,518.00

ITEM DESCRIPTION

The City of Warner Robins maintains 23 designated beautification sites and more than 500 trees to support community appearance, safety, and urban canopy goals. This contract renewal provides continued professional landscape maintenance, including flower installations, tree care, mowing, irrigation repairs, weed control, pruning, and general upkeep. Maintaining this comprehensive service protects the City’s investment, promotes tree health, and ensures public spaces remain safe, attractive, and well maintained.

ALTERNATIVES

Choose to delay, revise, or not approve this expenditure.

ATTACHMENTS

DRAFT

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute the attached contract between Paulk Landscaping and Nursery (“Contractor”), and the City of Warner Robins, Georgia (“City”), for a term beginning April 1, 2026, and ending March 31, 2027, whereby Paulk Landscaping and Nursery will provide landscaping maintenance for Keep Warner Robins Beautiful designated beautification sites and city planted trees for a .

This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT — RENEWAL

OWNER: City of Warner Robins
P.O. Box 9629
Warner Robins, GA 31095

CONTRACTOR: Paulk Landscaping & Nursery, Inc.
1000 Coley Station Road
Cochran, GA 31014

BID NO./TITLE: CED - 4645 Annual Contract for Landscape Maintenance of KWRB Sites

THIS CONTRACT, made and entered into this 16th day of **March 2026**, by and between **Paulk Landscaping & Nursery, Inc.** (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. The Contractor shall perform all of the work described in the following documents:
 - (a) Bid Invitation;
 - (b) KWRB Site Specifications and Conditions;
 - (c) General Conditions for Goods & Services;
 - (d) Exhibit A

All of the foregoing-described documents are incorporated herein by reference and shall do everything required by this contract, the general conditions of the contract, and the specifications.

2. The contract period is from **April 1, 2026, through March 31, 2027**, hereinafter referred to as the “Contract Period”. Contract shall automatically renew for up to one (1) successive one (1) year renewal term, provided that the Contractor’s services have been satisfactory to the City, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the current contract term. In no event shall the total duration of the Contract exceed three (3) years. This option agreement shall provide for the same terms and conditions as provided in this Contract and the decision to enter into such option agreement shall be determined by services rendered by the Contractor during the original Contract period.
3. Contractor agrees to provide the City with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq., the “Georgia Security and Immigration Compliance Act”; and a current W-9 “Request for Taxpayer Identification Number and Certification.”
4. The Contractor agrees to provide and comply with all services listed in the Specifications & Conditions as well as Exhibit A.

- 5. In the event the City decides to modify the landscape of any site locations listed in sections "I" and "IP", in which the Specifications and Conditions of those sites change significantly during any of the contract terms or extensions, the City reserves the right to request a review in pricing, in which a reduction may be requested. The City will evaluate and determine if the revised pricing is considered fair and reasonable to the satisfaction of the City. The City will provide the contractor with a 30-day notification of such changes. The City may cancel the contract if the price request is not approved.
- 6. Prices are to remain firm for the entire Contract period as shown below:

\$10,543.17 Monthly/ \$126,518.00 Annually
- 7. During the performance of this contract, the contractor, for itself, its assignees and successors in the interest agrees to comply in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 U.S.C. § 2000det seq., and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21.
- 8. As required by Official Code of Georgia Annotated Section 36-60-13, this contract shall terminate absolutely and without further obligation on the part of the City at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided under this agreement.
- 9. The City may terminate this Contract with fifteen (15) days written notice for nonperformance.

By signing below, all parties acknowledge and agree to comply with all terms and conditions contained in sections one (1) through nine (9).

CITY OF WARNER ROBINS

PAULK LANDSCAPING & NURSERY, INC.

Signature: _____
LaRHONDA W. PATRICK
MAYOR

Signature: _____

Print Name: _____

Date: _____

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

1. Work Authorization as submitted by Integrated Science & Engineering.

DRAFT

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute the attached contract between Integrated Science & Engineering (“ISE”), and the City of Warner Robins, Georgia (“City”), whereby Integrated Science & Engineering will perform annual long-term water quality monitoring to meet the requirements of the 2026 Watershed Protection Plan as required by Georgia Environments Protection Division.

This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



WORK AUTHORIZATION

1039 Sullivan Road, Suite 200, Newnan, GA 30265
 (p) 678.552.2106 (f) 678.552.2107

To: William Abarca, P.E.
Company: City of Warner Robins
Address: Post Office Box 8629
 Warner Robins, GA 31095

Date: December 3, 2025
From: Jason Ray, GISP
Copy to: file

Project: Watershed Protection Plan, 2026 Long-Term Water Quality Monitoring

Background Information:

The City of Warner Robins (City) is required to perform annual long-term water quality monitoring to meet the requirements of its Watershed Protection Plan (WPP). This WPP was approved by Georgia EPD on December 6, 2012 and is considered a condition of the City’s NPDES wastewater discharge permit. The WPP requires the City annually conduct long-term water quality monitoring and submit reporting documents to EPD. ISE proposes to implement 2026 long-term monitoring activities required by the City’s WPP according to the scope, schedule, and fee described below.

Scope of Work:

Water quality monitoring will be performed at the three (3) locations described below.

Station ID	Stream Name	Road Crossing
SR-2	Sandy Run Creek	Houston Lake Road
BG-1	Bay Gall Creek	Russell Parkway
CB-1	Cainey Branch	Sandy Run Road

Field measurements (*in-situ*) and laboratory analysis of water samples will be performed for these parameters:

- Water Temperature (*in-situ*)
- Dissolved Oxygen (*in-situ*)
- pH (*in-situ*)
- Turbidity (*in-situ*)
- Conductivity (*in-situ*)
- Chemical Oxygen Demand (COD)
- carbonaceous Biochemical Oxygen Demand (cBOD)
- Total Suspended Solids (TSS)
- Nitrate Nitrogen
- Nitrite Nitrogen
- Ammonia Nitrogen
- Total Kjeldahl Nitrogen (TKN)
- Total Phosphorus
- Orthophosphate
- Hardness ⁽¹⁾
- Dissolved Metals (Cadmium, Copper, Lead, and Zinc) ⁽¹⁾
- *E. coli*

(1) Sampled once per year during a wet weather event

WORK AUTHORIZATION

Parameters identified as “*in-situ*” will be measured directly in the stream using a Horiba U-52 water quality meter. The remaining parameters will be analyzed in a Georgia DNR / EPA certified laboratory.

Water quality monitoring will include dry and wet weather sampling for *in-situ* and chemical parameters as well as bacteria sampling as summarized in the table below.

Station ID	Sampling Events	
	Wet and Dry Weather	Bacteria ⁽¹⁾
BG-1	2 wet weather events and 2 dry weather events	2 geometric means for <i>E. coli</i>
SR-2 and CB-1	1 wet weather event and 1 dry weather event	1 geometric mean for <i>E. coli</i>

(1) Bacteria sampling will be performed during the summer season from May - October.

Task 1 – Water Quality Sampling and Analysis

ISE proposes to conduct water quality data over ten (10) sampling events divided into 4 distinct phases.

Task 1A – Winter Water Quality Monitoring

The initial water quality monitoring period will occur January through April and consists of one sampling event at Site BG-1. The sampling event will focus on collecting water samples during a period preceded by at least 72-hours of no rainfall. This shall qualify as a “dry weather” event. This event will collect water samples to be analyzed for the aforementioned *in-situ* and chemical parameters. Following completion of the sampling event, ISE will submit a memo to the City summarizing the monitoring results for this task.

Task 1B – Spring Water Quality Monitoring

The second water quality monitoring period will occur May through July and consist of four separate sampling events at Site BG-1. The initial sampling event will focus on collecting water samples during or immediately following a rainfall event of at least 0.2-inches of rainfall and preceded by a period of at least 72-hours of no rainfall. This shall qualify as a “wet weather” event. This event will collect water samples to be analyzed for the aforementioned *in-situ*, chemical and bacteria parameters. Following this event, three additional sampling events will occur within 30 days and water samples will be analyzed for *in-situ* and bacteria parameters. These three events will occur approximately every 7 days irrespective of the weather. Following completion of all four sampling events, ISE will submit a memo summarizing the monitoring results for this task.

Task 1C – Summer Water Quality Monitoring

The third water quality monitoring period will occur August through October and consist of four separate sampling events at all three monitoring stations. The initial sampling event will focus on collecting water samples during a period preceded by at least 72-hours of no rainfall. This shall qualify as a “dry weather”

WORK AUTHORIZATION

event. This event will collect water samples to be analyzed for the aforementioned *in-situ*, chemical, and bacteria parameters. Following this event, three additional sampling events will occur within 30 days and water samples will be analyzed for *in-situ* and bacteria parameters. These three events will occur approximately every 7 days irrespective of the weather. Following completion of all four sampling events, ISE will submit a memo summarizing the monitoring results for this task.

Task 1D – Fall Water Quality Monitoring

The final water quality monitoring period will occur November through December and consist of one sampling event at all three monitoring stations. The sampling event will focus on collecting water samples during or immediately following a rainfall event of at least 0.2-inches of rainfall and preceded by a period of at least 72-hours of no rainfall. This shall qualify as a “wet weather” event. This event will collect water samples to be analyzed for the aforementioned *in-situ* and chemical parameters as well as hardness and dissolved metals.

Task	Event	Parameters to be Analyzed	Station	Time Period	Season
1A	Event #1	<i>In-situ</i> , Chemical (dry event)	BG-1	January - April	Winter
1B	Event #2	<i>In-situ</i> , Bacteria, Chemical (wet event)	BG-1	May - July	Summer
	Events #3-5	<i>In-situ</i> , Bacteria			
1C	Event #6	<i>In-situ</i> , Bacteria, Chemical (dry event)	BG-1	August - October	Summer
	Events #7-9	<i>In-situ</i> , Bacteria	SR-2 CB-1		
1D	Event #10	<i>In-situ</i> , Chemical, Hardness and Metals (wet event)	BG-1 SR-2 CB-1	November - December	Winter

ISE will subcontract with a Georgia DNR/ EPA certified laboratory for laboratory testing services.

Task 2 – Water Quality Evaluation and Reporting

Following completion of the water sampling activities, ISE will evaluate the data and prepare a water quality report summarizing the 2026 monitoring results. The water quality evaluation will include a comparison of the 2026 data with EPD or other appropriate guidelines for each parameter. If data indicate the water quality may be impacted by pollutants, potential pollutant sources will be identified. With the report, ISE will include a Certification Statement to be signed by the City and the 2026 monitoring data entered into an EPD formatted spreadsheet saved to electronic media.

Deliverables

ISE will complete all sampling activities by December 31, 2026. ISE will prepare and submit one copy of the following documents to the City and EPD prior to EPD’s June 30, 2027 reporting deadline for watershed protection plans:

WORK AUTHORIZATION

- Water Quality Monitoring Progress Report
- Certification Statement
- EPD Spreadsheet of Water Quality Data (thumb drive)

Schedule:

ISE will begin work following the execution of this Work Authorization. Water sampling will be completed by December 31, 2026. The annual water quality report will be completed and submitted to the City and EPD by June 30, 2027.

Fee Estimate:

Task No.	Tasks Performed for a Fixed Fee	Fixed Fee Contract Amount
1A	Winter Water Quality Monitoring	\$ 2,450.00
1B	Spring Water Quality Monitoring	\$ 6,430.00
1C	Summer Water Quality Monitoring	\$ 8,210.00
1D	Fall Water Quality Monitoring	\$ 4,070.00
2	Water Quality Evaluation and Reporting	\$ 6,205.00
TOTAL		\$ 27,365.00

All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein, will be coordinated directly with the City prior to proceeding. Additional fees will be billed hourly.

If this Work Authorization is acceptable, the return of this document with your signature below (Proposal Acceptance) acknowledging the Scope of Work, Fee Estimate, and Terms and Conditions will constitute our Agreement to perform these services and will be considered our Notice to Proceed.

WORK AUTHORIZATION

TERMS AND CONDITIONS

Integrated Science & Engineering, Inc. (ISE) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site: Unless otherwise stated ISE will have reasonable access to the site for activities necessary for the performance of the services. If reasonable access is not provided and consequently ISE is denied or delayed in performing their services, the associated cost may be viewed as a reimbursable expense.

Billings/Payment: Invoices for ISE's services shall be submitted, at ISE's option, either upon completion of such services or on a monthly basis (unless noted otherwise) and are due when rendered. Invoices shall be considered "Past Due" if not paid within 30 days after the invoice date. If the invoice is not paid within 30 days, ISE may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Unpaid accounts shall be subject to a monthly service charge of 1.5% on the unpaid balance at the sole election of ISE. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including attorney's fees.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be billed at a multiple of 1.15 times the cost incurred.

Additional Services: Additional services include increase or change in scope of project, major revisions when such revisions are inconsistent with written approvals or instructions previously given, services after award of contract in evaluation of substitutions proposed by the construction contractor, and other services that are not included under professional services; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at ISE's cost incurred or normal prevailing rate. ISE will only perform additional services when authorized in writing by the Client.

Indemnification: The Client shall indemnify and hold harmless ISE and all of its personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of the Client, anyone directly employed by the Client (except ISE), or anyone for whose acts any of them may be liable.

ISE shall indemnify and hold harmless Client and all of Client's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

Risk Allocation: In recognition of the relative risks, rewards and benefits of the project to both the Client and ISE, the risks have been allocated such that ISE and the Client agree that, to the fullest extent permitted by the law, each parties' total aggregate liability to the one another and their respective contractors, subcontractors, consultants and other parties with legal standing to file claims resulting from any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$50,000 or the total fee for services contemplated under this Agreement, whichever is less. Such causes include, but are not limited to, ISE's or Client's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by written notice by either the Client or ISE should the other fail to perform its obligations

hereunder. In the event of termination, the Client shall pay ISE for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents: All documents produced by ISE under this agreement shall remain the property of ISE and may not be used by the Client for any other endeavor without the written consent of ISE. Any unauthorized use or distribution shall be at Client's and Recipient's sole risk and without liability to ISE. Client further agrees that documents produced by ISE pursuant to this agreement will not be used at any location or for any project not expressly provided for in this agreement without ISE's written approval.

Discovery of Unanticipated Hazardous Materials: Hazardous materials may exist where there is no reason to believe they could or should be present. The client acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE and the Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ISE and the Client also agree that the discovery of unanticipated hazardous materials may make it necessary for ISE to take immediate measures to protect human health and safety, and/or the environment. ISE agrees to notify the Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Client encourages ISE to take any and all measures that in ISE professional opinion are justified to preserve and protect the health and safety of ISE personnel and the public, and/or the environment, and the Client agrees to compensate ISE for the additional cost of such work.

Site Operations: ISE field personnel will avoid hazards or utilities which are visible to them at the site. If ISE is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, ISE will give special instructions to their field personnel. ISE will conduct the research that in its professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. The Client recognizes that ISE's research may not identify all subsurface utility lines and man-made objects, and that the information upon which ISE relies may contain errors or may not be complete. ISE is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Client or third parties. Evaluations of existing buildings require that certain assumptions be made regarding existing conditions, many of which are not able to be reviewed by reasonable visual observation. These assumptions cannot be verified without substantial cost of demolition. Where the detailed investigation of such a condition is not authorized, ISE shall not be responsible for the condition of the existing structure. The Client understands that actual field conditions may subsequently be found to vary from design assumptions which in turn may alter or increase the scope of the design and/or construction services. The Client is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Client and his contractor(s) are fully and solely liable for all means and methods of construction, temporary bracing and shoring, and construction site safety.

Integration: This agreement, the attached documents and those incorporated herein constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by both parties.

Governing Law: Unless otherwise specified, this agreement shall be governed by the laws in the State of Georgia.

WORK AUTHORIZATION

PROPOSAL ACCEPTANCE

Project Name Watershed Protection Plan, 2026 Long-Term Water Quality Monitoring
 Project Location Warner Robins, Georgia
 Proposal Date December 3, 2025

FOR PAYMENT OF CHARGES

Charge Invoice to the Account of:

Firm _____
 Address _____
 City, State Zip Code _____
 Phone Number _____
 Attention _____ Title _____

FOR APPROVAL OF CHARGES (if other than above)

If the Invoice is to be mailed for approval to someone other than the account charges, please indicate where to mail the invoice in the space below.

Firm _____
 Address _____
 City, State Zip Code _____
 Phone Number _____
 Attention _____ Title _____

PROPERTY OWNER IDENTIFICATION (if other than above)

Name _____
 Address _____
 City, State Zip Code _____
 Phone Number _____
 Attention _____ Title _____

PROPOSAL ACCEPTANCE

The Terms and Conditions of this Proposal, including the Terms on this page and the Proposal contents are:


Accepted this _____ day of _____, 202_____

Print or type individual, firm or corporate name

X

Signature of authorized representative

Print or type name of authorized representative and title

REVIEWED AS TO FORM

CITY ATTORNEY
SUBJECT TO MAYOR AND COUNCIL APPROVAL

STAFF REPORT

DEPARTMENT: FIRE
 SUBMITTED BY: ALBERT WRIGHT
 MEETING DATE: MARCH 16TH 2026

AGENDA ITEM

Mold Remediation – Fire Station #4

Mold Remediation, restoration, and moisture source mitigation/reconstruction for Fire Station #4.

STAFF RECOMMENDATION

Approve and award the contract for Go Clean Co for the mold remediation, restoration, and moisture source mitigation/reconstruction for Station #4 for an amount not to exceed \$51,096.62.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: Yes/No

Total Project Cost: \$51,096.62

Included In Current Capital Budget: No

Appropriations: Yes/No

Account Title / Number	Dollar Amount
2018 SPLOST / 3502-54101	\$51,096.62

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

Fire Station #4, constructed in 2006, began experiencing significant HVAC-related condensation issues in June 2015, resulting in water accumulation and damage to system components, insulation, and ceiling materials throughout the station. Over the years, multiple HVAC contractors performed corrective measures, including system cleanings, re-insulation, resealing, and the addition of attic ventilation. While these efforts temporarily reduced the symptoms, they did not permanently resolve the underlying issue, and in the summer of 2025, the condensation returned at an intensified level.

Due to the severity and recurrence of the problem, a professional mold evaluation and environmental testing were conducted. Testing confirmed the presence of mold in the affected attic space, though no mold was detected in the occupied living areas, allowing the station to safely remain in service.

However, it was determined that if left untreated, the mold could continue to spread, potentially impacting indoor air quality, personnel health, and further damaging building systems.

A formal bid process was conducted, resulting in six bid proposals that were evaluated based on relevant industry experience, understanding of project objectives, detailed mitigation and restoration plans, adherence to industry standards, and cost. Following a comprehensive review, Go Clean Co was selected due to their demonstrated expertise, thorough mitigation methodology, compliance with best practices, and competitive pricing. This project is necessary to protect personnel health, restore facility integrity, and provide a long-term solution to prevent recurrence.

ALTERNATIVES

Reject all bids and conduct another formal bid process. However, due to potential future health concerns, I would not recommend this action.

ATTACHMENTS

1. Go Clean Co Contract
2. Bid No. F4717 Tabulation

DRAFT

BID TABULATION
 BID NO.: F-4717 MOLD REMEDIATION SERVICES AT STATION 4

Line #	Description	QTY	UOM	Accurate Property Services		Go Cleanco (Cleanco Property Maintenance)		American Property Restoration Inc		Piedmont Reconstruction Company, Inc.		BMS CAT of Georgia, LLC		Wilpro Enterprises Inc. dba ServPro	
				Monticello, GA	Macon, GA	Libburn, GA	Macon, GA	Smyrna, GA	Villa Rica, GA						
				Total Price	Extended	Total Price	Extended	Total Price	Extended	Total Price	Extended	Total Price	Extended	Total Price	Extended
1	Total cost for all materials, equipment, products, labor and any associated expenses necessary to complete all services as outlined and specified.	1	LS	\$27,023.51	\$27,023.51	\$51,096.62	\$51,096.62	\$64,824.24	\$64,824.24	\$79,250.00	\$79,250.00	\$82,755.28	\$82,755.28	\$98,105.00	\$98,105.00

DRAFT

STAFF REPORT

DEPARTMENT: FIRE
 SUBMITTED BY: CHIEF ALBERT WRIGHT
 MEETING DATE: MARCH 16TH 2026

AGENDA ITEM

Windows Replacement – Station 6
 Replacement of 14 windows for Fire Station #6.

STAFF RECOMMENDATION

Requesting the award of the bid from Go Clean Co. to perform the full replacement and associated construction needs of 14 windows at Fire Station #6 for the amount of \$17,913.82.

BUDGET AND PROCUREMENT

Budgeted Item: Yes
 Fiscal Impact: Yes/No
 Included In Current Capital Budget:

Included In Current Operating Budget: Yes
 Total Project Cost: \$17,913.82
 Appropriations: Yes/No

Account Title / Number	Dollar Amount
Building and Improvements / 3570-54101	\$17,913.82

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

The scope of work consists of the removal and replacement of fourteen (14) existing exterior windows at Fire Station #6, located at 701 Osigian Blvd. The current windows are original to the building’s 1999 construction and have experienced recurring issues, including water intrusion, condensation between panes, operational deficiencies, and associated interior damage. Although various repairs have been performed over the years to mitigate these concerns, those measures have only provided temporary relief and have not resolved the underlying deficiencies.

The proposed work includes the complete removal of the existing window assemblies and installation of fourteen (14) new windows in accordance with manufacturer specifications and recognized industry standards, and carries a 20-year product warranty. Installation will include proper flashing integration with the building envelope, sealants, and placement of insulation to ensure an airtight and watertight

seal. All work will be performed to ensure compatibility with the existing wall systems and to restore the integrity of the building.

Full replacement is needed due to the age of the windows, the repeated history of water intrusion, and the continued degradation of window components and surrounding materials. Proper installation with updated flashing, insulation, and sealing methods will significantly reduce the risk of future moisture infiltration, improve energy efficiency, enhance operational functionality, and protect the facility from further structural or interior damage. This replacement will provide a long-term solution that supports the reliability and sustainability of Fire Station #6.

A formal bid process was conducted through the Purchasing Department on October 17th, 2025, and no bid response was received. A second formal bid was conducted on December 2nd, 2025, and one bid was received, reviewed, and evaluated against industry practices. Bid No. F4739

ALTERNATIVES

Reject the current bid and rebid the project for the third time

ATTACHMENTS

1. Bid Quote - GoCleanCO

BID TABULATION

BID NO.: F-4739 WINDOW REPLACEMENT AT STATION 6

Go Cleanco (Cleanco Property Maintenance)	
Macon, GA	
Total Price	\$17,913.82

Line #	Description	QTY	UOM	Unit	Extended
1	Total cost to complete all services within the scope of work. The provided cost must include all materials, equipment, products, labor and any other associated expenses necessary to successfully complete the project.	1	LS	\$17,913.82	\$17,913.82

DRAFT

STAFF REPORT

DEPARTMENT: GENERAL ADMINISTRATION

SUBMITTED BY: CHRIS ROOKS

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

MCCI Laserfiche Managed Cloud Renewal for 2026-2027

Laserfiche is a software storage system that organizes and manages documents for the city to improve efficiency and productivity. Mayor and Council recently approved the annual software renewal for this service. This renewal is for managed cloud services.

STAFF RECOMMENDATION

It is recommended that the annual cloud services be approved. This will allow staff to continue working with documents and storing documents with support from MCCI.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact:

Total Project Cost: \$97,691.98

Included In Current Capital Budget:

Appropriations:

Account Title / Number	Dollar Amount
1535 52041 IT Professional Services/Software	\$97,691.98

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

Laserfiche is a software system that organizes and manages documents for the city to improve efficiency and productivity. Laserfiche has been the storage software solution for the city for many years, and the data is stored in a managed cloud service provided by MCCI. Mayor and Council approved a software upgrade and cloud storage option in 2024 improving the software and storage capacity. Laserfiche is used daily by staff to save, organize, and search for important data stored in the system.

ALTERNATIVES

The alternative would be to bid for another software program.

ATTACHMENTS

1. Annual Billing Invoice

DRAFT



Bill To: City of Warner Robins Attention: Chris Rooks 202 N Davis Drive, PMB 718 Warner Robins, GA 31093	Invoice Number RN27580 Invoice Date 2/24/2026 PO Number Payment Terms Net 30 Customer ID WARNROGA01 End Customer ID WarnerRobins
Reference: Annual Billing for 2026-2027	

Managed Cloud Renewal Coverage Period: 5/9 - 5/8

Description	Quantity	Unit Price	Extended Amount
Subscription-Managed Cloud (CS)			
Managed Cloud Protected Storage, 8,192 GB	1	\$34221.6	\$34,221.60
Managed Cloud Protected Storage, 4,096 GB	1	\$17110.8	\$17,110.80
Managed Cloud Protected Storage, 1,024 GB	1	\$3636.045	\$3,636.05
Laserfiche Managed Cloud, V300	1	\$42723.534	\$42,723.53
		Subtotal	\$97,691.98
		Subtotal	\$97,691.98
		Downpayment Applied	-\$0.00
		Sales Tax	\$0.00
		Total Due	\$97,691.98

Electronic Payment Information: MCCI, LLC c/o Enterprise Bank ABA: 081006162 Account: 1293909 (800) 342-2633	Thank you for your business.	Mail-in Payment Information MCCI, LLC c/o Enterprise Bank P.O. Box 790379 St. Louis, MO 63179-0379 (800) 342-2633
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STAFF REPORT

DEPARTMENT: UTILITY DEPARTMENT
 SUBMITTED BY: MONTIE WALTERS
 MEETING DATE: MARCH 16, 2026

AGENDA ITEM

Purchase of two MC4 Core Mobile Processors and tablets for meter reading and data collection.

STAFF RECOMMENDATION

Approve the purchase of new meter reading equipment in the amount of \$55,000 + \$1,555.27 for the maintenance plan for a total of \$56,555.27. This is to replace outdated and unreliable handheld equipment currently in use.

BUDGET AND PROCUREMENT

Budgeted Item: Yes/No
 Included In Current Operating Budget: Yes/No
 Fiscal Impact: Yes/No
 Total Project Cost: \$56,555.27
 Included In Current Capital Budget: Yes or No
 Appropriations: Yes/No

Account Title / Number	Dollar Amount
NATURAL GAS-NEW PROJECTS 054.04700.54063.000.000	\$56, 555.27

External Funding Sources:

Account Title / Number	Dollar Amount

ITEM DESCRIPTION

The utility department is currently utilizing meter reading equipment that was purchased 20+ years ago. The equipment has reached the end of its useful life and is no longer supported by the manufacturer or the new ERP system that the city will be transitioning to. Increasing maintenance issues, data inaccuracies, and limited compatibility with current billing software are negatively affecting operational efficiency. Replacing the current meter reader equipment is necessary to maintain operational

efficiency, billing accuracy and customer service standards. United Systems is currently the authorized representative for Itron which is the system that we are currently using. Two of our meter readers are currently utilizing the mobile data collectors that were purchased from United Systems, while the other 2 are using the outdated handheld equipment.

ALTERNATIVES

ATTACHMENTS

1. See attached Quote from United Systems

DRAFT



February 19, 2025

Dear Valued Itron Utility Customer,

Itron and our authorized distributors are continually evaluating ways to better serve you and deliver the best service, support and buying experience possible. With your success in mind, please note that United Systems & Software, Inc. (USS) is the only *Authorized Itron Water Distributor* in your state. USS has received the necessary training and certification levels to represent Itron to our shared customers—and in this capacity, USS is the only company authorized to sell Itron Water ERTs in your area.

As of November 2021, Itron is the exclusive supplier of Diehl Metering HYDRUS Ultrasonic water meters with the Itron in-line connector (ILC) in North America. All meter sales with ILC must go through Itron and/ or one of its Authorized Distributors.

USS is the Authorized Itron Water Distributor in these states:
AL, AR, DE, FL, GA, IL, IN, KY, LA, MD, MI, MN, MO, MS, NC, OH, PA, SC, TN, VA, WI, WV.

USS is the Authorized Itron Gas Distributor in these states:
AL, IL, IN, KY, MI, MS, OH, TN.

Depending on your state and local bidding laws, this letter may serve as sole source provider documentation for Itron and Water Metering products.

If you have any questions, or if we can provide any further information, please feel free to contact us directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracy Wright", is written over a large, faint red watermark that says "DRAFT".

Mr. Tracy Wright
Itron Channel Sales Manager
Tracy.Wright@itron.com

Itron
2111 N. Molter Road
Liberty Lake, WA 99019
www.itron.com

A handwritten signature in black ink, appearing to read "Will Taylor", is written over a large, faint red watermark that says "DRAFT".

Mr. Will Taylor
USS Director of Sales
willt@united-systems.com

United Systems & Software, Inc.
91 Southwest One Blvd
Benton, KY 42025
www.united-systems.com



GAS 054 - 54083
new projects 4700



Quotation

For: Warner Robins GA

Prepared By:
Jake Whitfield, United Systems & Software
P.O. Box 547 – 91 Southwest One Blvd, Benton, KY 42025
Phone: 656-249-3866 - Email: jake.whitfield@united-systems.com

Date	PO Number	Shipping Method	Shipping Terms
February 6 th 2026	TBD	Best Way	Shipping Not Included

Qty	Item # - Description	Unit Price - \$	Line Total - \$
2	DCU-5320-301-X1 MC4Core with FZ-G2 Tablet	\$27,500.00	\$55,000.00
Total:			\$55,000.00
Optional/ Each	SVC-MC4CORE MC4CORE MAINTENANCE	\$1,555.27	\$1,555.27

Pricing is valid through March 2026

General— Unless specifically stated to the contrary, prices do not include shipping and/or sales tax, if applicable. Likewise, this quotation does not include technical services related to setup, installation & configuration of proposed items unless specifically stated above. Endpoint orders not in box quantity are assessed a broken box fee of \$25. All related invoices shall be paid on a Net 10 Day basis. This quotation shall remain firm for sixty (60) days from the quotation date or prior to calendar year-end, unless modified in writing by USS prior to USS acceptance. Price increases are expected for the ensuing calendar year.

STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

Consideration Of Update To Peach County Service Delivery Strategy

Consideration of a resolution adopting an update to the Peach County Service Delivery Strategy so as to reflect and acknowledge that the City of Byron shall operate a senior center in the northern portion of Peach County.

STAFF RECOMMENDATION

Approve a resolution adopting an update to the Peach County Service Delivery Strategy for the purpose of reflecting that the City of Byron will operate a senior center and provide a service that overlaps with that provided by Peach County and authorize the Mayor to execute all necessary documents.

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: No

There are no fiscal impacts to the City of Warner Robins resulting from the recommended action.

ITEM DESCRIPTION

The Georgia Service Delivery Act, as amended in 2025, local governments across the state are periodically required to review the delivery of services among jurisdictions within each county. The Act requires local governments to identify and attempt to avoid overlapping areas of service delivery so as to provide the best value to taxpayers. The law does recognize and allow, however, for municipalities to provide a service at a higher level than a similar service provided by a County.

Peach County currently provides senior center services at a facility in Fort Valley, located in the southern portion of the county. The City of Byron wishes to operate a second facility within its corporate limits, located in the northern portion of the county. The operation of the Byron facility will provide a higher level of service in that it is in closer proximity to seniors living in the northern area of Peach County making it easier for those residents to connect with services.

Under the Service Delivery Act, this addition of service by the City of Byron requires that the existing Peach County Service Delivery Strategy be amended. Such amendment requires adoption of a resolution by each jurisdiction covered under the current strategy.

ALTERNATIVES

While there is no direct impact to the City of Warner Robins resulting from this amendment to the Peach County Service Delivery Strategy, the Mayor and City Council could choose to reject the resolution and amendment.

ATTACHMENTS

1. Service Delivery Strategy (SDS) Amending Resolution
2. Duplicate Services Memo
3. SDS Form 1
4. SDS Form 2
5. SDS Form 4

DRAFT



Phone: 478-751-6160

Address: 3661 Eisenhower Pkwy, Ste. MB102
Macon, Georgia 31206

Website: middlegeorgiarc.org

Jenna S. Mashburn, Chair

Laura M. Mathis, Executive Director

TO: Jon West, Georgia Department of Community Affairs

From: Cammi Sanchez, Middle Georgia Regional Commission

Date: March 2, 2026

Subject: Overlapping Service Areas 2026 Peach County SDS Update

CC: Chairman Roy Lewis, Peach County; Mayor Michael Chidester, City of Byron; Mayor Shakeena Reeves, City of Fort Valley; Mayor LaRhonda Patrick, City of Warner Robins

BACKGROUND:

Under the Service Delivery Act, as amended in 2025, local governments across the State of Georgia are periodically required to review the delivery of services among jurisdictions within each of Georgia's 159 counties. This law requires local governments to identify and attempt to avoid overlapping areas of service delivery; however, it notes that municipalities providing a service at a higher level than the base level of service throughout the county shall not be considered a duplication of the county service.

POTENTIAL OVERLAPPING SERVICE AREAS:

Peach County provides county-wide senior center services at its facility in Fort Valley, located in the southern half of the county, while the City of Byron operates a senior center in the northern portion that also serves residents county-wide. Once an individual is deemed eligible to participate in senior center programming, they may choose which facility to attend, regardless of the jurisdiction in which they reside. Regulations in the Older Americans Act prohibit the county from restricting access to either senior center in Peach County based on geography

EXPLANATION OF CONTINUED ARRANGEMENT:

Although services are offered at two locations, the current arrangement is complementary rather than duplicative. Providing senior center services at both ends of the county enhances the quality of life for Peach County's aging population by improving overall accessibility and ensuring that older adults have equitable access to programs and resources, regardless of where they reside. Reducing travel time and transportation barriers allows more seniors to participate in social and wellness activities that support healthy aging. Expanding services geographically also helps decrease social isolation by creating convenient gathering spaces within each community.

RESOLUTION
City of Warner Robins

WHEREAS, the Georgia State Legislature adopted during its 1997 Legislative Session the Service Delivery Strategy Act; and

WHEREAS, this act requires each and every county within the State of Georgia to adopt a Service Delivery Strategy which identifies the methods, funding sources, service providers, and geographic service area of each public service activity provided within the county and its municipalities; and

WHEREAS, the Service Delivery Strategy must be officially adopted by Peach County, the Cities of Byron, Fort Valley, and Warner Robins and then verified by the Georgia Department of Community Affairs; and

WHEREAS, city and county officials have worked diligently to revise the county's Service Delivery Strategy and authorize the Mayor of the City of Warner Robins to sign the requisite documents acknowledging approval of the Service Delivery Strategy; and

NOW THEREFORE, BE IT RESOLVED by the City of Warner Robins that the attached Peach County Service Delivery Strategy is hereby adopted as the official Service Delivery Strategy, to be updated from time-to-time as required in Title 36 of the Official Code of Georgia Annotated 36-70-1 et al; and

BE IT FURTHER RESOLVED that the Mayor of the City of Warner Robins hereby authorized to place the Service Delivery Strategy on the appropriate forms prescribed by the Georgia Department of Community Affairs, to execute those forms in the proper places, and to submit the Service Delivery Strategy to the Department of Community Affairs for verification in compliance with O.C.G.A. 36-70-26.

Adopted this 16th day of March, 2026.

Larhonda W. Patrick, Mayor

Mandy Stella, City Clerk



SERVICE DELIVERY STRATEGY FORM 1

I. GENERAL INSTRUCTIONS:

1. FORM 1 is required for **ALL** SDS submittals. Only one set of these forms should be submitted per county. The completed forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

OPTION A <i>Revising or Adding to the SDS</i>	OPTION B <i>Extending the Existing SDS</i>
<ol style="list-style-type: none"> 4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.) 5. For each service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2). 6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).] 	<ol style="list-style-type: none"> 4. In Section IV type, "NONE." 5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).] 6. Proceed to step 7, below. <div style="background-color: #003366; color: white; padding: 10px; margin-top: 10px;"> <p style="text-align: center; font-size: small;"> For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at http://www.dca.georgia.gov/community-assistance/Coordinated-planning/intergovernmental-coordination/service-delivery, or call the Office of Planning at (404) 679-5279. </p> </div>

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server, OR email them to planning@dca.ga.gov.

NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.

II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:

In this section, list all local governments (including cities, counties, and other local authorities) that provide services included in the service delivery strategy.

Peach County, City of Byron, City of Fort Valley, City of Perry, City of Warner Robins, Houston County, Fort Valley Utility Commission, Jointly Owned Natural Gas

III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:

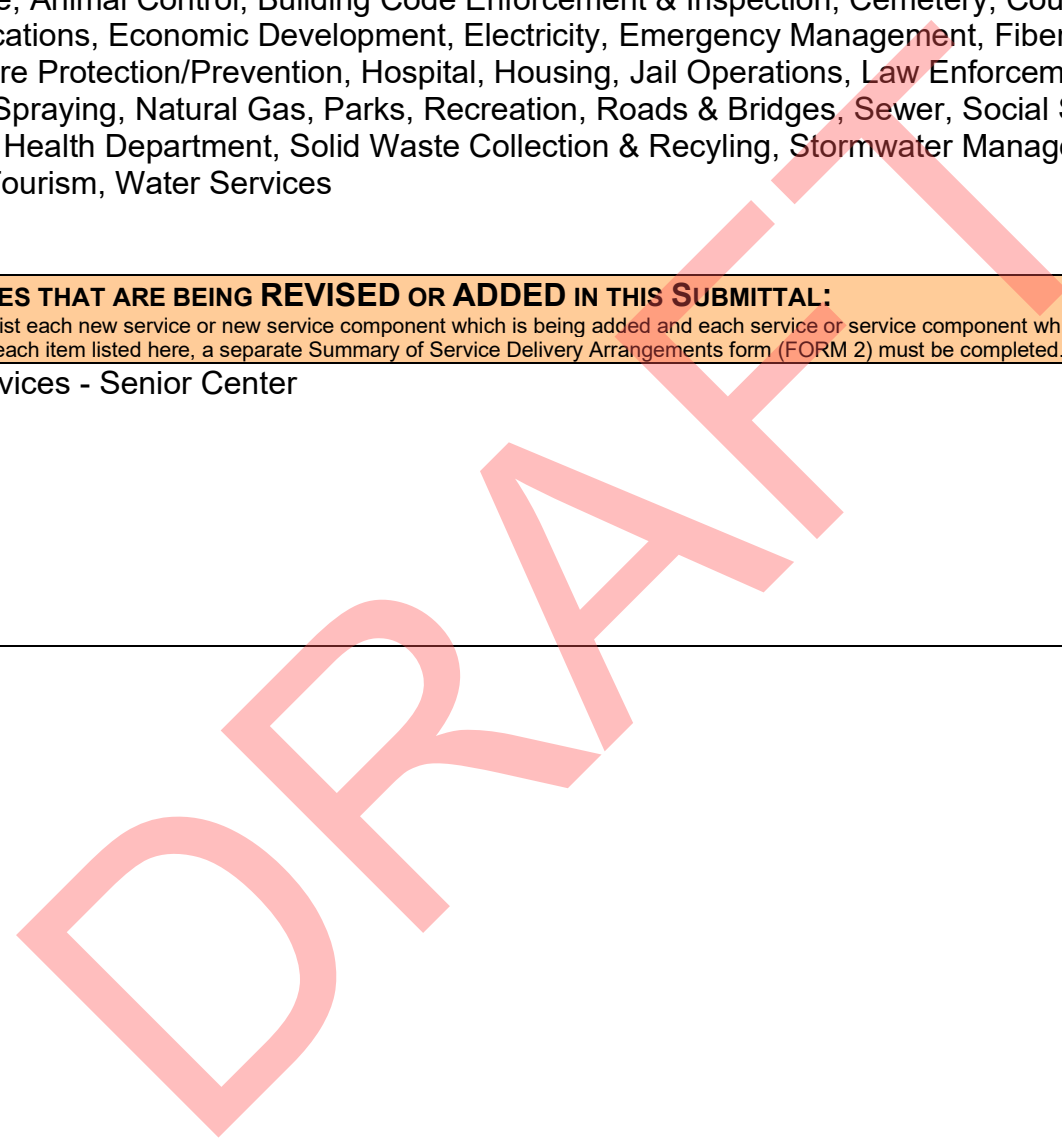
In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

Ambulance, Animal Control, Building Code Enforcement & Inspection, Cemetery, Court Services, E-911 Communications, Economic Development, Electricity, Emergency Management, Fiber Optic & Wireless Access, Fire Protection/Prevention, Hospital, Housing, Jail Operations, Law Enforcement, Library, Mosquito Spraying, Natural Gas, Parks, Recreation, Roads & Bridges, Sewer, Social Services, Social Services - Health Department, Solid Waste Collection & Recycling, Stormwater Management, Street Lighting, Tourism, Water Services

IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Social Services - Senior Center





SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

COUNTY: PEACH COUNTY

Service: *Social Services-Senior Center*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.): **Peach County and the City of Byron provide senior center engagement opportunities that are available to residents countywide.**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Peach County	General fund and grants
City of Fort Valley	General fund and grants
City of Byron	General fund and grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

This strategy does not alter the way the service is currently being provided within the community. In the 2019 Service Delivery Strategy Update senior center services were provided by Peach County, with the County paying for the program's operation cost and the City of Fort Valley assuming the maintenance costs. The City of Byron also provides senior center programming. Both engagement opportunities are available countywide to all eligible residents.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

The County and Cities have elected to use resolutions adopted by each governing body to initiate the Service Delivery Strategy. Provision of this service will be carried out as outlined by the governing bodies upon passage of the adoption resolution.

7. Person completing form: **Cammi Sanchez**
 Phone number: **478-722-6950** Date completed: March 2, 2026

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
AUDREY JERNIGAN, PEACH COUNTY CLERK, 478-825-2535



SERVICE DELIVERY STRATEGY

FORM 4: Certifications

Instructions:

This form must, at a minimum, be signed by an authorized representative of the following governments: 1) the county; 2) the city serving as the county seat; 3) all cities having a 2000 population of over 9,000 residing within the county; and 4) no less than 50% of all other cities with a 2000 population of between 500 and 9,000 residing within the county. Cities with a 2000 population below 500 and local authorities providing services under the strategy are not required to sign this form, but are encouraged to do so.

COUNTY: PEACH COUNTY

We, the undersigned authorized representatives of the jurisdictions listed below, certify that:

1. We have executed agreements for implementation of our service delivery strategy and the attached forms provide an accurate depiction of our agreed upon strategy (O.C.G.A 36-70-21);
2. Our service delivery strategy promotes the delivery of local government services in the most efficient, effective, and responsive manner (O.C.G.A. 36-70-24 (1));
3. Our service delivery strategy provides that water or sewer fees charged to customers located outside the geographic boundaries of a service provider are reasonable and are not arbitrarily higher than the fees charged to customers located within the geographic boundaries of the service provider (O.C.G.A. 36-70-24 (2)); and
4. Our service delivery strategy ensures that the cost of any services the county government provides (including those jointly funded by the county and one or more municipalities) primarily for the benefit of the unincorporated area of the county are borne by the unincorporated area residents, individuals, and property owners who receive such service (O.C.G.A. 36-70-24 (3)).

JURISDICTION	TITLE	NAME	SIGNATURE	DATE
<u>CITY OF BYRON</u>	Mayor	Michael Chidester		
<u>CITY OF FORT VALLEY</u>	Mayor	Shakeena B. Reeves		
<u>CITY OF WARNER ROBINS</u>	Mayor	LaRhonda W. Patrick		
<u>PEACH COUNTY</u>	Chairman	Roy Lewis		

STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

Acceptance of Donated Property

Accepting the donation of 203, 205 and 207 Kirkwood Circle for holding as greenspace and/or for a potential new passive park.

STAFF RECOMMENDATION

It is Staff's recommendation to accept the donation of 203, 205, and 207 Kirkwood Circle as the properties hold very little development potential being located in the BayGall Flood Plain. The property owner is seeking to donate the property after a year of trying to sell to finalize the Estate of his late Father. This property is surrounded by the City of Warner Robins property which is maintained for Stormwater Purposes.

BUDGET AND PROCUREMENT

Budgeted Item: N/A

Included In Current Operating Budget: N/A

Fiscal Impact: N/A

Total Project Cost: N/A

Included In Current Capital Budget: N/A

Appropriations: N/A

The subject properties generated combined City property tax revenues of \$50.14 in the most recent tax year, so removing them from the tax roles would have minimal fiscal impact. Additionally, the properties currently exist in a natural wooded state, so there would be minimal, if any, costs to maintain the properties.

ITEM DESCRIPTION

The three parcels located at 203, 205, and 207 Kirkwood Circle have very limited development potential due to their location in the flood plain. The property owner has attempted to sell the properties over the last year to no avail. As the properties are surrounded by the City of Warner Robins's property, they have asked for the City to accept the donation of all three parcels. The subject parcels generate minimal revenues for the City through property taxes as illustrated in the table below:

	203 Kirkwood	205 Kirkwood	207 Kirkwood	TOTAL
2025	\$18.98	\$17.55	\$13.61	\$50.14
2024	\$18.98	\$17.55	\$13.61	\$50.14
2023	\$21.16	\$19.56	\$15.17	\$55.89
2022	\$21.16	\$19.56	\$15.17	\$55.89

**Data provided by the Tax Office.*

The parcels are also fully wooded and thus will be a smaller maintenance challenge than that of a field that requires regular mowing and maintenance during the growing season. The goal would be to preserve the greenspace around the Baygall Creek Area and potentially look at a small passive park in the future.

ALTERNATIVES

Choose not to accept the donation at this time.

ATTACHMENTS

1. QPublic Property Map
2. Resolution
3. Email from Krag Woodyard

DRAFT

**CITY OF WARNER ROBINS
STATE OF GEORGIA**

R E S O L U T I O N

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins, by adoption of this resolution, authorize the City Attorney's Office to begin the process of transferring ownership of Houston County Tax Parcel IDs 0W034A 002000, 0W034A 003000, and 0W034A 005000, approximately .84 acres of property located at Kirkwood Circle, to the City of Warner Robins to include, but not limited to, the ordering of title work and the commissioning of a plat of survey.

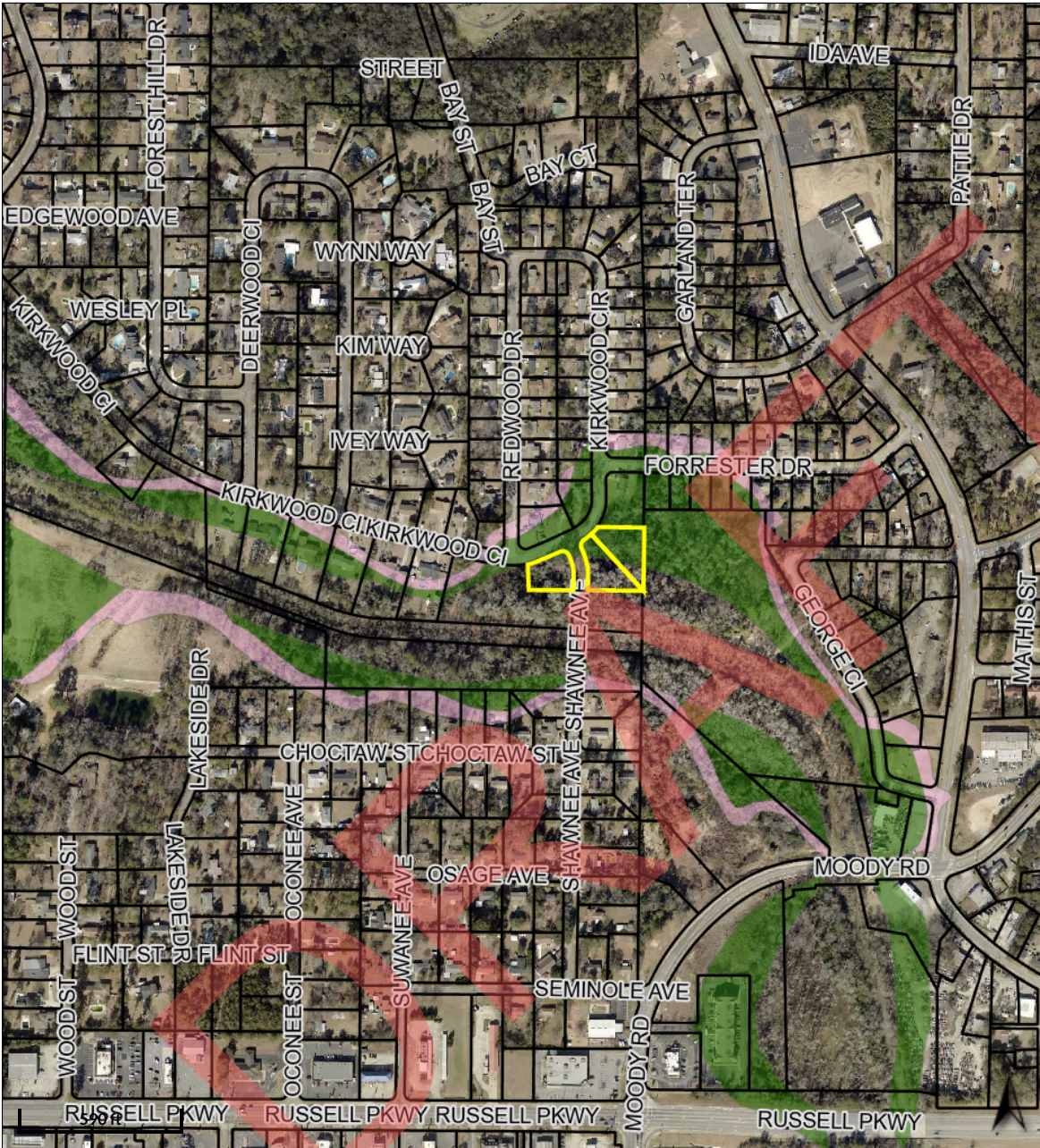
This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:






Mandy Stella, City Clerk



Overview



Legend

-  Parcels
-  Roads
- Flood Map**
 -  A - 100 Year Flood Area - Areas of 1% annual chance flood also known as the base flood. Base Flood Elevations (BFE) have not been determined.
 -  AE - 100 Year Flood Area - Areas of 1% annual chance flood also known as the base flood. Determined by detailed methods with Base Flood Elevations (BFE).
 -  X: 500 Year Flood - Areas of 0.2% annual chance flood

Date created: 2/18/2026
 Last Data Uploaded: 2/18/2026 2:16:41 AM

Developed by  SCHNEIDER
 GEOSPATIAL

STAFF REPORT

DEPARTMENT: RECREATION, PARKS AND CULTURAL SERVICES

SUBMITTED BY: PRESTON POOSER

MEETING DATE: FEBRUARY 17, 2026

AGENDA ITEM

Approve an Agreement with Kingsque & More for the operations and management of concession stands during athletic programs

STAFF RECOMMENDATION

Staff recommends approving the agreement with Kingsque & More for the operation and management of concession stands during athletic programs and events.

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact:

Total Project Cost: N/A

Included In Current Capital Budget: No

Appropriations: N/A

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

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

This Council Item is an Agreement with Kingsque & More for the operations and management of concession stands during athletic programs and events held at City of Warner Robins parks and facilities.

A Request for Proposal RFP (R-4693) was issued on July 18, 2025 for Concession Stand Operations. The deadline for proposals to be submitted was August 1, 2025. There were three responsive proposals submitted. The review committee unanimously agreed that Kingsque & More was the best proposal in terms of menu pricing and the ability to fulfil the needs of the department.

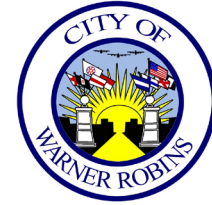
ALTERNATIVES

Not Proceed with the agreement.

ATTACHMENTS

1. R-4693 Contract for Services

DRAFT



CONTRACT FOR SERVICES

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

CONTRACTOR: KingsQue & More
119 Market St.
Warner Robins, GA 31093

BID NO./TITLE: R-4693 Concession Stand Operations

This Contract is made and entered into this 16th day of **March 2026**, by and between **KINGSQUE & MORE** (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. Request for Proposal No. R-4693
 - b. General Instructions to Bidders, Terms and Conditions;
 - c. Exhibit A: Contractor Proposal;
 - d. Exhibit B: Monthly Sales Report
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of March 16, 2026 and expire on March 15, 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 then 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 Request for Proposal No. R-4693 (the “Work”), and the Contractor’s Proposal, attached hereto as “Exhibit A”. Such services are generally described as follows:

Concession stand management and operation services to be performed at City of Warner Robins recreation facilities.

4. Contract Price: Contractor shall pay ten percent (10%) of gross revenue per month to the City on or before the tenth (10th) day of each month following execution of this Contract. Payment must be sent by mail to the following address:
City of Warner Robins
Attn: Recreation, Parks, and Cultural Services
P.O. Box 8629
Warner Robins, GA 31095
5. Reporting: Contractor shall maintain and provide to the City monthly reports conforming in content to Exhibit B documenting total sales for each location.
6. Concession Pricing: Concession prices are to remain firm for the entirety of the Contract as provided in Exhibit A, Menu & Pricing. No modification to menu pricing or item offerings may be made unless such modification receives written approval by the City.
7. Contractor Responsibilities: The Contractor, at its sole cost, shall perform the following:
 - 7.1 Staff, manage, and operate the assigned concession facilities at assigned times.
 - 7.2 Obtain and maintain all required licenses, permits, health and safety approvals as required by Houston County and the State of Georgia.
 - 7.3 Maintain clean and sanitary conditions at concession facilities.
 - 7.4 Utilize facilities and equipment in a safe and responsible manner and in accordance with all applicable federal and state laws and City ordinances, rules and regulations.
 - 7.5 Provide and maintain all inventory and equipment necessary for food preparation, services, and sanitation (unless otherwise specified).
 - 7.6 Contractor is responsible for properly securing facilities as directed by the City.
 - 7.7 After each use, facilities must be cleaned and all waste disposed of properly.
 - 7.8 No alteration, addition, or improvement to the facilities shall be made by the Contractor without prior written consent of the City. Any such alterations, additions, or improvements shall become and remain City property.
 - 7.9 Necessary building maintenance and vandalism must be immediately reported to the City.
8. City Responsibilities:
 - 8.1 Provide access to the concession facilities during approved operating hours.
 - 8.2 Maintain structural components of facilities.
 - 8.3 Provide all utilities required to operate the facilities.
9. Termination
 - 9.1 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.
 - 9.2 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 as provided for in Section 2 of this Contract (each 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.

10. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits necessary to perform the Work as required by law. Contractor shall comply with all food preparation and handling procedures as required by applicable laws and regulations. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.

11. Insurance

11.1 Contractor shall obtain and continuously maintain during the term of the Contract insurance meeting or exceeding the minimum coverage amounts as follows:

Worker’s Compensation at Statutory Requirement

Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate

Commercial Auto Liability: \$1 Million Combined Single Limit

11.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party. Contractor shall provide to the City a Certificate of Insurance upon request.

12. 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.

13. Subcontractors

13.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to perform services under this Contract without the prior written consent of the City.

13.2 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.

13.3 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.

14. Employment Authorization Program

14.1 In accordance with the Georgia Security and Immigration Compliance Act, as amended, any Contractor that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with these E-Verify requirements.

- 14.2 The Contractor and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.
- 14.3 The Contractor shall comply with any and all applicable requirements and provisions set forth in O.C.G.A. § 13-10-91.
- 14.4 Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor contracts with a subcontractor in connection with this Contract, the Contractor shall secure from such subcontractor a notarized subcontractor affidavit, and maintain such record for inspection by the City.

15. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.

16. 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.

17. 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

KINGSQUE & MORE

Signature: _____

**LaRHONDA W. PATRICK
MAYOR**

Signature: _____

Print Name: _____

Title: _____

Date: _____

ATTEST: _____

**MANDY STELLA
CITY CLERK**

ATTEST: _____

STAFF REPORT

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

SUBMITTED BY: AYANA GOODRUM

MEETING DATE: MARCH 18, 2026

AGENDA ITEM

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

The CDBG Proposed Statement of Objectives and Projected Use of Funds for 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 approving the Proposed Statement for the FY2026 Annual Action Plan, along with the Resolution to authorize public comment on the draft FY2026 Annual Action Plan, in order to meet the HUD submission deadline of May 15, 2026.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: \$510,000 (proposed)

Included In Current Capital Budget: No

Appropriations: Yes-CDBG

Account Title / Number	Dollar Amount
FY2026 CDBG Entitlement Grant Allocations (proposed amount)	\$510,000

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	

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. The Draft plans will be available for public review and comment for a 30-day period prior to the final submission to HUD, which is due by May 15, 2026.

ALTERNATIVES

Choose to delay or revise the proposed statement, or opt not to submit it for advertisement. 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. CDBG Proposed Statement for FY2026 Action Plan
2. Resolution-CDBG Proposed Statement for FY2026 Action Plan

DRAFT

PUBLIC NOTICE

**CITY OF WARNER ROBINS
COMMUNITY DEVELOPMENT BLOCK GRANT
PROPOSED STATEMENT OF OBJECTIVES AND PROJECTED
USE OF FUNDS FOR PY 2026 HUD ENTITLEMENT GRANT**

The City of Warner Robins anticipates receiving \$500,000 from the U. S. Department of Housing and Urban Development (HUD) as its Entitlement funding allocation under the Community Development Block Grant Program. In addition, the City anticipates program income in the amount of \$10,000 to be available for the Community Development Block Grant for a total PY 2026 estimated operating budget of \$510,000.

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	\$500,000
Program Income	<u>\$ 10,000</u>
Total funds:	\$510,000

PY2026 Action Plan consists of the following projects:

- HOUSING*****\$258,000
 - Single Unit Residential \$68,000
 - Rebuilding Together \$50,000
 - Habitat for Humanity \$140,000
 - PUBLIC FACILITIES AND IMPROVEMENTS****\$50,000
 - NAMI \$50,000
 - PROGRAM ADMINISTRATION * * * * * \$99,500
 - Fair Housing \$2,500
 - CLEARANCE/DEMOLITION***** \$100,000
- TOTAL EXPENDITURES * * * * * \$510,000**

***NOTE: All proposed activities' budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.**

The City of Warner Robins Community Development Department, after holding public hearings on January 29, 2026 and March 11, 2026, submitted for approval by the Mayor and Council its Fiscal Year 2026 Community Development Block Grant Proposed Statement of Objectives and Projected use of funds at the March 18, 2026, Council meeting held at 5:30 PM in City Hall Council Chambers, 700 Watson Boulevard, Warner Robins, Georgia.

The DRAFT Annual Plan is available for the 30-day public review period beginning March 18, 2026 to April 20, 2026.

Copies of the DRAFT Annual Action Plan will be available for public review at the following places:

- Office of Community & Economic Development – 610A Watson Blvd, 2nd Floor
- Nola Brantley Memorial Library – 721 Watson Blvd.
- City of Warner Robins website: www.wrga.gov “Community Development”

Interested parties are invited to submit written comments concerning this document by 5:00 PM on April 20, 2026. Questions or comments can be directed to Ayana Goodrum, Office of Community and Economic Development, 610A Watson Blvd., 2nd floor, Warner Robins, GA 31093 or to agoodrum@wrga.gov. After reviewing citizens' comments, the proposed statement may be modified if deemed appropriate. Final approval of the PY2026 Action plan will be submitted to Mayor and Council at their meeting on May 4, 2026 at 5:30 P.M., City Hall, Council Chambers.

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

STATE OF GEORGIA
CITY OF WARNER ROBINS

RESOLUTION
AUTHORIZING PUBLIC COMMENT OF
FIVE-YEAR CONSOLIDATED PLAN AND
FY 2026 PROPOSED STATEMENT OF OBJECTIVES
AND PROJECTED USE OF FUNDS

WHEREAS, the City of Warner Robins (City) is designated as an entitlement city by the U. S. Department of Housing and Urban Development (HUD) for the purpose of participation in the Community Development Block Grant Program (CDBG), and

WHEREAS, all proposed activities must be consistent with the City's Consolidated Plan and the Consolidated Plan must be approved by HUD; and

WHEREAS, to ensure continuous funding under this program the City must allow citizen input on the FY 2026 Proposed Statement of Objectives and Projected Use of Funds prior to publication of the Annual Action Plan; and

WHEREAS, the City of Warner Robins will provide any additional information HUD may request, and

WHEREAS, HUD regulations contained in 24 CFR Part 91 et.al. also require local governing body approval of the budget for said activities as shown in the Proposed Statement of Objectives and Projected Use of Funds for the FY 2026 HUD Entitlement Grant.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Warner Robins that the Draft Five-Year Consolidated Plan and FY 2026 Proposed Statement of Objectives and Projected Use of Funds be adopted and approved and hereby authorize general publication of same.

This 18th day of March, 2026.

CITY OF WARNER ROBINS,
GEORGIA

BY: _____
LaRhonda Patrick, Mayor

Attest:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: MARCH 16, 2026

AGENDA ITEM

Appointment To International City Tourism Bureau

Consideration of a recommendation from the Office of the Mayor to appoint Gracie Rigby as the City's representative on the Board of Directors for the International City Tourism Bureau.

STAFF RECOMMENDATION

Appoint Gracie Rigby to serve as the City of Warner Robins's appointment on the Board of Directors of the International City Tourism Bureau, Inc. and authorize the Mayor to execute all necessary documents.

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: No

There are no fiscal impacts to the City associated with the recommended action.

ITEM DESCRIPTION

State law, specifically O.C.G.A. § 48-13-51, *et seq.*, authorizes municipalities to impose, levy, and collect an excise tax upon the furnishing for value to the public of any room or rooms, lodgings, or accommodations furnished by any person or legal entity licensed by, or required to pay business or occupation taxes to, the municipality for operating a hotel, motel, inn, lodge, tourist camp, tourist cabin, campground, or any other place in which rooms, lodgings, or accommodations are regularly furnished for value. In accordance with that law, the City of Warner Robins collects a hotel-motel tax in the amount of 8%.

The law further requires that an amount equal to 43.75% of these hotel-motel taxes be expended for promoting tourism, conventions and trade shows by a private sector nonprofit registered 501(c)(6) organization designated as the Destination Marketing Organization (DMO) for the City of Warner Robins. The International City Tourism Bureau, Inc. serves as the City's DMO, and the City, because of that relationship, has the right to appoint an individual to fill a seta on that organization's board of directors.

The ideal candidate to serve on a DMO board of directors is an individual with experience in industries such as lodging, hospitality, food and beverage, and tourism destination/attraction management. Frequently, DMO boards are comprised largely of owners and senior managers for hotels, restaurants, theme parks, and similar businesses located within the community that the DMO is charged with promoting.

Mayor Patrick is recommending Gracie Rigby to serve as the City's appointee to the International City Tourism Bureau, Inc. board of directors.

Gracie Rigby is a senior leader for Rigby's Entertainment Complex, currently holding the title of Director of Sales and Marketing. Her role extends beyond the theme park to all aspects of the business including lodging, food and beverage, and the new conference center. Rigby's Entertainment Complex is arguably the premier tourism destination in Warner Robins and one of the top travel and tourism operations in Middle Georgia.

Beyond her business responsibilities, Ms. Rigby has provided leadership within local organizations such as the Robins Regional Chamber, CASA (Court Appointed Special Advocate), and the Warner Robins Citizens Advisory Board among others. She is a graduate of the Georgia Academy for Economic Development and the 2022 class of GeorgiaForward's prestigious Young Gamechangers Program.

ALTERNATIVES

Should the City Council wish to not accept the Mayor's recommendation, they may direct Staff to assist in identifying other appropriate candidates for consideration.

ATTACHMENTS

N/A

STAFF REPORT

DEPARTMENT: CLERK'S OFFICE

SUBMITTED BY: Mandy Stella

MEETING DATE: March 16, 2026

AGENDA ITEM

2025 Small Tax Bill Write-Offs

Small tax bill write-offs are used to remove outstanding tax balances that are very minimal and considered impractical or cost-inefficient for the city to continue pursuing for collection.

STAFF RECOMMENDATION

Approve the write-off of remaining balances property tax bills in amounts less than \$5.00, as these minimal balances are considered impractical to pursue for collection and their removal will allow for accurate financial reconciliation of the tax digest.

BUDGET AND PROCUREMENT

Budgeted Item: N/A

Included In Current Operating Budget: N/A

Fiscal Impact: N/A

Total Project Cost: N/A

Included In Current Capital Budget: N/A

Appropriations: N/A

Account Title / Number	Dollar Amount
N/A	

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	

ITEM DESCRIPTION

The City periodically reviews outstanding property tax balances to identify very small amounts that remain unpaid after the normal collection process has concluded. In some cases, minimal balances remain on tax bills due to rounding differences, partial payments, or small adjustments made during processing. For the 2023, 2024, 2025 tax years, a review of the tax records identified a number of accounts with remaining balances of less than \$5.00.

Because the cost of staff time and administrative resources required to pursue collection of these minimal balances often exceeds the amount owed, it is considered a standard financial practice to write off these small amounts. Writing off these balances allows the City to maintain accurate financial

records, close out the tax years more efficiently, and focus collection efforts on accounts with more significant outstanding balances.

As of Friday, March 13 at 1:00 p.m., the total amount recommended for write-off across tax years is \$351.99. Approval of this action will allow the City to clear these minor balances from the system and ensure the tax records for those years are properly reconciled.

ALTERNATIVES

An alternative would be for the City to continue carrying these small balances on the tax records and pursue collection through the normal billing and collection process. However, given that each balance is less than \$5.00, the administrative cost and staff time required to collect these amounts would likely exceed the revenue recovered, making the write-off the most practical and efficient option.

ATTACHMENTS

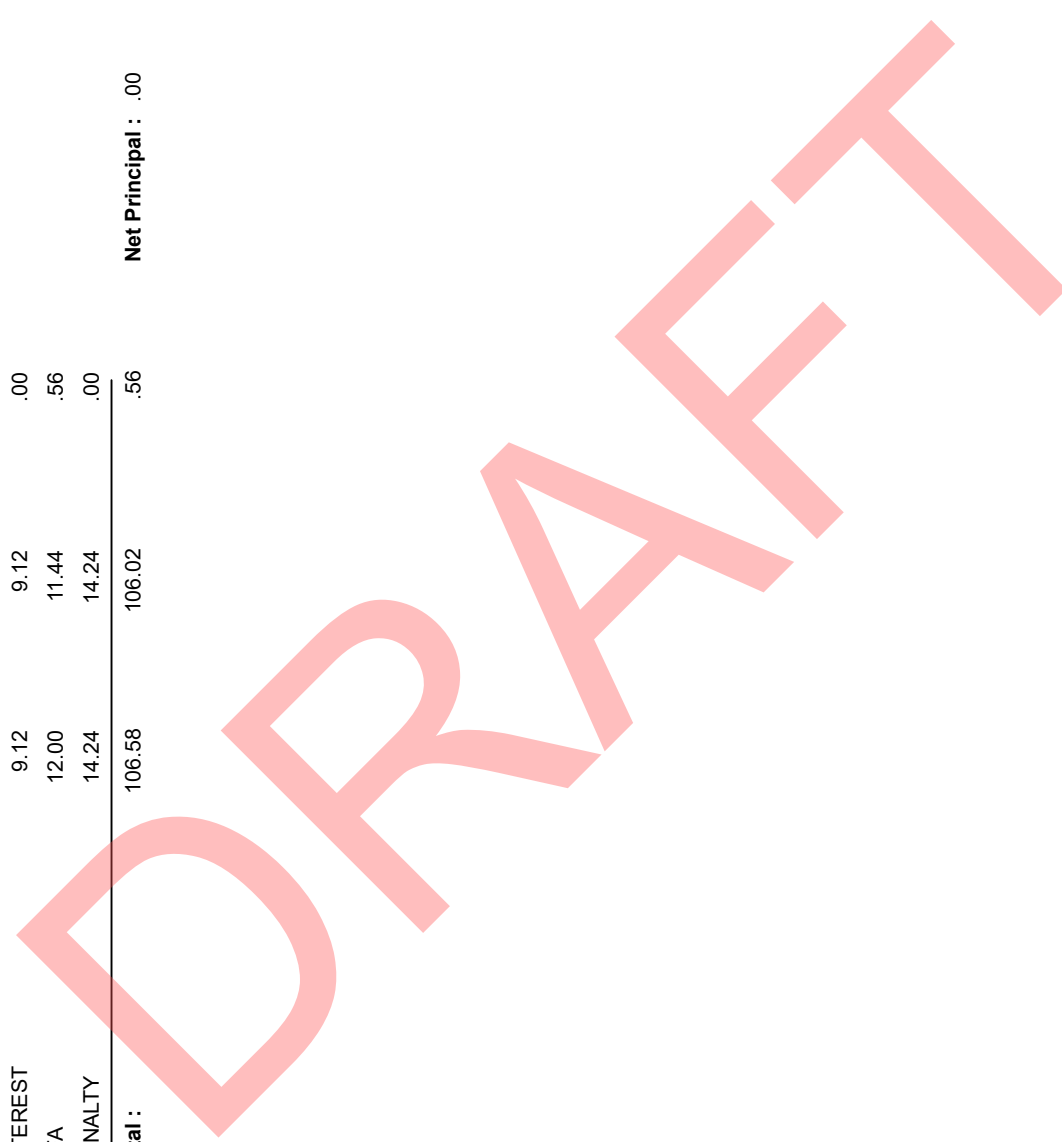
1. Small Bill Report

DRAFT

2023 Disbursement Total

Tax Account	DUE	PAID	NET DUE
200 WARNER ROBINS	71.22	71.22	.00
910 INTEREST	9.12	9.12	.00
930 FIFA	12.00	11.44	.56
950 PENALTY	14.24	14.24	.00
Total :	106.58	106.02	.56

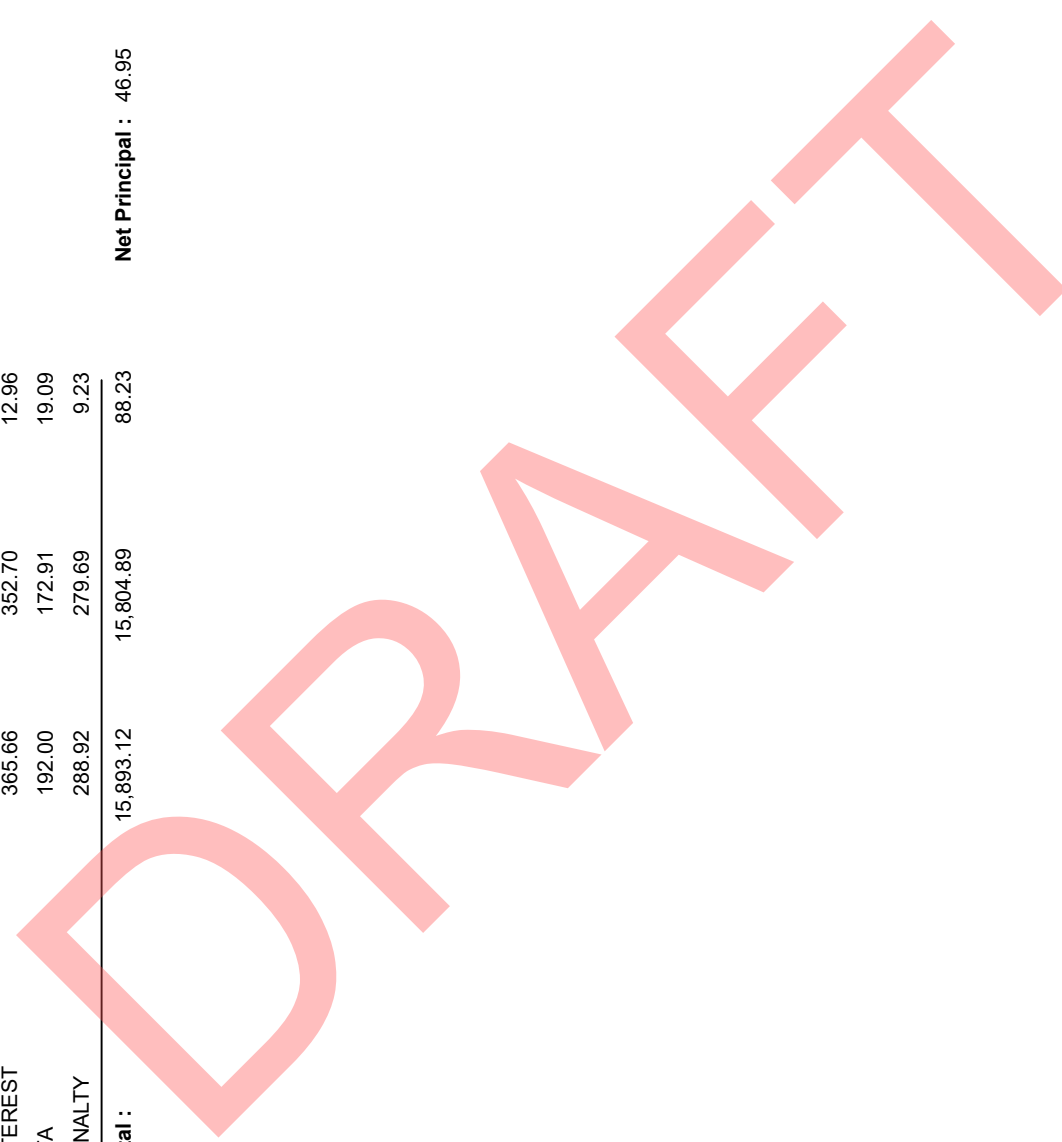
Net Principal : .00



2024 Disbursement Total

Tax Account	DUE	PAID	NET DUE
200 WARNER ROBINS	15,046.54	14,999.59	46.95
910 INTEREST	365.66	352.70	12.96
930 FIFA	192.00	172.91	19.09
950 PENALTY	288.92	279.69	9.23
Total :	15,893.12	15,804.89	88.23

Net Principal : 46.95



2025 Disbursement Total

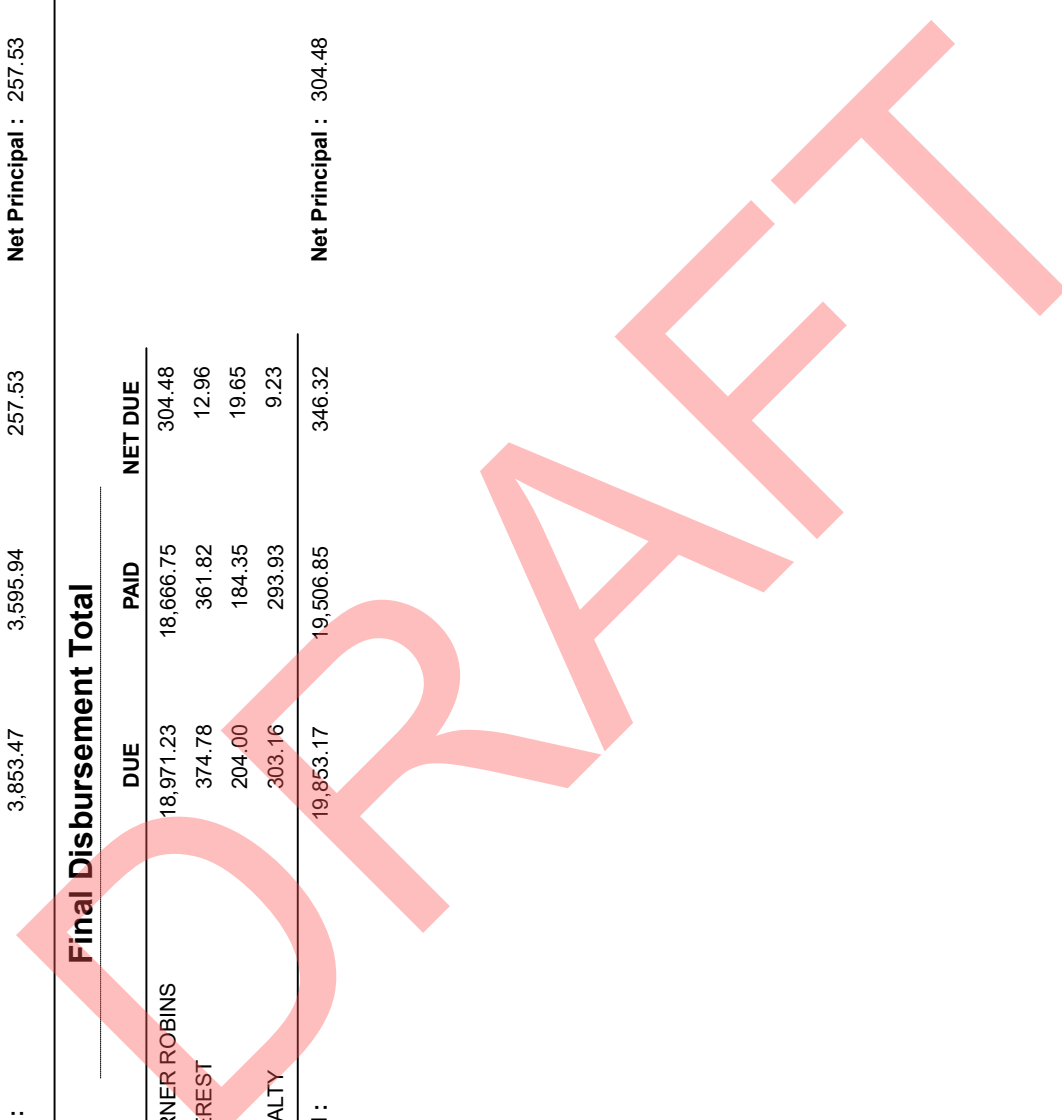
Tax Account	DUE	PAID	NET DUE
200 WARNER ROBINS	3,853.47	3,595.94	257.53
Total :	3,853.47	3,595.94	257.53

Net Principal : 257.53

Final Disbursement Total

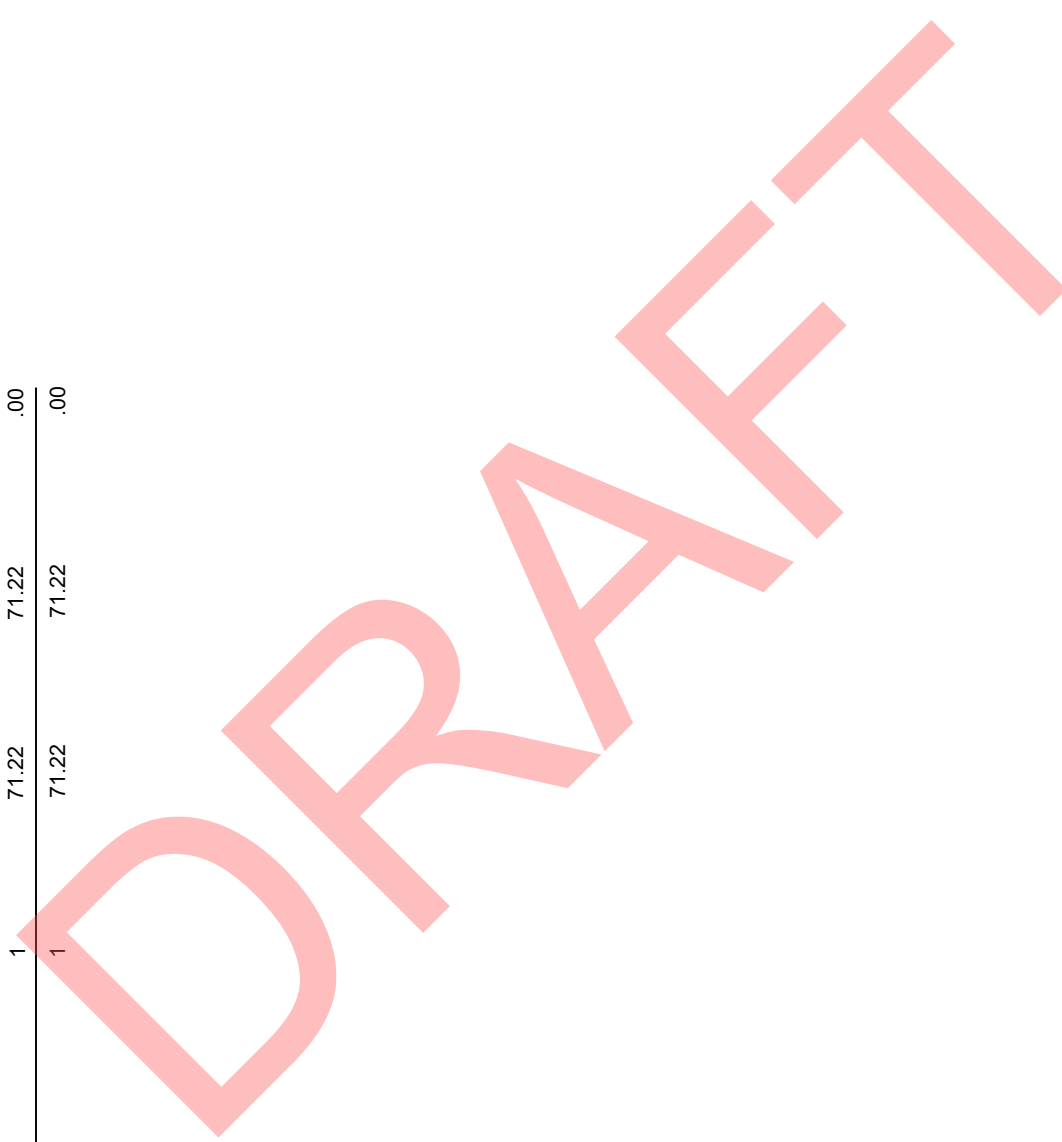
Tax Account	DUE	PAID	NET DUE
200 WARNER ROBINS	18,971.23	18,666.75	304.48
910 INTEREST	374.78	361.82	12.96
930 FIFA	204.00	184.35	19.65
950 PENALTY	303.16	293.93	9.23
Total :	19,853.17	19,506.85	346.32

Net Principal : 304.48



2023 Property Type Total -- Principal Only

Type	Count	DUE	PAID	NET DUE
PERSONAL	1	71.22	71.22	.00
Total :	1	71.22	71.22	.00

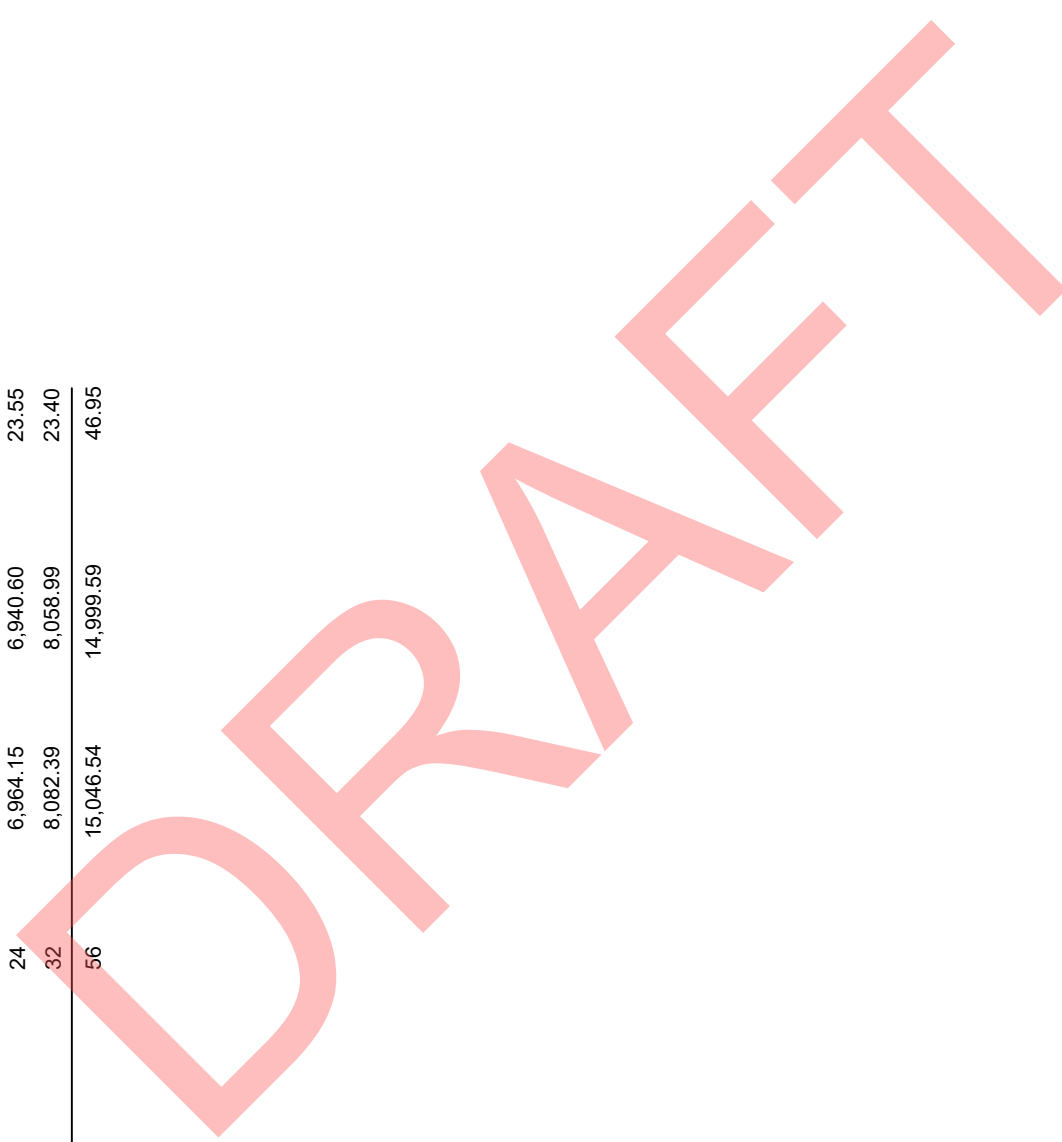


Tax Bill Status/Unpaid Summary Report

WARNER ROBINS CITY

2024 Property Type Total -- Principal Only

Type	Count	DUE	PAID	NET DUE
PERSONAL	24	6,964.15	6,940.60	23.55
REAL	32	8,082.39	8,058.99	23.40
Total :	56	15,046.54	14,999.59	46.95



Tax Bill Status/Unpaid Summary Report

WARNER ROBINS CITY

2025 Property Type Total -- Principal Only

Type	Count	DUE	PAID	NET DUE
PERSONAL	6	292.46	283.85	8.61
REAL	126	3,561.01	3,312.09	248.92
Total :	134	3,853.47	3,595.94	257.53

Final Property Type Total -- Principal Only

Type	Count	DUE	PAID	NET DUE
PERSONAL	31.00	7,327.83	7,295.67	32.16
REAL	160.00	11,643.40	11,371.08	272.32
Total :	191	18,971.23	18,666.75	304.48

Report Selection Criteria:

Digest Type: All From Tax Year: 2023 From District: All Property Type: All Bill Source: All
 To Date: 03/13/2026 To Tax Year: 2025 To District: All Real Estate Type: All Detail or Summary: S

STAFF REPORT

DEPARTMENT: BUILDING & INSPECTIONS
 SUBMITTED BY: DARIN CURTIS, PLANNING & ZONING MANAGER
 MEETING DATE: 02/10/26, MAYOR AND COUNCIL: 3/16/26

REZONING PETITION

Harikrishna B. Patel and Shital H. Patel request the annexation and rezoning of:

- Property, including all right-of-ways, totaling 4.0 acres, located at 1302 Feagin Mill Rd., also known as tax parcel [000770 013000].

The present zoning of the property is R-AG [Residential Agricultural District], and the proposed zoning is R-4 [Multi-Family Residential District].

ITEM DESCRIPTION

The stated intent is to rezone the subject parcel in order to construct a residential community, per the provisions of the zoning code.

The subject properties are located within what the Houston County Joint Comprehensive plan refers to as the Suburban Residential Character Area. That area is described therein as follows:

The residential land use is by far the most prominent category of land use currently within Houston County, and the vast majority of these residences fall within the typical character of a suburban residential environment. Further, given projections of the continued growth within the county, it is likely that these trends will continue. Residential land use is particularly predominant within the cities of Warner Robins and Centerville, though not insignificant in Perry and the unincorporated areas between the municipalities. Most of these residential areas are bounded by US-129, State Route 127, and the Perry city limits to the east and south respectively. The Echeconnee Creek forms a natural boundary for growth to the north, with the county line serving as a border for most growth to the west.

Most of the suburban residential character is reflected by a pattern of subdivisions, which generally contain only one, or a limited number of access points. Some duplexes and apartment complexes are interspersed within these areas, allowing for the maintenance of a high-density area; however, the residential areas of somewhat higher density are still very suburban in their character. These include complexes that normally have one access point, often gated, and which could not be differentiated from a subdivision by simply viewing the street patterns. Future land use within these residential areas could be enhanced by retrofitting traditional neighborhood street layouts on top of the current subdivision grid. This should allow enhanced walkability and bikeability with the community at large while improving transportation with a greater variety of ingress and egress points. Another future development within the residential land use should be a greater variety of housing types. In general, there is a lack of housing diversity, particularly in terms of higher density and greater affordability. Even within the

downtown areas, little multi-story housing is available, presenting a significant opportunity for new housing construction as a part of mixed-use developments. Finally, there is the potential for greater accessibility to neighborhood commercial retail destinations. The vast majority of commercial retail is clustered along major corridors, such as Watson Boulevard, Russell Parkway, and Georgia State Route 96. This requires frequent travel by automobile to reach these commercial corridors. Additional parks and recreational activities could also enhance the quality of life within these suburban areas, giving them a more traditional neighborhood feel.

Suggested Development Patterns:

- Location of a mix of housing densities and types, including single-family, townhomes, multi-family, and mixed-use.
- Street layouts that connect to the existing street network at many points.
- Facilities for bicycles, including bikeways and bike lanes.
- Accessory housing units that provide rental opportunities for small households.
- Distribution of affordably priced homes and housing type diversity throughout the community.
- Retrofitting existing residential areas to improve pedestrian access to nearby commercial areas.
- Commercial development within identified nodes that support suburban residents.
- Higher intensity development near or adjacent to Interstate 75.

Suggested Land Use Designations:

- Residential
- Public/Institutional
- Parks/Recreation

Suggested Implementation Measures:

- Pocket parks and greenspace.
- Analyze fiscal impacts of growth.
- Appropriate school setting for walkability.
- Septic system monitoring.
- Septic area development regulations.
- Bikeway plans.
- Trails and greenway networks.
- Sidewalk and pedestrian network design.
- Subdivision and land development code regulation

STAFF RECOMMENDATION

Based on the Houston County’s Joint Comprehensive plan, which states, *“Most of the suburban residential character is reflected by a pattern of subdivisions, which generally contain only one, or a limited number of access points. Some duplexes and apartment complexes are interspersed within these areas, allowing for the maintenance of a high-density area; however, the residential areas of somewhat higher density are still very suburban in their character. These include complexes that normally have one access point, often gated, and which could not be differentiated from a subdivision by simply viewing the street patterns.”* and, based on the overall character of the area, and the fact that this request does not introduce a use to the area that does not conform to that of the surrounding area, and that the Suburban Residential character suggests residential use developments as a suggested land use designation, staff recommends consideration be made to approve the request.

ALTERNATIVES

While the formal staff recommendation remains, the following alternatives are offered for consideration by any member of the voting authorities.

1. Consideration could be made to deny the proposed annexation and/or rezoning.

ATTACHMENTS

1. Application
2. Applicable zoning regulation:
 - 71.4. R-4 Multi-Family Residential District.
 - 71.4.1. Intent of district. This is a residential district to provide for higher population densities. The principal uses of land may range from single-family to multiple-family apartment uses. Certain uses which are more compatible functionally with intense residential uses than with commercial uses are allowed only by special exception.
 - 71.4.2. Permitted uses. Within the R-4 district, the following uses are permitted:
 - (1) Any use permitted in an R-3 district.
 - (2) Multi-family dwellings.
 - 71.4.3. Uses allowed by special exception. The following uses may be allowed only by special exception by the planning and zoning commission in accordance with the provisions of section 114:
 - (1) Any use allowed only by special exception in an R-1 district.
 - (2) Hospitals, sanitariums, clinics, convalescent or nursing homes, provided that the lot fronts on an arterial or major collector street.
 - (3) Clubs and lodges, provided that food service facilities are limited to members and their guests.
 - (4) Medical, dental, or chiropractic office, clinic, and/or laboratory.
 - (5) Professional office uses.
 - (6) Group homes and personal care homes provided the requirements of section 97 are met

NO. ____ - 26
CITY OF WARNER ROBINS
STATE OF GEORGIA

ORDINANCE

IT IS HEREBY ORDAINED by the GOVERNING AUTHORITY OF THE CITY OF WARNER ROBINS, GEORGIA, ANNEXING A TRACT OR PARCEL OF LAND CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY, AND FOR OTHER PURPOSES.

WHEREAS, a petition has been received from **HARIKRISHNA B. PATEL AND SHITAL H. PATEL** to annex the properties which are more particularly described as follows, to-wit:

All that tract or parcel of land situate, lying and being in Land Lot 131, of the 10th District, Houston County, Georgia, being known and designated as Tract "A", comprising 5.00 acres, more or less, according to a plat of survey of record in Plat Book 20, Page 86, Clerk's Office, Houston County Superior Court. Said plat and the recorded copy thereof are incorporated by reference for all purposes.

LESS AND EXCEPT: All that tract or parcel of land situate, lying and being in Land Lot 131, of the 10th District, Houston County, Georgia, being known and designated as that certain tract containing 1.00 acres, according to a plat of survey of record in Plat Book 32, Page 23, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are incorporated by reference for all purposes.

Subject to all easements, ordinances, covenants, conditions, restrictions and rights-of-way of record, if any.

The property is located at 1302 Feagin Mill Road.

WHEREAS, the said land of **HARIKRISHNA B. PATEL AND SHITAL H. PATEL** may be annexed pursuant to the provisions of the Official Code of Georgia Annotated Section 36-36-20 et seq., said lands being contiguous to the existing corporate limits of the City of Warner Robins and the petitioners being the sole owners of said properties; and

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

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Warner Robins, Georgia, and it is hereby ordained by authority of the same, that the petition from **HARIKRISHNA B. PATEL AND SHITAL H. PATEL**, on December 1, 2025, is adopted and approved and said properties are hereby incorporated into the City of Warner Robins, Georgia.

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

If any of the provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the

provisions of this ordinance are declared to be severable.

The provisions of this ordinance were first read on March 16, 2026, adopted on _____, 2026 and shall become effective _____ 1, 2026.

This 16th day of March, 2026.

CITY OF WARNER ROBINS, GEORGIA

BY: _____
LaRHONDA W. PATRICK, MAYOR

ATTEST:

MANDY STELLA, CITY CLERK

DRAFT



GRAHAM ENGINEERING SERVICES

December 1, 2025

Darin Curtis
Planning and Zoning Manager
P.O. Box 8629
Warner Robins, GA 31095
(478) 302-5503

Subject: Letter of Intent for Annexation/Re-Zoning of Parcel 000770 013000

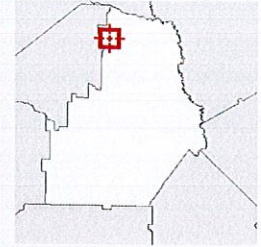
Dear Mr. Curtis,

The subject property is currently located on the southside of Feagin Mill Rd, west of Country Walk, and east of Tyson Glen Dr N. Currently the project is zoned RAG in Houston County. The properties located along the south and southeast property lines are located within the city and are zoned R-3. The property located on the east and west property line are located within the county and are zoned RAG. Proposed improvements right now include a 58 Unit 2-story quad-plex style development with 103 parking spots and all necessary infrastructure to support the development. The owner is requesting annexation into the City of Warner Robins, and the property be re-zoned to R-4 (multi-family). The owner is aware that sewer is available, however, it will have to be brought to the site.



*Best Regards,
Casey Graham, PE*



Overview



Legend

-  Parcels
-  Roads

Parcel ID 000770 013000
 Class Code Residential
 Taxing District County
 Acres 4.0

Owner
 PATEL HARIKRISHNA B
 PATEL SHITAL H
 133 RIVER VALLEY TRAIL
 KATHLEEN, GA 31047

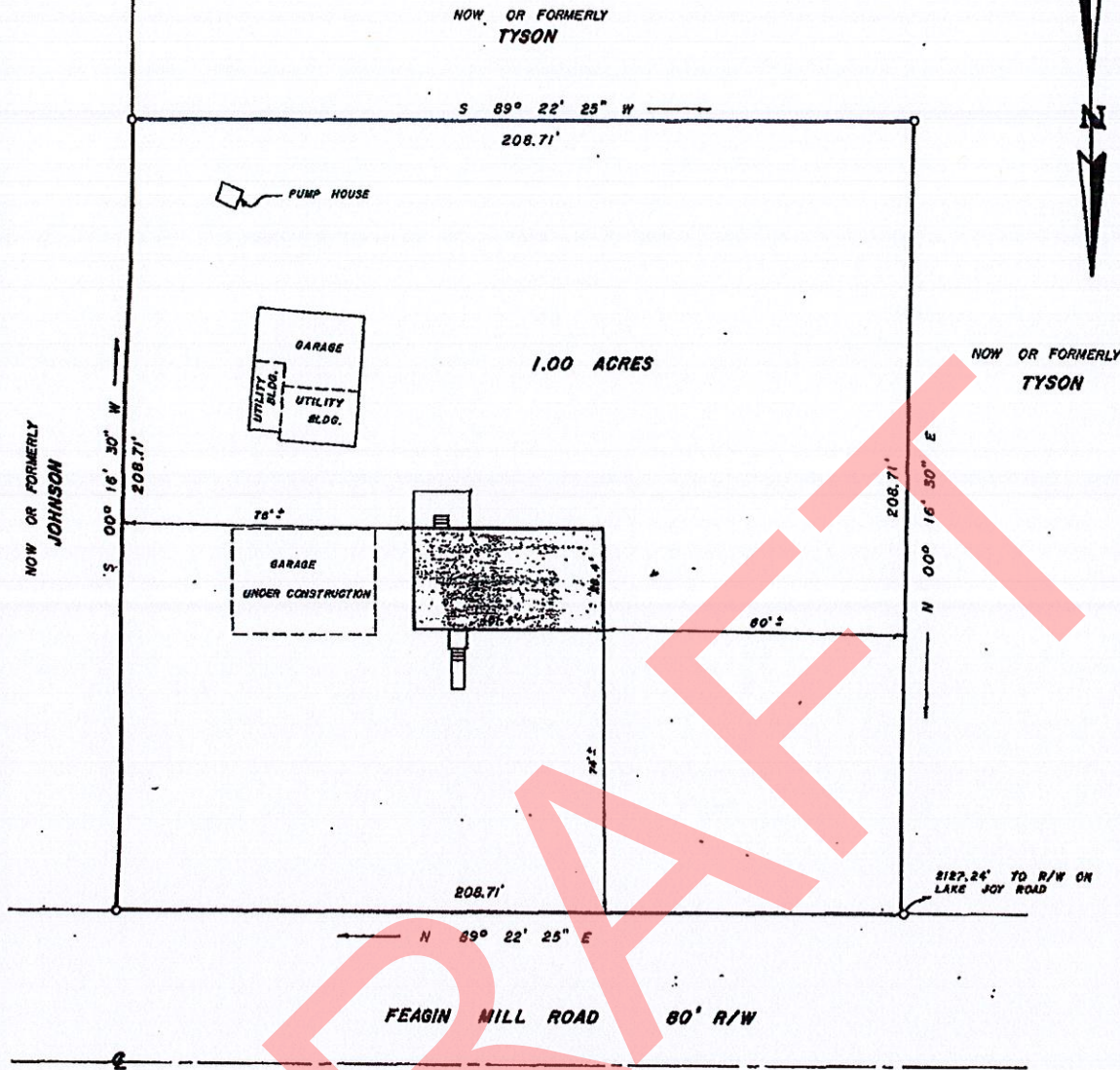
Last 2 Qualified Sales		
Date	Price	Reason
09/02/2010	\$50000	LM
01/22/1992	\$22000	LM

Physical Address
 1302 FEAGIN MILL RD
 Assessed Value Value \$88800
 Land Value Value \$88800
 Improvement Value
 Accessory Value

(Note: Not to be used on legal documents)

Date created: 12/2/2025
 Last Data Uploaded: 12/2/2025 2:11:13 AM

Developed by  **SCHNEIDER**
 GEOSPATIAL



Dog ID: 006621990001 Type: PLA
 Filed: 01/15/1987 at 08:32:28 AM
 Fee Amt: Page 1 of 1
 Houston, Ga, Clerk Superior Court
 Carolyn V. Sullivan Clerk
 BK 32 Pg 23



FILED
 HOUSTON COUNTY
 1987 JAN 15 AM 8:32
 CLERK SUPERIOR COURT

IN MY OPINION THIS SURVEY IS NOT
 IN A DESIGNATED FOOD PLANT AREA
 Approved: *[Signature]*
 Houston County Planning Commission
 Secretary: *[Signature]*

I CERTIFY THAT THIS IS AN ACCURATE
 REPRESENTATION OF THE SURVEY
 AND THAT THERE ARE NO UNDISCOVERED
 EASEMENTS, ENCUMBRANCES, OR
 PROJECTIONS EXCEPT AS SHOWN
[Signature]
 ROBERT L. STORY GA REG SURVEYOR NO. 1553

Dennis G. Thomas, Dorothy L. Thomas

SURVEY	
FOR	
DENNIS G. THOMAS & DOROTHY L. THOMAS	
LAND LOT 131	TENTH DISTRICT
HOUSTON COUNTY	GEORGIA
JANUARY 5, 1987	SCALE: 1" = 30'
STORY SURVEYING CO.	
1435-B WATSON BLVD. WARNER ROBINS, GA.	

MICROFILMED

32/23

Houston County, GA

Summary

Parcel Number 000770 013000
 Account/Realkey 34652
 Location Address 1302 FEAGIN MILL RD
 Legal Description TRACT A 4 ACRES 131/10TH
 (Note: Not to be used on legal documents)
 Class R3-Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Zoning RAG
 Tax District County (District 1)
 Millage Rate 21.397
 Acres 4
 Homestead Exemption No (S0)
 Landlot/District 131 / 10

[View Map](#)

Owner

PATEL HARIKRISHNA B
 PATEL SHITAL H
 133 RIVER VALLEY TRAIL
 KATHLEEN, GA 31047

Rural Land

Type	Description	Calculation Method	Soil Productivity	Acres
RUR	Small Parcels	Rural	1	4

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
9/2/2010	5320 180	20 86	\$50,000	Land market sale	SUMNER MARVIN E	PATEL HARIKRISHNA B & SHITAL H
1/22/1992	948 223	20 86	\$22,000	Land market sale	THOMAS DOROTHY L	SUMNER MARVIN E
7/26/1991	926 314	20 86	\$0	Quit claim deed or divorce settlement	THOMAS DENNIS G & DOROTHY L	THOMAS DOROTHY L
5/1/1978	525 615	20 86	\$11,500	Land market sale	TYSON DOROTHY E	THOMAS DENNIS G & DOROTHY L

Valuation

	2025	2024	2023	2022	2021
Previous Value	\$88,800	\$77,600	\$77,600	\$69,600	\$50,000
Land Value	\$88,800	\$88,800	\$77,600	\$77,600	\$69,600
+ Improvement Value	\$0	\$0	\$0	\$0	\$0
+ Accessory Value	\$0	\$0	\$0	\$0	\$0
= Current Value	\$88,800	\$88,800	\$77,600	\$77,600	\$69,600

Estimated Tax Detail

USE THE FOLLOWING ESTIMATES AT YOUR OWN DISCRETION.

The amounts below do not represent, nor are they intended to represent, the actual property tax for this parcel.

These amounts represent unofficial property tax estimates based on the current year's property value, applicable exemptions and the 2025 millage/tax rates for your tax district.

Please note: the millage/tax rates used in these estimates are not official, and they have not been approved by the respective levying authorities for taxation for the current year.

Tax Type	Description	Asmt Pct	Cov Exempt	HS Exempt	Millage	Est Tax
1	STATE	0.4				\$0.00
2	COUNTY	0.4			7.586	\$269.45
3	CO/MDT	0.4			0.915	\$32.50
4	SCHOOL	0.4			4.98	\$176.89
5	SCH/MDT	0.4			6.739	\$239.37
9	FIRE TAX	0.4			1.177	\$41.81

Total Est Tax \$760.02

No data available for the following modules: Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes,



SITE DATA TABLE

PROJECT ADDRESS	1300 FEAGIN MILL ROAD, WARNER ROBINS, GEORGIA 31088
PARCEL NUMBER	000770 01 0000 (4.00 ACRES)
ZONING	IND
ADJACENT PARCELS	IND
ADJACENT USES	IND
BUILDING SETBACK	LANDSCAPE SETBACK
FRONT	FRONT
SIDE	SIDE
REAR	REAR

PARKING CALCULATIONS	
REQUIRED PARKING STALLS	PROVIDED PARKING STALLS
1.5 SPACES PER UNIT	79 STANDARD PARKED
1.5 X 54 UNITS =	4 HANDICAPPED SPACES
84 SPACES REQUIRED	84 SPACES PROVIDED

DEVELOPMENT INFORMATION TABLE

NO.	TOTAL PROPERTY AREA	ACRES (SQ. FT.)
01	STORMWATER MANAGEMENT AREA	0.3
02	AMBIENT AREAS	0.32
03	LANDSCAPE AREAS	0.38
04	TOTAL NUMBER OF UNITS	54
05	GROSS DENSITY	15.00 UNITS / ACRE
06	GROSS RESIDENTIAL AREA	0.16 ACRES (11,870)
07	PROPOSED LOT AREA	0.30 ACRES (20,736)
08	DRIVEWAY & PARKING AREA	0.79 ACRES (53,796)
09	NET RESIDENTIAL AREA	2.00 ACRES
10	NET DENSITY	27.00 UNITS / ACRE
11	LOT AREA	67,172 (SQ. FT.)



GRAHAM ENGINEERING SERVICES
 DESIGN - PLAN - CONSULTING
 253 CARL VINSON PARKWAY
 WARNER ROBINS, GA. 31088
 770.886.8800
 grahamengineering.com

CONCEPTUAL DISCLAIMER:
 INFORMATION SHOWN ON THIS PLAN IS FOR CONCEPTUAL PURPOSES ONLY AND IS NOT TO BE USED FOR CONSTRUCTION. THE INFORMATION SHOWN ON THIS PLAN IS SUBJECT TO CHANGE AND IS SUBJECT TO CHANGE. THE INFORMATION SHOWN IS BASED ON THIS INFORMATION.

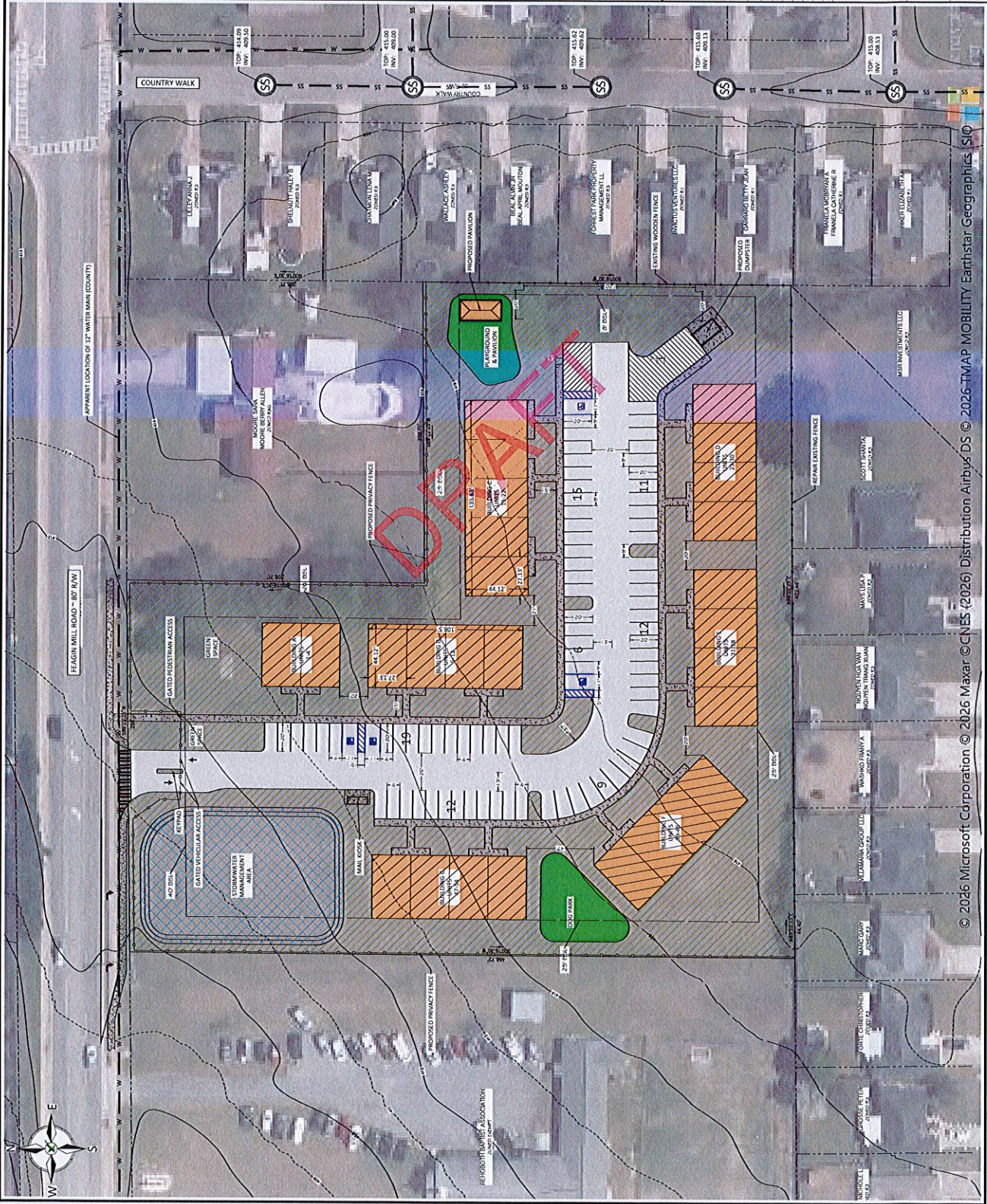


REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		

CONCEPTUAL SITE PLAN
 FEAGIN MILL ROAD ANNEX

PROJECT NO.	26-22111
DATE	07/27/2026
DRAWN BY	WARNER ROBINS, HOUSTON
CHECK BY	COUNTY, GEORGIA
DATE	
SHEET NO.	1
TOTAL SHEETS	1



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